



# Black Country STP

## Competency Framework for GPNs, Nursing Associates and HCAs working within Primary Care (incorporating RCGP Framework for GPNs)

V1.3 March 2019



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1.2	22/1/2019	Circulated for final consultation and final amendments
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## REVIEWERS

This document has been reviewed by:

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## APPROVALS

This document has been approved by:

GROUP/COMMITTEE	DATE	VERSION

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## RELATED DOCUMENTS

These documents will provide additional information:

REF NUMBER	DOCUMENT REFERENCE NUMBER	TITLE	VERSION
1.	N/A	The Black Country GPN Strategy	1.7
2.	N/A	The Black Country STP GPN and HCA Induction Framework	
3.	N/A	The Black Country STP GPN Services Education and Career Framework	

## RCGP Competency Framework

The RCGP General Practice Foundation General Practice Nurse Competencies framework has been adopted by Black County Sustainable Transformation Plan members to enable consistency in competence across all General Practice Nurses (GPNs) and Health Care Assistants (HCAs) working in primary care within Dudley, Sandwell, Walsall and Wolverhampton and inform future training requirements.

It is recognised that many HCAs and GPNs will have a significant level of expertise in most areas, however the role and remit of a GPN can be wide and varied and new nurses entering into the field of GPN will have many transferrable skills but will require additional skills to proficiently carry out the role of the GPN. There are also a number of newer nursing-based roles that need to be considered within this framework such as Nursing Associate and Associate Practitioner and the competencies within this can easily be mapped to meet their CPD needs.

It is acknowledged that some nurses may become expert in a more specialist area of care in their practice. However, all should ensure they achieve and maintain a minimum level of competency across all areas of the generalist role. This competency framework is also supported by new care models developed by NHS England; Five Year Forward View<sup>1</sup> and GP Forward View<sup>2</sup> and more recently the District Nursing & General Practice Nursing Services Education & Career Framework (2015). This Framework, while differentiating the two roles, supports standardisation and also sets out comparators and expectations for each level in both clinical skills and educational requirements which will assist with workforce planning and educational commissioning assisting to strengthen this local strategy. We would like our workforce to feel engaged in the decisions about healthcare delivery and encourage all to benchmark key skills and identify future learning needs by developing a personal development plan.

This competency framework will be delivered via a separate document aligned to the strategy.

## Completing the Competency Framework

All relevant staff are expected to complete the initial self-assessment of the competency framework and identify additional training requirements. Any identified learning needs should be discussed with the line manager and a personal development plan created, the PDP will then be used as a mechanism for further review and documentation of competencies. The competency framework as a whole is not designed to be used as an annual PDP document, but as an on-going framework to map CPD and career development that stays with the nurse in the long-term.

Sections 1-7 are considered core competencies and it is expected that all staff will complete these sections, thereafter sections 8 – 22 should be completed where relevant to the individual practitioner's role or where the staff member has identified through a personal development review the need for further professional development to meet the needs of the practice.

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<sup>1</sup> NHS England (2015) NHS Five Year Forward View. NHSE: London

<sup>2</sup> NHS England (2016) General Practice Forward View. NHSE: London

All sections shaded in grey relate to activities that would generally be **undertaken by registered nurses only**, however due to changes in professional registration, for example the NMC regulating the new Nursing Associate role, it is possible that these activities may apply to other professionals too in the future.

Following recommendations made by the NMC in January 2019 guidance for nurses who are non-medical prescribers is now provided by the Royal Pharmaceutical Society and is beyond the scope of this document. Click [here](#) view the [Prescribing Competency Framework](#).

A copy of the completed self-assessment and personal development plan should be returned to the practice manager this can be either hard copy or electronic; the information that is sent will be kept confidential and collated to ensure that subsequent training provision meets the needs of local practitioners. The relevant local lead may also request to view this as part of an on-going audit process.

### **Acknowledgements**

Original document prepared for Walsall CCG by Lisa Clarke, Yvonne Higgins and Sally Roberts.

## GPN Competency Framework (based on RCGP GPN Framework 2015)

Practitioners Name	Designation:	Base
	<p>New staff member (in post for less than 12 months?) please use this document in conjunction with the Induction and Preceptorship Framework</p>	
Name of Manager	Contact Details	
Date of Initial Assessment	Date of first Review	Date of Second Review

	Date and Level Initial Self-Assessment	Date and signatures 1st review	Date and signatures 2nd review	Date and signatures Final assessment of competence	Type of Evidence (Please list your evidence below, identifying any training dates attended) A mapping document to aid concurrent completion of the Care Certificate for HCAs is available from HEE
<b>MANDATORY SECTIONS</b>					
<b>SECTION 1 Communication</b>					
<b>Communication with Patients</b>					
<p>Manage routine consultations with patients including:</p> <ul style="list-style-type: none"> <li>○ Initiating the session/time management</li> <li>○ Using a holistic approach gather information and receive a history</li> <li>○ Identifying problems appropriate for management within own scope of competence</li> <li>○ Clinical reasoning: identifying possible courses of action for you to undertake or the level and speed of referral</li> <li>○ Being able to assist the patient to make decisions in a style appropriate to their wishes</li> <li>○ Planning and exploration</li> <li>○ Closing the session</li> <li>○ Being aware of potential barriers to communication, being mindful of needs of specific groups</li> </ul>					
<p>Manage clinical risk within consultations including:</p> <ul style="list-style-type: none"> <li>○ Recognising signs and symptoms which may indicate the presence of serious</li> </ul>					

<p>medical conditions ('Red flags') and taking appropriate action e.g. NEWS2 scoring –</p> <ul style="list-style-type: none"> <li>○ <a href="#">NEWS Score on RCP website</a></li> <li>○ Working at all times within personal professional and clinical boundaries</li> </ul>					
<p>Respond appropriately and communicate effectively with patients who have specific needs including:</p> <ul style="list-style-type: none"> <li>○ Children and Adolescents</li> <li>○ Learning Disability and Difficulty</li> <li>○ Physical Disability</li> <li>○ Mental Illness including those with memory loss</li> <li>○ Bereavement</li> <li>○ Terminal illness</li> <li>○ Distressed or angry patients</li> <li>○ Difficulty in communicating and understanding the English Language</li> </ul>					
<p>Have an understanding of the ethical issues and clinical audit that impinge on general practice including:</p> <ul style="list-style-type: none"> <li>○ The responsibilities and obligations of the General Data Protection Regulation regarding patient confidentiality</li> <li>○ The requirements of Information Governance</li> <li>○ Clearly representing the patient's viewpoint to others</li> <li>○ <a href="#">Guide to data protection - ICO</a></li> </ul>					
<b>Communication within teams</b>					



<ul style="list-style-type: none"> <li>○ Communicate effectively with other disciplines to enhance patient care</li> </ul>					
<ul style="list-style-type: none"> <li>○ Work effectively in your team and support structures that are in place for the smooth running of the practice</li> </ul>					
<p>Be able to delegate clearly and appropriately including assessment of clinical risk and application of the principles that underpin delegation to unregulated health care support workers:</p> <ul style="list-style-type: none"> <li>○ <a href="#">Please see Royal College of Nursing (2017) "Accountability and Delegation: A Guide for the Nursing Team"</a></li> </ul>					
<b>SECTION 2 Personal and People Development</b>					
<p>Recognise and promote the wide remit practitioners working within Primary Care</p> <ul style="list-style-type: none"> <li>○ <a href="#">Please see NMC Standards for Nursing Associates</a></li> </ul>					
<p>Apply clinical governance principles and practice to your work</p>					
<p>Recognise and understand the roles of individuals working within the Primary Health Care team and understand how the roles of other practitioners and agencies interface with yours</p>					
<p>Appreciate and work with the changing structures of health care provision and understand the key issues as they affect your practice such as:</p> <ul style="list-style-type: none"> <li>○ The contractual arrangements</li> </ul>					

