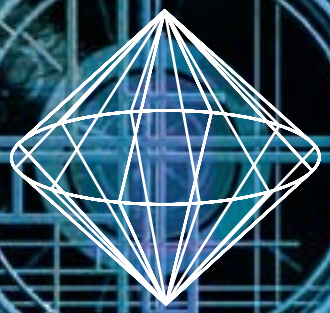
CONTINUING PROFESSIONAL DEVELOPMENT PORTFOLIO

QA CPD



A Route to Enhanced Competence for Nurse Practitioners working in Minor Injury Units, A+E and Community Hospital Casualty Departments

strategy
structures
resources
outcomes

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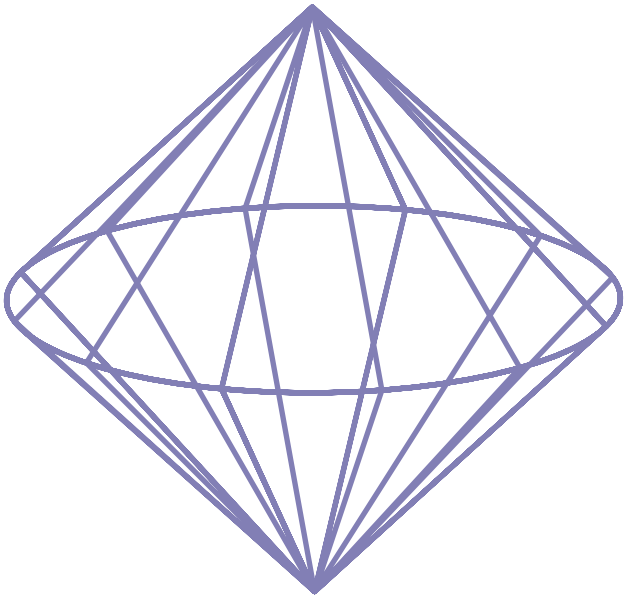

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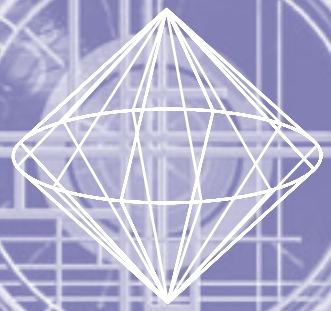
A Route to Enhanced Competence for Nurse Practitioners working in Minor Injury Units, A+E and Community Hospital Casualty Departments

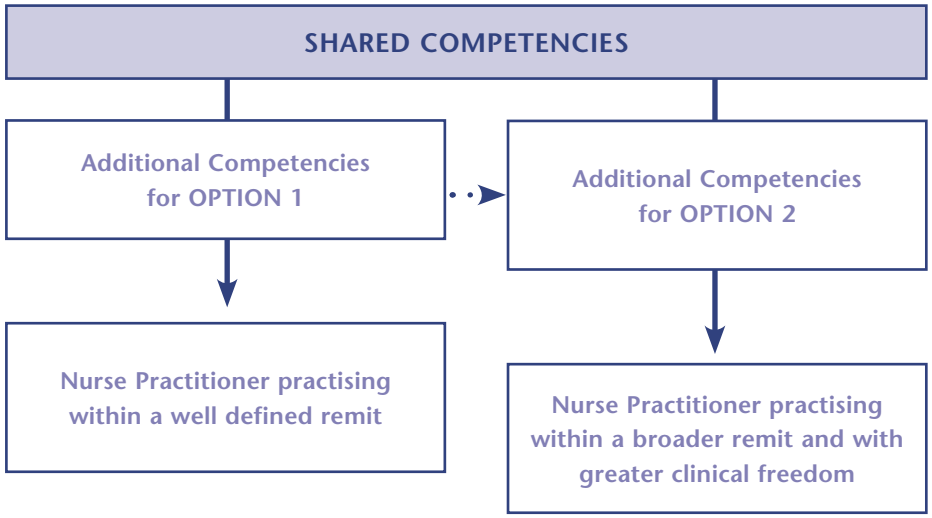


Introduction

The work to complete this portfolio route to enhanced competence for nurse practitioners (NPs) in minor injury units (MIUs), accident and emergency (A+E) and community hospital casualty departments, commenced in January 2003. NHS Education for Scotland supported this work. NPs and other specialist nurses from across Scotland worked together to produce draft competencies, which were then circulated widely for consultation. The draft competencies were revised in the light of comments received and are presented here.

The competency framework identifies two distinct levels of NP practice. The majority of competencies are common to both levels. These are labelled 'shared competencies'. Additional competencies are related to each level of practice, labelled option 1 and option 2. At the first level a NP should meet all the shared competencies and option 1 competencies. At the second level a NP should meet all the shared competencies and the option 2 competencies (see figure 1).

Figure 1: Pathway through the competencies demonstrating two levels of practice



The competencies have been thematically grouped under six headings. These headings or domains are:

- *PROFESSIONAL RELATIONSHIPS AND MANAGEMENT SKILLS*
- *CLINICAL GOVERNANCE*
- *PROFESSIONAL PRACTICE*
- *CLINICAL KNOWLEDGE*
- *CLINICAL SKILLS*
- *CLINICAL MANAGEMENT*

New NPs may have already met many of the competencies through previous study and clinical experience. The competencies have been written to include the whole sphere of NP practice and not simply the competencies unique to the NP role.

