

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

**NATIONAL TOOLKIT** for **NURSES IN GENERAL PRACTICE**

Australian Nursing and Midwifery Federation



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# 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
<b>Standard 1</b> <b>Demonstrates an understanding of primary health care principles and nursing in general practice.</b>					
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
<b>Standard 2</b> <b>Provides nursing care consistent with current nursing and general practice standards, guidelines, regulations and legislation.</b>					
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
<b>Standard 3</b> <b>Actively builds and maintains professional relationships with other nurses and regularly engages in professional development activities.</b>					
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.					
<b>Standard 4</b> <b>Advocates for the role of nursing in general practice.</b>					
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
<b>Standard 5 Demonstrates nursing leadership.</b>					
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.					
<b>Standard 6 Demonstrates the knowledge and skills to provide safe, effective and evidence-based nursing care.</b>					
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.					
<b>Standard 7 Undertakes nursing assessment and plans ongoing care.</b>					
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.					
<b>Standard 8 Effectively implements evidence-based health promotion and preventive care relevant to the Practice community.</b>					
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
<b>Standard 9 Empowers and advocates for consumers.</b>					
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.					
<b>Standard 10 Understands diversity in the Practice community and facilitates a safe, respectful and inclusive environment.</b>					
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.					
<b>Standard 11 Effectively delivers evidence-based health information to improve health literacy and promote self-management.</b>					
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
<b>Standard 12</b> <b>Evaluates the quality and effectiveness of nursing care.</b>					
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.					
<b>Standard 13</b> <b>Demonstrates proficiency in the use of information technology, clinical software and decision support tools to underpin health care delivery.</b>					
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.					
<b>Standard 14 Effectively uses registers and reminder systems to prompt intervention and promote best practice care.</b>					
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.					
<b>Standard 15 Understands the context of general practice within the wider Australian health care system, including funding models.</b>					
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.					
<b>Standard 16 Contributes to quality improvement and research activities to monitor and improve the standard of care provided in general practice.</b>					
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
<b>Standard 17</b> <b>Participates in the development, implementation and evaluation of relevant policies and procedures.</b>					
17.1 Demonstrates knowledge of current policies and procedures.					
17.2 Identifies and reports issues with current policies and procedures when applied in practice.					
<b>Standard 18</b> <b>Monitors local population health issues to inform care and responds to changing community needs</b>					
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.					
<b>Standard 19</b> <b>Monitors local population health issues to inform care and responds to changing community needs</b>					
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.					
<b>Standard 20 Builds and maintains professional and therapeutic relationships with consumers, their families and/or support person(s).</b>					
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.					
<b>Standard 21 Effectively communicates, shares information and works collaboratively with the general practice team.</b>					
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.					
<b>Standard 22 Liaises effectively with relevant agencies and health professionals to facilitate access to services and continuity of care</b>					
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.					



## 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  Gain a better understanding of the standards, guidelines and legislation for nursing in general practice	Review the legislation relevant to enrolled nursing in my [state/ territory].  Review the NMBA's website focusing on the professional practice framework for enrolled nurses.  Review the ANMF National Practice Standards for Nurses in General Practice.	I have reviewed some legislation relevant to enrolled nursing.  I have reviewed the NMBA's website and have read all relevant codes and guidelines for enrolled nurse.  I have read and understand the ANMF National Practice Standards for Nurses in General Practice.	2 hours  2 hours  1 hour	After completing the learning activities I had planned, I feel I am current and updated with the practice standards, guidelines and relevant legislation.

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.

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Name: .....

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## Professional Development Plan

Name: .....

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