NATIONAL TOOLKIT
for NURSES IN GENERAL PRACTICE

Australian Nursing and Midwifery Federation

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Introduction

Preamble

The *ANMF National practice standards for nurses in general practice* document is available from the Australian Nursing and Midwifery Federation (ANMF) Federal Office website[1].These Standards were developed during 2014-15 with funding from the Australian Government Department of Health. The project was managed by the ANMF in conjunction with research partner the University of Wollongong.

The practice of nurses and midwives is regulated under the *Health Practitioner Regulation National Law Act 2009* (National Law). To be able to work in Australia as a registered nurse, enrolled nurse or midwife you must be registered with the Nursing and Midwifery Board of Australia (NMBA)[2]. This registration includes being able to meet the NMBA national practice standards for registered nurses, enrolled nurses and midwives[3], which regulate and define the levels of safe and competent practice for providing nursing and midwifery services. The *ANMF National practice standards for nurses in general practice* have been developed to **accompany the NMBA standards** and describe aspects of the professional practice of nurses specific to general practice settings.

The *ANMF National practice standards for nurses in general practice* supersede the *Competency standards for nurses in general practice* and related *Toolkit*, originally developed by the Australian Nursing Federation in 2004.

This revised Toolkit is a companion document to the *ANMF National practice standards for nurses in general practice*, providing resources for registered nurses and enrolled nurses working in general practice. In addition, the Toolkit contains information of benefit to general practices seeking to employ registered nurses and enrolled nurses.

Overview

Nurses are integral to the provision of safe, efficient and high quality primary care[4].Their role is key to the delivery of the Australian Government's agenda for strengthening primary care services[5,6,7]. Although there are growing numbers of nurses employed in general practice, both in Australia and internationally, the potential role and scope of nurses in this setting remains poorly understood[8,9,10].

Familiarisation with the *ANMF National practice standards for nurses in general practice* and the *Nurses in General Practice Toolkit* will assist the reader in better understanding the scope of practice of nurses working in the general practice setting. It will also assist in highlighting the benefits to the health needs of the Practice community from employing a nurse/s into the Practice.

How should the Toolkit be used?

The *Nurses in General Practice Toolkit* has been divided into two discrete sections for ease of use. The first section is primarily for use by registered nurses and enrolled nurses, to assess their clinical practice and plan their professional development. The second section will be of use to the general practice team as a whole, as they seek to attract and recruit nurses into their Practice.

Toolkit inclusions: Summary
The Toolkit is divided into two sections:
1. **Professional Development**
2. **General Practice Resources**

Section one: Professional Development
This section will assist registered nurses and enrolled nurses to use the *ANMF National practice standards for nurses in general practice* to plan, undertake, and evaluate, their own practice and professional development.

Contained within this section is a:
- Self-assessment/peer appraisal tool;
- Professional development plan for achieving objectives identified at the assessment/ appraisal stage; and continuing professional development (CPD) record; and,
- Professional Portfolio

Section two: General Practice Resources
This section will assist the general practice team in the recruitment of a nurse/s for their Practice. It will also provide nurses with an understanding of how they might prepare for the recruitment process in general practice and some of the factors they should consider looking for in a potential employer. In conjunction with the *ANMF National practice standards for nurses in general practice*, the documents in this section will demonstrate the difference in scope of practice between registered nurses and enrolled nurses. The general practice team should be aware that, **when employing an enrolled nurse, the Practice must already employ a registered nurse/s to provide clinical supervision.**[11]

Contained within this section is:
- Sample Position Descriptions for a registered nurse and an enrolled nurse;
- Sample advertisements for registered nurse and enrolled nurse positions; and,
- Sample interview questions.

Registered Nurse Self-Assessment/ Peer Appraisal Tool and Professional Development Plan Booklet

SECTION ONE: PROFESSIONAL DEVELOPMENT - Registered Nurse

This section will assist registered nurses to use the *ANMF National practice standards for nurses in general practice* to plan, undertake, and evaluate, their own professional development. Undertaking CPD not only defines a professional but is also a mandatory requirement of the NMBA[12] for all nurses and midwives regulated under the *Health Practitioner Regulation National Law Act* (2009). A nurse may be audited to show evidence of CPD.

When using this document it should be remembered that the *ANMF National practice standards for nurses in general practice* are to be used in conjunction with the *NMBA Registered nurse standards for practice.*

Section one - Part A: Self-assessment/peer appraisal tool

The self-assessment/peer appraisal tool in this section of the Toolkit (pages 5-48) can be used as either a self-assessment tool for the registered nurse to *critically reflect* on their professional practice OR it can be used as a self-assessment and peer appraisal tool.

It is important to note that a registered nurse is the only person who can complete a peer appraisal of the nursing practice of another registered nurse. Where a registered nurse is the sole nurse employed in a general practice, self-assessment can be undertaken and/or peer appraisal sought from another registered nurse employed outside the Practice. This may include a registered nurse colleague in another Practice or a registered nurse employed within the local primary health care organisation network. From a human resource perspective, a non-nurse employer/manager can only appraise a registered nurse or enrolled nurse in their employ on non-clinical responsibilities within their position description such as punctuality or communication.

The unshaded performance indicators under each standard within the self-assessment/ peer appraisal tool are those of the registered nurse, whereas the shaded sections of the tool indicate the registered nurse (advanced practice) performance indicators. It is recognised that many registered nurses in General Practice are working at, or have the capacity to work at, a higher level than the minimum standard for registered nurses. To this end, the registered nurse (advanced practice) performance indicators build upon the knowledge and skills of the minimum standard for registered nurses to provide both a measure of higher level practice and also a framework to guide professional development.

It is anticipated that most experienced registered nurses will meet a combination of registered nurse and registered nurse (advanced practice) indicators across standards based on their individual nursing experience, continuing professional development and post-graduate education. Registered nurse (advanced practice) performance indicators that are not met at time of assessment, may assist the registered nurse in identifying possible areas for future continuing professional development and/or post-graduate education.

REGISTERED NURSE SELF-ASSESSMENT/ PEER APPRAISAL TOOL

Name:.. Date:................................

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
Standard 1 **Demonstrates an understanding of primary health care principles and nursing in general practice**					
1.1 Identifies the core principles of primary health care.					
1.2 Integrates the principles of primary health care into their practice.					
1.3 Understands current national health priorities.					
1.4 Recognises the impact of the social determinants of health on consumers and integrates this understanding in the planning and delivery of nursing care.					
1.5 Identifies the broad health and social needs of the Practice community.					
1.6 Articulates the various roles and responsibilities of the general practice team, in particular the RN and EN scopes of practice and EN supervision requirements.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
1.7 Identifies and responds to the health and social needs of the local community.					
1.8 Integrates an understanding of the health and social needs of the Practice and/or local community into the delivery of nursing care.					
Standard 2 **Provides nursing care consistent with current nursing and general practice standards, guidelines, regulations and legislation**					
2.1 Identifies current NMBA RN standards for practice.					
2.2 Practises within individual scope of practice.					
2.3 Identifies current NMBA EN standards for practice.					
2.4 Provides appropriate supervision and delegation of clinical tasks to ENs.					
2.5 Seeks advice from other RNs, or health professionals, when faced with situations outside of their scope of practice.					
2.6 Uses general practice specific standards to guide nursing practice.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
2.7 Practice is consistent with evidence-based guidelines and policies within the RN scope of practice.					
2.8 Understands and uses relevant Commonwealth, State or Territory legislation to inform nursing practice.					
2.9 Identifies and communicates changes in standards, guidelines, regulations and/or legislation to members of the general practice team.					
2.10 Critically evaluates how standards, guidelines, regulations and/or legislation can be translated and integrated into practice.					
2.11 Mentors other nurses and health professionals in the application of specific standards, guidelines, regulations and/or legislation.					
2.12 Evaluates the impact of standards, guidelines, regulations and/or legislation on service delivery, clinical care and/ or health outcomes.					
2.13 Provides feedback to reviews of standards, guidelines, regulations and/or legislation.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
Standard 3 **Actively builds and maintains professional relationships with other nurses and regularly engages in professional development activities**					
3.1 Initiates and maintains professional relationships with other nurses in general practice, including networking and mentoring relationships.					
3.2 Engages with relevant professional nursing and/or general practice organisations.					
3.3 Engages in peer appraisal with other RNs and undertakes regular self- assessment of clinical performance.					
3.4 Plans own continuing professional education based on areas identified for development.					
3.5 Actively participates in professional development activities relevant to nursing in general practice.					
3.6 Regularly participates in the activities of relevant professional nursing and/or general practice organisations.					
3.7 Takes responsibility for the clinical performance appraisal of ENs under their supervision.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
3.8 Discusses and plans continuing professional development with ENs under their supervision.					
3.9 Leads networks of nurses in general practice, facilitating orientation to general practice and networking and/or mentoring relationships.					
3.10 Acts as a mentor or professional role model for other nurses in general practice.					
3.11 Undertakes and facilitates peer appraisal of nursing in general practice.					
3.12 Critically reflects on own clinical performance and actively seeks external critical review of clinical practice.					
3.13 Contributes to the professional development of other nurses in general practice.					
3.14 Participates in the delivery of local continuing professional development opportunities.					