Under each competency statement are suggested key criteria statements. These are examples of how the competency statements can be sub-divided into smaller units for nurses to show how they have met the full competency statement. The suggested key criteria statements have been written for NPs in A&E, MIUs and Casualty departments who are predominately working within the field of minor injuries. The competency statements themselves are broader and are designed to allow practice to expand. For example, NPs might choose to add new key criteria to existing competencies to allow them to treat ailments as well as injuries.

Knowledge and skills fundamental to nurse practitioner practice in minor injury units, accident and emergency, and community hospital casualty departments

The following skills and knowledge have been identified as pre-requisites for the nurse practitioner role.

Professional relationships and management skills

The nurse understands:

- The professional relationship to the legislature, the Nursing and Midwifery Council, professional peers, the multidisciplinary team, other professions, patients, patients' relatives and the public
- The different professional roles in the multidisciplinary team
- The infrastructure within which the service is delivered
- Widely recognised concepts of communication
- How to manage and prioritise own work

Clinical Governance

The nurse understands:

- The principles of clinical audit and research
- The ethical basis of research and audit, especially in relation to consent and confidentiality
- Multidisciplinary aspects of audit and research
- The significance of evidence based practice for research, audit and clinical practice
- The significance of clinical supervision for the development of practice
- The role of clinical risk management
- The mechanisms for reporting clinical incidents
- The requirements for continuing professional development (CPD)
- The importance of a patient focused approach in all professional activity

And has

- Basic skills relating to research and audit (e.g. literature searching and critical analysis of the literature)
- Potential for clinical leadership

Professional Practice

The nurse understands:

- The ethical basis of the profession, as embodied in the Nursing and Midwifery Council's Code of Professional Conduct and other documents
- Her/his responsibility to maintain patient safety
- The medico-legal significance of patient documentation
- The importance of patient confidentiality
- Her/his accountability in relation to professional practice
- Her/his liability in relation to professional practice
- The importance of collating evidence of Continuing Professional Development (CPD) within her/his speciality and demonstrates responsibility for her/his own professional development

Clinical Knowledge

The nurse has a sound knowledge of:

- Basic anatomy and physiology
- The pathology and nursing management of common illnesses and injuries
- The significance of age for patient management
- The significance of differences, including gender, religion and culture, for patient care
- The difficulties of patients with problems which reduce understanding of, and compliance with, treatment, such as addiction, personality and mental health problems, learning difficulties and social problems
- The symptoms and signs of pain and is able to recognise the patient in pain
- The physiology of healing
- The physiology of shock
- Resuscitation
- Basic pharmacology, drug administration procedures and patient group directions (PGDs) relevant to the requirements of current role
- Commonly used medicines relevant to requirements of current role
- The significance of common investigations

Clinical Skills

The nurse has clinical skills to perform:

- Basic patient assessment
- Triage
- Intermediate life support
- Basic/common dressings, wound closure techniques, splinting and bandaging
- Drug administration

Clinical management

The nurse has skills in:

- Communication
- Patient education
- The initial management of collapse
- The management of bleeding
- Maintenance of nursing documentation
- Admission and discharge procedures
- Performing as a valuable member of the multidisciplinary team in continuing care of the patient

How to get started

This booklet has been designed for use by educationalists, service providers and individual practitioners. Educationalists can use it to develop a curriculum. Service providers can use it to identify appropriate levels of training and skill mix to plan services. Individual practitioners can use it to help identify appropriate courses and to build a personal portfolio.

QACPD Portfolio CD

'A Route to Enhanced Competence for Nurse Practitoners working in Minor Injury Units, A+E and Community Hospital Casualty Departments'

is supplied on the enclosed CD in Acrobat PDF format.

This may be printed out for reference.

Steps to Building a Portfolio

Step 1 *Review your experience and practice to date, identifying any existing knowledge and skills you have;*

Step 2 *Appraise your level of competence and identify any areas that need to be developed;*

Step 3 *Agree with your senior manager, in-house CPD staff and/or Higher Educational Institution a training programme which meets your learning needs;*

Step 4 *Set goals and devise an action plan to achieve the stated Nurse Practitioner competencies in partnership with your named facilitator;*

Step 5 *Provide evidence of competence through your portfolio.*

Competencies

Professional Relationships and Management Skills – Shared Competencies

Communicates the patient's condition using appropriate language, format and technology

Demonstrates ability to use anatomical terminology to describe a patient's condition accurately and concisely

Demonstrates the ability to write a comprehensive, structured record of the patient's presenting condition, medical history and examination findings

Demonstrates ability to communicate the patient's condition using the telephone and other appropriate technology e.g. telemedicine links, secure fax and email

Communicates effectively when offering professional advice and health promotion

Demonstrates the ability to offer sensitive, appropriate and specific advice to a patient

Shows awareness of and can discuss barriers to communication

Describes different models of health promotion and can discuss application to emergency care

Implements strategies to ensure the provision of quality care and efficient use of resources

Shows awareness of and complies with hospital policies

Participates in audit when that is required

Initiates timely and appropriate consultation or referral with other health professionals as indicated by patient needs

Recognises when a full consultation is not required and ensures delays in life-saving definitive management do not occur