<ul style="list-style-type: none"> <li>○ How Quality and Outcomes are measured, monitored and rewarded</li> <li>○ Local and National Quality improvement strategies and approaches</li> <li>○ <a href="#">General Practice Forward View</a></li> <li>○ <a href="#">Five Year Forward View</a></li> </ul>					
<ul style="list-style-type: none"> <li>○ Have an understanding of how the current NICE guidelines and other national and local policies impact on your work.</li> <li>○ Understand how these are communicated and implemented within the work place</li> <li>○ <a href="#">For more information see NICE</a></li> </ul>					
<p>Be aware of the Legal and Professional issues pertinent to working within your own sphere of practice:</p> <ul style="list-style-type: none"> <li>○ Accountability and delegation</li> <li>○ Consent including Young People's Competency to Consent</li> <li>○ Mental Health and Capacity requirements.</li> <li>○ Safeguarding children and vulnerable adults including statutory child health procedures and local guidance</li> <li>○ Access to Health Records</li> <li>○ Notification of Infectious Diseases (NOIDs)</li> <li>○ Professional</li> <li>○ Duty of care</li> <li>○ Vicarious liability</li> <li>○ Record keeping</li> </ul>					

<ul style="list-style-type: none"> <li>○ GDPR/information governance</li> <li>○ Use of clinical guidelines/protocols/patient group directions/ patient specific directions</li> <li>○ <a href="#">Further information available from the NMC</a></li> </ul>					
<p>Understand the benefits of clinical supervision for the individual, the organisation and the service:</p> <ul style="list-style-type: none"> <li>○ Identify sources of provision within your area and ensure you are involved in it</li> </ul>	A separate clinical supervision document is available				
<p>Use the principles of reflective practice to support and maintain your own personal portfolio and professional development plan whilst working with senior team members to participate in effective assessment and training support</p>					
<ul style="list-style-type: none"> <li>○ Identify specific training and support as required for your continuing professional development and work with the practice to access this.</li> <li>○ Under direction, if qualified to do so, act as a mentor/teacher/assessor to others in a clinical situation.</li> <li>○ <a href="#">NMC Standards for Student Supervision and Assessment</a></li> </ul>					
<b>SECTION 3 Health, Safety and Security</b>					
<p>Have a working knowledge of Health and Safety requirements within the workplace, including fire procedures. Follow procedures to report any concerns identified.</p>					

<p>Work with patients and colleagues in adopting sound infection control measures</p>					
<ul style="list-style-type: none"> <li>○ Be able to identify, and if appropriate take action on the risks to health of microbiological and chemical hazards within the working environment according to COSHH regulations (2015)</li> <li>○ Further support available from <a href="#">Health and Safety Executive</a></li> </ul>					
<p><b>Vaccine and Drugs:</b></p> <ul style="list-style-type: none"> <li>○ Ensure cold chain, safe storage, vaccine stability, rotation and disposal of drugs</li> <li>○ Where appropriate oversee the monitoring, stock control and documentation of controlled drug usage according to legal requirements</li> <li>○ <a href="#">Vaccine storage guidance available from PHE</a></li> </ul>					
<p><b>Emergency situations:</b></p> <ul style="list-style-type: none"> <li>○ When appropriate, be able to manage the emergency response and treatment using local guidelines.</li> </ul>					
<p><b>Infection control:</b></p> <ul style="list-style-type: none"> <li>○ Apply infection control measures within the practice according to local and national guidelines including:</li> <li>○ Hand washing</li> <li>○ Universal hygiene precautions</li> <li>○ Collection and handling of laboratory specimens</li> <li>○ Segregation and disposal of waste materials</li> </ul>					

<ul style="list-style-type: none"> <li>○ Decontamination of instruments and clinical equipment</li> <li>○ Reporting and treatment of sharps injuries</li> <li>○ Dealing with blood and body fluid spillages</li> </ul>					
Recognise and manage situations where specific training is a requirement in order to work within scope of practice					
<p><b>Mandatory Training:</b> Be aware of and undertake mandatory training and updates in:</p> <ul style="list-style-type: none"> <li>○ Anaphylaxis</li> <li>○ Basic Life Support</li> <li>○ Safeguarding Children</li> <li>○ Manual Handling</li> <li>○ Fire Safety</li> <li>○ Infection control</li> <li>○ Safeguarding Adults</li> <li>○ Chaperoning</li> </ul>					
Know how to use the personal security systems within the workplace					
<p><b>Practice Policies:</b> Be aware of and abide by:</p> <ul style="list-style-type: none"> <li>○ Procedures and systems</li> <li>○ Health and safety documentation</li> <li>○ The monitoring and reporting of the state of equipment and furniture</li> <li>○ Current recommendations for the safe use of VDU screens</li> </ul>					
Work with others as appropriate on the development					

of current and new services and initiatives					
<b>Audit:</b> <ul style="list-style-type: none"> <li>○ Know the audit policies of local general practice</li> <li>○ Understand how they are developed</li> <li>○ Contribute to the preparation of local guidelines, protocols and standards</li> <li>○ Be involved in clinical audits</li> </ul>					
Be aware of and promote the current approaches to patient involvement and experience in service design and delivery					
<b>SECTION 4 Quality and Service Improvement</b>					
Be familiar with current national and local policies, procedures and initiatives relating to quality maintenance and improvement					
<b>Personal practice and development</b> <ul style="list-style-type: none"> <li>○ Through reflective practice and training, ensure your work is aligned with current evidence based practice</li> <li>○ Recognise and work within your own competence and current professional code as regulated</li> <li>○ Contribute to team development with suggestions based on your own clinical experience</li> <li>○ Give and receive useful feedback professionally</li> <li>○ Attempt to defuse challenging situations using problem resolution skills to reduce potential for formal complaints. Ensure these situations are reported to the appropriate individuals</li> </ul>					

<ul style="list-style-type: none"> <li>○ Be able to manage your own time effectively</li> </ul>					
<p>For areas within own responsibility:</p> <ul style="list-style-type: none"> <li>○ Be aware and manage situations of potential risk using the principles of clinical governance</li> <li>○ Recognise and report any significant, adverse and seriously adverse events</li> <li>○ Facilitate access for patients to appropriate professionals in the practice team and beyond</li> <li>○ Know and implement practice policies: including the policy regarding 'whistle blowing'</li> <li>○ Ensure your working area is maintained and stocked appropriately for yourself and other colleagues using the area</li> </ul>					
<p>Be aware of and understand the cost implications of the work undertaken, ensuring compliance with local prescribing policies</p>					
<b>SECTION 5 Equality and Diversity</b>					
<p>Know the demographics of your practice population and locality in order to actively promote equality and diversity in your work</p> <ul style="list-style-type: none"> <li>○ <a href="https://fingertips.phe.org.uk/">https://fingertips.phe.org.uk/</a></li> </ul>					
<p>Understand and implement with patients, patient's relatives and colleagues the latest guidelines issued by professional bodies such as the NMC 2018</p> <p>Relevant areas include:</p> <ul style="list-style-type: none"> <li>○ Prioritise People</li> <li>○ Practice Effectively</li> </ul>					

<ul style="list-style-type: none"> <li>○ Preserve Safety</li> <li>○ Promote Professionalism and Trust</li> <li>○ <a href="#">NMC Professional standards of practice and behaviour for nurses, midwives and nursing associates</a></li> </ul>					
<p>Being aware of additional guidance around professional behaviour relating to:</p> <ul style="list-style-type: none"> <li>○ <a href="#">Social media</a></li> <li>○ <a href="#">Conscientious objection</a></li> <li>○ <a href="#">Record keeping</a></li> </ul>					
<p>Ensure within your own clinical practice adherence to local chaperoning policies</p>					
<p>Recognise the signs of and adhere to local policies demonstrating the ability to effectively follow up concerns relating to:</p> <ul style="list-style-type: none"> <li>○ <a href="#">Domestic violence</a></li> <li>○ <a href="#">Adults at risk of harm</a></li> <li>○ <a href="#">Addiction and dependency</a></li> <li>○ <a href="#">Child protection</a></li> <li>○ <a href="#">Female genital mutilation</a></li> <li>○ <a href="#">Prevent guidance</a></li> </ul>					
<p>Know the local contact and access information for voluntary and statutory services that may be useful to patients. Guide and support patients in accessing these as appropriate.</p> <ul style="list-style-type: none"> <li>○ <a href="#">Wolverhampton Information Network</a></li> <li>○ <a href="#">Dudley Community Information Service</a></li> <li>○ <a href="#">Sandwell Information Point</a></li> </ul>					
<b>SECTION 6 Health &amp; Well-Being</b>					
<b>Assessment:</b>					



