

Practice Nurse Learning and Development Core Competencies – Level 5

Needs Analysis check list

On commencement of your employment as a level 5 PN, the following core clinical competencies will help you to recognise your existing skills and areas for development. This documents allignes to the QNIS (2020) and RCGP (2015) induction and competency document, which recommend the following support/supervision of new GPNs.

- A minimum of a one week period of orientation
- A minimum one month induction period with implementation of the General Practice Nursing Induction Template (NHSE, 2019)
- A period of preceptorship with an identified experienced GPN Practice Supervisor and an identified GPN Practice Assessor (NMC, 2018) usually employed in the same General Practice
- Completion of a HEI accredited introductory programme for nurses new to general practice of at least six months, within their first year
- Assessment of clinical competencies utilising a competency framework with the RCGP competencies for GPNs (RCGP, 2015) or equivalent competency framework, by a Practice Assessor usually employed in the same General Practice

This document was created by utilising information/guidance from the following resources:

[QNIS Standards of Education and Practice for Nurses New to General Practice Nursing](#)

[RCGP GPN Competencies](#)

[Transforming Nursing Roles paper 6](#)

For Needs analysis documents for all Pillars of Practice please click [HERE](#)

Key	
1	Novice Has little / no experience
2	Advanced Beginner Has some experience but requires supervision
3	Competent Has lots of experience & does not require supervision

Core Competencies	1	2	3	Learning need (what information/learning/practice do you require, to build knowledge/skill)	Date Competency achieved	Supervisor comments/Signature
Communication						
<ul style="list-style-type: none"> •Be able to delegate clearly and appropriately including assessment of clinical risk and application of the principles that underpin delegation to unregulated health care support workers 						
<ul style="list-style-type: none"> •Managing routine consultations with Patients including: <ul style="list-style-type: none"> I.Using shared decision making approach to gather and share information (including full history) II. Identify problems appropriate for nurse management III.Clinical reasoning: identifying possible courses of action to undertake or the level and speed of referral •Being able to assist the patient to make decisions in a style appropriate to their wishes <ul style="list-style-type: none"> I.Exploration and action planning II.Closing the session III.Being aware of potential barriers to communication, being mindful of specific groups 						
<ul style="list-style-type: none"> •Manage clinical risk within face to face and telephone patient communications including: <ul style="list-style-type: none"> I. Recognising signs and symptoms which may indicate the presence of a serious medical condition (Red Flags) and taking appropriate action II. Working at all times within personal professional and clinical boundaries III. If requested undertake telephone triage, ensure adequate training and support is provided 						
<ul style="list-style-type: none"> •Respond appropriately and communicate effectively with patients who have specific needs including: <ul style="list-style-type: none"> I. Children and Adolescents II. Learning Disability and Difficulty III. Physical Disability 						

<p>IV. Mental Illness including those with memory loss</p> <p>V. Bereavement</p> <p>VI. Terminal illness</p> <p>VII. Distressed or angry patients</p> <p>VIII. Difficulty in communicating and understanding the English Language</p>					
<p>Have an understanding of the ethical issues and clinical audit that impinge on general practice including:</p> <ul style="list-style-type: none"> • The responsibilities and obligations of the Data Protection Act 2018 GDPR • The requirements of Information Governance • Clearly representing the patient's viewpoint to others 					
Personal and People Development					
Apply clinical governance principles and practice to your work					
Recognise and understand the roles of individuals working within the Primary Health Care team and understand how the roles of other practitioners and agencies interface with yours					
<p>Appreciate and work with the changing structures of health care provision and understand the key issues as they affect your practice such as:</p> <ul style="list-style-type: none"> • The relationship between the Health Board and General practices and the services provided for patient care • The contractual arrangements • How Quality and Outcomes are measured and monitored • Local and National Quality improvement strategies 					
<p>Be aware of the Legal and Professional issues pertinent to working as a General Practice Nurse including:</p> <ul style="list-style-type: none"> • Duty to maintain effective registration and comply with the requirements for revalidation and Fitness to practice. • Ensure you meet the requirements for Professional Indemnity • Accountability and delegation • Consent including Young People's Competency to Consent • Mental Health and Capacity requirements • Safeguarding children and vulnerable adults including statutory • Child health procedures and local guidance • Access to Health Records • Notification of Infectious Diseases (NOIDs) • Duty of care 					