Identifies the circumstances when a comprehensive assessment is required for referral

Shows awareness of circumstances when advice may need to be sought prior to a formal referral

Understands the theory of the change process and manages change effectively

Outlines the theory of the change process

Anticipates problems with change in own area

Develops and sustains professional relationships with other members of the multi-disciplinary team

Participates as an effective member of the healthcare team

Identifies barriers to effective team working and outlines solutions

Ensures patients and colleagues understand the role of the nurse practitioner

Professional Relationships and Management Skills – Additional Competencies

Option 1

Pre-requisite: all shared-NP competencies

Option 2

Pre-requisite: all shared-NP competencies

Justifies decisions for referral or seeking advice

Recognises circumstances where own level of knowledge and skills are not sufficient to completely manage a patient's whole episode of care

Demonstrates knowledge of local referral pathways for commonly seen conditions

Shows ability to use evidence based material to justify referral decisions

Develops and sustains professional relationships with other members of the multi-disciplinary team to influence and improve service delivery

Describes the contribution that other members of the multi-disciplinary team can make to improve service delivery

Demonstrates ability to work with other members of the multi-disciplinary team to draw up plans for changing and improving service delivery

Challenges professional and organisational boundaries in the interest of patients to improve healthcare delivery and outcomes

Identifies professional or organisational boundaries which have an adverse impact on patient care

Plans with appropriate members of the multi-disciplinary team, changes to improve the delivery of healthcare and outcomes

Presents the case for change appropriately

Professional Relationships and Management Skills – Additional Competencies

Option 2 - continued

Supports the development of practitioners in own and other professions

Identifies the learning needs of practitioners

Prepares teaching materials to support practitioners

Provides appropriate clinical supervision to practitioners in own and other professions

Encourages a learning environment

Shows the capacity to lead the management and administration of the nurse practitioner service

Demonstrates leadership skills

Shows a knowledge of the managerial and professional structures within the local organisation

Demonstrates an ability to work as an effective team member and to lead aspects of that team

Clinical Governance – Shared Competencies

Initiates appropriate clinical audits

Demonstrates an understanding of the audit cycle

Identifies an appropriate area of practice for clinical audit

Demonstrates an ability to set appropriate standards

Shows awareness of the importance of systematic data collection

Evaluates results of audit and implements necessary change

Shows awareness of the importance of re-auditing

Shows awareness of the importance of multidisciplinary involvement in audits which effect other professional groups

Contributes to the implementation of evidence-based practice

Demonstrates ability to critically evaluate own practice

Shows an understanding of the different levels of evidence

Demonstrates skill in literature searching

Demonstrates skill in critical appraisal

Acts as a teacher and mentor to pre-registration and post-registration students

Shows an awareness of the learning needs of pre- and post-registration students

Recognises possible barriers to learning

Prepares teaching materials and organises teaching sessions to prepare students to meet course learning outcomes

Promotes a learning environment

Clinical Governance – Shared Competencies

Addresses deficits in own knowledge and skills

Identifies own learning needs through reflection and peer review

Identifies appropriate sources of knowledge (e.g. professional colleagues, appropriate reference texts etc.)

Accesses appropriate courses

Ensures appropriate clinical supervision and assessment

Continually updates knowledge and skills

Facilitates patient involvement at all levels of the service

Listens to patients views of the service and implements appropriate actions

Facilitates patient involvement at other levels of the service

Acknowledges the importance of patient representative groups in shaping service provision

Conducts ongoing risk assessment of own and others practice

Shows awareness of personal responsibility for implementation of Health and Safety policies

Ensures that any risk in clinical procedures is fully assessed and minimised as part of the decision making process

Observes all procedures to protect self and patient in exposure prone situations

Implements and monitors the effectiveness of infection control policies

Shows awareness of and implements Control of Substances Hazardous to Health (COSHH) policies

Monitors and records all incidents in accordance with local policy

Clinical Governance – Shared Competencies

Continually monitors risk in own and others' practice, reports and acts on results

Describes methods of monitoring risk in own or others' practice

Demonstrates knowledge of appropriate reporting systems

Demonstrates ability to act on results related to an increase in risk

Recognises the importance of an open culture in order to learn from mistakes

Identifies and makes appropriate notification of suspected adverse drug reactions

Shows awareness of likely reactions to any drug in use by the patient, and supplies the patient with the necessary information in writing

Takes a full past medical history, including medications and allergies, before dispensing medications to the patient

Monitors patient's progress while taking medications, where that is possible

Demonstrates a knowledge of reporting systems to notify appropriate authorities of an adverse drug reaction

Clinical Governance – Additional Competencies

Option 1

Pre-requisite: all shared-NP competencies

Contributes to the development and updating of protocols

Identifies clinical scenarios suitable for a protocol

Demonstrates ability to undertake a search of the available professional literature

Shows ability to critically appraise professional literature and relevant guidelines

Shows ability to work with an appropriate multi-disciplinary team to develop protocols

Understands the importance of training people to utilise any new protocol

Understands the importance of auditing any new protocol

Ssupports relevant research studies

Demonstrates an understanding of the importance of carefully following clinical study protocols

Ensures that patients are appropriately informed of any study, consented correctly and data is appropriately collected in accordance with the study's protocol

Shows awareness of procedures to follow if a patient wishes to withdraw from a clinical study