<p>Follow guidelines for, undertake and record the following tasks following appropriate training:</p> <ul style="list-style-type: none"> <li>○ Urinalysis and preparation of specimens for Path lab investigation</li> <li>○ Blood pressure</li> <li>○ Pulse rate and rhythm</li> <li>○ Respiratory rate</li> <li>○ Temperature</li> <li>○ Height and Weight</li> <li>○ Waist Circumference</li> <li>○ Visual acuity</li> <li>○ Legs prior to prescribing of support hosiery</li> <li>○ ECGs and ambulatory blood pressure monitoring (ABPM).</li> <li>○ Blood glucose monitoring</li> <li>○ Venepuncture</li> <li>○ Identifying and using the Body Mass Index</li> <li>○ Patients inhaler techniques and undertaking peak flow readings</li> <li>○ Spirometry (only in appropriate training has been undertaken as per <a href="#">ARTP guidelines</a>)</li> </ul>					
<p><b>Obtaining samples:</b></p> <ul style="list-style-type: none"> <li>○ Following recommended processes, be able to obtain samples and/or swabs from patients as a delegated task or based on clinical presentation (for example: ear, Chlamydia, high vaginal swabs). Taking into account communication and legal</li> </ul>					

<p>issues ensure that patient is fully informed and understands:</p> <ul style="list-style-type: none"> <li>• The background and rationale for the test</li> <li>• The process for obtaining and communicating results</li> </ul>					
<b>SECTION 7 Management of Emergency Situations</b>					
<p>Following practice protocols and evidence based treatment and national guidance be competent to assess the degree of urgency and take necessary action in the following situations:</p> <ul style="list-style-type: none"> <li>○ Collapse</li> <li>○ Asphyxia</li> <li>○ Anaphylaxis</li> <li>○ Vasovagal Syncope</li> <li>○ Acute chest Pain</li> <li>○ Cerebrovascular episode</li> <li>○ Convulsions</li> <li>○ Head Injury</li> <li>○ Hyper and Hypoglycaemia</li> <li>○ Acute respiratory problems</li> <li>○ Haemorrhage</li> <li>○ Poisoning</li> <li>○ Burns</li> <li>○ Fractures</li> </ul>					
<p><b>Sepsis:</b> Awareness of the signs and symptoms of sepsis in infants, children and adults and be competent to manage or signpost any patient with suspicion of sepsis for further treatment.</p> <ul style="list-style-type: none"> <li>○ New altered mental state/behaviour</li> </ul>					

<ul style="list-style-type: none"> <li>○ Respiratory rate</li> <li>○ Heart rate</li> <li>○ Blood pressure</li> <li>○ Urine output</li> <li>○ Mottled or ashen appearance</li> <li>○ Cyanosis of skin, lips or tongue</li> <li>○ Non-blanching rash of skin</li> <li>○ Recognise the signs and symptoms that indicate moderate to high risk of severe illness or death.</li> <li>○ Recognise signs and symptoms in infants and children.</li> <li>○ Recognise when to transfer to an acute setting.</li> <li>○ Awareness of the role of NEWS2 in assessing risk</li> </ul> <p>Useful information:</p> <ul style="list-style-type: none"> <li>○ <a href="#">NICE Sepsis Pathway</a></li> <li>○ <a href="#">NHS England Sepsis guidance</a></li> <li>○ <a href="#">PHE guidance on sepsis in England</a></li> <li>○ <a href="#">RCP NEWS 2 Score guidance</a></li> <li>○ <a href="#">RCGP Sepsis Toolkit</a></li> <li>○ <a href="#">The Sepsis Trust</a></li> <li>○ <a href="#">eLFH Sepsis E-learning programme</a></li> </ul>					
<p><b>Therapeutic Monitoring:</b></p> <ul style="list-style-type: none"> <li>○ Use a holistic patient approach to check concordance with and adherence to prescribed treatments</li> <li>○ Be able to identify abnormalities such as drug reactions, side effects and contraindications.</li> </ul>					

<ul style="list-style-type: none"> <li>○ Have knowledge of and work within local and practice guidelines to monitor and advise patients on the review processes for the following conditions: <ul style="list-style-type: none"> <li>● Hypothyroid</li> <li>● Hyperthyroid</li> <li>● Rheumatoid arthritis</li> <li>● Iron deficiency anaemia</li> <li>● Pernicious anaemia</li> <li>● Epilepsy</li> <li>● Mental health disorders</li> <li>● Anticoagulant therapy</li> </ul> </li> </ul>					
<p><b>Ear Care:</b></p> <ul style="list-style-type: none"> <li>○ Have a working knowledge of anatomy and physiology of the ear</li> <li>○ Display an understanding of the need for preventative care including patient education and advice</li> <li>○ Demonstrate safe and proficient use of aural care instruments for the removal of cerumen, aural toilet and irrigation</li> <li>○ Undertake aural toilet based on knowledge of the latest evidence based practice in relation to ear care.</li> <li>○ Recognise the specific needs of patients with hearing loss including provision of advice for patients on safe ear care in accordance with national guidelines.</li> <li>○ Additional guidelines and resources from the <a href="#">Ear Care Centre</a></li> </ul>					

**ROLE SPECIFIC SECTION****SECTION 8 Wound Management**

Be able to:

- Undertake initial assessment of patients presenting with injuries
- Demonstrate knowledge of wound classification
- Demonstrate knowledge of your local formulary
- Demonstrate knowledge and understanding of the healing process and factors that inhibit wound healing
- Assess and care for uncomplicated wounds
- Select appropriate treatments based on knowledge of dressing types and properties
- Apply a range of dressings according to assessed need
- Assess pain using an appropriate using a recognised tool and recommend self-management or refer
- Undertake suture removal
- Be aware of current guidelines on tetanus prophylaxis
- Educate the patient in wound self-care and monitor as appropriate
- After having completed appropriate training undertake Doppler Assessment and compression bandaging for leg ulcer management

<ul style="list-style-type: none"> <li>○ After further training, assess and care for more complex wounds</li> </ul> <p>Additional Resources:</p> <ul style="list-style-type: none"> <li>○ <a href="#">Simple Wound Management and suturing guidance</a></li> <li>○ <a href="#">NICE Clinical Knowledge Summaries, Venous Leg Ulcers</a></li> <li>○ <a href="#">NICE CKS, burns and scalds</a></li> </ul>					
<b>SECTION 9 Minor Surgery</b>					
<ul style="list-style-type: none"> <li>○ In relation to Minor Surgical Procedures recognise the role of the GPN in assisting with the provision of minor surgery</li> <li>○ Provide appropriate support for the Patient before during and after the procedure including dealing with emergencies</li> <li>○ Work within the medico- legal and professional requirements relating to the provision of minor surgery in general practice</li> <li>○ <a href="#">Guidance around minor surgery in primary care</a></li> </ul>					
<p><b>Pre Operatively:</b></p> <ul style="list-style-type: none"> <li>○ Based on sound knowledge and understanding be able to prepare and check</li> <li>○ Documentation</li> <li>○ Infection control procedures</li> <li>○ Surgical instruments and appropriate suturing material</li> <li>○ Personal protective equipment</li> </ul>					

<ul style="list-style-type: none"> <li>○ The clinical environment including lighting and other equipment</li> </ul>					
<p><b>Intra operatively:</b></p> <ul style="list-style-type: none"> <li>○ Support and assist practitioner and patient as appropriate</li> </ul>					
<p><b>Post operatively:</b></p> <ul style="list-style-type: none"> <li>○ Undertake post-operative care of patient and management of the wound</li> <li>○ Provide verbally and where appropriate in writing after care instructions for the patient</li> <li>○ Ensure safe decontamination of instruments and safe disposal of hazardous waste</li> <li>○ Ensure histo-pathological specimens and paperwork is effectively managed in accordance with local procedures.</li> <li>○ Ensure effective record keeping in accordance with local and national policies.</li> </ul>					
<b>SECTION 10 Health Promotion</b>					
<p>Demonstrate:</p> <ul style="list-style-type: none"> <li>○ Assessment skills with regard to patients' readiness to change</li> <li>○ Awareness of screening, its effectiveness and potential limitations, and the willingness to undertake training to perform cervical screening</li> <li>○ Ability to deliver safely primary prevention interventions such as vaccination and immunisation</li> </ul>					