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Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
Standard 4 **Advocates for the role of nursing in general practice**					
4.1 Seeks opportunities to promote nursing in general practice, and the EN / RN role in general practice, to the nursing profession, other health professionals, consumers and other relevant groups.					
4.2 Develops the nursing role within general practice in collaboration with other health professionals and consumers.					
4.3 Seeks opportunities to raise the profile of the nursing profession and its role in general practice within the broader community.					
4.4 Works in collaboration with local, State/Territory and/ or national groups to inform and advocate for nursing in general practice and contribute to workforce planning.					
4.5 Participates in the generation of evidence to support the effectiveness of nursing in general practice.					
4.6 Contributes to the development of business cases for nursing in general practice.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
Standard 5 **Demontrates Nursing Leadership**					
5.1 Provides collegial support and works in collaboration with other RNs and the broader general practice team.					
5.2 Undertakes mentoring of students and less experienced nurses.					
5.3 Provides professional mentorship for ENs.					
5.4 Appropriately delegates clinical tasks to ENs.					
5.5 Provides clinical leadership to non-clinical staff.					
5.6 Is accountable and takes responsibility for leading the delivery of nursing care within the Practice.					
5.7 Within the nursing scope of practice, provides support to GP/s and Registrar/s.					
5.8 Considers own wellbeing and fitness to practice and that of others in the general practice team.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
5.9 Demonstrates involvement in leadership activities within nursing and/or general practice groups at a local level.					
5.10 Participates in the strategic planning of nursing services within the Practice.					
5.11 Identifies and seeks opportunities for funding or additional resources to support service delivery, evaluation activities or research within the Practice.					
5.12 Acts as a nurse consultant in areas of particular clinical expertise.					
5.13 Demonstrates involvement in leadership activities within nursing and/or general practice groups at a State/ Territory and/or National level.					
5.14 Actively promotes health, wellbeing and fitness to practice amongst the nursing and general practice team.					
Standard 6 **Demonstrates the knowledge and skills to provide safe, effective and evidence- based nursing care.**					
6.1 Articulates an understanding of evidence- based practice and its application within nursing.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
6.2 Articulates a knowledge base appropriate to support the provision of evidence- based nursing care within the RN scope of practice.					
6.3 Adapts theoretical knowledge and clinical skills to the individual and Practice population.					
6.4 Uses comprehensive clinical skills and reasoning to undertake nursing care within the RN scope of practice.					
6.5 Demonstrates clinical reasoning in the application of clinical guidelines to nursing care.					
6.6 Articulates a broad knowledge of health needs and general practice nursing care across the lifespan.					
6.7 Using evidence-based principles, evaluates the ongoing care requirements of consumers.					
6.8 Recognises when a clinical issue is outside their scope of practice and refers appropriately to other RNs, GPs or other relevant health professionals.					
6.9 Critically evaluates relevant clinical guidelines and/or primary research to inform nursing care.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
6.10 Identifies areas of practice that are not currently based on evidence and explores the available evidence to guide practice.					
6.11 Safely, effectively and appropriately provides expert clinical care relevant to the individual consumer.					
6.12 Expresses high level understanding of the pathophysiology behind, and management of, the diverse range of health issues encountered within general practice.					
6.13 Supports activities to evaluate the translation of evidence into practice.					
6.14 Provides education relating to evidence- based initiatives and processes, to members of the general practice team.					
Standard 7 **Undertakes nursing assessment and plans ongoing care**					
7.1 Appropriately and accurately uses validated assessment tools to evaluate current health status and/or risk of developing disease.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
7.2 Integrates consideration of the social determinants of health and lifestyle risk factors into nursing assessments.					
7.3 Demonstrates proficiency in a range of data gathering techniques and nursing assessment skills within the RN scope of practice.					
7.4 Supervises EN in the collection of data which contributes to the nursing assessment.					
7.5 Checks diagnostic results against reported symptoms and health assessment data.					
7.6 Appropriately and accurately records nursing assessments in a timely manner.					
7.7 Uses sound nursing assessment skills in undertaking triage of consumers following evidence-based triage guidelines.					
7.8 Initiates appropriate individualised nursing referrals and follow-up, in conjunction with the general practice team.					
7.9 Recognises when a more detailed assessment or intervention is required and seeks the input of other RNs, the GP, or other relevant health professionals.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
7.10 Provides appropriate handover to ensure continuity of care.					
7.11 Demonstrates proficiency in a range of advanced health assessment skills within the RN scope of practice.					
7.12 Effectively and appropriately uses advanced health assessment skills to evaluate health status and/or risk of developing disease.					
7.13 Accurately interprets the findings of diagnostic tests within the scope of RN practice.					
7.14 Integrates the findings from validated assessment tools and diagnostic tests with health assessment information to develop an individualised plan of care.					
Standard 8 **Effectively implements evidence-based health promotion and preventive care relevant to the Practice community**					
8.1 Recognises and understands the importance of evidence- based health promotion and preventive care in general practice within the RN scope of practice.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
8.2 Identifies, prioritises and develops strategies for evidence-based health promotion and preventive care relevant to the Practice population.					
8.3 Demonstrates proficiency in the delivery of health promotion and preventive care within the RN scope of practice.					
8.4 Identifies and sources appropriate resources to support health promotion and preventive care activities.					
8.5 Identifies and implements relevant opportunistic health screening activities.					
8.6 Collaborates with members of the general practice team to identify new opportunities for the Practice to undertake health promotion and/or preventive care activities.					
8.7 Establishes systems, in collaboration with the general practice team, to ensure that health promotion and preventive care is evidence-based, consistently delivered and regularly evaluated, across the Practice.					
8.8 Identifies and plans nursing services to meet population specific needs for health promotion and/or preventive care.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
8.9 Designs and implements relevant, evidence-based opportunistic health screening programs across the practice.					
Standard 9 **Empowers and advocates for consumers**					
9.1 Advocates for individual consumers within the RN scope of practice.					
9.2 Has a broad understanding of situations where advocacy is required in general practice.					
9.3 Provides education and support to encourage consumers to be active participants in their own health care.					
9.4 Practises in a way that empowers consumers and recognises their individual circumstances, needs and values.					
9.5 Identifies mechanisms for affordable health care and informs people about how these services can be accessed.					

9.6 Understands access to local support services and assists consumers to engage with relevant service providers.					
9.7 Facilitates appropriate access for consumers to human and material resources where required.					
9.8 Encourages consumers to seek support from family and/or support persons as appropriate.					
9.9 Advocates for the needs of the Practice population with external groups, including service providers, councils and other health professionals.					
9.10 Supports consumers to raise relevant issues with external groups, including service providers, councils and other health professionals.					
9.11 Takes a risk based approach in advocating for and empowering consumers.					

Standard 10
Understands diversity in the Practice community and facilitates a safe, respectful and inclusive environment

10.1 Demonstrates respect for consumers regardless of their native language, cultural/ethnic background, sexual orientation, gender identity, socio-economic status, physical or mental capacity, values or beliefs in the delivery of primary nursing care.					

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Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
10.2 Provides nursing care in a respectful and culturally safe manner for Aboriginal and Torres Strait Islander peoples.					
10.3 Recognises and respects the impact of diversity on consumers accessing primary care services.					
10.4 Identifies the needs of individual consumers and specific groups within the Practice and leads the adaption of service delivery within the Practice to meet these needs.					
10.5 Implements programs to actively engage with diverse groups within the Practice community.					
10.6 Identifies potential barriers to accessing the Practice by local diverse groups.					
10.7 Takes a leadership role in developing a professional relationship with diverse groups in the local community.					
10.8 Works with diverse groups to develop, implement and evaluate specific programs to engage them within the Practice community.					
10.9 Promotes access to general practice services by diverse groups in the local community.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
10.10 Creates and/or provides resources that specifically meet the needs of consumers from diverse groups.					
10.11 Takes an active role in managing factors that seek to disrupt the provision of a safe, respectful and inclusive environment.					
10.12 Facilitates education for members of the general practice team around the specific needs of relevant diverse groups in the local community.					
Standard 11 **Effectively delivers evidence-based health information to improve health literacy and promote self-management**					
11.1 Assesses consumers' health literacy and understanding of their health status.					
11.2 Refers consumers to external agencies for support related to health literacy or self-management.					
11.3 Provides relevant, evidence-based health information to consumers.					
11.4 Uses appropriate communication skills and resources to deliver health information to individual consumers.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
11.5 Tailors health information to the needs of individual consumers.					
11.6 Facilitates access to appropriate health information resources.					
11.7 Actively implements strategies to facilitate and promote self-management within the delivery of nursing care.					
11.8 Develops education/ self-management resources relevant to the Practice community.					
11.9 Critically evaluates the strategies used by the nursing team to facilitate health education and promotion of self-management.					
11.10 Integrates evidence- based principles in the delivery of health education and self-management support.					
11.11 Supports other nurses in the development and/ or delivery of health education and consumer self-management.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
Standard 12 **Evaluates the quality and effectiveness of nursing care**					
12.1 Regularly undertakes critical reflection on the quality of their individual clinical practice and nursing services within the Practice.					
12.2 Identifies, documents and acts on potential or actual risk, near misses or safety breaches related to nursing care.					
12.3 Regularly communicates with the ENs under their supervision and other RNs around risk management, quality improvement opportunities and initiatives related to nursing care.					
12.4 Initiates and/or actively participates in activities to evaluate the quality and effectiveness of nursing care.					
12.5 Communicates issues relating to nursing quality and effectiveness to relevant members of the general practice team.					
12.6 Takes a leadership role in critically evaluating potential or actual risk, near misses and/ or safety breaches related to nursing care and develops a plan to minimise future events.					

