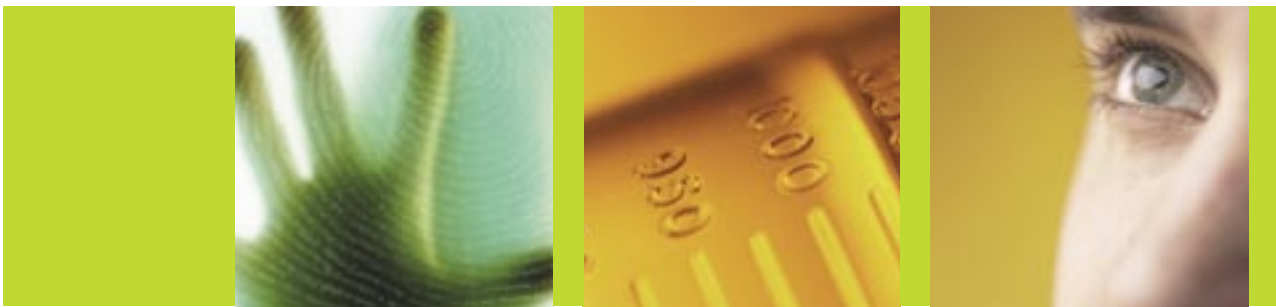


Competency Standards

for nurses in general practice



Job description for an enrolled nurse in general practice

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Sample job description for an enrolled nurse¹ 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

Enrolled nurse (registered nurse division 2 in Victoria)

Position profile

Providing nursing care to patients presenting at the general practice

Professional supervisor

Senior registered nurse in the general practice

Reports to

General practitioner, senior registered nurse

Performance appraisal

3 months after commencement and every 12 months thereafter

Key criteria

- Enrolled 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.

Job requirements²

1. Demonstrates knowledge and skill in providing delegated episodic and ongoing care that is responsive to individual and group circumstances and environments.
 - Provides clinical care to individuals as agreed with the general practitioners and the supervising registered nurse;
 - Gathers relevant information from individuals and groups presenting without appointments and communicates this information appropriately to improve outcomes and minimise adverse events;
 - Recognises when a more detailed assessment of individuals and groups is required and seeks registered nurse or general practitioner assistance;
 - Follows protocols when conducting health assessments and reviews.

¹ Registered nurse (Division 2) in Victoria.

² Using the competency standards for enrolled nurses in general practice.

2. Collects and reports information about the health and functional status of individuals and groups.
 - Demonstrates technical proficiency in measuring and documenting vital signs and test results such as blood glucose readings, urinalysis, wound and skin checks;
 - Demonstrates accurate use of spirometry, electrocardiographs and other health care technologies;
 - Assesses wound healing and exudate amount, type, and colour.
3. Provides care for individuals and groups in consultation with the registered nurse and/or general practitioner.
 - Follows care plans, protocols or treatment regimes;
 - Assists the registered nurse in conducting nurse led clinics;
 - Assesses wound healing and modifies dressing regimes accordingly;
 - Assists with minor procedures;
 - Assists with immunisation, wound care and chronic disease management clinics.
5. Liaises with the registered nurse and general practitioner in providing evidence-based health promotion and illness management information to individuals, groups and their families.
 - Uses resources available within the practice to meet the needs of individuals and groups;
 - Provides information and resources according to the needs of individuals and groups;
 - Contributes to the review and update of information resources for individuals and groups.
6. Recognises the responsibility and implications of enrolled nursing practice in general practice including professional supervisory relationships.
 - Accesses registered nurses for professional supervision;
 - Involved in ongoing professional development;
7. Recognises the need for ongoing education and training to maintain competence for nursing practice.
 - Seeks out education and training opportunities when required to undertake new responsibilities;
 - Maintains skills in cardiopulmonary resuscitation and other basic first aid.
8. Uses relevant guidelines, protocols and systems as evidence for practice.
 - Collaborates with registered nurses and general practitioners in development and review of guidelines and protocols.
9. Maintains programs, registers and systems to ensure appropriate clinical care provision.
 - Contributes to the funding, billing and business systems in general practice;
 - Assists with maintaining the recall registers, pathology systems and documentation systems to assist in the care of individuals and groups;
 - Uses guidelines, protocols or templates developed by the general practice team;
 - Participates in quality improvement and general practice accreditation processes.

10. Manages resources to promote optimal care for individuals and groups.
 - Manages stocks and stores used in the general practice;
 - Monitors cold chain systems;
 - Manages sterilisation procedures and maintains standards;
 - Documents to comply with standards such as those required for cold chain and sterilisation systems.

11. Demonstrates proficiency in the use of information management technology and systems to inform clinical care management.
 - Effectively uses administrative systems designed to assist with the care of individuals and groups;
 - Maintains clinical data systems including entry and retrieval processes.

12. Recognises when to seek advice from the registered nurse and general practitioner about the care of individuals and groups.
 - Seeks advice when the needs of individuals and groups are beyond own abilities and education;
 - Understands the roles of community agencies and service providers.

Employment conditions

[insert relevant details]

SAMPLE