Encourages an environment conducive to research

Option 2

Pre-requisite: all shared-NP competencies

Initiates and contributes to developing new protocols and guidelines for local use, synthesising different and conflicting information from a variety of sources

Identifies clinical scenarios suitable for a local guideline or protocol

Convenes an appropriate multi-disciplinary team to develop a local guideline or protocol

Demonstrates ability to undertake an effective search of the available professional literature

Shows ability to critically appraise a wide variety of professional literature and relevant guidelines

Shows ability to work with an appropriate multi-disciplinary team to develop guidelines

Ensures people are trained to use any new guideline or protocol

Audits any new guideline or protocol

Initiates or actively contributes to developing research studies to support practice

Demonstrates an ability to identify areas important for research

Demonstrates an ability to write or contribute to writing a research proposal

Identifies sources of research funding

Clinical Governance – Additional Competencies

Option 2 – continued

Explains the procedures necessary to follow before undertaking clinical research (e.g. obtaining ethical approval etc)

Demonstrates ability to participate in a research team to conduct, analyse, write-up and present research findings

Ensures that patients are appropriately informed of any study, consented correctly and data is appropriately collected in accordance with the study's protocol

Shows awareness of procedures to follow if a patient wishes to withdraw from a clinical study

Encourages an environment conducive to research

Critically appraises relevant research findings and applies them to improve practice

Demonstrates an ability to critically appraise relevant research findings

Discusses how appropriate findings could be applied to practice

Describes how changes in practice could be appropriately audited

Continually monitors quality and clinical effectiveness, reports and acts on results

Describes how clinical practice is or could be monitored

Ensures that practitioners receive regular feedback

Discusses steps that could be taken if quality reduces

Professional Practice – Shared Competencies

Understands the concept of autonomy and its relationship to accountability and authority

Shows awareness that a nurse practitioner's authority to practice autonomously is based on sound education and safe practice

Shows awareness that professional accountability is an element of autonomous practice

Shows awareness of the professional and medicolegal basis of accountability, including the law, the Nursing and Midwifery Council's Code of Professional Conduct, and local policies

Participates in professional activities and professional development

Ensures that knowledge of professional practice and clinical matters is kept up to date through accessing appropriate materials and learning opportunities

Reviews appropriate professional journals on a regular basis

Participates in appropriate professional groups and activities (e.g. conferences, study days, e-learning activities)

Acts as mentor to colleagues to improve and support their clinical practice

Demonstrates awareness of the need to practice in an exemplary manner at all times

Creates and implements a plan for the development of practice with a junior colleague

Critically appraises and applies relevant evidence based material to practice

Keeps up to date by reading and attending appropriate educational events

Understands how to evaluate evidence in professional issues

Maintains a mechanism for the debate and introduction of change in own workplace

Accepts personal responsibility for professional development and the maintenance of professional competence

Demonstrates an ability to take responsibility for continuing professional development

Identifies and accesses appropriate learning opportunities

Reflects on own practice

Professional Practice – Shared Competencies

Understands medico-legal and ethical parameters of practice e.g. liability, negligence, consent, confidentiality

Demonstrates an understanding of the terms:

- Liability
- Negligence
- Consent
- Confidentiality

Demonstrates knowledge relating to child protection issues and how to manage any concerns

Demonstrates knowledge of the laws surrounding the prescription, administration, storage and documentation of medicines

Demonstrates knowledge of relevant international, national and local legislation and policy which has impact on patients' rights

Demonstrates the ability to gain appropriate informed consent

Shows an understanding of the legal definition of consent

Understands the difference between implied, verbal and written consent

Identifies factors which modify consent e.g. competence, age and emergency situations

Shows awareness of legal procedures in cases where consent is problematic

Demonstrates an ability to fully inform patients to meet the legal standard for consent

Shows an awareness and understanding of differing cultural, racial, religious and lifestyle factors which may impact upon a patients care

Acknowledges personal biases and prevents these from interfering with the delivery of care

Delivers care in a culturally sensitive way

Accesses appropriate resources to deliver care to patients from other cultures

Incorporates patients beliefs into plan of care where appropriate

Professional Practice – Shared Competencies

Demonstrates the ability to avoid, minimise and control aggressive incidents

Recognises risk factors for aggressive incidents e.g. alcohol, drugs, personality problems, waiting times, pain, anxiety, lack of information etc.

Shows skill in de-escalation

Identifies and reports risk factors in work environment

Complies with Trust policies on aggression and violence

Engages in appropriate training

Appraises the effects the environment may have on the interaction with the patient

Maximises patient's dignity

Shows awareness of the environment on the patient's and own safety

Ensures appropriate equipment for all tasks

Ensures children wait and are examined in child friendly environments

Professional Practice – Additional Competencies

Option 1

Pre-requisite: all shared-NP competencies

Demonstrates ability to work within protocols, and recognises when to seek advice or refer

Explains the importance of working within locally agreed parameters of practice

Identifies possible situations when limits of competence or the boundaries of practice are reached

Describes mechanisms (e.g. referral mechanisms) by which the patient's management can be continued

Maintains protocols in accordance with policy and ensures that these are evidence based and appropriately updated

Option 2

Pre-requisite: all shared-NP competencies

Demonstrates the ability to work within broadly accepted parameters of practice, acknowledges own limitations and when to seek advice or to refer

