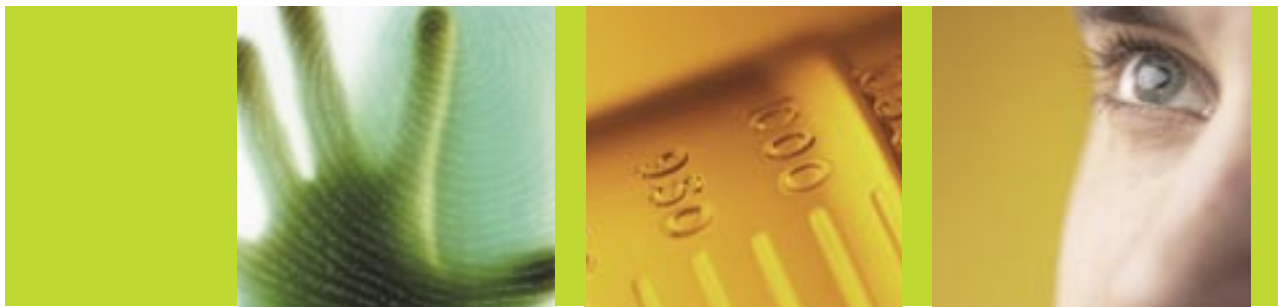


Competency Standards

for nurses in general practice



Self-assessment for the enrolled nurse in general practice

Competency standards for registered and enrolled nurses in general practice An Australian Nursing Federation project funded by the Australian Government Department of Health and Ageing. The competency standards for nurses in general practice were developed by a University of South Australia project team led by Terri Gibson and Marie Heartfield. First published August 2005.

Copyright 2005 Australian Nursing Federation All rights reserved. No material may be reproduced, translated for reproduction or otherwise utilised without permission from the publisher.

Competency standards for the enrolled nurse¹

NOTE

For self-assessment purposes, the following two parts must be completed:

Part 1. Australian Nursing and Midwifery Council's national competency standards for the enrolled nurse;

Part 2. Competency standards for the enrolled nurse in general practice.

PART 1

Australian Nursing and Midwifery Council's national competency standards for the enrolled nurse

Professional and ethical practice		Are you confident that you meet this element of competency?	
Competency Unit 1 I function in accordance with legislation, policies and procedures affecting nursing practice.	Element 1.1 I demonstrate knowledge of legislation and common law pertinent to enrolled nursing practice.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 1.2 I demonstrate knowledge of organisational policies and procedures pertinent to enrolled nursing practice.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 1.3 I fulfil the duty of care in the course of enrolled nursing practice.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 1.4 I act to ensure safe outcomes for individuals and groups by recognising and reporting the potential for harm.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 1.5 I report practices that may breach legislation, policies and procedures relating to nursing practice to the appropriate person.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Competency Unit 2 I conduct nursing practice in a way that can be ethically justified.	Element 2.1 I act in accordance with the nursing profession's codes.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 2.2 I demonstrate an understanding of the implications of these codes for enrolled nursing practice.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

¹ Registered nurse (Division 2) in Victoria.

Competency Unit 3 I conduct nursing practice in a way that respects the rights of individuals and groups.	Element 3.1 I practise in accordance with organisational policies relevant to individual/group rights in the health care context.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 3.2 I demonstrate an understanding of the rights of individuals/groups in the health care setting.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 3.3 I liaise with others to ensure that the rights of individuals/groups are maintained.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 3.4 I demonstrate respect for the values, customs, spiritual beliefs and practices of individuals and groups.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 3.5 I liaise with others to ensure that the spiritual, emotional and cultural needs of individuals/groups are met.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 3.6 I contribute to the provision of relevant health care information to individuals and groups.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Competency Unit 4 I accept accountability and responsibility for my own actions within enrolled nursing practice	Element 4.1 I recognise my own level of competence.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 4.2 I recognise the differences in accountability and responsibility between registered nurses, enrolled nurses and unregulated care workers.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 4.3 I differentiate the responsibility and accountability of the registered nurse and enrolled nurse in the delegation of nursing care.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Critical thinking and analysis		Are you confident that you meet this element of competency?	
Competency Unit 5 I demonstrate critical thinking in the conduct of enrolled nursing practice.	Element 5.1 I use nursing standards to assess my own performance.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 5.2 I recognise the need for and participate in continuing self/professional development.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 5.3 I recognise the need for care of self.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Competency Unit 6 I contribute to the formulation of care plans in collaboration with the registered nurse, individuals and groups.	Element 6.1 I accurately collect and report data regarding the health and functional status of individuals and groups.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 6.2 I participate with the registered nurse and individuals and groups in identifying expected health care outcomes.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 6.3 I participate with the registered nurse in evaluation of progress of individuals and groups toward expected outcomes and reformulation of care plans.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Management of care		Are you confident that you meet this element of competency?	
Competency Unit 7 I manage nursing care of individuals and groups within the scope of enrolled nursing practice.	Element 7.1 I implement planned nursing care to achieve identified outcomes.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 7.2 I recognise and report changes in the health and functional status of individuals/groups to the registered nurse.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 7.3 I ensure communication; reporting and documentation are timely and accurate.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 7.4 I organise my workload to facilitate planned nursing care for individuals and groups.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Enabling		Are you confident that you meet this element of competency?	
Competency Unit 8 I contribute to the promotion of safety, security and personal integrity of individuals and groups within the scope of enrolled nursing practice.	Element 8.1 I act appropriately to enhance the safety of individuals and groups at all times.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 8.2 I establish, maintain and conclude effective interpersonal communication.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 8.3 I apply appropriate strategies to promote the self esteem of individuals and groups.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 8.4 I act appropriately to maintain the dignity and integrity of individuals and groups.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Competency Unit 9 I provide support and care to individuals and groups within the scope of enrolled nursing practice.	Element 9.1 I provide for the comfort needs of individuals and groups experiencing illness or dependence.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 9.2 I collaborate with the registered nurse and members of the health care team in the provision of nursing care to individuals and groups experiencing illness or dependence.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 9.3 I contribute to the health education of individuals or groups to maintain and promote health.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 9.4 I communicate with individuals and groups to enable therapeutic outcomes.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Competency Unit 10 I collaborate with members of the health care team to achieve effective health care outcomes.	Element 10.1 I demonstrate an understanding of the role of the enrolled nurse as a member of the health care team.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 10.2 I demonstrate an understanding of the role of members of the health care team in achieving health care outcomes.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 10.3 I establish and maintain collaborative relationships with members of the health care team.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Element 10.4 I contribute to decision-making by members of the health care team.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Competency standards for the enrolled nurse in general practice