<ul style="list-style-type: none"> <li>○ The ability to identify determinants of health in the local area</li> <li>○ A knowledge of public health issues in the local area including health inequalities</li> <li>○ An awareness of both local and national health policy</li> <li>○ An insight into issues which have a bearing on the wider health economy</li> <li>○ An ability to identify patients whose health could be at risk and offer brief, focused lifestyle advice including the 'Brief Intervention' and 'Motivational Interviewing' approaches</li> </ul> <p>Additional resources -</p> <ul style="list-style-type: none"> <li>○ All Our Health, population health framework - <a href="https://www.gov.uk/government/collectio ns/all-our-health-personalised-care-and-population-health">https://www.gov.uk/government/collectio ns/all-our-health-personalised-care-and-population-health</a></li> <li>○ Making Every Contact Count – <a href="https://www.gov.uk/government/publicati ons/making-every-contact-count-mecc-practical-resources">https://www.gov.uk/government/publicati ons/making-every-contact-count-mecc-practical-resources</a></li> <li>○ MECC e-learning - <a href="https://www.e-lfh.org.uk/programmes/making-every-contact-count/">https://www.e-lfh.org.uk/programmes/making-every-contact-count/</a></li> </ul>					
<p>Provide support and make referral where appropriate for:</p> <ul style="list-style-type: none"> <li>○ Smoking cessation</li> <li>○ Diet, overweight / obesity prevention and management in adults</li> </ul>					




<ul style="list-style-type: none"> <li>○ Exercise/activity</li> <li>○ Alcohol use</li> <li>○ Sexual health</li> </ul>					
<p>Be familiar with sources of reliable information on health promotion topics, nationally and in your locality.</p>					
<b>SECTION 11 Health Screening</b>					
<ul style="list-style-type: none"> <li>○ Undertake new patient checks recognising health promotion opportunities</li> <li>○ Be aware of the factors that may contribute to health inequalities particularly in relation to screening uptake.</li> <li>○ Be sensitive to individual values of all patients and possible additional needs of patients with: <ul style="list-style-type: none"> <li>• learning difficulties</li> <li>• language and communication barriers including patients of other ethnicities</li> </ul> </li> </ul>					
<p>Be familiar with the National Health Cancer Screening Services including, Breast Cancer, Cervical Cancer, Bowel Cancer and Prostate Cancer Risk Management, Abdominal Aortic Aneurysm, especially regarding local implementation and the national and local call and recall system.</p> <ul style="list-style-type: none"> <li>○ <a href="#">PHE Screening Additional information</a></li> <li>○ <a href="#">NHS Screening information</a></li> </ul>					
<b>SECTION 12 NHS Health Check</b>					

<ul style="list-style-type: none"> <li>○ Undertake NHS Health Checks in accordance with PHE guidance.</li> <li>○ Be aware of risk factors for vascular disease and of individual risk reduction strategies.</li> <li>○ Be able to articulate vascular risk to patients in a meaningful way.</li> <li>○ Be able to promote behaviour change in those with risk factors.</li>   <li>○ Patient information - <a href="https://www.nhs.uk/conditions/nhs-health-check/">https://www.nhs.uk/conditions/nhs-health-check/</a></li> <li>○ Professional guidance - <a href="https://www.healthcheck.nhs.uk/">https://www.healthcheck.nhs.uk/</a></li> <li>○ NHS Health Check training - <a href="https://www.healthcheck.nhs.uk/commissioners_and_providers/training/">https://www.healthcheck.nhs.uk/commissioners_and_providers/training/</a></li> </ul>					
<b>SECTION 13 Cervical cytology</b>					
<p>Understand and be able to explain the rationale for Human Papilloma Virus (HPV) screening and the consequent recall and follow up processes. Perform, after undertaking appropriate training and updates, cervical smear taking according to NHSCSP standards including:</p> <ul style="list-style-type: none"> <li>○ Preparation of the patient, equipment and environment</li> <li>○ Management of the consultation including: <ul style="list-style-type: none"> <li>○ Good communication skills</li> <li>○ Appropriate history taking</li> </ul> </li> </ul>					

<ul style="list-style-type: none"> <li>○ Record keeping</li> <li>○ Correct evidence based procedure for sample taking, including assessment of cervix and awareness of contraindications to procedure</li> <li>○ Management of the sample</li> <li>○ Explanation of procedure for obtaining results</li> <li>○ Comply with requirements regarding personal and practice audit</li> </ul> <p>Additional Resources</p> <ul style="list-style-type: none"> <li>○ <a href="#">PHE Cytology programme information</a></li> <li>○ <a href="#">Training programmes for cytology</a></li> <li>○ <a href="#">Screening programme e-learning</a></li> </ul>					
<b>SECTION 14 Immunisation of children* and adults (*registered professional only unless HCA is providing nasal LAIV)</b>					
<ul style="list-style-type: none"> <li>○ Be able to give accurate information regarding contra-indications and side effects and to address parents' concerns appropriately</li> <li>○ Be aware of up to date UK childhood immunisation schedule and know who to consult if there is any uncertainty about which vaccines are needed or timing of vaccines</li> <li>○ Ensure correct handling and reconstitution of vaccines</li> <li>○ Apply medico- legal principles of informed consent</li> <li>○ Ensure access to emergency equipment</li> </ul> <p>Demonstrate :</p>					

<ul style="list-style-type: none"> <li>○ Understanding the importance of maintaining the cold chain and what to do if a breach is suspected</li> <li>○ Knowledge of vaccine preventable diseases covered by UK immunisation schedule</li> <li>○ Knowledge of management of anaphylaxis</li> <li>○ Knowledge of differences between intramuscular and subcutaneous injections</li> <li>○ Correct vaccination technique, including choice of needle, angle, and site of administration</li> <li>○ Understanding of adverse events, knowledge of system for reporting adverse events</li> <li>○ Assess and if appropriate, administer injections under an individualised prescription or Patient Group Direction (child and adult)</li> <li>○ Dispose of sharps appropriately and safely</li> <li>○ Recognise the importance of and apply principles of excellent record keeping to this situation</li> <li>○ Contribute to the development of practice guidelines</li> </ul> <p>Additional Resources</p>					
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<ul style="list-style-type: none"> <li>○ Your local Health Protection Team - <a href="https://www.gov.uk/health-protection-team">https://www.gov.uk/health-protection-team</a></li> <li>○ NHS Immunisation Information - <a href="https://www.gov.uk/government/collections/immunisation-against-infectious-disease-the-green-book">https://www.gov.uk/government/collections/immunisation-against-infectious-disease-the-green-book</a></li> <li>○ National Minimum Standards for Immunisation Training - <a href="https://www.gov.uk/government/publications/national-minimum-standards-and-core-curriculum-for-immunisation-training-for-registered-healthcare-practitioners">https://www.gov.uk/government/publications/national-minimum-standards-and-core-curriculum-for-immunisation-training-for-registered-healthcare-practitioners</a></li> <li>○ E-learning programme - <a href="https://www.e-lfh.org.uk/programmes/immunisation/">https://www.e-lfh.org.uk/programmes/immunisation/</a></li> </ul>					
<b>SECTION 15 Travel Health (HCAs may provide some travel health advice)</b>					
<p>Supported by senior colleagues, assess travel health needs of patients and provide a holistic approach and comprehensive advice for patients prior to travel. Where appropriate after training this will include:</p> <ul style="list-style-type: none"> <li>○ Vaccinations and medications</li> <li>○ Malarial prophylaxis and bite avoidance</li> <li>○ Safe sex/sexual health</li> <li>○ Food hygiene</li> <li>○ Sun protection</li> <li>○ First aid and emergency medication</li> <li>○ Risk of travel/need for health insurance</li> <li>○ Fit to fly certification</li> <li>○ Appropriate written information</li> <li>○ Self-care measures</li> </ul>					

<ul style="list-style-type: none"> <li>○ Provide guidance in accordance with guidelines and identify any potential problems for the patient.</li> <li>○ Administer injections as appropriate according to local guidelines and policies.</li> </ul> <p>Additional Resources</p> <ul style="list-style-type: none"> <li>○ <a href="https://www.rcn.org.uk/clinical-topics/public-health/travel-health">https://www.rcn.org.uk/clinical-topics/public-health/travel-health</a></li> <li>○ National Travel Health Network and Centre (NaTHNaC) - <a href="http://www.nathnac.org">www.nathnac.org</a></li> <li>○ International Travel and Health WHO - <a href="http://www.who.int/ith/en/">http://www.who.int/ith/en/</a></li> <li>○ Immunisation e-learning tool - <a href="https://www.e-lfh.org.uk/programmes/immunisation/">https://www.e-lfh.org.uk/programmes/immunisation/</a></li> <li>○ Competencies: RCN (2018) Travel Health: Career and Competence Development - <a href="https://www.rcn.org.uk/professional-development/publications/pdf-006506">https://www.rcn.org.uk/professional-development/publications/pdf-006506</a></li> <li>○ Jane Chiodini Travel Health Specialist Nurse resource site - <a href="https://www.janechiodini.co.uk/">https://www.janechiodini.co.uk/</a></li> </ul>					
<b>SECTION 16 Mental Health</b>					
<p>Be aware of risk factors and recognise early signs of mental health problems for the following conditions and have a basic understanding of their management in General Practice:</p> <ul style="list-style-type: none"> <li>○ Depression</li> </ul>					