<ul style="list-style-type: none"> •Duty of Candour •Duty to raise concerns •Vicarious liability •Record keeping •Use of clinical guidelines/protocols/patient group directions/ patient specific directions 						
<p>Develop your personal management and leadership abilities by:</p> <ul style="list-style-type: none"> •Gaining insight into yourself and your own behaviours by reflection on events •Obtaining, analysing and acting on feedback from a variety of sources •Accessing coaching if appropriate •Being able to identify and manage your own emotions and prejudices, understanding how these can affect your own judgment and behaviour and how they can impact on patients and colleagues •Being able to professionally manage the emotions of others •Upholding and being a good model of personal and professional ethics and values •Recognising and respecting the values and ethics of others 						
Health, Safety and Security						
<p>Emergency situations</p> <ul style="list-style-type: none"> •When appropriate, be able to manage the emergency response and treatment using local guidelines 						
<p>Be aware of and abide by:</p> <ul style="list-style-type: none"> •Procedures and systems •Health and safety documentation •The monitoring and reporting of the state of equipment and furniture •Current recommendations for the safe use of VDU screens 						
Mandatory training						
<ul style="list-style-type: none"> •Trained in Basic Life Support •Is competent in anaphylaxis •Fire safety 						

<ul style="list-style-type: none"> ●Manual handling ●Systems within workplace works ●Clinical knowledge and skills as required by your role 						
Infection Control						
<ul style="list-style-type: none"> ●Attendance at Infection Control training ●Support patients and colleagues in adopting sound ●Infection control measures according to local and national guidelines. This includes: <ul style="list-style-type: none"> > Effective hand washing > The collection and handling of laboratory specimens > Segregation and disposal of waste materials >Decontamination of instruments and clinical equipment and treatment of sharps injuries > Dealing with blood and body fluid spillages 						
Child Health/Child Protection						
<ul style="list-style-type: none"> ●Attendance at Child Health Protection Update (statutory) ●Is aware of child health protection statutory local procedures and points of referral ●Recognise the signs, symptoms and categories of child abuse ●Understand the importance of recognition, observation, documentation and communication ●Has knowledge of other practitioners and agencies roles ●Understands basic legal issues around child abuse 						
Screening						
<ul style="list-style-type: none"> ●Undertake opportunistic screening –BP checks, BMI, urinalysis, smoking & alcohol status, diet & exercise ●Relevant family history ●Knowledge of national cancer screening services, Breast Cancer, Cervical Cancer, Bowel Cancer and Prostate Cancer, Abdominal Aortic Aneurysm. Especially regarding local implementation and the national and local call and recall system ●Knowledge of frailty risk screening 						
<ul style="list-style-type: none"> ● Be aware of the factors that may contribute to health inequalities, particularly in relation to screening uptake ● Be sensitive to individual values and beliefs of all patients and possible additional needs of patients with: <ol style="list-style-type: none"> I. Language and communication barriers, including patients of other ethnicities II. Learning disabilities III. Dementia 						

IV. Mental ill health V. Potentially vulnerable patients					
<ul style="list-style-type: none"> • Understand and be able to explain the rationale for Human Papilloma Virus (HPV) screening and the consequent recall and follow up processes. Perform, after undertaking appropriate training and updates, cervical smear taking according to NHSCSP standards including: <ul style="list-style-type: none"> ➤ Preparation of the patient, equipment and environment ➤ Management of the consultation including: <ul style="list-style-type: none"> I Good communication skills II Appropriate history taking IV. Record keeping V. Correct evidence based procedure for sample taking, including assessment VI. of cervix and awareness of contraindications to procedure VII. Management of the sample VIII. Explanation of procedure for obtaining results IX. Comply with requirements regarding personal and practice audit 					
Health Promotion					
<ul style="list-style-type: none"> • Recognise patients readiness to change and support their attempts to change unhealthy behaviour • Provide healthy eating advice to individuals or groups, including underweight • Provide smoking cessation advice individually in opportunistic consultations • Provide individual advice to patients about increasing activity or exercise • Offer advice on recommended safe limits for alcohol consumption • Develop and maintain the Health Promotion material within the practice and the waiting room notice board • Refer patients as appropriate to other agencies 					
Injections					
<ul style="list-style-type: none"> • Administer injections under an individualised prescription or Patient Group Direction • Ensure safe storage rotation and disposal of injection and drugs 					

Mental Health						
<ul style="list-style-type: none"> •Recognises and is aware of appropriate referral mechanisms for family violence, vulnerable adults, substance abuse and addictive behaviours •Recognises psychological needs of patients presenting with depression or suicidal tendency 						
Men's Health						
<ul style="list-style-type: none"> •Raise awareness and give advice on issues covering: •Testicular self-examination •Incontinence and prostatic disease •Family Planning •Sexual Health •Make appropriate referrals 						
Family Planning						
<ul style="list-style-type: none"> •Competent in sexual history taking •Advise patients on reducing risk of sexually transmitted diseases and refer if required •After appropriate training, advise patients on available methods of contraception, refer if necessary •Support patients attending for emergency contraception and refer if required •Perform interval health check for patients using hormonal contraception •Teach patients correct condom use 						
Women's Health						
<ul style="list-style-type: none"> •Advise patients on the national and local Cervical Screening and Mammography screening programmes •Undertake a programme of cervical screening sampling under supervision until competent •Undertake 3 yearly update cervical screening training •Promote breast self-awareness and provide supporting literature •Advise patients about reducing the risk of sexually transmitted diseases and make appropriate referrals •Take swabs for microscopy as directed •Give patients basic advice about peri-menopausal and menopausal symptoms and make appropriate referrals •Advise on basic incontinence management and make appropriate referrals •Advise on the peri-menopausal and post-menopausal risk of osteoporosis and heart disease and interventions as required 						