PART 2

Competency standards for the enrolled nurse in general practice²

<p>Professional practice</p> <p>Enrolled nurses in general practice contribute to the development of health care in the general practice setting. They do this by keeping informed about developments in general practice and the nursing profession and applying this knowledge to the care of individuals and groups and the development of nursing in general practice. This includes an understanding of professional, legal and ethical standards as they apply to nursing within a primary health care setting.</p>	<p>Are you confident that you meet this unit of competency?</p>	
<p>1.1. I recognise that nursing in general practice is based on primary, preventative care or early intervention health care approaches.</p> <p>Examples may include:</p> <ul style="list-style-type: none"> • I understand principles of primary health care and primary care; • I understand the difference between providing nursing care in general practice and in hospital settings; • I respect individuals and groups' rights to make their own health care decisions. 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>1.2 I practice in accordance with nursing and general practice standards, codes, guidelines, legislation and regulations.</p> <p>Examples may include:</p> <ul style="list-style-type: none"> • I use Australian Nursing and Midwifery Council codes and competency standards for enrolled nurses and consider other relevant standards such as those for immunisation and asthma; • I use general practice specific standards and guidelines such as the Royal Australian College of General Practitioners' Standards for General Practices and the Medicare requirements. 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

² The enrolled nurse is legally required to be supervised by a registered nurse and is accountable and responsible for all aspects of delegated care. In South Australia, enrolled nurses can apply to the nurse regulatory authority for authorisation to work without the supervision of a registered nurse.

<p>1.3 I recognise the responsibility and implications of enrolled nursing practice in general practice including professional supervisory relationships.</p> <p>Examples may include:</p> <ul style="list-style-type: none"> • I establish opportunities for direct or indirect registered nurse supervision; • I overcome professional isolation through networking with other nurses and involvement in ongoing professional development; • I am a member of general practice and/or professional organisations; • I identify self care activities to assist with working in the general practice setting. 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>1.4 I recognise the need for ongoing education and training to maintain competence for nursing practice.</p> <p>Examples may include:</p> <ul style="list-style-type: none"> • I collaborate with the registered nurse and general practitioner to regularly assess my competence for practice and need for updated knowledge base for practice; • I seek out education and training opportunities when required to undertake new responsibilities; • I maintain skills in cardiopulmonary resuscitation and other basic first aid. 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Provision of clinical care</p> <p>Enrolled nurses in general practice have the knowledge and skill to provide delegated care in the general practice setting in response to the diversity and need of individuals and groups. This acknowledges that ongoing relationships between the nurse and individuals and groups and primary health care characterise the provision of clinical care in general practice settings.</p>		<p>Are you confident that you meet this unit of competency?</p>
<p>2. 1 I demonstrate knowledge and skill in providing delegated episodic and ongoing care that is responsive to individual and group circumstances and environments.</p> <p>Examples may include:</p> <ul style="list-style-type: none"> • I provide clinical care within the scope of education, experience and assessment of the need of individuals and groups; • I gather relevant information from individuals and groups presenting without appointments and communicates this information appropriately to improve outcomes and minimise adverse events; • I recognise when a more detailed assessment of individuals and groups is required and seek registered nurse or general practitioner assistance; • I distinguish between respect for the privacy of individuals and groups and what is necessary to plan and provide health care; • I consider access and affordability in planning and providing care for individuals and groups; • I follow protocols when conducting health assessments and reviews; • I consider existing conditions for individuals and groups in providing nursing care; • I recognise potentially distressing situations for individuals and groups and provides reassurance and support accordingly; • I recognise the influence of the bio psychosocial factors for individuals and groups on care decision making. 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

