

Skills Competency Assessment Checklist - Practice Nurse



This skills audit will be reviewed regularly, at least annually, to identify where the employee's strengths and development opportunities may be.

Based on the job description, the audit will provide evidence of existing or developing competence and is closely associated with needs analysis – identifying and focusing on any needs for training or personal development, including any desired career progression. Only when each skill in each level has successfully been achieved can the employee move to the next level to develop and demonstrate the relevant skills.

Employee Name	
Employee Job Title	Practice Nurse
Length of Time in Current Post	
Line Manager Name	
Date of Assessment/Audit	

KEY

The employee needs to work on this – complete the development action plan

Progress required – complete the development action plan

The employee has successfully achieved this

No.	Skills Level 1	No	In Progress	Yes
1	Minimum 2 years' post-registration experience			
2	At least 1-year recent primary care nursing experience			
3	Able to work independently and follow protocols and guidelines			
4	Demonstrates a good professional relationship with nurse colleagues and General Practitioners			
5	Chaperones patients where necessary			
6	Assists GPs with minor surgery when required			
7	Assists GPs with LARC (UICD & surgical implants) clinics when required			
8	Prioritises patient health issues and intervenes appropriately			
9	Supports the team in dealing with clinical emergencies			
10	Recognises, assesses and refers patients presenting with mental health needs to the GP			
11	Supports patients in the use of their prescribed medicines or over-the-counter medicines (within own scope of practice)			
12	Maintains accurate, comprehensive records of all consultations and treatments in the patient's notes, both written and computerised			
13	Ensures read codes are used effectively			
14	Performs blood pressure checks and venepuncture			

15	Conducts new patient medicals			
16	Provides travel medicine services			
17	Requests pathology services as necessary			
18	Processes pathology results as required, advising patients accordingly			
19	Supports patients with smoking cessation			
20	Supports patients with weight management			
21	Has a working knowledge of QOF			
22	Maintains chronic disease registers			
23	Implements and evaluates individual treatment plans for chronic disease patients			
24	Identifies, manages and supports patients at risk of developing long-term conditions, with a knowledge of needs of patients with chronic conditions			
25	Diabetic reviews OR			
26	Hypertension reviews OR			
27	Ischaemic Heart Disease reviews			
28	Immunisations and vaccinations (adults)			
29	Immunisations and vaccinations (children)			
30	Travel vaccinations			

31	Minor and complex wound care (leg ulcers/Doppler etc.)			
32	Removal of sutures/staples			
33	Cervical cytology			
34	Has knowledge of health promotion strategies			
35	Provides general and specific health screening, advice and education			
36	Advises patients on their general health care and minor ailments, with referral to GPs as necessary			
37	Assists with well woman / well man clinics / family planning clinics where required			
38	Has the ability to work within own scope of practice and to understand when to refer to GPs			
39	Is aware of the accountability of their own role and other roles in a Practice nurse-led service			
40	Ensures accurate completion of all necessary documentation associated with patient health care and registration with the Practice			
41	Ensures collection of statistical information required for regular and ad hoc reports			
42	Attends and participates in Practice, clinical and staff meetings when required			
43	Maintains effective communication with other agencies and staff concerned with patient care, with appropriate regard to confidentiality			
44	Has a working knowledge of equipment used in the surgery			
45	Ensures correct maintenance of equipment and stock levels relating to patient care			
46	Always ensures compliance with patient confidentiality, in line with current legislation			
47	Maintains an accurate and efficient appointment system			

48	Ensures all patient information is accurate, easily accessible and kept up to date			
49	Participates in developing the goals and objectives for health care provided by the Practice			
50	Participates in the assessment of the effectiveness of health care provided by the Practice			
51	Informs the Line Manager of any reported or suspected failings in the provision of care within the Practice			
52	Participates in taking care of own Health & Safety. Staff must not do anything to compromise the health and safety of either their colleagues or themselves. Staff should also be aware of the responsibilities placed on them by legislation to ensure health and safety procedures are followed. This will help to maintain a safe workplace for all			
53	Ensures patients' rights are protected			
54	Participates in clinical supervision			
55	Participates in annual appraisal			
56	Completes revalidation (every 3 years)			

No.	Skills Level 2	No	In Progress	Yes
1	Manages own caseload for chronic disease management clinics			
2	Develops care plans for frailty patients			
3	Assists with Learning Disability annual reviews			
4	Liaises with external services/agencies to ensure patients are supported appropriately (e.g. vulnerable patients)			
5	Contributes to the development of new patient services			

6	Informs the Registered Manager of any reported or suspected failings in the provision of care within the Practice, i.e. following a SEA review			
7	Is actively involved and engages in Practice and wider team meetings and forums to promote communication and development			
8	Takes part in the appraisal of other nurses/HCAs in the clinical team, i.e. supervisor/mentor			
9	Takes part in the clinical supervision of other nurses/HCAs in the clinical team, i.e. supervisor/mentor			
10	Participates in activities required to assess compliance with CQC Fundamental Standards, e.g. clinical audit			
11	Participates in actions required to assess compliance with CQC Fundamental Standards			
12	Delegates clinical responsibilities where appropriate (ensuring safe practice and that the task is within the scope of practice of the individual)			
13	Supports the clinical team with all safeguarding matters, in accordance with local and national policies			
14	Understands Practice and local policies for substance abuse and addictive behaviour, referring patients appropriately			
15	Carries out women's health reviews, e.g. contraception checks			
16	Has a broad knowledge of clinical governance			
17	Has a good knowledge of public health issues in the local area			
18	Student Nurse mentor, if required			
19	Takes part in safeguarding reviews and meetings, where appropriate			

No.	Skills Level 3	No	In Progress	Yes
1	Participates in research projects within the Practice			
2	Participates in the education of medical students			
3	Is responsible for the efficient running of the treatment room and equipment			
4	Manages all nursing duties and activities within the surgery			
5	Manages staff appraisals in the nursing team, e.g. Line Manager			
6	Promotes and participates in a high standard of care within the Practice			
7	Safeguarding Nurse Lead			
8	Infection Prevention Control (IPC) Lead Nurse			
9	Has an awareness of public health issues within the wider health arena			
10	Implements and develops protocols and clinical guidelines			
11	Manages QOF indicators			
12	Arranges and monitors clinical audit reviews			
13	Teaches, supports and provides clinical supervision for all new staff in the clinical team			
14	Monitors all nurse-led chronic disease management care			
15	Creates and manages all nurse rotas, clinics and absences			

Person Specification	No	In Progress	Yes
Manages own caseload for chronic disease management clinics			
Develops care plans for frailty patients			
Assists with Learning Disability annual reviews			
Liaises with external services/agencies to ensure patients are supported appropriately (e.g. vulnerable patients)			
Contributes to the development of new patient services			

AREAS FOR DEVELOPMENT

Date of next review	
Employee Signature	
Line Manager Signature	