Utilises locally agreed evidence based protocols to facilitate practice

Recognises that not all patients will present with conditions which fall within locally agreed protocols or guidelines

Demonstrates ability to safely manage patients with conditions not covered by locally agreed protocols or guidelines

Shows awareness of own professional limitations and is able to appropriately seek advice or refer

Provides supporting evidence to explain deviations from normal practice and to justify own professional decisions

Considers the appropriateness of local guidelines and protocols for every patient

Takes account of patient preferences

Takes account of national guidelines

Critically appraises relevant research findings

Shows awareness of implications of deviating from normal practice

Justifies any decisions made using robust evidence

Considers whether changes to local protocols or guidelines should be initiated

Clinical Knowledge – Shared Competencies

Demonstrates sufficiently detailed knowledge of normal anatomy to conduct appropriate clinical examinations

Discusses the anatomical structures which are tested in various common clinical examinations

Relates particular clinical findings to underlying anatomical structures

Identifies important anatomical structures during a clinical examination

Demonstrates knowledge of anatomy, physiology and pathology sufficient to understand the conditions commonly seen in practice

Describes the effect of commonly seen conditions on anatomical structures and normal physiology

Demonstrates knowledge of the healing process in anatomical and physiological terms

Demonstrates knowledge of the disease and/or trauma process in anatomical and physiological terms for conditions commonly seen in practice

Demonstrates knowledge of the pathology of conditions commonly seen in practice

Recognises the significance of and is able to act on the results of investigations

Knows the normal values of common blood tests

Knows the significance of abnormal values of common blood tests

Understands the significance of common radiological findings (e.g. fat pad signs, a fluid level)

Describes the correct management or the appropriate referral pathway for patients with common abnormal radiological findings

Understands the significance of the patient's past medical history

Ensures that the patient is protected against tetanus

Elicits a history of the patient's allergies to medications

Elicits the patient's medical history and medications, and relates that information to the presentation

Clinical Knowledge – Shared Competencies

Applies critical thinking in the use of unit protocols or guidelines

Critically considers the appropriateness of local protocols or guidelines for every patient

Takes account of patient preferences

Considers referral of patients who cannot be adequately managed using local protocols or guidelines

Ensures that local guidelines or protocols have been kept up-to-date and are based on appropriate clinical evidence

Considers the revision of protocols or guidelines as appropriate

Evaluates results of interventions and instigate appropriate changes in treatment plan

Ensures that the patient is informed of what to expect following an intervention and knows what to do if an adverse outcome occurs

Ensures that appropriate follow-up is provided for patients after any intervention

Shows awareness of the risks associated with any intervention and outlines actions to be taken to minimise those risks

Ensures that appropriate changes are instigated in treatment plan or an appropriate referral is made if the outcome deviates from expected

Understands the physical, physiological and psychosocial stages of human development

Demonstrates knowledge of child development and common illnesses

Demonstrates knowledge of the processes of aging and the ways in which aging modifies disease presentations

Demonstrates knowledge of pregnancy and breastfeeding

Shows ability to relate to patients of different ages

Understands the implications of age for consent

Demonstrates how stages of development modify assessment

Show awareness of how age may impact on choice of treatment

Clinical Knowledge – Shared Competencies

Understands the grading scales for severity of injury in common use for conditions such as sprain, burns or fractures and the clinical indicators of and the significance of these

Demonstrates knowledge of the difference grading scales

Demonstrates an understanding of the clinical presentation which accompanies each level

Demonstrates knowledge of the clinical management relating to each level of a scale

Shows awareness of the importance of documenting the severity of injury

Understands the range of treatments available for common presentations, their differential use, rationales and complications

Describes the treatment options for common fractures and relates them to the evidence base and to local policy

Describes the treatment options for common closed soft tissue injuries, relating them to grade of injury, stage of healing, local resources and the evidence base

Demonstrates understanding of the principles of wound management and the treatment options for all common presentations

Demonstrates understanding of the treatment options for burns, relating them to grade of injury , local policy and the evidence base

Demonstrates understanding of the commonly used medications in the NP's area of practice

Recognises the presence of and understands the impact of alterations caused by alcohol or drugs on clinical presentation

Ensures patient safety if conscious level, orientation or coordination are impaired by alcohol or drugs

Implements local policy on the management of patients where possible neurological injury may be masked by alcohol or drugs

Recognises alterations in physical and psychosocial behaviour and appearance which indicate the influence of alcohol or drugs

Ensures own and colleagues safety in situations of aggression or high infection risk

Implements local policies to manage overdosage

Clinical Knowledge – Additional Competencies

Option 1

Pre-requisite: all shared-NP competencies

Demonstrates sufficiently detailed knowledge of the normal anatomy of selected limb joints to conduct appropriate clinical examinations

Discusses what anatomical structures are tested in various common clinical examinations associated with testing specific limb joints

Relates particular clinical findings to underlying anatomical structures (e.g. when a test of resisted strength demonstrates weakness)

Recognises and is able to name important anatomical structures during a clinical examination of a wound to the limb or when looking at an x-ray of a selected limb joint

Option 2

Pre-requisite: all shared-NP competencies

Demonstrates sufficiently detailed knowledge of the normal anatomy of limbs and all major joints to conduct appropriate clinical examinations