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Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
12.7 Leads activities within the nursing team around quality improvement related to nursing care.					
12.8 Establishes and monitors key performance indicators appropriate to the model of nursing care.					
12.9 Works with other nurses in general practice on nursing quality improvement issues across Practices at a local, State/Territory and/or National level.					
12.10 Appropriately disseminates information relating to quality improvement to nursing and/or general practice groups.					
Standard 13 **Demonstrates proficiency in the use of information technology, clinical software and decision support tools to underpin health care delivery**					
13.1 Understands the importance of accurate data entry to both the accuracy of clinical records and the ability to retrieve information.					
13.2 Accurately and appropriately documents nursing assessments and care using relevant IT systems.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
13.4 Demonstrates the ability to search IT systems to understand the demographics and health status of the Practice population.					
13.5 Appropriately uses decision support tools to underpin nursing assessment and/or care planning.					
13.6 Understands the importance of, and, undertakes regular data checking and cleansing.					
13.7 Conducts audits of Practice data using relevant IT systems and contributes to planning a response to the findings.					
13.8 Initiates education of the general practice team around identified issues related to data quality.					
13.9 Critically evaluates the use of IT in the delivery of nursing care.					
13.10 Acts as a mentor to support the development of clinical IT skills in other nurses and members of the general practice team.					
13.11 Seeks out innovations in IT to support the delivery of nursing care in the practice.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
Standard 14 **Effectively uses registers and reminder systems to prompt intervention and promote best practice care.**					
14.1 Articulates an appropriate knowledge base around the rationale for various recall and reminder systems and relevant registers within the Practice.					
14.2 Identifies clinical situations where recalls and reminders are required.					
14.3 Works with the general practice team to establish and maintain relevant registers within the Practice.					
14.4 Effectively collaborates with other members of the general practice team to manage administrative tasks related to the recall and reminder process and/or registers.					
14.5 Refers to clinical guidelines to ensure that recall and reminder systems and/or registers are consistent with current best practice.					
14.6 Identifies a population health clinical need and initiates new recall and reminder systems and/or registers as required.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
14.7 Critically evaluates the safety and effectiveness of Practice recall and reminder systems and/or registers.					
14.8 Develops and implements systems and processes to identify near misses in relation to recalls and reminders.					
14.9 Undertakes audits of Practice registers to identify potential areas of clinical improvement.					
Standard 15 **Understands the context of general practice within the wider Australian health care system, including funding models**					
15.1 Considers the implications of the context of general practice when providing nursing care.					
15.3 Maintains current knowledge around the funding mechanisms for nursing service delivery in general practice.					
15.4 Considers relevant options for funding of health service delivery for consumers, including private health insurance and relevant funding schemes, based on individual circumstances.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
15.5 Understands the role of primary health care organisations as they relate to general practice.					
15.6 Recognises the importance of developing business cases, including health outcomes evidence and financial implications, to support nursing services in general practice.					
15.7 Maintains detailed and current knowledge of the various funding streams available to general practices.					
15.8 Actively participates in the development of business cases, including health outcomes evidence and financial implications, to support nursing in general practice.					
15.9 Provides leadership in developing nursing models to meet the changing context of general practice.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
Standard 16 **Contributes to quality improvement and research activities to monitor and improve the standard of care provided in general practice**					
16.1 Participates in audits to identify quality issues within the Practice.					
16.2 Collaborates with other members of the general practice team to address potential or actual risk, near misses or safety breaches.					
16.3 Actively participates in Practice-wide quality improvement and research activities.					
16.4 Actively engages with relevant research through continuing professional development activities.					
16.5 Leads nursing involvement in the process of Practice.					
16.6 Collaborates with other members of the general practice team to initiate Practice-wide quality improvement and/or research activities.					
16.7 Takes a leadership role in the accreditation process, in relation to nursing roles and responsibilities.					
16.8 Identifies and prioritises quality issues within the Practice.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
Standard 17 **Participates in the development, implementation and evaluation of relevant policies and procedures**					
17.1 Demonstrates knowledge of current policies and procedures and an understanding of their implications for nursing practice.					
17.2 Identifies risk and adverse events related to current policies and procedures.					
17.3 Assists in developing and reviewing relevant policies and procedures to ensure that they reflect both best practice and the local context.					
17.4 Works with members of the general practice team to implement new or revised policies and procedures.					
17.5 Works with members of the general practice team to monitor and evaluate changes to policies or procedures.					
17.6 Critically evaluates policies and procedures based on evidence and changes in the environment of general practice.					
17.7 Anticipates risk and potential for adverse events related to policies and procedures.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
17.8 Anticipates risk and potential for adverse events related to policies and procedures.					
17.9 Contributes to, and/or initiates the development, implementation and evaluation of policies and/or procedures for nursing in general practice at a local, State/Territory and/ or National level.					
Standard 18 **Monitors local population health issues to inform care and responds to changing community needs**					
18.1 Understands the population health profile of the Practice community and identifies areas of need.					
18.2 Identifies local health trends and responds to these within the Practice.					
18.3 Analyses and interprets current population health data to inform improvements in nursing care and/or service delivery in the Practice.					
18.4 Anticipates community population health needs related to local changes in the community demographics, physical environment and the social determinants of health.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
Standard 19 **Effectively manages human and physical resources**					
19.1 Manages and prioritises own workload.					
19.2 Seeks support from RN colleagues if unclear about priorities or workload.					
19.3 Effectively delegates tasks to other members of the general practice team as appropriate.					
19.4 Uses resources effectively and efficiently in providing nursing care.					
19.5 Works with the general practice team to ensure appropriate clinical supplies and equipment are available.					
19.6 Undertakes checking of clinical equipment used in nursing care to ensure that it is well maintained and serviceable.					
19.7 Identifies and reports to relevant members of the general practice team when resource levels are negatively impacting on service delivery.					

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Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
19.8 Identifies and reports to relevant members of the general practice team when nursing equipment requires servicing and/or maintenance.					
19.9 Contributes to the development of proposals/briefs for additional resources.					
19.10 Develops, implements and monitors systems for managing supplies and equipment within the Practice.					
19.11 Critically analyses resource utilisation.					
19.12 Manages a budget for nursing services and/or equipment.					
19.13 Recognises alternative resources, supplies and/ or equipment that could improve service delivery.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
Standard 20 **Builds and maintains professional and therapeutic relationships with consumers, their families and/or support person(s)**					
20.1 Practises in a manner that recognises the importance and maintenance of professional and therapeutic relationships in the general practice setting.					
20.2 Uses effective communication and interpersonal skills to build trust, promote confidence and satisfaction, and empower consumers, their families and support persons.					
20.3 Creates and maintains a safe physical and/or psychosocial environment for consumers, their families and support persons.					
20.4 Critically reflects on strategies used to engage with consumers, their families and support persons.					
20.5 Provides mentorship to other members of the general practice team to support communication and relationship building.					
20.6 Proactively seeks to establish ongoing relationships with members of the Practice community.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
Standard 21 **Effectively communicates, shares information and works collaboratively with the general practice team**					
21.1 Uses appropriate communication and interpersonal skills to build collegial relationships within the general practice team.					
21.2 Regularly and effectively communicates with ENs and shares relevant information.					
21.3 Ensures that all processes for nursing communication of clinical and personal information within the Practice are consistent with relevant State/Territory privacy legislation.					
21.4 Communicates clinical and/or personal information in a manner consistent with relevant State/Territory privacy legislation.					
21.5 Shares information and external learning with other members of the general practice team.					
21.6 Initiates communication with other members of the general practice team regarding clinical care, workforce and environmental issues.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
21.7 Actively promotes and supports a collaborative culture within the nursing and general practice team.					
21.8 Develops and implements strategies to share clinical information between members of the general practice team.					
21.9 Proactively seeks to contribute to the development of communication skills in all members of the general practice team.					
21.10 Demonstrates a leadership role in developing a culture of collaboration within the nursing and general practice teams.					
21.11 Critically evaluates the nature of collaboration and/ or teamwork within the Practice.					
21.12 Identifies potential strategies to enhance collaboration and/or teamwork within the Practice.					
21.13 Seeks to engage all members of the nursing and general practice team in collaborative practice.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
Standard 22 **Liaises effectively with relevant agencies and health professionals to facilitate access to services and continuity of care**					
22.1 Identifies and uses relevant local service providers and understands the criteria/ referral pathways for accessing their services.					
22.2 Initiates and establishes relationships between the Practice and relevant local health service providers and understands how this impacts on their primary care.					
22.3 Refers consumers appropriately to local service providers.					
22.4 Identifies consumers who are receiving care from various local service providers.					
22.5 Works collaboratively with GPs and other service providers to ensure that individual care needs are met.					
22.6 Engages in the coordination of care to promote continuity and ensure appropriate resource allocation.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
22.7 Critically evaluates and seeks to address gaps in local service provision.					
22.8 Actively seeks to expand opportunities for the Practice community to access local services.					
22.9 Co-ordinates care for those with complex conditions, acting as a liaison between health professionals.					
22.10 Leads the development of strategies to promote equitable access to services.					