<ul style="list-style-type: none"> <li>○ Generalised anxiety disorders</li> <li>○ Suicide awareness</li> <li>○ Self-Harm</li> <li>○ Bipolar disorder</li> <li>○ Post –partum affective disorders</li> <li>○ Schizophrenia</li> <li>○ Dementia</li> <li>○ Substance abuse</li> <li>○ Eating disorders</li> </ul>					
<ul style="list-style-type: none"> <li>○ Demonstrate awareness of the importance of promoting mental health</li> <li>○ Recognise and if necessary take a proactive and appropriate approach to meeting the physical health needs of patients with mental health problems.</li> <li>○ Provide care and support for patients and carers in accordance with the NSF for Mental Health.</li> <li>○ Acknowledge and reflect on potential barriers that may impact on care provision in this area.</li> </ul>					
<ul style="list-style-type: none"> <li>○ Administer appropriate prescribed therapies and monitor for side effects contraindications and adverse drug reactions.</li> <li>○ Understand the role of the key worker and communicate as required.</li> </ul> <p>Additional guidance and information –</p> <ul style="list-style-type: none"> <li>○ <a href="https://www.nhs.uk/oneyou/every-mind-matters/">https://www.nhs.uk/oneyou/every-mind-matters/</a></li> </ul> <p>NICE –</p>					

<ul style="list-style-type: none"> <li>○ <a href="https://pathways.nice.org.uk/pathways/common-mental-health-disorders-in-primary-care">https://pathways.nice.org.uk/pathways/common-mental-health-disorders-in-primary-care</a></li> <li>○ <a href="https://pathways.nice.org.uk/pathways/depression">https://pathways.nice.org.uk/pathways/depression</a></li> <li>○ <a href="https://pathways.nice.org.uk/pathways/generalised-anxiety-disorder">https://pathways.nice.org.uk/pathways/generalised-anxiety-disorder</a></li> <li>○ <a href="https://pathways.nice.org.uk/pathways/dementia">https://pathways.nice.org.uk/pathways/dementia</a></li> <li>○ <a href="https://pathways.nice.org.uk/pathways/antenatal-and-postnatal-mental-health">https://pathways.nice.org.uk/pathways/antenatal-and-postnatal-mental-health</a></li> <li>○ <a href="https://pathways.nice.org.uk/pathways/decision-making-and-mental-capacity">https://pathways.nice.org.uk/pathways/decision-making-and-mental-capacity</a></li> <li>○ <a href="https://pathways.nice.org.uk/pathways/eating-disorders">https://pathways.nice.org.uk/pathways/eating-disorders</a></li> <li>○ <a href="https://pathways.nice.org.uk/pathways/mental-wellbeing-and-independence-in-older-people">https://pathways.nice.org.uk/pathways/mental-wellbeing-and-independence-in-older-people</a></li> <li>○ <a href="https://pathways.nice.org.uk/pathways/promoting-mental-wellbeing-at-work">https://pathways.nice.org.uk/pathways/promoting-mental-wellbeing-at-work</a></li> <li>○ <a href="https://pathways.nice.org.uk/pathways/social-and-emotional-wellbeing-for-children-and-young-people">https://pathways.nice.org.uk/pathways/social-and-emotional-wellbeing-for-children-and-young-people</a></li> <li>○ <a href="https://pathways.nice.org.uk/pathways/psychosis-and-schizophrenia">https://pathways.nice.org.uk/pathways/psychosis-and-schizophrenia</a></li> </ul>					
<b>SECTION 17 Men's Health</b>					
<p>Be aware of the morbidity and mortality statistics relevant to Men's Health. Provide support, advice and if appropriate manage or be involved in care for patients presenting with or for:</p>					



<p>Well man checks</p> <ul style="list-style-type: none"> <li>○ Sexual health problems</li> <li>○ Testicular cancer</li> <li>○ Prostate disease, including cancer</li> <li>○ Breast cancer</li> <li>○ Libido problems</li> <li>○ Erectile dysfunction</li> <li>○ Mental health concerns</li> </ul> <p>Additional Resources -</p> <ul style="list-style-type: none"> <li>○ <a href="https://www.menshealthforum.org.uk/">https://www.menshealthforum.org.uk/</a></li> <li>○ <a href="https://uk.movember.com/">https://uk.movember.com/</a></li> <li>○ Urogenital conditions - <a href="https://pathways.nice.org.uk/pathways/urogenital-conditions">https://pathways.nice.org.uk/pathways/urogenital-conditions</a></li> <li>○ NHS Choices Erectile Dysfunction - <a href="https://www.nhs.uk/conditions/erection-problems-erectile-dysfunction/">https://www.nhs.uk/conditions/erection-problems-erectile-dysfunction/</a></li> <li>○ Prostate cancer - <a href="https://www.cancerresearchuk.org/about-cancer/prostate-cancer">https://www.cancerresearchuk.org/about-cancer/prostate-cancer</a> <a href="https://prostatecanceruk.org/">https://prostatecanceruk.org/</a> <a href="https://pathways.nice.org.uk/pathways/prostate-cancer">https://pathways.nice.org.uk/pathways/prostate-cancer</a></li> <li>○ NHS Choices: Testicular Cancer - <a href="https://www.cancerresearchuk.org/about-cancer/testicular-cancer">https://www.cancerresearchuk.org/about-cancer/testicular-cancer</a> <a href="https://www.nhs.uk/conditions/testicular-cancer/">https://www.nhs.uk/conditions/testicular-cancer/</a></li> </ul>					
<b>SECTION 18 Women's Health</b>					
<p>Provide support, advice and if appropriate make an initial assessment, be involved with</p>					

<p>care for patients referring if necessary for patients presenting with:</p> <ul style="list-style-type: none"> <li>○ Vaginal discharge</li> <li>○ Urinary incontinence</li> <li>○ Abnormalities of menstruation, including pre-menstrual syndrome, the effects of the menopause</li> <li>○ Management of symptoms of menopause HRT, osteoporosis, the effects of a hysterectomy</li> <li>○ Infertility and pre-conceptual issues</li> <li>○ Teach and encourage patients to be 'breast aware'.</li> <li>○ Encourage women to have cervical screening (age appropriate) and promote the HPV vaccine in girls</li> </ul> <p>Additional Resources</p> <ul style="list-style-type: none"> <li>○ Women's Health Concern - <a href="https://www.womens-health-concern.org/">https://www.womens-health-concern.org/</a></li> <li>○ The British Menopause Society - <a href="https://thebms.org.uk/">https://thebms.org.uk/</a></li> <li>○ Polycystic ovary syndrome NHS Choices - <a href="https://www.nhs.uk/conditions/polycystic-ovary-syndrome-pcos/">https://www.nhs.uk/conditions/polycystic-ovary-syndrome-pcos/</a></li> <li>○ Endometriosis - <a href="https://www.nhs.uk/conditions/endometriosis/">https://www.nhs.uk/conditions/endometriosis/</a> <a href="https://www.endometriosis-uk.org/">https://www.endometriosis-uk.org/</a> <a href="https://pathways.nice.org.uk/pathways/endometriosis">https://pathways.nice.org.uk/pathways/endometriosis</a></li> </ul>					
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<ul style="list-style-type: none"> <li>○ Cervical cancer - <a href="https://www.jostrust.org.uk/">https://www.jostrust.org.uk/</a> <a href="https://pathways.nice.org.uk/pathways/cervical-cancer">https://pathways.nice.org.uk/pathways/cervical-cancer</a></li> <li>○ Breast cancer - <a href="https://www.cancerresearchuk.org/about-cancer/breast-cancer">https://www.cancerresearchuk.org/about-cancer/breast-cancer</a> <a href="https://www.nice.org.uk/guidance/conditions-and-diseases/cancer/breast-cancer">https://www.nice.org.uk/guidance/conditions-and-diseases/cancer/breast-cancer</a></li> <li>○ Urinary incontinence - <a href="https://www.nhs.uk/conditions/urinary-incontinence/">https://www.nhs.uk/conditions/urinary-incontinence/</a></li> <li>○ Heavy menstrual bleeding NICE guidance - <a href="https://www.nice.org.uk/guidance/ng88">https://www.nice.org.uk/guidance/ng88</a></li> </ul>					
<b>SECTION 19 Family Planning and Sexual Health</b>					
<p>Be aware of, implement and provide advice on:</p> <ul style="list-style-type: none"> <li>○ Protocols and PGDs for dispensing of emergency contraception</li> <li>○ Local agencies providing advice for unwanted pregnancies</li> <li>○ Referral for insertion of IUDs/IUS including               <ul style="list-style-type: none"> <li>○ emergency contraception</li> </ul> </li> <li>○ Local HIMP policies for reducing teenage pregnancies</li> <li>○ Local infertility guidelines and referral pathways</li> <li>○ STIs – local referral pathways and associate life style risk factors</li> </ul>					