<p>2.2 I collect and report information about the health and functional status of individuals and groups.</p> <p>Examples may include:</p> <ul style="list-style-type: none"> • I demonstrate technical proficiency in measuring and documenting vital signs and test results such as blood glucose readings, urinalysis, wound and skin checks; • I demonstrate accurate use of spirometry, electrocardiographs and other health care technologies; • I assess wound healing and exudate amount, type, and colour. 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>2.3 I provide care for individuals and groups in consultation with the registered nurse and/or general practitioner.</p> <p>Examples may include:</p> <ul style="list-style-type: none"> • I contribute to decision making about resources needed for clinical care; • I assess and monitor individuals and groups; • I follow care plans, protocols or treatment regimes; • I assist the registered nurse in conducting nurse led clinics; • I assess wound healing and modify dressing regimes accordingly; • I assist in the administration of medicines in accordance with legal and delegation and supervision requirements; • I assist with minor procedures; • I assist with immunisation, wound care and chronic disease management clinics. 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>2.4 I modify communication strategies according to individual and group circumstances.</p> <p>Examples may include:</p> <ul style="list-style-type: none"> • I modify communication style to accommodate cultural differences; • I recognise that communication of information such as test results may impact on the wellbeing of individuals and groups; • I recognise that the comprehension of individuals and groups may vary with health condition and wellbeing. 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>2.5. I liaise with the registered nurse and general practitioner in providing evidence-based health promotion and illness management information to individuals, groups and their families.</p> <p>Examples may include:</p> <ul style="list-style-type: none"> • I recognise the need to provide information to improve or maintain health; • I use available resources within the practice to meet the needs of individuals and groups; • I provide information and resources according to the needs of individuals and groups; • I contribute to the review and update of information resources for individuals and groups. 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

<p>Management of clinical care systems</p> <p>Enrolled nurses in general practice administer and maintain the systems and processes which assist individuals, groups and the general practice team to anticipate and manage health care interventions and potential risks to facilitate quality client outcomes.</p>	<p>Are you confident that you meet this unit of competency?</p>	
<p>3.1 I use relevant guidelines, protocols and systems as evidence for practice.</p> <p>Examples may include:</p> <ul style="list-style-type: none"> • I use guidelines, protocols or templates developed by registered nurses/ general practitioners; • I collaborate with registered nurses and general practitioners in development and review of guidelines and protocols. 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>3.2 I maintain programs, registers and systems to ensure appropriate clinical care provision.</p> <p>Examples may include:</p> <ul style="list-style-type: none"> • I understand the funding, billing and business systems in general practice; • I understand the importance and use of recall registers, pathology systems and documentation systems to assist in the care of individuals and groups; • I use guidelines, protocols or templates developed by the general practice team; • I participate in quality improvement and general practice accreditation processes; • I update general practice registers of community resources and health service personnel. 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>3.3 I manage resources to promote optimal care for individuals and groups.</p> <p>Examples may include:</p> <ul style="list-style-type: none"> • I manage stocks and stores; • I monitor cold chain systems; • I manage sterilisation procedures and maintain standards; • I document to comply with standards such as those required for cold chain and sterilisation systems. 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>3.4 I demonstrate proficiency in the use of information management technology and systems to inform clinical care management.</p> <p>Examples may include:</p> <ul style="list-style-type: none"> • I effectively use administrative systems designed to assist with the care of individuals and groups; • I maintain clinical data systems including entry and retrieval processes. 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

<p>Collaborative practice Enrolled nurses in general practice build and engage in a broad range of collaborative and negotiated relationships with individuals, groups, the general practice team and other primary health care and service providers to achieve positive outcomes for individuals and groups.</p>	<p>Are you confident that you meet this unit of competency?</p>	
<p>4.1. I consult with the registered nurse and general practice team in making clinical decisions. Examples may include:</p> <ul style="list-style-type: none"> • I appropriately refer clients to a registered nurse or general practitioner; • I collaborate with registered nurses or general practitioners to develop guidelines and protocols. 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>4.2 I participate in shared decision making about care delivery with individuals, groups and members of the general practice team. Examples may include:</p> <ul style="list-style-type: none"> • I attend and contribute to general practice meetings. 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>4.3 I recognise when to seek advice from the registered nurse and general practitioner about the care of individuals and groups. Examples may include:</p> <ul style="list-style-type: none"> • I seek advice when the needs of individuals and groups are beyond own abilities and education; • I understand the roles of the allied health care team; • I understand the roles of community agencies and service providers. 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>4.4. I share information with the general practice team. Examples may include:</p> <ul style="list-style-type: none"> • I seek out and evaluate information and resources; • I advise others about enrolled nurses' scope of practice; • I seek constructive feedback about performance; • I accurately document care provision. 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>4.5 I liaise with relevant community and health care agencies to facilitate continuity of care for individuals and groups. Examples of practice may include:</p> <ul style="list-style-type: none"> • I am aware of local referral processes and procedures; • I contribute to the development of partnerships with other health services where individuals and groups are referred; • I undertake delegated referral activities. 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>