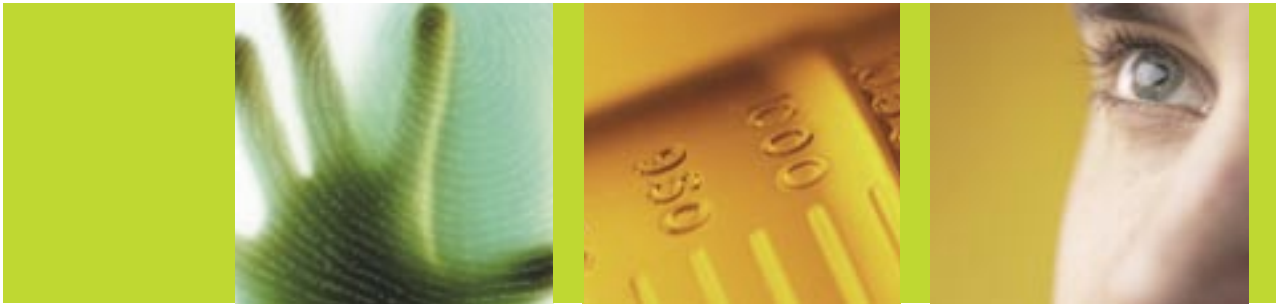


Competency Standards

for nurses in general practice



Using the competency standards for employment purposes

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.

Using the competency standards for employment purposes

Checklist

Step 1	Identify key competency standards for employment purposes	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Step 2	Job description	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Step 3	Advertisement	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Step 4	Interview	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Step 5	Performance assessment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Step 6	Scope of nursing practice	Yes <input type="checkbox"/>	No <input type="checkbox"/>

The competency standards for nurses in general practice have been developed following analysis of the work undertaken by nurses in general practice settings. This information can be used to develop job descriptions, to assess performance, and redesign roles including expansion of the scope of nursing practice.

Step 1

Identify the units of competency (ie the skills, knowledge and attitudes) required by the nurse in your general practice.

You do not need to select all the units of competency but it is likely that you will select key ones from both the national competency standards and the competency standards for nurses in general practice.

Step 2

Prepare a job description using the competency standards that you have selected.

See also:

Sample job description for registered nurses

Sample job description for enrolled nurses¹

Step 3

Develop an advertisement based on the units of competency that you have selected.

Step 4

Prepare a set of interview questions that will assist you to gather information from applicants about their skills, knowledge and attitudes. For the interview questions use the key competency standards you identified to develop the job description.

¹ Registered nurse (division 2) in Victoria

Step 5

Develop a performance assessment tool from the job description.

See also:

Performance management tool for registered nurses in general practice

Performance management tool for enrolled nurses in general practice

Note that in the tool-kit different competency standards were used in the sample job descriptions and in the performance assessment resources. You would have the same key competency standards in the job description and in the performance assessment tool.

Step 6

Work with the registered nurse, or the enrolled nurse and their supervising registered nurse, to identify the scope of nursing practice required in the general practice. A series of questions have been posed in the scope of nursing practice resource to assist you to identify the scope of practice for nurses employed in the general practice and to expand the scope of nursing practice as required.

This step may occur as part of the employment process or at a regular review of performance. It may also take place at the request of the nurse or when a job redesign is being considered.

See also:

Scope of nursing practice

Collaborate with the nurse to identify their learning needs as the scope of nursing practice is expanded or when performance is not at the standard outlined in the job description.