Summary of registered nurse self-assessment/peer appraisal

Professional achievements

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Areas for further development

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Other comments

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Professional development plan reviewed: Date:........................

Signature of registered nurse: ....   Date:.....................

Signature of peer reviewer (if applicable): ....Date: ....

SECTION ONE - PART B: PROFESSIONAL DEVELOPMENT PLAN – REGISTERED NURSE

Working through this section will assist the Registered nurse in the achievement of objectives identified at the self-assessment/peer appraisal stage.

Sample Professional Development Plan

Date	What do I need to develop/ Identified learning need (Reference to the Domain Number within the practice standards for nurses in general practice)	What will I do to achieve this learning need (planned activity)	What professional learning activity I completed	Hours completed	Outcome of what I completed (reflection on professional learning activity)
Self -assessment 1 July 2014 Review 15 January 2015	Standard 2 Provides nursing care consistent with current nursing and general practice standards, guidelines and legislation Gain a better understanding of the standards, guidelines and legislation for nursing in general practice	Review the legislation relevant to nursing in [state/territory]. Review the NMBA's website focusing on the professional practice framework for both registered nurses and enrolled nurses.	I have reviewed the legislation and other relevant documents. I have reviewed the NMBA's website and have read all relevant codes and guidelines for nurses.	2 hours 2 hours	After completing the learning activities I now feel I am updated with current nursing and general practice standards, guidelines and legislation relevant to my nursing practice.

Date	What do I need to develop/ Identified learning need (Reference to the Domain Number within the practice standards for nurses in general practice)	What will I do to achieve this learning need (planned activity)	What professional learning activity I completed	Hours completed	Outcome of what I completed (reflection on professional learning activity)
		Review the ANMF National Practice Standards for Nurses in General Practice. Review two relevant journal articles on nursing and the law.	I have read and understand the National Practice Standards for Nurses in General Practice. I have read four relevant journal articles on nursing and law.	2 hours	
Self assessment 1 July 2014 Review 1 July 2015	Standard 8 Effectively implements evidence-based health promotion and preventive care relevant to the Practice community.	A.Discuss the nursing role in preventive health care at the next general practice meeting. B.Undertake a review of the available on-line resources relating to preventative care.	The general practice team meet on a monthly basis for on-going discussion on the nursing role in preventative health care. I have also reviewed the resources within the general practice and the RACGP red book (guidelines for preventive activities in general practice).	3 hours	I am now increasingly involved in the preventive health care strategies for older people and I am developing further skills and knowledge regarding preventive health care and early intervention strategies for children and young people within the practice.

Date	What do I need to develop/ Identified learning need (Reference to the Domain Number within the practice standards for nurses in general practice)	What will I do to achieve this learning need (planned activity)	What professional learning activity I completed	Hours completed	Outcome of what I completed (reflection on professional learning activity)
	Improve my understanding of the preventive care approach used in this general practice	C. Review the resources in the general practice including the primary health care principles;	Completed a review of the available on-line resources regarding preventative care in general practice including the WHO primary health care principles.	4 hours	
				2 hours	

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Date	What do I need to develop/ Identified learning need (Reference to the Domain Number within the practice standards for nurses in general practice)	What will I do to achieve this learning need (planned activity)	What professional learning activity I completed	Hours completed	Outcome of what I completed (reflection on professional learning activity)
Self assessment 1 September 2014 Review 1 July 2015	Domain 2: Nursing Care Improve my assessment skills in wound management	Complete an on-line course on wound management Read four recent journal articles regarding wound management assessment. Spend time with the Nurse Practitioner (NP) within my practice assessing and managing persons requiring wound care.	Completed the Wound Management program conducted by the ANMF in November 2014. Reviewed five articles outlining best practice in wound management assessment. Worked alongside the NP within the clinic reviewing clients with wound management requirements for three shifts.	4 hours 2 hours 16 hours	Completing the wound management course and reading the five articles, provided me with updated evidence– based theory. This knowledge was consolidated by working with the Nurse Practitioner (NP). Discussions with the NP have helped me reflect on my current practice. I have now changed my practice in line with this new knowledge. I feel competent in wound assessment now and have excellent available resources if required.

Professional Development Plan

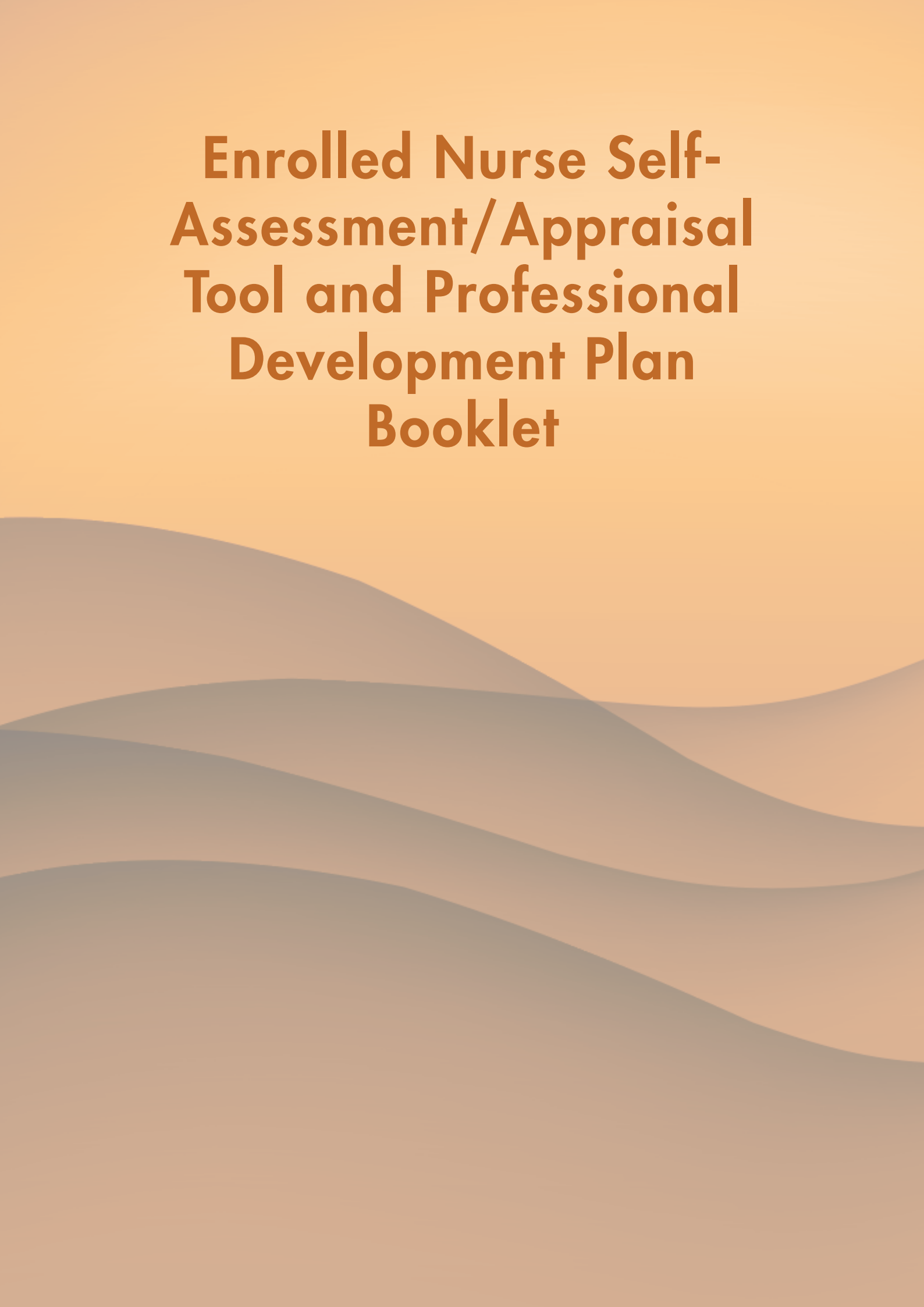Name: ....

Date	What do I need to develop/ Identified learning need (Reference to the Domain Number within the practice standards for nurses in general practice)	What will I do to achieve this learning need (planned activity)	What professional learning activity I completed	Hours completed	Outcome of the what I completed (reflection on professional learning activity)

Professional Development Plan

Name: ....