Discusses the anatomical structures which are tested in clinical examinations of all major joints

Relates particular clinical findings to underlying anatomical structures (e.g. when a test of resisted strength demonstrates weakness)

Recognises and is able to name important anatomical structures during a clinical examination of a wound to any part of a limb or when looking at an x-ray of any major joint

Demonstrates the ability to undertake a comprehensive musculo-skeletal examination

Demonstrates sufficiently detailed knowledge of normal anatomy and physiology to conduct appropriate assessment of any system

Demonstrates a comprehensive basic knowledge of the anatomy and physiology of the following systems: Cardio-vascular, Respiratory , Gastro-intestinal, Genitourinary, Integumentary, Nervous and Endocrine

Demonstrates the ability to undertake a basic assessment of each of these body systems which may include inspection, percussion, auscultation, palpation and movement

Demonstrates the ability to accurately document all findings

Clinical Knowledge – Additional Competencies

Option 1 – continued

Demonstrates sufficient knowledge to safely supply appropriate medications to patients under patient group directions or meets the statutory requirements for nurse prescribing

Understands the mode of action and pharmacokinetics of medicines which the NP can prescribe or supply under Patient Group Directions (PGDs)

Prescribes or supplies a medicine only with adequate, up-to-date knowledge of its actions, indications, contra-indications, cautions, dose and side-effects

Shows an awareness of the common types of medication errors and how to prevent them

Complies with hospital/Trust policies when completing prescriptions to ensure they meet legal requirements

Demonstrates sufficiently detailed knowledge of both local protocols and national guidelines relating to practice

Shows a detailed awareness of the content of local protocols

Shows an awareness of relevant national guidelines

Option 2 – continued

Successfully completes an approved course in nurse prescribing

Understands the mode of action and pharmacokinetics of medicines which the NP can prescribe

Prescribes or supplies a medicine only with adequate, up-to-date knowledge of its actions, indications, contra-indications, cautions, dose and side-effects

Shows an awareness of the common types of medication errors and how to prevent them

Complies with hospital/Trust policies when completing prescriptions to ensure they meet legal requirements

Is registered with the NMC as a nurse prescriber

Demonstrates a detailed knowledge of best practice relating to commonly seen conditions

Identifies the most commonly encountered conditions

Outlines possible treatment options for commonly encountered conditions

Shows awareness of national guidelines relating to any commonly encountered condition

Shows skill in searching appropriate databases to identify best practice related to commonly encountered conditions (e.g. toxbase, medline, cinahl and appropriate clinical decision making software)

Clinical Knowledge – Additional Competencies

Option 1 – continued

Participates in nurse-led follow-up clinics

Demonstrates a good knowledge of the healing process of conditions commonly seen in the review clinic

Demonstrates knowledge of own limitations and when to refer

Option 2 – continued

Demonstrates sufficient knowledge to run nurse-led follow-up clinics

Demonstrates a good knowledge of the normal healing process for conditions commonly seen in the review clinic

Demonstrates the skills to reassess the patient when unexpected changes occur

Initiaties change of treatment as appropriate at review

Demonstrates knowledge of own limitations and when to refer

Clinical Skills – Shared Competencies

Elicits and records an appropriate clinical history

Takes a clinical history appropriate to the presenting condition

Takes account of the patient's social circumstances, past medical history, medications and psychological state

Records findings in an appropriate manner, compliant with local policy, and Nursing and Midwifery Council guidelines

Performs a basic clinical examination of a patient

Demonstrates ability to conduct a basic physiological examination of the patient including assessment of the respiratory and cardiovascular systems

Demonstrates the ability to identify other more serious underlying problems than the presenting complaint

Records findings in an appropriate manner, compliant with local policy

Demonstrates ability to interpret assessment findings to identify both normal and abnormal findings

Differentiates normal and abnormal findings from the clinical history or clinical examination

Demonstrates a knowledge of the normal range of physiological variables relating to a basic physiological examination (incl. Blood pressure, temperature, pulse, respiratory rate, visual acuity)

Demonstrates the ability to interpret common radiological investigations

Demonstrates clinical reasoning and ability to identify differential diagnoses

Shows ability to think laterally and methodically

Gives justification for a particular diagnosis or course of management

Outlines possible differential diagnoses

Clinical Skills – Shared Competencies

Demonstrates critical thinking, diagnostic reasoning skills and clinical decision making

Ensures that clinical decisions take into account possible differential diagnoses

Justifies clinical decisions

Prioritises health problems and intervenes appropriately, including the initiation of emergency procedures

Demonstrates knowledge of the physiological responses to illness and injury

Demonstrates skills in the rapid assessment of the undiagnosed patient

Initiates appropriate immediate management of urgent health problems

Initiates life-saving measures when required

Alters management in response to changes in the patient's condition

Performs or requests and interprets common screening and diagnostic tests

Shows skill in the performance of all screening and diagnostic tests likely to be required (e.g. venepuncture)

Shows the ability to correctly and appropriately request common investigations (e.g. x-rays of limbs)

Demonstrates the ability to correctly interpret common investigations (e.g. common blood tests or selected x-ray investigations)

Interprets clinical examination findings to assign a level of severity to an injury

Implements a system of injury assessment, using clinical data such as history, appearance of injury, pain and loss of function, to assign a grade of severity to an injury