<ul style="list-style-type: none"> <li>○ Local HIV/AIDS policies and referral pathways</li> <li>○ Local Genito-Urinary medicine (GUM) clinical service provision</li> </ul> <p>Further information –</p> <ul style="list-style-type: none"> <li>○ <a href="https://www.nhs.uk/common-health-questions/sexual-health/what-services-do-sexual-health-clinics-gum-clinics-provide/">https://www.nhs.uk/common-health-questions/sexual-health/what-services-do-sexual-health-clinics-gum-clinics-provide/</a></li> <li>○ <a href="https://www.nhs.uk/conditions/sexually-transmitted-infections-stis/">https://www.nhs.uk/conditions/sexually-transmitted-infections-stis/</a></li> <li>○ Terence Higgins Trust - <a href="https://www.tht.org.uk/hiv-and-sexual-health/sexual-health/stis">https://www.tht.org.uk/hiv-and-sexual-health/sexual-health/stis</a></li> <li>○ Fertility - <a href="https://www.nice.org.uk/guidance/conditions-and-diseases/fertility--pregnancy-and-childbirth/fertility#panel-pathways">https://www.nice.org.uk/guidance/conditions-and-diseases/fertility--pregnancy-and-childbirth/fertility#panel-pathways</a></li> </ul>					
<p>Be able to advise on precautions and contraindications regarding:</p> <ul style="list-style-type: none"> <li>○ Oral contraception</li> <li>○ Emergency contraception</li> <li>○ Natural methods</li> <li>○ Barrier Methods/condoms</li> <li>○ Male and female sterilization</li> <li>○ Long acting reversible contraception including hormone injections, implants, intrauterine devices and systems (IUDs /IUSs)</li> </ul> <p>Additional Resources –</p>					

<ul style="list-style-type: none"> <li>○ FSRH UKMEC guidance on eligibility criteria for contraception - <a href="https://www.fsrh.org/ukmec/">https://www.fsrh.org/ukmec/</a></li> <li>○ <a href="https://pathways.nice.org.uk/pathways/contraception">https://pathways.nice.org.uk/pathways/contraception</a></li> <li>○ Faculty of Sexual and Reproductive Health - <a href="https://www.fsrh.org/home/">https://www.fsrh.org/home/</a></li> <li>○ British Association for Sexual Health and HIV <a href="https://www.bashh.org/">https://www.bashh.org/</a></li> <li>○ Family Planning association - <a href="https://www.fpa.org.uk/">https://www.fpa.org.uk/</a></li> <li>○ Brook - <a href="https://www.brook.org.uk/">https://www.brook.org.uk/</a></li> <li>○ Marie Stopes - <a href="https://www.mariestopes.org.uk/">https://www.mariestopes.org.uk/</a></li> </ul>					
<p>Provide appropriate signposting and support for people from the LGBTQIA community, including cervical cytology advice for trans men who still have a cervix.</p> <p>Additional resources –</p> <ul style="list-style-type: none"> <li>○ <a href="https://www.stonewall.org.uk/help-and-advice">https://www.stonewall.org.uk/help-and-advice</a></li> <li>○ <a href="https://www.nhs.uk/live-well/sexual-health/sexual-health-for-gay-and-bisexual-men/">https://www.nhs.uk/live-well/sexual-health/sexual-health-for-gay-and-bisexual-men/</a></li> <li>○ <a href="https://www.nhs.uk/live-well/sexual-health/sexual-health-for-lesbian-and-bisexual-women/">https://www.nhs.uk/live-well/sexual-health/sexual-health-for-lesbian-and-bisexual-women/</a></li> <li>○ <a href="https://www.nhs.uk/common-health-questions/sexual-health/should-trans-men-have-cervical-screening-tests/">https://www.nhs.uk/common-health-questions/sexual-health/should-trans-men-have-cervical-screening-tests/</a></li> </ul>					

<ul style="list-style-type: none"> <li>○ E-learning - <a href="https://www.e-lfh.org.uk/programmes/sexual-orientation-monitoring-information-standard/">https://www.e-lfh.org.uk/programmes/sexual-orientation-monitoring-information-standard/</a></li> </ul>					
<b>SECTION 20 Care of Patients with Long Term Conditions</b>					
<b>Care of Patients with Long Term Conditions: Diabetes</b>					
<p>Areas of knowledge and skills should include:</p> <ul style="list-style-type: none"> <li>○ Primary Prevention and screening</li> <li>○ Signs and symptoms including differentiation between type 1 and type 2</li> <li>○ National and Local Guidelines</li> <li>○ Recommendations for management in Primary Care including targets for metabolic control and reduction of CVD risk factors</li> <li>○ Current treatments</li> <li>○ Nutrition</li> <li>○ Blood glucose monitoring</li> <li>○ Hypoglycaemia</li> <li>○ Hyperglycaemia</li> <li>○ Microvascular and macrovascular complications</li> <li>○ Other complications</li> <li>○ Patient education and self-care</li> <li>○ Concordance and adherence to treatment</li> </ul> <p>Additional Resources</p> <ul style="list-style-type: none"> <li>○ NHS Diabetes - <a href="https://www.nhs.uk/conditions/diabetes/">https://www.nhs.uk/conditions/diabetes/</a></li> <li>○ Diabetes UK - <a href="https://www.diabetes.org.uk/">https://www.diabetes.org.uk/</a></li> </ul>					

<ul style="list-style-type: none"> <li>○ Relevant NICE pathways - <a href="https://pathways.nice.org.uk/pathways/preventing-type-2-diabetes">https://pathways.nice.org.uk/pathways/preventing-type-2-diabetes</a></li> <li>○ <a href="https://pathways.nice.org.uk/pathways/type-2-diabetes-in-adults">https://pathways.nice.org.uk/pathways/type-2-diabetes-in-adults</a></li> <li>○ <a href="https://pathways.nice.org.uk/pathways/type-1-diabetes-in-adults">https://pathways.nice.org.uk/pathways/type-1-diabetes-in-adults</a></li> <li>○ <a href="https://pathways.nice.org.uk/pathways/diabetes-in-children-and-young-people">https://pathways.nice.org.uk/pathways/diabetes-in-children-and-young-people</a></li> <li>○ <a href="https://pathways.nice.org.uk/pathways/foot-care-for-people-with-diabetes">https://pathways.nice.org.uk/pathways/foot-care-for-people-with-diabetes</a></li> </ul>					
<b>Care of Patients with Long Term Conditions: Chronic Obstructive Pulmonary Disease (COPD) and Asthma</b>					
<p>Areas of knowledge and skills should include:</p> <ul style="list-style-type: none"> <li>○ Primary Prevention and Lung Health</li> <li>○ Patient Education and self-care</li> <li>○ Concordance and adherence to treatment</li> <li>○ National and Local Guidelines</li> <li>○ Signs and symptoms</li> <li>○ Asthma triggers</li> <li>○ Diagnostic criteria</li> <li>○ Recognition and management of acute exacerbations</li> <li>○ Pharmacological and non-pharmacological management for current treatments</li> <li>○ Inhaler devices and inhaler technique</li> <li>○ Pulmonary rehabilitation</li> <li>○ Complications</li> </ul> <p>Additional Resources</p> <ul style="list-style-type: none"> <li>○ British Thoracic Society - <a href="https://www.brit-thoracic.org.uk/">https://www.brit-thoracic.org.uk/</a></li> </ul>					