Date	What do I need to develop/ Identified learning need (Reference to the Domain Number within the practice standards for nurses in general practice)	What will I do to achieve this learning need (planned activity)	What professional learning activity I completed	Hours completed	Outcome of the what I completed (reflection on professional learning activity)

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Enrolled Nurse Self-Assessment/Appraisal Tool and Professional Development Plan Booklet

SECTION ONE: PROFESSIONAL DEVELOPMENT - Enrolled Nurse

This section will assist the enrolled nurse to use the *ANMF National practice standards for nurses in general practice* to plan, undertake, and evaluate, their own professional development. Undertaking CPD not only defines a professional but is also a mandatory requirement of the NMBA for all nurses and midwives regulated under the *Health Practitioner Regulation National Law Act (2009).* A nurse may be audited to show evidence of CPD.

When using this document it should be remembered that the *ANMF National practice standards for nurses in general practice* are to be used in conjunction with the *NMBA Standards for practice: Enrolled nurses.*

Section one - Part A: Self-assessment/appraisal tool

The self-assessment/appraisal tool in this section of the Toolkit (pages 49-72) can be used as a self-assessment tool for the enrolled nurse to reflect on their professional practice OR it can be used as a self-assessment and appraisal tool, as required.

It is important to note that a registered nurse is the only person who can complete an appraisal of the nursing practice of an enrolled nurse.

ENROLLED NURSE SELF-ASSESSMENT/APPRAISAL TOOL

Name:... Date:.............................

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
Standard 1 **Demonstrates an understanding of primary health care principles and nursing in general practice.**					
1.1 Articulates the differences between nursing care in general practice and other health settings.					
1.2 Practises in a manner consistent with the principles of primary health care.					
1.3 Recognises the impact of the social determinants of health on consumers.					
1.4 Articulates the various roles and responsibilities of the general practice team, in particular, EN supervision requirements and the EN scope of practice.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
Standard 2 **Provides nursing care consistent with current nursing and general practice standards, guidelines, regulations and legislation.**					
2.1 Identifies current NMBA EN standards for practice.					
2.2 Practises within individual scope of practice.					
2.3 Undertakes delegated clinical tasks under the supervision of an RN.					
2.4 Seeks advice from the supervising RN when faced with situations outside of their scope of practice.					
2.5 Uses general practice specific standards to guide nursing practice.					
2.6 Applies evidence-based guidelines and policies when providing nursing care within the EN scope of practice.					
2.7 Understands and uses relevant Commonwealth, State or Territory legislation to inform nursing practice.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
Standard 3 **Actively builds and maintains professional relationships with other nurses and regularly engages in professional development activities.**					
3.1 Maintains professional relationships with other nurses in general practice, including networking and mentoring relationships.					
3.2 Maintains relevant professional nursing and/or general practice memberships					
3.3 Participates in regular clinical performance appraisal with the supervising RN.					
3.4 Discusses and plans continuing professional development with the supervising RN.					
3.5 Actively participates in professional development activities relevant to nursing in general practice.					
Standard 4 **Advocates for the role of nursing in general practice.**					
4.1 Promotes the nursing and EN role in general practice to the nursing profession, other health professionals, consumers and other relevant groups.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
Standard 5 **Demonstrates nursing leadership.**					
5.1 Provides collegial support to other ENs.					
5.2 Assists in the orientation of staff new to the General Practice.					
5.3 Takes responsibility for delegated tasks.					
5.4 Considers own wellbeing and fitness to practice.					
Standard 6 **Demonstrates the knowledge and skills to provide safe, effective and evidence-based nursing care.**					
6.1 Identifies the role of evidence in the provision of quality nursing care.					
6.2 Articulates a knowledge base appropriate to support the provision of evidence-based nursing care within the EN scope of practice.					
6.3 Applies appropriate clinical skills and reasoning to undertake delegated clinical care within the EN scope of practice.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
6.4 Provides nursing care consistent with current evidence-based practice in consultation with the RN.					
6.5 Recognises when clinical care is outside their scope of practice and seeks the support of the supervising RN.					
Standard 7 **Undertakes nursing assessment and plans ongoing care.**					
7.1 Assists the RN to undertake nursing assessments of consumers.					
7.2 Demonstrates proficiency in a range of data gathering techniques and nursing assessment skills within the EN scope of practice.					
7.3 Appropriately and accurately records data gathered in a timely manner to contribute to the nursing assessment.					
7.4 Safely undertakes triage of consumers based on standardised protocols.					
7.5 Provides appropriate referrals and follow-up as delegated by the RN, in conjunction with the general practice team.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
7.6 Recognises when clinical intervention is required and communicates this to the RN.					
7.7 Provides appropriate handover to other clinical staff as directed by the RN.					
Standard 8 **Effectively implements evidence-based health promotion and preventive care relevant to the Practice community.**					
8.1 Recognises the importance of evidence- based health promotion and preventive care in general practice within the EN scope of practice.					
8.2 Identifies the health promotion and preventive care needs of the Practice population.					
8.3 Provides evidence-based health promotion and preventive care within the EN scope of practice.					
8.4 Assists the RN to provide delegated health promotion and preventive care activities, including nurse clinics.					
8.5 Undertakes opportunistic health screening activities as delegated by the RN.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
Standard 9 **Empowers and advocates for consumers.**					
9.1 Advocates for individual consumers within the EN scope of practice.					
9.2 Provides support to encourage consumers to be active participants in their own health care.					
9.3 Practises in a way that recognises individual consumers' circumstances, needs and values.					
Standard 10 **Understands diversity in the Practice community and facilitates a safe, respectful and inclusive environment.**					
10.1 Demonstrates respect for consumers regardless of their native language, cultural/ethnic background, sexual orientation, gender identity, socio-economic status, physical or mental capacity, values or beliefs in the delivery of primary nursing care.					
10.2 Provides nursing care in a respectful and culturally safe manner for Aboriginal and Torres Strait Islander peoples.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
10.3 Recognises and respects the impact of diversity on consumers accessing primary care services.					
10.4 Identifies the needs of individual consumers and adapts nursing practice to provide sensitive primary care nursing services.					
10.5 Assists the RN to implement programs for diverse groups within the Practice community.					
Standard 11 **Effectively delivers evidence-based health information to improve health literacy and promote self-management.**					
11.1 Provides relevant evidence-based health information to consumers in consultation with the RN.					
11.2 Uses appropriate communication skills to deliver health information to individual consumers.					
11.3 Demonstrates an understanding of the concept of health literacy.					
11.4 Demonstrates an understanding of the concept of self- management.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
Standard 12 **Evaluates the quality and effectiveness of nursing care.**					
12.1 Regularly undertakes reflection on the quality of their individual clinical practice.					
12.2 Identifies, reports and documents potential or actual risk, near misses or safety breaches related to nursing care, to the supervising RN.					
12.3 Participates in regular discussions with supervising RN/s about the quality of nursing care in the Practice.					
12.4 Supports activities to evaluate the quality and effectiveness of nursing care.					
Standard 13 **Demonstrates proficiency in the use of information technology, clinical software and decision support tools to underpin health care delivery.**					
13.1 Understands the importance of accuracy in entering computerised data.					
13.2 Accurately and appropriately documents data gathered during episodes of care using relevant IT systems.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
13.3 Demonstrates the ability to retrieve information from IT systems.					
13.4 Appropriately uses decision support tools to underpin delegated nursing care within the EN scope of practice.					
Standard 14 **Effectively uses registers and reminder systems to prompt intervention and promote best practice care.**					
14.1 Demonstrates an understanding of the recall and reminder processes and relevant registers within the Practice.					
14.2 Undertakes delegated tasks related to the recall and reminder processes and/or registers.					
Standard 15 **Understands the context of general practice within the wider Australian health care system, including funding models.**					
15.1 Considers the implications of the context of general practice when providing nursing care.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
15.2 Understands the role of general practice in the health care system.					
15.3 Articulates an awareness of the current models of funding for general practice.					
15.4 Maintains current knowledge about the ways in which nursing in general practice is funded.					
15.5 Identifies the role of primary health care organisations as they relate to general practice.					
Standard 16 **Contributes to quality improvement and research activities to monitor and improve the standard of care provided in general practice.**					
16.1 Identifies, documents and reports potential or actual risk, near misses or safety breaches within the Practice to the supervising RN.					
16.2 Actively participates in Practice-wide quality improvement and research activities as delegated by the RN.					
16.3 Participates in the process of Practice accreditation.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
Standard 17 **Participates in the development, implementation and evaluation of relevant policies and procedures.**					
17.1 Demonstrates knowledge of current policies and procedures.					
17.2 Identifies and reports issues with current policies and procedures when applied in practice.					
Standard 18 **Monitors local population health issues to inform care and responds to changing community needs**					
18.1 Collects information on population health issues as delegated by the RN.					
18.2 Is aware of the impact of population health issues on individuals and the Practice community.					
Standard 19 **Monitors local population health issues to inform care and responds to changing community needs**					
19.1 Manages and prioritises own workload as delegated by the RN.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
19.2 Efficiently undertakes clinical tasks as delegated by the RN.					
19.3 Seeks support from the RN if unclear about priorities or workload.					
19.4 Uses resources efficiently in providing nursing care.					
19.5 Orders and maintains clinical supplies and equipment as delegated by the RN.					
19.6 Identifies and reports issues with supplies or equipment to the RN.					
Standard 20 **Builds and maintains professional and therapeutic relationships with consumers, their families and/or support person(s).**					
20.1 Practises in a manner that recognises the nature of professional and therapeutic relationships in the general practice setting.					
20.2 Uses effective communication and interpersonal skills to build trust, and promote confidence and satisfaction.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
20.3 Creates and maintains a safe environment for consumers, their families and support persons during episodes of care.					
20.4 Reflects on professional and therapeutic relationships.					
Standard 21 **Effectively communicates, shares information and works collaboratively with the general practice team.**					
21.1 Uses appropriate communication and interpersonal skills to build collegial relationships within the general practice team.					
21.2 Regularly and effectively communicates with the RN and shares relevant information.					
21.3 Communicates clinical and/or personal information in a manner consistent with relevant State/Territory privacy legislation.					
21.4 Shares relevant clinical information and external learning with other members of the general practice team.					

