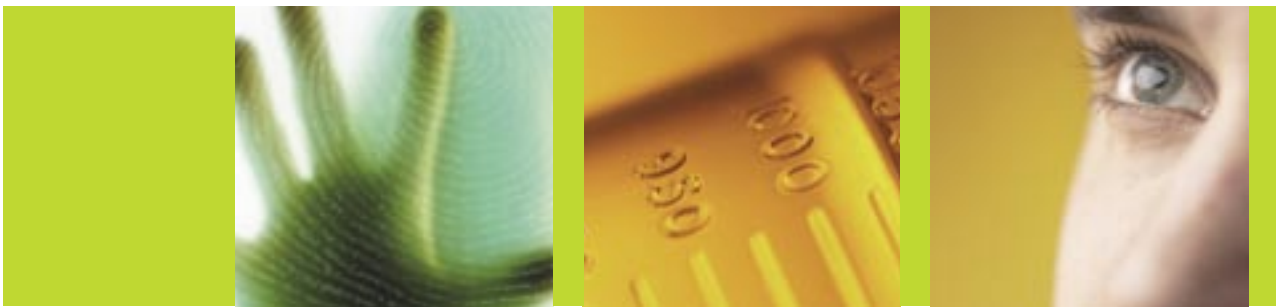


Competency Standards

for nurses in general practice



Professional portfolio (enrolled nurse)

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.

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Professional portfolio (enrolled nurse¹)

What is a professional portfolio?

A professional portfolio is a comprehensive record of your professional roles. It is updated on an annual basis at the minimum. A professional portfolio is a confidential document although you can use copies of some of the information when applying for a new position or a pay increase, applying to undertake some further education, or when audited by the nurse regulatory authority for the purposes of continuing competence.

Examples of professional portfolios can be found on the web-site of the Nurses Board of Western Australian (www.nbwa.org.au) and in the 3LP section of Royal College of Nursing Australia's website (www.rcna.org.au).

How do I prepare a professional portfolio?

- Gather all the information that you have about your career including: job descriptions; references; and a resumé or curriculum vitae;
- Collect copies of: education transcripts; records of attendance at continuing education sessions; presentations that you have made; and lists of membership of any committees;
- Purchase an appropriate folder and plastic sleeves to store the documents;
- Consider the Australian Nursing and Midwifery Council's national competency standards for enrolled nurses and the competency standards for enrolled nurses in general practice and assess the information you need to demonstrate that you meet each standard (note that it may be difficult to produce evidence for every unit of competency but you can use a reflection on your practice as another form of evidence) ;
- Include your self assessment against the competency standards and your professional development plans;
- Collect resources such as the relevant nursing legislation, the competency standards and the codes for nurses.

Sample index for the professional portfolio

1. Curriculum vitae
2. Qualifications
 - 2.1 Records of qualifications including enrolled nursing course
 - 2.2 Nursing registration papers/license to practice
3. Record of employment including job descriptions
 - 3.1 Current employment
 - 3.2 Previous employment
4. Self-assessment
5. Professional development plan
6. Competency standards (see following examples)
 - 6.1 Australian Nursing and Midwifery Council national competency standards for the enrolled nurse
 - 6.2 Competency standards for the enrolled nurse in general practice

¹ Registered nurse (division 2) in Victoria.

Examples for the sections on competency standards for enrolled nurses

Refer to the full set of the competency standards to guide you in preparing this part of your professional portfolio.

Enrolled nurse competency unit 1

Functions in accordance with legislation, policies and procedures affecting nursing practice.

For example:

- Keep copies of the relevant legislation, policies and procedures affecting your nursing practice.

Enrolled nurse competency unit 4

Accepts accountability and responsibility for own actions within enrolled nursing practice

For example:

- Refer to your self-assessment and any other processes that you have undertaken to assess own competence;
- Keep copies of any documents prepared by the nurse regulatory authority about delegation and supervision.

Enrolled nurse competency unit 6

Contributes to the formulation of care plans in collaboration with the registered nurse, individuals and groups.

For example:

- Keep a record of the type of care plans you are involved with formulating and the policies and procedures that are in place to support this activity;
- Refer to continuing education programs that have assisted you to improve your contribution eg nursing care of the person with asthma.

Enrolled nurse in general practice

Competency unit 1.3

Recognises the responsibility and implications of enrolled nursing practice in general practice including professional supervisory relationships.

For example:

- Maintain a record of your current supervisory arrangement and reflect on the way that it works for you;
- Refer to your job description which should include the professional supervision arrangements;
- Document the professional networks that you use such as the professional nursing organisation or the nursing meetings arranged by the local division of general practice.

Enrolled nurse in general practice

Competency unit 3.1

Uses relevant guidelines, protocols and systems as evidence for practice.

For example:

- Keep a list of the relevant guidelines, protocols and systems that you use as evidence for practice;
- Record your involvement in any reviews of guidelines and protocols.

Enrolled nurse in general practice**Competency unit 3.2**

Maintains programs, registers and systems to ensure appropriate clinical care provision.

For example:

- Maintain a list of the programs, registers and systems that you use in the general practice;
- Keep records of your involvement in quality improvement activities in the general practice.