<ul style="list-style-type: none"> <li>○ NICE COPD guidelines - <a href="https://pathways.nice.org.uk/pathways/chronic-obstructive-pulmonary-disease">https://pathways.nice.org.uk/pathways/chronic-obstructive-pulmonary-disease</a></li> <li>○ NICE asthma guidelines - <a href="https://pathways.nice.org.uk/pathways/asthma">https://pathways.nice.org.uk/pathways/asthma</a></li> <li>○ British Lung Foundation - <a href="https://www.blf.org.uk/">https://www.blf.org.uk/</a></li> <li>○ Global Initiative for Asthma <a href="https://ginasthma.org/">https://ginasthma.org/</a></li> <li>○ Global Initiative for COPD - <a href="https://goldcopd.org/">https://goldcopd.org/</a></li> </ul>					
<b>Care of Patients with Long Term Conditions: Hypertension</b>					
<p>Areas of knowledge and skills should include:</p> <ul style="list-style-type: none"> <li>○ Primary Prevention and lifestyle measures</li> <li>○ Diagnosis and classification</li> <li>○ Monitoring Blood Pressure</li> <li>○ Understanding targets</li> <li>○ National and Local Guidelines</li> <li>○ Current treatments</li> <li>○ Patient education and self-care</li> <li>○ Concordance and adherence to treatment</li> <li>○ Complications</li> </ul> <p>Additional Resources</p> <ul style="list-style-type: none"> <li>○ NICE Clinical Guideline - <a href="https://pathways.nice.org.uk/pathways/hypertension">https://pathways.nice.org.uk/pathways/hypertension</a></li> <li>○ British Hypertension Society - <a href="https://bihsoc.org/">https://bihsoc.org/</a></li> </ul>					
<b>Care of Patients with Long Term Conditions: Cardiovascular Disease</b>					



<p>Areas of knowledge and skills should include:</p> <ul style="list-style-type: none"> <li>○ Primary and secondary prevention and modifiable and non-modifiable risk Factors</li> <li>○ Tools for risk assessment</li> <li>○ Cardiac Arrhythmias including atrial fibrillation</li> <li>○ Diagnoses within CVD including: <ul style="list-style-type: none"> <li>○ Angina, Stroke, Transient Ischaemic Attack (TIA) and Heart Failure</li> <li>○ Signs and symptoms</li> <li>○ Investigative procedures</li> <li>○ Current Treatments</li> <li>○ Cardiac Rehabilitation</li> <li>○ National and Local Guidelines</li> <li>○ Patient education and self-management</li> <li>○ Concordance and adherence to treatment</li> </ul> </li> </ul> <p>NICE guidance –</p> <ul style="list-style-type: none"> <li>○ <a href="https://pathways.nice.org.uk/pathways/cardiovascular-disease-prevention">https://pathways.nice.org.uk/pathways/cardiovascular-disease-prevention</a></li> <li>○ <a href="https://pathways.nice.org.uk/pathways/cardiovascular-disease-identifying-and-supporting-people-most-at-risk-of-dying-early">https://pathways.nice.org.uk/pathways/cardiovascular-disease-identifying-and-supporting-people-most-at-risk-of-dying-early</a></li> <li>○ <a href="https://pathways.nice.org.uk/pathways/chronic-heart-failure">https://pathways.nice.org.uk/pathways/chronic-heart-failure</a></li> <li>○ <a href="https://pathways.nice.org.uk/pathways/atrial-fibrillation">https://pathways.nice.org.uk/pathways/atrial-fibrillation</a></li> <li>○ <a href="https://pathways.nice.org.uk/pathways/familial-hypercholesterolaemia">https://pathways.nice.org.uk/pathways/familial-hypercholesterolaemia</a></li> </ul>					
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<ul style="list-style-type: none"> <li>○ <a href="https://pathways.nice.org.uk/pathways/lower-limb-peripheral-arterial-disease">https://pathways.nice.org.uk/pathways/lower-limb-peripheral-arterial-disease</a></li> <li>○ <a href="https://pathways.nice.org.uk/pathways/chest-pain">https://pathways.nice.org.uk/pathways/chest-pain</a></li> <li>○ <a href="https://pathways.nice.org.uk/pathways/stroke">https://pathways.nice.org.uk/pathways/stroke</a></li> <li>○ British Heart Foundation - <a href="https://www.bhf.org.uk/">https://www.bhf.org.uk/</a></li> </ul>					
<b>Care of Patients with Long Term Conditions: Cancer</b>					
<p>Cancer care review – be able engage or signpost to the following:</p> <ul style="list-style-type: none"> <li>○ Face to face review</li> <li>○ Providing dedicated appointments</li> <li>○ Engagement with carers/significant others</li> <li>○ Provision of information</li> <li>○ Patient understanding of treatment</li> <li>○ Use of appropriate template</li> </ul> <p>Further information –</p> <ul style="list-style-type: none"> <li>○ Macmillan Cancer Recovery Package - <a href="https://www.macmillan.org.uk/about-us/health-professionals/programmes-and-services/recovery-package#297615">https://www.macmillan.org.uk/about-us/health-professionals/programmes-and-services/recovery-package#297615</a></li> <li>○ NICE guidance – <a href="https://www.nice.org.uk/guidance/conditions-and-diseases/cancer/cancer--general-and-other#panel-pathways">https://www.nice.org.uk/guidance/conditions-and-diseases/cancer/cancer--general-and-other#panel-pathways</a></li> <li>○ Cancer Research UK Health Professionals Page - <a href="https://www.cancerresearchuk.org/health-professional">https://www.cancerresearchuk.org/health-professional</a></li> </ul>					

<ul style="list-style-type: none"> <li>○ Macmillan Cancer Support - <a href="https://www.macmillan.org.uk/about-us/health-professionals">https://www.macmillan.org.uk/about-us/health-professionals</a></li> </ul>					
<p>Cancer recovery package:</p> <ul style="list-style-type: none"> <li>○ Holistic needs assessment and care planning</li> <li>○ Treatment summary</li> <li>○ Health and wellbeing</li> </ul> <p>Further information –</p> <ul style="list-style-type: none"> <li>○ <a href="https://www.macmillan.org.uk/about-us/health-professionals/programmes-and-services/recovery-package#297615">https://www.macmillan.org.uk/about-us/health-professionals/programmes-and-services/recovery-package#297615</a></li> </ul>					
<p>Cancer screening – for example:</p> <ul style="list-style-type: none"> <li>○ Breast</li> <li>○ Cervical</li> <li>○ Bowel</li> <li>○ Prostate cancer awareness</li> <li>○ Skin cancer</li> </ul> <p>Additional information -</p> <ul style="list-style-type: none"> <li>○ <a href="https://www.gov.uk/topic/population-screening-programmes">https://www.gov.uk/topic/population-screening-programmes</a></li> <li>○ <a href="https://www.nhs.uk/conditions/nhs-screening/">https://www.nhs.uk/conditions/nhs-screening/</a></li> <li>○ <a href="https://www.cancerresearchuk.org/about-cancer/screening">https://www.cancerresearchuk.org/about-cancer/screening</a></li> </ul>					
<b>Care of Patients with Long Term Conditions: Other Conditions</b>					
<p>In addition have a working knowledge of the following conditions, their impact upon patients and carers and the ways in which they may manifest in Primary Care and assist</p>					

in diagnosis monitoring and treatment as appropriate:					
<p><b>Chronic Kidney Disease:</b> Be able to provide screening, monitoring and advice around:</p> <ul style="list-style-type: none"> <li>○ Risk of CKD</li> <li>○ Monitoring (e.g. in diabetes and hypertension)</li> <li>○ NICE guideline - <a href="https://pathways.nice.org.uk/pathways/chronic-kidney-disease">https://pathways.nice.org.uk/pathways/chronic-kidney-disease</a></li> <li>○ The Renal Association - <a href="https://renal.org/">https://renal.org/</a></li> </ul>					
<p><b>Liver Disease</b> Be aware of:</p> <ul style="list-style-type: none"> <li>○ Risk factors for liver disease</li> <li>○ Monitoring</li> <li>○ NICE Guidelines - <a href="https://pathways.nice.org.uk/pathways/liver-conditions">https://pathways.nice.org.uk/pathways/liver-conditions</a></li> <li>○ Information on Hepatitis from <a href="http://www.hepctrust.org.uk/">http://www.hepctrust.org.uk/</a></li> </ul>					
<p><b>Neurological conditions</b> Awareness of the following:</p> <ul style="list-style-type: none"> <li>○ Epilepsy</li> <li>○ Multiple sclerosis</li> <li>○ Parkinson's disease</li> <li>○ Muscular dystrophy</li> <li>○ Motor neurone disease</li> <li>○ Fibromyalgia</li> </ul>					