Standards	Standard met	Standard not yet met	Further development required	N/A	Comments
21.5 Actively communicates with other members of the general practice team regarding clinical care, workforce and environmental issues.					
21.6 Practises in a collaborative manner within the nursing and general practice team.					
Standard 22 **Liaises effectively with relevant agencies and health professionals to facilitate access to services and continuity of care**					
22.1 Identifies relevant local service providers and criteria for accessing their services.					
22.2 Contributes to the building of relationships between the Practice and relevant local service providers.					
22.3 Facilitates referral of consumers to local service providers as delegated by the RN.					
22.4 Identifies consumers who are receiving care from various local service providers.					
22.5 Communicates with care providers about the individual consumer and their health status / care needs as delegated.					

Summary of enrolled nurse self-assessment/appraisal

Professional achievements

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Areas for further development

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Other comments

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Professional development plan reviewed: Date:........................

Signature of enrolled nurse: ………………………………………….   Date:…………………

Signature of registered nurse reviewer (if applicable): ………………………………Date: …………………….

SECTION ONE - PART B: PROFESSIONAL DEVELOPMENT PLAN – ENROLLED NURSE

Working through this section will assist the Enrolled nurse in the achievement of objectives identified at the self-assessment/ appraisal stage.

Sample Professional Development Plan

Date	What do I need to develop/ Identified learning need [Reference to the Domain Number within the practice standards for nurses in general practice]	What will I do to achieve this learning need (planned activity)	What professional learning activity I completed	Hours completed	Outcome of what I completed (reflection on professional learning activity)
Self-assessment 1 July 2014 Review 15 January 2015	Standard 2 Provides nursing care consistent with current nursing and general practice standards, guidelines and legislation	Review the legislation relevant to enrolled nursing in my [state/ territory].	I have reviewed some legislation relevant to enrolled nursing.	2 hours	After completing the learning activities I had planned, I feel I am current and updated with the practice standards, guidelines and relevant legislation.
		Review the NMBA's website focusing on the professional practice framework for enrolled nurses.	I have reviewed the NMBA's website and have read all relevant codes and guidelines for enrolled nurse.	2 hours	
	Gain a better understanding of the standards, guidelines and legislation for nursing in general practice	Review the ANMF National Practice Standards for Nurses in General Practice.	I have read and understand the ANMF National Practice Standards for Nurses in General Practice.	1 hour	

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Date	What do I need to develop/ Identified learning need (Reference to the Domain Number within the practice standards for nurses in general practice)	What will I do to achieve this learning need (planned activity)	What professional learning activity I completed	Hours completed	Outcome of what I completed (reflection on professional learning activity)
Self assessment 1 July 2014 Review 1 July 2015	Standard 13 Demonstrates proficiency in the use of information technology, clinical software and decision support tools to underpin health care delivery. Learn to effectively use the IT system at my Practice to better understand the client reminder system.	Complete the IT system on-line education and complete the follow-up questions to confirm my comprehension. Work with the RN to better understand the client reminder system. Activate the client reminder system with the supervision of the RN.	Completed a review of the available on-line resources regarding the IT system. I have worked with the RN to gain a better understanding of the client reminder system. With the supervision of the RN I have activated the client reminder system.	2 hours 3 hours 2 hours	The on-line education system provided me the basic knowledge on how the IT system works. Watching the RN I have been able to reflect on this new knowledge to better understand the system. Working under supervision with the RN has consolidated my knowledge and skills with the IT system used in the Practice, especially the client reminder system.

Professional Development Plan

Name: ....

| Date | What do I need to develop/ Identified learning need

(Reference to the Domain Number within the practice standards for nurses in general practice) | What will I do to achieve this learning need (planned activity) | What professional learning activity I completed | Hours completed | Outcome of what I completed (reflection on professional learning activity) |
|---|---|---|---|---|---|
| Self assessment 1 September 2014 | Domain 2: Nursing Care

Gain a better understanding of anaphylaxis and the required treatment. | Review the policy of the Practice on the management of anaphylaxis.

Undertake an on-line review of anaphylaxis and treatment.

Attend the anaphylaxis workshop being delivered by the RN at the Practice. | Practice policy reviewed.

Reviewed a number of recent journal articles on anaphylaxis both in adults and paediatrics.

Attended the anaphylaxis workshop in March 2015. | 30 minutes

2 hours

2 hours | After completing the CPD relating to anaphylaxis I now have a better understanding on why it occurs and the related treatment. |
| | | | | | |

Professional Development Plan

Name: ....

Date	What do I need to develop/ Identified learning need (Reference to the Domain Number within the practice standards for nurses in general practice)	What will I do to achieve this learning need (planned activity)	What professional learning activity I completed	Hours completed	Outcome of the what I completed (reflection on professional learning activity)

Professional Development Plan

Name: ....

Date	What do I need to develop/ Identified learning need (Reference to the Domain Number within the practice standards for nurses in general practice)	What will I do to achieve this learning need (planned activity)	What professional learning activity I completed	Hours completed	Outcome of the what I completed (reflection on professional learning activity)

SECTION ONE - Part C: Professional Portfolio

What is a professional portfolio?

A professional portfolio is a comprehensive record of professional growth over your career. The carefully selected documentation in a professional portfolio demonstrates what a nurse or midwife has achieved in relation to their employment, education and practice. A portfolio can also identify a nurse or midwife's learning needs and plans.

Some nurses and midwives use a professional portfolio to assist them to reflect their qualifications, experience and expertise when applying for a new employment position or preparing an application to complete further study. A professional portfolio can also be used to document the regulatory requirements for nurses and midwives.

Professional portfolios are not a mandatory requirement but can help nurses and midwives clearly articulate to themselves, future employers or the regulator (the NMBA) what they have achieved in their career and what they are planning to achieve.

Some examples of professional portfolios can be found in the following web links:

- ANMF VIC: http://cpd.anmfvic.asn.au/
- ANMF SA: https://www.anmfsa.org.au/professional-practice/professional-portfolio/
- Queensland Nurse Union: https://www.qnu.org.au/get-educated/pd-online
- Australian College of Nursing: http://www.acn.edu.au/life-long-learning-program
- Australian College of Midwives: http://www.midwives.org.au/scripts/cgiip.exe/WService=MIDW/ccms.r?pageid=10051

A copy of the NMBA Continuing professional development (CPD) registration standard can be found on the NMBA website at: http://www.nursingmidwiferyboard.gov.au/Registration-Standards.aspx

For other regulatory documents applicable to your practice please refer to the NMBA website: http://www.nursingmidwiferyboard.gov.au/

How do I prepare a professional portfolio?

- Gather all the information that you have about your career including: job descriptions, references and your updated curriculum vitae.
- Collect copies of your relevant education transcripts and any records of attendance at continuing education sessions. The NMBA recommend that you keep CPD documentation from the previous 3 years.
- Source an appropriate folder and plastic sleeves to display your documents. If you are a member of the ANMF (including the QNU and NSWNMA) or another professional organisation, an electronic template resource may already be available to you.
- Consider the NMBA relevant standards for practice and the *National practice standards for nurses in general practice* and identify the information you believe needs to be presented to demonstrate you meet the standards.
- Consider the requirements of the NMBA professional practice framework nurses and midwives need to meet for ongoing registration and how you are able to demonstrate you've met these requirements. Examples of the documents included in this framework are: the registration standard for CPD, recency of practice, criminal history or the code of ethics or code of professional conduct.

What should be displayed in a professional portfolio?