Demonstrates understanding of the evidence base and established practice to justify assessment method

Justifies clinical management by reference to system of grading of injury

Clinical Skills – Shared Competencies

Demonstrates the skills necessary to implement a treatment plan

Demonstrates skil in the use of the bandaging and splinting techniques which local evidence based policy prescribes for common fractures and other injuries

Demonstrates skill in wound closure techniques, which may include steristrip, staple, glue and suture

Demonstrates skill, and appropriate application, of other skills, such as removal of foreign body, in accordance with local policy

Administers effective and appropriate local anaesthesia as required and permitted for treatment

Advises appropriately on medication

Demonstrates skill in all forms of wound dressing commonly required in own area

Uses all equipment effectively and appropriately for clinical investigation, care and treatment

Follows local policies for training, assessment and updating of skills in relation to equipment in use

Ensures that all equipment in use is working properly and is safe, and takes required steps to remedy any defects

Maintains own and patient's safety during all procedures

Clinical Skills – Additional Competencies

Option 1

Pre-requisite: all shared-NP competencies

Performs a musculoskeletal examination of selected limb joints

Establishes a suitable environment, and uses appropriate equipment for clinical examination

Shows sensitivity to patient's responses, and minimises discomfort

Shows awareness of situations where a chaperone should be present

Demonstrates the ability to skilfully perform a musculoskeletal examination of selected joints (e.g. knee joint, finger joints, wrist joint etc)

Demonstrates the ability to record findings in a clear and reproducible manner

Demonstrates understanding of the significance of findings to make a diagnosis

Performs a sufficiently detailed clinical examination of any body area within local protocols

Demonstrates the ability to skilfully perform an adequate examination of any body area which is within local protocols (e.g. a basic ophthalmic assessment for a presenting complain of a foreign body in the eye, or an examination of the nasal septum for a nose injury)

Demonstrates understanding of the significance of findings to make a diagnosis

Option 2

Pre-requisite: all shared-NP competencies

Performs a comprehensive musculoskeletal examination of the limbs and all major joints

Establishes a suitable environment, and uses appropriate equipment for clinical examination

Shows sensitivity to patient's responses, and minimises discomfort

Shows awareness of situations where a chaperone should be present

Demonstrates understanding of the principles of musculoskeletal examination

Demonstrates the ability to skilfully perform a musculoskeletal examination of the limbs and all major joints

Demonstrates ability to record findings in a clear and reproducible manner

Demonstrates ability to relate findings to the whole presentation, in order to arrive at a diagnosis

Performs detailed clinical examination relevant to the patient's presenting problem

Demonstrates the ability to perform a basic clinical examination of any body system

Demonstrates ability to relate findings to the whole presentation to arrive at a diagnosis

Clinical Skills – Additional Competencies

Option 1 – continued

Shows proficiency in intermediate life support

Demonstrates the ability to perform intermediate life support

Will have satisfactorily passed a recognised intermediate life support course

Uses appropriate system (e.g. inspection, palpation, movement) of recording a clinical history when assessing minor injuries

Performs a clinical examination of any minor injury using a recognised systematic approach for the assessment of trauma

Demonstrates understanding of the appropriate clinical situations for the use of that approach

Option 2 – continued

Shows skill in intermediate/advanced life support

Demonstrates ability to perform intermediate life support or advanced life support

Holds a recognised intermediate or advanced life support qualification

Acquires new skills and applies these to practice to provide continuity of care, both within and across recognised professional boundaries

Acquires new clinical skills which are in keeping with the development of the role and improvement of patient care

Recognises limitations in own or professional knowledge and ensures that any new skills acquired have appropriate theoretical underpinning

Recognises that new skills may need to be acquired from other professions

Clinical Management – Shared Competencies

Understands the healing process and how to apply it to clinical management

Demonstrates knowledge of the properties of the different musculo-skeletal tissues

Demonstrates knowledge of the physiology of healing

Demonstrates knowledge of the three stages of healing

Relates knowledge of the stages of healing to the principles of clinical management of injury

Adheres to current guidelines for treatment, monitoring, prescribing or supplying medications

Demonstrates knowledge of basic pharmacology

Demonstrates an understanding of indications for use of medications

Identifies possible cautions, interactions and contra-indications

Shows an awareness of individual factors which may influence choice of medication

Advises patient on drug regimens, potential side effects and interactions

Demonstrates knowledge of drug regimens, potential side effects and interactions of commonly prescribed medications

Shows ability to communicate information to the patient using appropriate language and taking into account the patients ability to understand

Provides written information for patients in line with national standards on patient education

Communicates the diagnosis, prognosis and negotiates with the patient the options for treatment

Ensures the patient is at the centre of any treatment decisions

Communicates in a language and level appropriate to the patients understanding

Ensures the patient fully understands the options available

Ensures the patient understands the likely progress of the condition

Clinical Management – Shared Competencies

Provides relevant health advice including health promotion where it is appropriate

Ensures that any appropriate opportunity is taken for health promotion

Recognises occasions when it is not appropriate to give advice

Communicates in a language and level appropriate to the patients level of comprehension

Encourages the patient to take ownership of his/her health

Makes use of written materials for health promotion

Initiates an appropriate consultation or referral when a patient's problem exceeds the nurse practitioner's expertise or scope of practice