<p>Further information -</p> <ul style="list-style-type: none"> <li>○ NICE guidance - <a href="https://pathways.nice.org.uk/pathways/neurological-conditions">https://pathways.nice.org.uk/pathways/neurological-conditions</a></li> <li>○ NHS fibromyalgia - <a href="https://www.nhs.uk/conditions/fibromyalgia/">https://www.nhs.uk/conditions/fibromyalgia/</a></li> </ul>					
<p><b>Musculoskeletal conditions:</b> Monitoring and management of:</p> <ul style="list-style-type: none"> <li>○ Osteoarthritis</li> <li>○ Osteoporosis</li> <li>○ Rheumatoid Arthritis</li> </ul> <p>NICE guidance -</p> <ul style="list-style-type: none"> <li>○ <a href="https://pathways.nice.org.uk/pathways/osteoarthritis">https://pathways.nice.org.uk/pathways/osteoarthritis</a></li> <li>○ <a href="https://pathways.nice.org.uk/pathways/osteoporosis">https://pathways.nice.org.uk/pathways/osteoporosis</a></li> <li>○ <a href="https://pathways.nice.org.uk/pathways/rheumatoid-arthritis">https://pathways.nice.org.uk/pathways/rheumatoid-arthritis</a></li> </ul>					
<p><b>Endocrine disorders:</b> An awareness of:</p> <ul style="list-style-type: none"> <li>○ Thyroid Disease</li> </ul> <p>NICE guidance -</p> <ul style="list-style-type: none"> <li>○ <a href="https://pathways.nice.org.uk/pathways/endocrine-nutritional-and-metabolic-conditions">https://pathways.nice.org.uk/pathways/endocrine-nutritional-and-metabolic-conditions</a></li> </ul>					
<b>Care of Patients with Long Term Conditions: Frailty</b>					
Address the common “frailty syndromes”:					

<ul style="list-style-type: none"> <li>○ Falls</li> <li>○ Immobility</li> <li>○ Delirium</li> <li>○ Incontinence</li> <li>○ Medicines optimization</li> <li>○ Multimorbidity</li> </ul> <p>Further information –</p> <ul style="list-style-type: none"> <li>○ <a href="https://www.england.nhs.uk/ourwork/clinical-policy/older-people/frailty/frailty-resources/">https://www.england.nhs.uk/ourwork/clinical-policy/older-people/frailty/frailty-resources/</a></li> <li>○ <a href="https://www.bgs.org.uk/topics/frailty">https://www.bgs.org.uk/topics/frailty</a></li> <li>○ <a href="https://www.rcn.org.uk/clinical-topics/older-people/frailty">https://www.rcn.org.uk/clinical-topics/older-people/frailty</a></li> </ul>					
<b>Care of Patients with Long Term Conditions: Dementia</b>					
<p>Awareness of:</p> <ul style="list-style-type: none"> <li>○ Prevention</li> <li>○ Referral for diagnosis</li> <li>○ Sustaining independence and improving quality of life</li> <li>○ Care planning</li> <li>○ Support for carers</li> </ul> <p>Additional information –</p> <ul style="list-style-type: none"> <li>○ <a href="https://www.england.nhs.uk/mental-health/dementia/">https://www.england.nhs.uk/mental-health/dementia/</a></li> <li>○ <a href="https://www.alzheimers.org.uk/">https://www.alzheimers.org.uk/</a></li> </ul>					
<b>Section 21: End of Life Care</b>					
<p>Adoption of the 6 Ambitions for Palliative and End of Life Care (this may vary between CCGs):</p>					

<ul style="list-style-type: none"> <li>○ <b>Early identification of patients / residents within the last 12 months of life.</b></li> <li>○ Ask the Surprise Question.</li> <li>○ GSF proactive Identification guide <ul style="list-style-type: none"> <li>○ Advancing disease</li> <li>○ Increase decline</li> <li>○ Deterioration</li> <li>○ End of Life</li> </ul> </li> <li>○ Planning for the Future – courageous conversations, early use of ACP documents (advance Care Planning)</li> <li>○ Register of patients on EOL register, PC MDT place based model of care. monitoring and assessment / evaluation of care.</li> <li>○ EPaCC system.</li> <li>○ ReSPECT focus (i.e. plans for emergency care and treatment, not just making decisions related to CPR), will be a positive step forward to help improve communication and ultimately patient care.</li> </ul> <p>Further information: Please refer to local End of Life pathways, guidance and programmes.</p> <ul style="list-style-type: none"> <li>○ <a href="https://pathways.nice.org.uk/pathways/end-of-life-care-for-people-with-life-limiting-conditions">https://pathways.nice.org.uk/pathways/end-of-life-care-for-people-with-life-limiting-conditions</a></li> </ul>					
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<ul style="list-style-type: none"> <li>○ <a href="https://www.nhs.uk/conditions/end-of-life-care/">https://www.nhs.uk/conditions/end-of-life-care/</a></li> <li>○ <a href="https://www.mariecurie.org.uk/help/support/diagnosed/recent-diagnosis/palliative-care-end-of-life-care">https://www.mariecurie.org.uk/help/support/diagnosed/recent-diagnosis/palliative-care-end-of-life-care</a></li> </ul> <p>E- learning:</p> <ul style="list-style-type: none"> <li>○ <a href="http://www.endoflifecareforall.com/">http://www.endoflifecareforall.com/</a></li> </ul>					
<b>SECTION 22 Information and Knowledge</b>					
<p>Ensure accurate documentation/record keeping procedures in line with practice policies and guidance from NMC and other regulatory bodies</p> <ul style="list-style-type: none"> <li>○ <a href="https://www.nmc.org.uk/standards/code/record-keeping/">https://www.nmc.org.uk/standards/code/record-keeping/</a></li> </ul>					
Use a computer and manage files					
Record, retrieve and access information					
Review and process data using accurate read codes about patients, in order to ensure easy and accurate retrieval for monitoring and audit purposes, for example Calculating Quality Reporting System (CQRS) including the appointment system					
Be able to access and send emails including attachments					
<ul style="list-style-type: none"> <li>○ Manage information searches using the internet and local library databases for example the retrieval of relevant information for patients on their condition/diagnosis.</li> </ul>					



<ul style="list-style-type: none"> <li>○ Understand the nature and hierarchy of medical evidence.</li> <li>○ <a href="https://patient.info/doctor/different-levels-of-evidence">https://patient.info/doctor/different-levels-of-evidence</a></li> </ul>					
Understand and be able to describe role of the Caldicott Guardian / Personal Data Guardian, knowing the name of your local nominated health professional					
<b>SECTION 23 General – Learning and Development</b>					
Contribute to the provision of learning opportunities for colleagues					
Act as a mentor/coach for more junior staff (e.g. pre-registration nurses or HCAs) if appropriately qualified assessing competency against set standards as requested					
<ul style="list-style-type: none"> <li>○ Disseminate learning and information gained to other team members in order to share good practice and inform others about</li> <li>○ current and future developments (e.g. courses and conferences)</li> </ul>					
<ul style="list-style-type: none"> <li>○ As requested undertake specific training exercises such as observed clinical practice and shadowing of role</li> </ul>					
<b>SECTION 24 General – Development and Innovation</b>					
Critically evaluate and review innovations and developments that are relevant to your own area of work					
Keep up to date with new developments locally and nationally identifying those that will enhance your team's work. Influence					

other team members to undertake trials of changes in care delivery					
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## Personal Development Plan (PDP)

This form needs to be filled in during your Personal Development Review (PDR)

Name: \_\_\_\_\_ Name of Reviewer: \_\_\_\_\_ Date of Review: \_\_\_\_\_

Career Progression	What knowledge and skills do you need to develop?	What do you need to do to achieve this?	What support do you need?	Target Date for achievement?