The information stored in a professional portfolio may vary depending on the purpose for which it is being used. An example of the materials that could be found in a professional portfolio include:

- Curriculum Vitae
- Qualifications:
    - o Copies of transcripts of your education qualifications completed at both an undergraduate and postgraduate level.
    - o Current NMBA registration documentation
- Employment record, which may include:
    - o Current job description
    - o Performance appraisal
    - o Practice completed over the past five years (Certificate of Service)
- Completed Professional Development Plan
    - o Planned development needs
    - o Reflection/evaluation of progress
    - o CPD completed and relevant documentation including hours completed
- Any other documentation you believe will show your expertise such as:
    - o Client education information you have produced
    - o Quality improvement activities
    - o Membership in committees and your role within these groups
    - o Project involvement
    - o Membership of professional organisation/s
    - o Presentations you may have delivered including, the topic, when, and where you presented
    - o Samples of professional writing you have had published as, for example, a journal article, literature reviews or a book
    - o Any research you have conducted or been involved in.

General Practice Resources

SECTION TWO: GENERAL PRACTICE RESOURCES

This section will assist the general practice team in recruitment of a nurse/s for their Practice. It will also assist nurses in understanding how they could prepare for a recruitment process in general practice and what they should be looking for in a potential employer.

In conjunction with the *ANMF National Standards for Nurses in General Practice*, the documents in this section will demonstrate the difference in scope of practice between registered nurses and enrolled nurses.

The general practice team should be aware that, in line with regulatory requirements, an enrolled nurse can only be employed if the Practice already currently employs a registered nurse/s, to provide clinical supervision.

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SECTION TWO - Part A: Sample Position Descriptions

Sample position description for a registered nurse in general practice

Title
Registered Nurse

Position Objective
To provide comprehensive, evidence-based nursing care in the general practice setting.

Reports to
Practice Principal through the most senior registered nurse.

Conditions of employment
- State and Territory Australian Nursing and Midwifery Federation (ANMF) Branch negotiated agreement.
- Performance appraisal three months after commencement and every 12 months thereafter.
- Supervises enrolled nurses in the Practice as per the regulatory requirements (refer NMBA *Standards for practice: Enrolled nurses*).

Qualifications
Bachelor of Nursing or equivalent leading to registration with the Nursing and Midwifery Board of Australia (NMBA) as a registered nurse (RN).

Key selection criteria

Essential
- Registered as a registered nurse with the NMBA
- Able to work as part of a team
- Excellent verbal and written communication skills
- Current Working with Children Check (if State/Territory applicable)
- Information Technology (IT) skills

Desirable
- Post graduate qualification in primary health care nursing or associated area
- Experience working in a primary health care setting
- Experience in working with people across the lifespan

Key requirements

1. **Demonstrates an understanding of primary health care principles and nursing in general practice**
   - Integrates the principles of primary health care into their practice.
   - Understands current national health priorities as they relate to nursing in general practice.
   - Identifies the broad health and social needs of the Practice community.
   - Articulates the various roles and responsibilities of the general practice team, in particular the RN and Enrolled nurse (EN) scopes of practice and the EN supervision requirements.

2.   Provides nursing care consistent with current nursing and general practice standards, guidelines, regulations and legislation
- Practices in accordance with current NMBA RN standards for practice.
- Practices within individual scope of practice.
- Provides appropriate supervision and delegation of clinical tasks to ENs
- Understands and uses relevant Commonwealth, State/Territory legislation to inform nursing practice.

3.   Demonstrates nursing leadership
- Provides collegial support and works in collaboration with other RNs and the broader general practice team.
- Undertakes mentoring of less experienced RNs, ENs, and students.
- Is accountable and takes responsibility for leading the delivery of nursing care within the practice.

4.   Demonstrates the knowledge and skills to provide safe, effective and evidence-based nursing care
- Articulates an understanding of evidence-based practice and its application within nursing.
- Demonstrates clinical reasoning in the application of clinical guidelines to nursing care.
- Demonstrates respect for consumers regardless of their native language, cultural/ethnic background, sexual orientation, gender identity, socio-economic status, physical or mental capacity, values or beliefs in the delivery of primary nursing care.
- Provides nursing care in a respectful and culturally safe manner for Aboriginal and Torres Strait Islander peoples.

5.   Undertakes nursing assessment and plans ongoing care
- Appropriately and accurately uses validated assessment tools to evaluate current health status and/or risk of developing disease.
- Integrates consideration of the social determinants of health and lifestyle risk factors into nursing assessments.
- Uses sound nursing assessment skills in undertaking triage of consumers following evidence-based triage guidelines.
- Recognises when a more detailed assessment or intervention is required and seeks the input of other RNs, the General Practitioner (GP), or other relevant health professionals.

6.   Effectively implements evidence-based health promotion and preventive care relevant to the Practice community
- Identifies, prioritises and develops strategies for evidence-based health promotion and preventive care relevant to the Practice population.
- Demonstrates proficiency in the delivery of health promotion and preventive care within the RN scope of practice.
- Conducts nurse clinics.

7.   Builds and maintains professional and therapeutic relationships with consumers, their families and/or support person/s
- Uses effective communication and interpersonal skills to build trust, promote confidence and satisfaction, and empower consumers, their families and support persons.
- Critically reflects on strategies used to engage with consumers, their families and support persons.

8.   Demonstrates proficiency in the use of the information technology, clinical software and decision support tools to underpin health care delivery
- Understands the importance of accurate data entry to both the accuracy of clinical records and the ability to retrieve information
- Demonstrates the ability to search IT systems to understand the demographics and health status of the Practice population.

9. **Contributes to quality improvement and research activities to monitor and improve the standard of care provided in general practice**
    - Collaborates with other members of the general practice team to address potential or actual risk, near misses or safety breaches.
    - Actively participates in practice-wide quality improvement and research activities.

10. **Participates in the development, implementation and evaluation of relevant policies and procedures**
    - Demonstrates knowledge of current policies and procedures and an understanding of their implications for nursing practice.
    - Assists in developing and reviewing relevant policies and procedures to ensure they reflect both best practice and the local context.

11. **Effectively communicates, shares information and works collaboratively with the general practice team**
    - Initiates communication with other members of the general practice team regarding clinical care, workforce and environmental issues.
    - Actively promotes and supports a collaborative culture within the nursing and general practice team.

Sample position description for an enrolled nurse in general practice

Title
Enrolled Nurse

Position Objective
To provide comprehensive, evidence-based nursing care in the general practice setting in collaboration with, and under the supervision of, the registered nurse.

Reports to
Practice Principal through the most senior registered nurse.

Conditions of employment
- State and Territory Australian Nursing and Midwifery Federation (ANMF) Branch negotiated agreement.
- Performance appraisal three months after commencement and every 12 months thereafter.
- Works under the supervision of the registered nurses in the Practice as per the regulatory requirements (refer NMBA Standards for practice: Enrolled nurses).

Qualifications
Diploma of Nursing or equivalent leading to registration with the Nursing and Midwifery Board of Australia (NMBA) as an enrolled nurse (EN).

Key selection criteria

Essential
- Registered as an enrolled nurse with the NMBA
- Able to work as part of a team
- Excellent verbal and written communication skills
- Current Working with Children Check (if State/Territory applicable)

Desirable
- Experience working in a primary health care setting
- Experience in working with people across the lifespan

Key requirements

1. **Demonstrates an understanding of primary health care principles and nursing in general practice**
   - Practices in a manner consistent with the principles of primary health care.
   - Articulates the various roles and responsibilities of the general practice team, in particular, EN supervision requirements and the EN scope of practice.

2. **Provides nursing care consistent with current nursing and general practice standards, guidelines, regulations and legislation**
   - Identifies current NMBA EN standards for practice.
   - Practices within individual scope of practice.
   - Undertakes delegated clinical tasks under the supervision of an RN.
   - Seeks advice from the supervising RN when faced with situations outside of their scope of practice.

3. **Demonstrates nursing leadership**
   - Provides collegial support to other ENs.
   - Assists in the orientation of staff new to the general practice.
   - Takes responsibility for delegated tasks.

4. Demonstrates the knowledge and skills to provide safe, effective and evidence-based nursing care
- Identifies the role of evidence in the provision of quality nursing care.
- Applies appropriate clinical skills and reasoning to undertake delegated clinical care within the EN scope of practice.
- Demonstrates respect for consumers regardless of their native language, cultural/ethnic background, sexual orientation, gender identity, socio-economic status, physical or mental capacity, values or beliefs in the delivery of primary nursing care.
- Provides nursing care in a respectful and culturally safe manner for Aboriginal and Torres Strait Islander peoples.

5. Undertakes nursing assessment and plans ongoing care
- Demonstrates proficiency in a range of data gathering techniques and nursing assessment skills within the EN scope of practice.
- Recognises the impact of the social determinants of health on consumers.
- Appropriately and accurately records data gathered in a timely manner to contribute to the nursing assessment.

6. Effectively implements evidence-based health promotion and preventive care relevant to the Practice community
- Provides relevant evidence-based health promotion and preventive care relevant within the EN scope of practice.
- Assists the RN to provide health promotion and preventive care activities, including nurse clinics.

7. Builds and maintains professional and therapeutic relationships with consumers, their families and/or support person/s
- Practices in a manner that recognises the nature of professional and therapeutic relationships in the general practice setting.
- Uses effective communication and interpersonal skills to build trust, and promote confidence and satisfaction.