Shows awareness of own limitations in clinical knowledge and skills

Shows awareness of the limitations of locally agreed protocols or guidelines

Shows awareness of appropriate local referral channels or sources of advice

Works out a plan of management based on the possibilities of the differential diagnoses

Demonstrates ability to take differential diagnoses into account when deciding on a plan of management for a patient

Ensures the patient's views on different treatment options are taken into account

Ensures the safe management of the patient

Arranges appropriate review for further treatment or to monitor possible changes

Shows awareness of the potential problems associated with the patient's condition

Ensures that appropriate follow-up or review is made to facilitate treatment or for further assessment

Recognises it is not always possible to undertake a complete assessment at the initial presentation

Takes the patient's social circumstances into account when planning follow-up

Clinical Management – Shared Competencies

Involves the patient as a partner in the treatment plan and respects the patient's right to make the final decision over treatment

Ensures the patient is at the centre of any treatment decisions

Takes into account the patient's preferences

If the patient is a child, ensures that his/her wishes are considered in a manner appropriate to his/her level of understanding

Ensures the patient's dignity is maintained

Adheres to local protocols or guidelines for the management of conditions seen

Acknowledges the importance of adhering to local policies

Shows awareness of the implications of practising outside the remit of local protocols

Acknowledges that there may be occasions when local protocols do not cover the clinical presentation and ensures appropriate referral and initial safe management

Ensures that any management plan takes into account any potential complications

Demonstrates knowledge of the range of differential diagnoses for all common presentations

Demonstrates ability to assess risk in making clinical management decisions, including knowledge of possible serious diagnoses, possible complications and failures of selected treatment method

Demonstrates understanding of all appropriate investigations which may exclude a serious differential diagnosis

Demonstrates awareness of the significance of the individual patient's circumstances in choosing a treatment pathway and reducing risk

Complies with local policy and the evidence base in choosing management pathways

Uses appropriate means, including verbal and written advice and review processes to monitor patient's condition and ensure a return visit if that is required

Clinical Management – Shared Competencies

Ensures appropriate written advice is given

Complies with local policies for ensuring accuracy, safety and consistency of written patient advice

Ensures that advice sheets in own area are updated in line with changes in current evidence

Ensures that advice sheets are in clear language and available in the languages likely to be required in the local area

Complies with policy for giving advice sheets to patients and their relatives, especially in regard to head injuries and medicines

Ensures that the patient understands the contents of written advice sheet

Delegates aspects of treatment as part of patient's care plan

Demonstrates understanding of training and roles of colleagues who have different levels of skills

Ensures that any person who carries out delegated treatment is competent and permitted to perform such treatment

Ensures that any request for delegated treatment is put in writing, and signed for, in line with any local and national policies, and that the treatment given is also properly recorded

Gives appropriate teaching and supervision where that is part of delegation role

Ensures that patient is aware of roles of carers, and that all aspects of care are provided, including full and consistent explanation and advice

Makes comprehensive assessment of differential possibilities and gives accurate and safe advice on the telephone

Complies with local policies for the documentation of telephone advice

Demonstrates ability to apply principles of taking a clinical history when giving telephone advice

Demonstrates competence in using any aids, such as telephone advice software, which are in local use

Ensures that patient safety is the highest priority when giving advice

Demonstrates ability to take into account local resources and the patient's situation in giving safe and accurate advice

Clinical Management – Additional Competencies

Option 1

Pre-requisite: all shared-NP competencies

Refers patients to an appropriate professional or agency for conditions which lie outside defined remit

Ensures that patients who cannot be managed by the NP are referred in a timely manner to an appropriate professional or other agency

Makes appropriate communication, in person, by phone and in writing, to implement referral

Option 2

Pre-requisite: all shared-NP competencies

Uses local policies, national guidelines and known best practice to formulate appropriate treatment plan

Ensures practice complies to local protocols or national guidelines

When local protocols or national guidelines are not available, uses knowledge of best practice to formulate an appropriate referral or plan initial management

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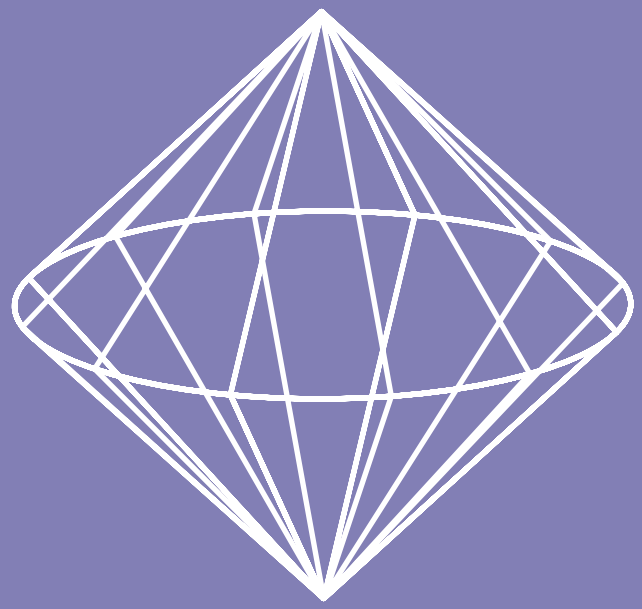

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