

2. Self-Assessment and Supervisor Sign-off of GPNA Proficiencies

2.1. Area of Self-Assessment

Area of Self-Assessment	As an accountable registered practitioner I confirm my knowledge and competence in this area (date and sign)	Area identified as a gap further learning needed (date and sign)	Learning completed and knowledge and competence achieved (date and sign)
I hold a valid NMC PIN and am up to date with my registration fees and revalidation and understand my responsibility to maintain these and report to my employer where my registration has lapsed.			
I am able to adhere to the NMC Code, and I am aware of the legal and professional issues in relation to accountability, delegation, vicarious liability, consent, capacity and duty of care.			
I understand that I should only work within the scope of my competence and my personal and professional boundaries.			
I understand my responsibility to work within the Care Quality Commission (CQC) regulations and outcomes in the context of a General Practice setting.			
I understand that it is my responsibility to ensure that there are indemnity arrangements in place to cover the work that I do.			
I understand that it is my responsibility to remain up to date with local and National policy and guidance, evidence-based practice, nursing issues and CPD requirements.			
I am able to use critical self-appraisal, reflection and self-assessment, to identify my needs and develop realistic and relevant Professional Development Plan (PDP) targets.			
I understand that it is my responsibility to partake in audit, review and research, where appropriate, to evaluate my own practice and contribute to service improvement.			
<p>I understand the following and how these are communicated and implemented within the General Practice environment:</p> <ul style="list-style-type: none"> • Current national policies. • National standards. • NICE guidelines. • Local GP practice protocols. • Patient group directions. • Patient specific directives. 			
I understand my responsibility to ensure that I treat all team members, patients and their families with dignity and respect.			
I am able to communicate when a task delegated to me is outside my scope of competence.			
I understand my responsibility to form a therapeutic relationship with patients. Ensuring, I regularly reflect on my consultation skills to ensure learning and continued development, in line with the framework set out in this document.			

Area of Self-Assessment	As an accountable registered practitioner I confirm my knowledge and competence in this area (date and sign)	Area identified as a gap further learning needed (date and sign)	Learning completed and knowledge and competence achieved (date and sign)
I confirm that I complete my records in all cases and that these are contemporaneous where possible and identified as retrospective if this is not possible			
I am able to enlist the use of advocacy services to support my patients with communication needs.			
I understand that I have a responsibility to: Contribute to the clinical governance effective working and quality and safety requirements of the nursing and practice teams, in the context of PMS, GMS and locally commissioned contracts, QOF and CQC regulations.			
I understand my responsibility in relation to: data protection, access to health records, confidentiality and information governance. I will ensure that I operate within NMC and practice policy guidelines. I will use approved clinical codes to ensure easy and accurate access to medical records. I will ensure all communication both written (including email) and spoken comply with the local and national information governance requirements.			
<p>I understand my responsibilities to safeguard the adults and children in my care. To ensure this is done in a safe and effective way I will ensure the following:</p> <ul style="list-style-type: none"> • I am up to date with all mandatory training. • I am familiar with the local safeguarding policies and procedures and commit to adhering to these. • I am aware of the adult and child safeguarding leads in my area of practice. • I will exercise my duty to share relevant information with other members of the multi-disciplinary team in the best interests of my patients in a timely and efficient way. <p>I will maintain good record keeping in relation to all safeguarding matters completing all documentation in line with local and national requirements.</p>			
I will ensure that I adhere to health and safety at work principles in line with relevant CQC lines of enquiry, and local and national guidance.			
I am able to provide safe care to patients maintaining the standard precautions and transmission-based precautions as identified in the National Infection Prevention and Control Manual and local policy.			
<p>I will ensure that I will adhere to all local infection prevention and control policies including but not limited to:</p> <ul style="list-style-type: none"> • Sharp handling and management of injury. • Waste disposal. • Decontamination and spillage. • Hand washing. • PPE. • Isolation. • Notifiable diseases. 			
I understand it is my responsibility to undertake a risk assessment within the context of Manual Handling, Health and Safety, COSHH, RIDDOR, and lone working guidance to maintain the safety of myself, my patients and the practice team in line with training and local and national guidance.			
I am able to plan, organise and implement the care for an individual and a group of patients in an efficient and effective way. Ensuring effective communication with patients and colleagues.			
I will ensure that health promotion forms the basis of every consultation to 'Make Every Contact Count' (MECC).			

Area of Self-Assessment	As an accountable registered practitioner I confirm my knowledge and competence in this area (date and sign)	Area identified as a gap further learning needed (date and sign)	Learning completed and knowledge and competence achieved (date and sign)
I am able to share resources and information with colleagues.			
I am confident in own abilities, recognising strengths and areas for development.			
I am able to continually review my role, responsibilities, and practice, ensuring continuous quality improvement.			
I am able to work effectively with the team and Manager to set outcomes for the service and in my area of responsibility.			
Reflect on actions and decisions goals and priorities within the context of the service objectives.			
<p>I understand my responsibilities in the context of equality and diversity and will ensure the following are at the core of my practice:</p> <ul style="list-style-type: none"> • I will play an active part in shaping how services are delivered to take account of the needs of different people including those with protected characteristics under the Equality Act 2010¹, expanding on this to ensure the same consideration is given to colleagues in the context of the working environment. • I will identify with patients the ethnic, social, cultural, religious and spiritual factors, which may influence or impact on care provision and take action when equality and diversity is undermined. • I will support those patients and/or colleagues whose rights have been compromised consistent with legislation, policies and procedures. • I will ensure the application of anti-discriminatory practices within my own sphere of responsibility. 			

I can confirm that the self-assessment above has been reviewed and all identified gaps in knowledge have been noted in the trainee's development plan. The practice team commits to providing access to resources and training where appropriate to support the trainee to achieve full competence in these areas. This section will be reviewed at regular intervals and will be signed off once complete.

Name:

Date:

Position:

Signed:

On behalf of (insert Practice Name):

¹ <https://www.gov.uk/guidance/equality-act-2010-guidance>

I confirm that the above self-assessment has been reviewed and all areas of competence have been achieved.

Name:

Date:

Position:

Signed:

On behalf of (insert Practice Name):