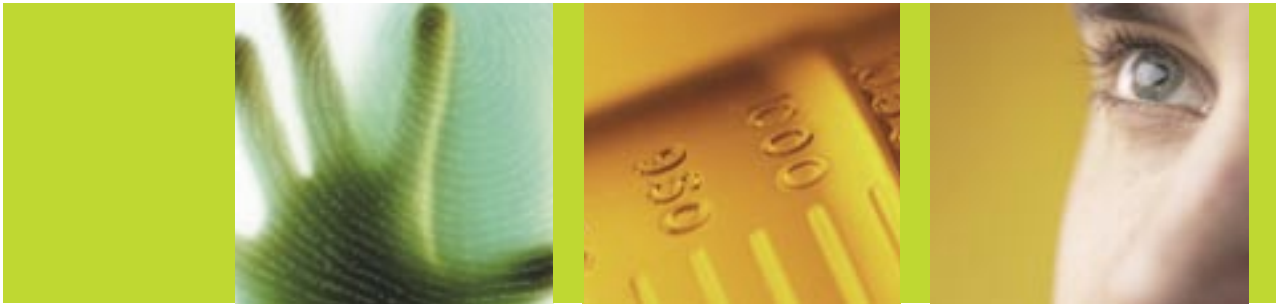


# Competency Standards

for nurses in general practice



Sample job description for a registered nurse in general practice

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# Sample job description for a registered nurse in general practice

Competency standards can be used as a framework for a job description for a nurse working in general practice. Note that not all the units of competency are included in this sample job description although nurses have a professional responsibility to meet all the units. The order of the units have been re-arranged and some examples have been changed to meet the needs of the specific general practice

## **Title**

Registered nurse (registered nurse division 1 in Victoria)

## **Position profile**

Providing nursing care to patients presenting at the general practice

## **Performance appraisal**

3 months after commencement and every 12 months thereafter

## **Key criteria**

- Registered nurse licensed to practice in [state/territory];
- Experience working in a primary health care setting;
- Experience working with older people and people with chronic illnesses;
- Able to work as part of a small team;
- Excellent communication skills with patients, their families and with the other members of the general practice team.

## **Reports to**

[for example: General practitioner managing the general practice]

## **Job requirements<sup>1</sup>**

1. Demonstrates comprehensive and accurate knowledge and skills in providing episodic and ongoing care that is responsive to individual and group circumstances and environments.
  - Conducts accurate comprehensive assessment of individuals and groups presenting without appointments to improve outcomes and minimise adverse events;
  - Assesses and develops health care plans that direct health care interventions and activities by others;
  - Provides care in the general practice environment as well as in homes and other community settings;
  - Identifies and provides comprehensive physical, psychosocial and emotional care for individuals and groups;
  - Conducts health care clinics;
  - Provides health care services in accordance with Medicare Benefits Schedule conditions;
  - Assists with minor procedures undertaken by the general practitioner.

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<sup>1</sup> Using the competency standards for a registered nurses in general practice.

2. Initiates and conducts comprehensive health maintenance and health promotion in partnership with individuals, groups and the general practice team.
  - Undertakes health screening and health monitoring activities such as cardiac assessment including electrocardiographs and stress tests;
  - Involved in chronic disease management activities such as preparing a management plan, coordinating care, and providing education about self-help strategies;
  - Provides timely and accurate information and education;
  - Undertakes care planning and reviews;
  - Conducts immunisation, wound care and chronic disease management clinics.
3. Conducts diagnostic activities in collaboration with the general practice team.
  - Demonstrates proficiency in health assessment skills;
  - Checks diagnostic results against client symptoms and previous results.
4. Provides evidence based information, resources and education to assist individuals, groups and families to make health care decisions.
  - Ensures that all information about chronic disease management, immunisation and wound care is accurate according to reliable sources;
  - Considers the ongoing implications of the health of individuals and groups beyond the immediate episode of care;
  - Regularly reviews and updates individuals and group information and resources.
5. Uses best available research to inform clinical care management.
  - Collaborates with the division of general practice, general practice and health product provider representatives to access current information;
  - Initiates changes to practice guidelines and protocols based on evaluation of research outcomes and evidence;
  - Participates in research taking place in the general practice setting.
6. Coordinates and reviews programs, registers and systems to facilitate quality individual and group health care outcomes.
  - Ensures that recall registers, pathology systems and individual and group documentation systems are continuously reviewed to achieve optimal outcomes;
  - Collaborates with individuals, groups, general practitioners, other general practice staff and health care providers in the development and review of guidelines, protocols or templates;
  - Monitors infection control processes in the general practice including compliance with sterilisation guidelines;
  - Maintains the cold chain systems and other medicine storage systems;
  - Participates in practice accreditation processes.

7. Demonstrates proficiency in the use of information management technology and systems to inform clinical care management.
  - Understands the funding, billing and business systems used in the general practice;
  - Participates in practice accreditation processes;
  - Updates practice and clinical policies and procedures.
  
8. Ensures clinical nursing decisions are communicated to the general practice team.
  - Appropriately refers clients to general practitioners;
  - Collaborates with general practitioners to develop guidelines and protocols;
  - Is actively involved in community meetings, case conferences and care planning.
  
9. Participates in shared decision making about care delivery with individuals, groups and members of the general practice team.
  - Attends and contributes to practice meetings;
  - Addresses safety and quality issues for individuals, groups, and others working in the general practice.
  
10. Recognises the need for ongoing education and training to maintain competence for nursing practice.
  - Uses self assessment and peer review to regularly assess own competence for practice within the agreed scope of practice;
  - Identifies the need for updated knowledge base for practice;
  - Supervises both enrolled and other registered nurses, and students of general practice health care;
  - Educates nurses and students of general practice health care;
  - Maintains skills in cardiopulmonary resuscitation and other first aid required in the setting.

**Employment conditions**

[insert relevant details]