

## **Updated GPN Nursing standards 2015**

The GPF has produced this updated version of the General Practice Nursing Standards which aims to improve standards of patient care by empowering general practice nurses (GPNs) to experience excellent employment practice and high job satisfaction, have access to appropriate training and education and to ensure the successful recruitment and retention of the general practice nursing workforce.

The standards covered clinical, professional and employment practice for nurses and healthcare assistants (HCAs) working at all levels in general practice. They have been mapped against and complement existing regulatory standards and those promoted by the NHS and professional organisations, in an attempt to achieve consensus on whichever standards should be 'good, better and best' and are intended to be used as a benchmark by employers, GPNs, commissioning groups and primary care organisations.

### **Exemplary primary care organisations:**

Would be expected to:

1. Ensure that workforce planning at a strategic level includes general practice nurses and healthcare assistants.
2. Ensure that educational contracts with higher education institutions include the learning and development needs of general practice nursing staff.
3. Ensure that the service specification in contracts for primary care providers include quality indicators for general practice nursing.
4. Ensure that infrastructure is in place to facilitate training and development of HCAs and Nurses working in general practice.

### **Exemplary general practice should:**

1. Ensure there is a robust recruitment and selection process for the employment of nurses and healthcare assistants which includes a job description, person specification and interview .
2. Provide a contract of employment within two months of the start date.
3. Have a robust system in place to check the annual NMC registration status of registered nurses.
4. Ensure all nurses & HCAs have had "enhanced DBS with barred list" checks carried out.
5. Ensure that there are clear lines of accountability for all nurses and healthcare assistants employed in general practice.

6. Ensure that there is an induction programme which is implemented within the first two weeks of employment with an identified individual responsible for ensuring it occurs and meets objectives. Employers should provide evidence of their assessment of the nurse's competence to practice in the role (e.g. using RCGP competencies).
7. Ensure nurses & HCA have indemnity insurance appropriate to scope of practice.
8. Have an appraisal policy in place and annual appraisals with a personal development plan within which there are clear goals and an action plan.
9. Ensure registered nurses have support to meet requirements for NMC revalidation.
10. Have a study leave policy for all nurses and healthcare assistants employed by the practice.
11. Ensure nurses and HCAs complete annual training on anaphylaxis, life support, infection control, the Mental Capacity Act and safeguarding children, vulnerable adults, Information governance (Caldicott), and three yearly Equality & Diversity training.
12. Ensure that nurses and HCAs employed by the practice receive appropriate training for any new role which is assessed by a competent assessor including management roles
13. Ensure that there are up-to-date evidence-based protocols which are regularly reviewed to support nurses and HCAs in their daily duties.
14. Evaluate patient experience of nursing care.
15. Ensure an appropriate skill mix to meet patients needs in the practice.
16. Involve nurses in significant event reviews and learn from incidents.

#### **An exemplary HCA will:**

1. Have training to achieve the care certificate within 12 weeks (FTE) of being in post.
2. Meet Skills for Health Standards for HCAs.
3. Work to local protocols and under clearly defined delegation.
4. Work with Patient specific directions if administering injections.

#### **Exemplary general practice nurse should:**

1. Ensure that they have the required clinical and behavioural competencies to perform their role to a high standard utilising RCGP GPN Competency frameworks.
2. Work within NMC Code of conduct.
3. Ensure working to NICE, Patient Group Directions or NAPC prescribing guidance.
4. Maintain a 'competence file' which provides an account of what they can and cannot do to meet. Revalidation requirements (NMC)/
5. Have specific training for running specialist clinics independently (Immunisations, cervical cytology, diabetes, CVD, asthma, COPD, travel, sexual & reproductive health etc.).
6. Have mentorship training and annual updates if involved with training.

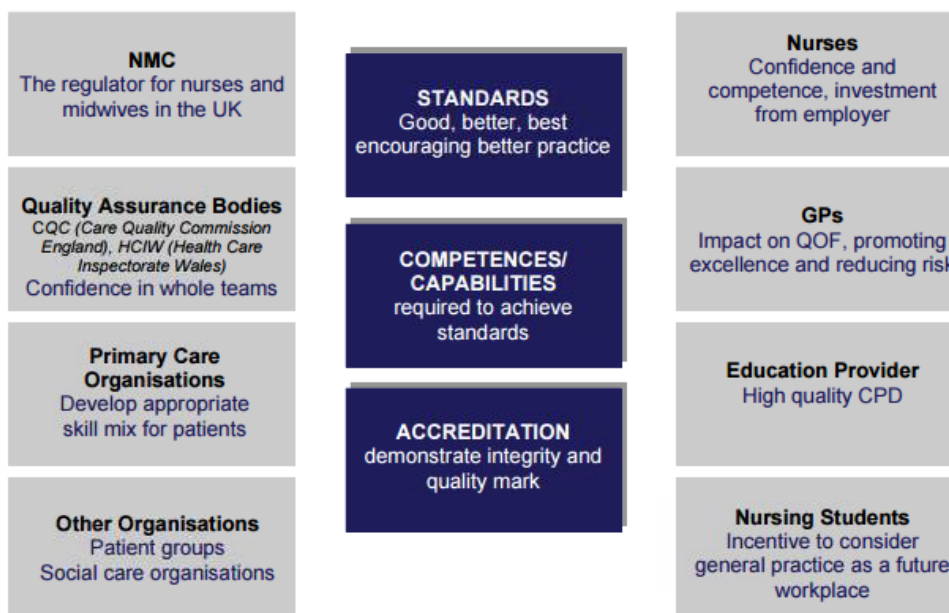
7. Should have management training if managing a nursing team.

## An exemplary ANP will

1. Be able to work autonomously (assess diagnose prescribe & refer).
2. Demonstrate competencies for role (RCN ANP or RCGP ANP competencies).
3. Prescribe within their competence following NAPC best prescribing guidance.
4. Request and interpret tests working within National local guidance.
5. Practice evidenced based care.
6. Work to local referral guidelines.
7. Demonstrate nursing leadership.

## By adopting these standards, general practices will offer improved:

1. Nursing quality.
2. Patient safety.
3. Patient experience.
4. Health and wellbeing.



## Resources/references

- [Disclosure & Barring service checks](#)
- [Mental Capacity Act](#)
- [RCGP GPN Competencies](#)
- [RCGP HCA Competencies](#)
- [Department of Health GPN Visual](#)
- [Nursing and Midwifery Council, Code of Conduct](#)
- [NMC revalidation](#)
- [Care Quality Commission, England](#)
- [Health Care Inspectorate, Wales](#)
- [Healthcare Improvements, Scotland](#)
- [Regulation and Quality Improvement Authority, Northern Ireland](#)
- [Information Governance.Caldicott](#)
- [Cervical cytology standards](#)
- [Department of Health Advanced Practice position statement](#)
- [Immunisation & vaccination standards](#)
- [RCN National Service Framework for Diabetes](#)
- [Prescribing to NAPC standards](#)
- [Clinical imaging requests from non-medically qualified professionals](#)
- [FSRH guidance on training for nurses](#)
- [RCN Travel](#)
- [RCN Sexual Reproductive Health](#)
- [NICE Patient Group Directions 2013](#)
- [NICE Infection: Prevention and control of healthcare-associated infections in primary and community care](#)
- [Safeguarding Adults](#)
- [RCN Nurses Employed by GPs](#)