Diabetes						
<p>All nurses should have minimum training and understanding of diabetes in order to:</p> <ul style="list-style-type: none"> •Contribute to the detection and management of people with diabetes •Undertake screening for diabetes in high risk populations •Support and promote structured education for diabetic patients •Make appropriate referrals to hospital & Community Diabetes Team •Contribute to the maintenance of the practice diabetic register and to the structured review of practice managed patients 						
Respiratory Disease Management (Asthma)						
<ul style="list-style-type: none"> •Has a basic understanding of asthma, its diagnosis, principles of treatment and self-management •Contribute to the management of patients within the framework of local and national guidelines for asthma •Manage emergency treatment of asthma attacks •Contribute to the education of patients including inhaler techniques, compliance and self-monitoring •Facilitate structured reviews •Make appropriate referrals 						
Respiratory Disease (COPD)						
<ul style="list-style-type: none"> •Has a basic understanding of COPD, its diagnosis, principles of treatment and self-management •Use of spirometry to aid the diagnosis and management of COPD •Contribute to the management of patients within the framework of local and national guidelines for COPD •Contribute to the education of patients including inhaler techniques and compliance •Facilitate structured reviews •Make appropriate referrals to the respiratory team and pulmonary rehabilitation 						
Cardiovascular Disease						
<ul style="list-style-type: none"> •Demonstrate a good understanding of the principles of primary and secondary prevention of IHD and Stroke •Contribute to the maintenance of the practice CHD and Stroke register •Advise patients on lifestyle management and drug compliance for reducing modifiable risk factors •Facilitated structured reviews 						

•Have an understanding of referral criteria and services						
Clinical Practice Leadership						
<ul style="list-style-type: none"> •Assist in clinical audit and the setting and monitoring of Standards of Care •Teach and direct others in clinical setting, including unqualified staff •Act as an assessor/mentor and teacher to other staff •Work effectively in the team 						
Quality and Service Improvement						
Work with others as appropriate on the development of current and new services and initiatives						
<ul style="list-style-type: none"> •Be aware of and promote the current approaches to service redesign and delivery. <ul style="list-style-type: none"> ➢This includes the integration of the work of local social and voluntary agencies and patient groups ➢NHSGGC boardwide services and how to refer to these services 						
<ul style="list-style-type: none"> •Be familiar with current national and local policies, procedures and initiative relating to quality improvement •Where appropriate take a lead role in the development of current or quality improvement programmes •Be aware of and understand the cost implications of the work undertaken, ensuring compliance with local prescribing policies 						
<ul style="list-style-type: none"> •Understand and implement with patients, patient's relatives and colleagues the latest guidelines issued by professional bodies, i.e. NMC: <ul style="list-style-type: none"> ➢Prioritise people ➢Practice effectively ➢Preserve safety ➢Promote professionalism and trust 						
Equality and Diversity						
<p>Recognise the signs of and adhere to local policies demonstrating the ability to effectively follow up concerns relating to:</p> <ul style="list-style-type: none"> •Family violence •Vulnerable adults •Substance abuse •Addictive behaviour •Child abuse •Female Genital Mutilation •Internet and Social Media abuse 						

<ul style="list-style-type: none"> •Know the local contact and access information for voluntary and statutory services that may be useful to patients. •Guide and support patients in accessing these as appropriate. 					
<ul style="list-style-type: none"> •Management of Emergency situations •Following practice protocols and evidence based treatment be competent to assess the degree of urgency and take necessary action in the following situations: <ul style="list-style-type: none"> I.Collapse II.Asphyxia III.Anaphylaxis IV.Vasovagal Syncope V.Acute chest Pain VI.Cerebrovascular episode VII.Convulsions VIII.Head Injury IX.Hyper and Hypoglycaemia X.Acute respiratory problems XI.Haemorrhage XII.Poisoning XIII.Burns XIV.Fractures 					
<p>•Therapeutic Monitoring</p>					
<ul style="list-style-type: none"> •Use a holistic patient approach to check concordance with and adherence to prescribed treatments •Be able to identify abnormalities such as drug reactions, side effects and contraindications. •Have knowledge of and work within local and practice guidelines to monitor and advise patients on the review processes for the following conditions: <ul style="list-style-type: none"> I.Hypothyroid II.Hyperthyroid III.Rheumatoid arthritis IV.Iron deficiency anaemia V.Pernicious anaemia VI.Epilepsy VII.Mental health disorders VIII.Anticoagulant therapy IX.Chronic Kidney Disease 					