8. Demonstrates proficiency in the use of the information technology, clinical software and decision support tools to underpin health care delivery
- Understands the importance of accuracy in entering computerised data.
- Demonstrates the ability to retrieve information from IT systems

9. Contributes to quality improvement and research activities to monitor and improve the standard of care provided in general practice
- Identifies, documents and reports potential or actual risk, near misses or safety breaches within the Practice to the supervising RN.
- Actively participates in practice-wide quality improvement and research activities as delegated by the RN.

10. Participates in the development, implementation and evaluation of relevant policies and procedures
- Demonstrates knowledge of current policies and procedures.
- Identifies and reports issues with current policies and procedures when applied in practice, to the supervising RN

11. Effectively communicates, shares information and works collaboratively with the general practice team
- Uses appropriate communication and interpersonal skills to build collegial relationships within the general practice team.
- Regularly and effectively communicates with the supervising RN and shares relevant information.

SECTION TWO - Part B: Sample Position Advertisements

Sample advertisement for a registered nurse position

> **Position:** Registered Nurse
> **Position Type:** Permanent part-time
> **Company Name:** Purple Ray Clinic
> **Location:** Adelaide
> **Salary:** In accordance with the Practice's Enterprise Bargaining Agreement 2014
> **Education Level:** Bachelor Degree or equivalent as determined by the Nursing and Midwifery Board of Australia

The Practice

An opportunity is currently available for a registered nurse to work in a permanent part time position in our family friendly Practice. We have a total of six nurses within the Practice who work flexible hours over the working week. Our large Practice has many opportunities for professional development and is dedicated to person-centred care. The position is reportable to the senior registered nurse (RN).

The Position

The role will include:
- Using sound nursing assessment skills in undertaking triage of people receiving care, following evidence-based triage guidelines
- Using comprehensive clinical skills and reasoning to undertake nursing care within the RN scope of practice
- Integrating the principles of primary health care into practice
- Delivery of health promotion and preventative care
- Use of effective communication and interpersonal skills to build trust, promote confidence and satisfaction, and to empower clients and their families.
- Providing collegial support and working in collaboration with other registered nurses and the broader general practice team
- Supervising enrolled nurses employed in the Practice
- Providing nursing care in a respectful and culturally safe manner
- Managing the IT database for the client reminder/recall system

Essential Criteria
- Current registration as a registered nurse with the Nursing and Midwifery Board of Australia
- A genuine interest in primary care
- Demonstrated communication and interpersonal skills
- Current Working with Children Check.

Desirable Criteria
- Experience in primary care is preferred but not essential as we have a supportive transition program for nurses coming from other areas of practice.
- Completion of an authorised immunisation course.

Contact Details

For further information please contact Carol Ray, phone: XXX   and email: XXX

Please forward your application including a covering letter and curriculum vitae by *date, month and year* to email address: ********

Sample advertisement for an enrolled nurse position

Position: Enrolled Nurse
Position Type: Permanent part-time
Company Name: Red River Practice
Location: Queensland
Salary: In accordance with the Practice's Enterprise Bargaining Agreement 2014
Education Level: Diploma of Nursing or equivalent as determined by the Nursing and Midwifery Board of Australia (NMBA)

The Practice
An opportunity is currently available for an enrolled nurse to work in a permanent full time position in our large Practice. The Red River Practice, one of four Practices across the Rivers Practice Network, accommodates flexible hours over the working week. We provide excellent support for enrolled nurses. The position reports to the senior registered nurse.

The Position
The role will include:
- Applying appropriate clinical skills and reasoning to undertake nursing care delegated by the registered nurse, within the enrolled nurse scope of practice.
- Providing nursing care consistent with current evidence-based practice in consultation with the registered nurse.
- Safely undertaking triage of people receiving care, based on standard protocols.
- Using effective communication and interpersonal skills to build trust, promote confidence and satisfaction.
- Working under the supervision of a registered nurse and in collaboration with other nurses and the broader general practice team.
- Providing nursing care in a respectful and culturally safe manner.

Essential Criteria
- Current registration as an enrolled nurse with the NMBA
- A genuine interest in primary care
- Current Working with Children Check.

Desirable Criteria
- Experience in primary care is preferred but not essential as we have a supportive transition program for enrolled nurses.

Contact Details
For further information please contact Julie Pitt, phone: XXX   and email: XXX

Please forward your application including a cover letter and curriculum vitae by date, month and year to email address: ********

SECTION TWO - Part C: Sample Interview Questions

Sample interview questions for a registered nurse position

The following sample interview questions were developed as a resource for both the nurses and midwives working in general practice, and the employer. They are not in a particular order and users should only select questions relevant to the associated position.

1. **Introductions**

2. **Can you please describe what you think are the key role requirements for a nurse working in general practice?**

3. **What contribution do you think you could make to our team?**

4. **Can you tell me about a time you were faced with conflicting priorities in managing your time? How did you determine what was top priority?**

5. **Interacting with others can be challenging at times. Have you ever experienced difficulty getting along with a team member at work? Tell me about a specific time this happened and how you handled the situation?**

6. **What experience have you had in database management and call back systems? Are you familiar with any particular system such as Best Practice or Medical Director?**

7. **Describe a situation in which you saw a problem and took action to correct it rather than waiting for someone else to act.**

8. **What sort of management style do you prefer to work with?**

9. **In your most recent nursing position can you tell us about your major responsibilities?**

10. **As a nurse within this practice you will be working with other health care professionals. Can you tell us about your experience working within teams and if you have had any experience managing teams?**

11. **Can you tell us about a time where you delegated a task to an enrolled nurse and outline your responsibilities in delegating this task?**

12. **Can you describe the experience you have had with immunisation and cold chain management?**

13. **Can you tell us why you applied for the position at this Practice?**

14. **What do you think are some of the main health issues for our clients and how do you think this general practice can contribute to the health of this community?**

15. **Can you tell us about a time when a client or their family member made a complaint and how you managed it?**

16. **How do you keep up to date with best practice?**

17. **Can you describe a time where you enhanced a client's experience with the care you provided?**

18. **Do you have any questions for us?**

Sample questions and issues for the registered nurse to raise with the potential employer

1. Consider clarifying anything you may be unsure about in the position description.

2. If the position description does not clearly identify, you may want to ask this future employer to whom the position is directly reportable.

3. What are the current available shifts?

4. Are there any on call requirements?

5. How does the employer support nurses and midwives to undertake CPD activities?

6. On average can you tell me how many nurses work per shift?

7. What is the enrolled nurse to registered nurse ratio? Is there always a registered nurse rostered on to supervise the practice of the enrolled nurse as per NMBA requirements?

8. What is the enterprise agreement which covers this position's employment terms and conditions?

Sample interview questions for an enrolled nurse position

The following sample interview questions were developed as a resource for both the nurses working in general practice, and the employer. They are not in a particular order and users should only select questions relevant to the associated position.

1.   **Introductions**

2.   **Can you please tell us what you think are the key role requirements for an enrolled nurse working in general practice?**

3.   **What contribution do you think you could make to our team?**

4.   **Can you tell me about a time you were faced with conflicting priorities in scheduling your time? How did you determine what was top priority and who did you communicate this to?**

5.   **Interacting with others can be challenging at times. Have you ever had difficulty getting along with a team member at work? Tell me about a specific time this happened and how you handled the situation?**

6.   **What experience have you had in database management and call back systems? Are you familiar with any particular system such as Best Practice or Medical Director?**

7.   **Describe a situation in which you saw a problem and took action to correct it rather than wait for someone else to act.**

8.   **What sort of management style do you prefer to work with?**

9.   **In your most recent nursing position can you tell us about your major responsibilities?**

10. **Can you tell us about a time where you were delegated a task by a registered nurse that you believed was outside of your scope of practice, and how you managed the situation?**

11. **Do you have a notation on your registration regarding medication administration?**

12. **Can you tell us why you applied for the position at this Practice?**

13. **What sort of activities do you participate in to keep yourself up to date with professional issues?**

14. **As an enrolled nurse working in this Practice you will be working with other health care professionals. Can you tell us about your experience working within teams?**

15. **Can you tell us about a time when a client or their family member made a complaint and how you managed it?**

16. **Can you describe a time where you enhanced a person's experience with the care you provided?**

17. **What would you do if a member of the Practice team who wasn't a registered nurse delegated clinical care to you?**

18. **Do you have any questions for us?**

Sample questions and issues for the enrolled nurse to raise with the potential employer

1.   **Consider clarifying anything you may be unsure about in the job description.**

2.   **If the position description does not clearly identify, you may want to ask this future employer who the position directly reports to.**

3.   **What are the current available shifts?**

4.   **How does the employer support enrolled nurses to undertake CPD activities?**

5.   **On average can you tell me how many nurses work per shift?**

6.   **What is the enrolled nurse to registered nurse ratio? Is there always a registered nurse rostered on to supervise the practice of the enrolled nurse as per NMBA requirements?**

7.   **What is the enterprise agreement which covers the position's employment terms and conditions?**

REFERENCES

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