

HCA to GPN Scope of Practice Guide

Understanding the scope of clinical support and nursing roles within general practice



Am I trained to carry out this task?



Do I feel competent to carry out this task?



Am I insured to carry out this task?

Contents

	Page
Introduction	3
Health Promotion	5
Infection Prevention	6
Women's Health	7
Immunisations	9
Wound Care	11
Long Term Conditions	12
Other tests/procedures/reviews	15
Medication Administration	17
Housekeeping	18
Supervision/Assessment of clinical staff	19
Useful information	20
Training Hub Offers	26

The content of this document has been produced by, and remains the property of, The Black Country Training Hub, Black Country Integrated Care Board.

Our thanks and gratitude to The Black Country Training Hub, who have generously allowed us to share this information with our colleagues in Northamptonshire.

Introduction

Increasing pressures within general practice mean staff are sometimes required to cover colleagues when busy, or on leave, to meet the demands of the service.

This may lead to neglecting to consider the implications when staff operate outside of their scope of practice.

This document has been produced to show the tasks frequently undertaken in general practice and the roles and responsibilities of carrying out those tasks by various levels of clinically trained staff.

As with any task no one should be undertaking duties they are not trained or competent to carry out. A professional qualification does not mean the person can do the task if they have no knowledge, training or experience of it.

What is scope of practice?

Scope of practice is a limit of a person's knowledge, skills and experience carried out within their role. All health and care employees must keep within their scope of practice to ensure they are practicing safely, competently and lawfully.

Disclaimer:

Whilst this document is intended to provide guidance on what tasks staff can safely carry out in general practice, regulations do change on a frequent basis and staff must check with professional bodies if they are unsure of the current position.

Any questions or queries about this document please email enquiries.nth@nhs.net

Where the document details '**with training and competency achieved**' this means that the member of staff has formally carried out training specific to the task and has been deemed competent to undertake it.

For the purpose of this document the focus is clinical roles from Health Care Assistant/Support Worker to General Practice Nurse.

Throughout the document the following abbreviations are used for the roles covered:

GPA - General Practice Assistant

HCA - Health Care Assistant/Support Worker (usually level 2 qualified in Health and Social Care or working towards or has equivalent experience)

Senior HCA - Health Care Assistant/ Support Worker (usually level 3 qualified in Health and Social Care or working towards or has equivalent experience)

SNA - Student Nursing Associate

Student Nurse - Pre-registration Nursing Student on Placement/ Registered Nurse Degree Apprentice (sometimes already a qualified/registered Nursing Associate)

AP - Assistant Practitioner (usually has DipHE/ Foundation Degree/BSc in Health and Social Care or equivalent)

NA - Registered Nursing Associate, qualified with a Level 5 foundation degree (registered with the NMC)

GPN - General Practice Nurse, qualified with approved Registered Nurse training (registered with the NMC)



Student Nurses

Student nurses can perform most nursing tasks under direct or indirect supervision. Administration of medications must always be under a PSD (see page 20 which describes PSDs).

Encourage students to access e-learning or clinical skills.net for theory before performing skills for the first time.

Students out on placement will be monitored by their academic assessor, if there are any questions or comments at all regarding placement, practice supervisors and assessors should email them.

Where a Student Nurse (direct entry or apprentice) is already registered with the NMC as a Nursing Associate please liaise with the university for advice before delegating any advanced skills e.g., vaccinations, contraceptive review, administration of Zoladex.

Student Nursing Associates

Where a Student Nursing Associate is an apprentice working in their own practice and has previously worked as a Senior Healthcare Assistant a risk assessment must be completed before any advanced skills are undertaken eg. ear irrigation, vaccinations.

SNAs must always work under the supervision of their practice assessor or supervisor and be able to call on them for advice and guidance.

Health Promotion

Task	GPA	HCA	Senior HCA / AP	SNA	Student nurse	NA	GPN
Stop smoking clinic/advice	Yes with training and competency achieved	Yes with training and competency achieved	Yes with training and competency achieved	Can observe consultation as part of their training*	Can observe consultation as part of their training	Yes with training and competency achieved	Yes with training and competency achieved
Weight/diet advice	Yes with training and competency achieved	Yes with training and competency achieved	Yes with training and competency achieved	Can observe and carry out under supervision once competent	Can observe and carry out under supervision once competent	Yes with training and competency achieved	Yes with training and competency achieved
NHS Health checks	Yes with training and competency achieved	Yes with training and competency achieved	Yes with training and competency achieved	Can observe and undertake the clinical observations and lifestyle assessment elements once competent**	Can observe and undertake the clinical observations and lifestyle assessment elements once competent	Yes with training and competency achieved	Yes with training and competency achieved

*Some SNAs who were previously HCAs in general practice may be competent to undertake stop smoking consultations, these should be carried out under supervision of their practice assessor and/or a competent stop smoking advisor.

**Some SNAs who were previously HCAs in general practice may be competent to undertake NHS Health Checks, these should be carried out under supervision from a competent registered health care professional particularly the CVD risk assessment and relaying of blood results.

Infection Prevention

Task	GPA	HCA	Senior HCA / AP	SNA	Student nurse	NA	GPN
Infection Prevention Audit	Can support IP lead following appropriate training	Can support IP lead following appropriate training	Can support IP lead following appropriate training	Can support IP lead following appropriate training	Can support IP lead following appropriate training	Can lead on IP for practice or PCN following appropriate training	Can lead on IP for practice or PCN following appropriate training
Monitoring clinical staff training compliance	Can support IP lead following appropriate training	Can support IP lead following appropriate training	Can support IP lead following appropriate training	Can support IP lead following appropriate training	Can support IP lead following appropriate training	Can lead on IP for practice or PCN following appropriate training	Can lead on IP for practice or PCN following appropriate training

Women's Health

Task	GPA	HCA	Senior HCA / AP	SNA	Student nurse	NA	GPN
Cervical screening Cervical screening (a smear test) is a test to check the health of the cervix and help prevent cervical cancer carried out under the national screening programme. A cervical sample taker must have the required level of knowledge and understanding of the cervical screening programme, and clinical skill, to safeguard the individual.	No	No	No	SNAs do not undertake cervical screening however they are allowed (with patient consent) to observe as part of their training	Nursing students do not undertake cervical screening however they are allowed (with patient consent) to observe as part of their training	NAs can carry out cervical screening after completing an accredited cytology course *. NAs must have their own cytology PIN, (never use a colleague's PIN), and be signed up to an appropriate IT system eg. Open Exeter or the Cervical Screening Management System.	GPNs can carry out cervical screening after completing an accredited cytology course. GPNs must have their own cytology PIN, (never use a colleague's PIN), and be signed up to an appropriate IT system eg. Open Exeter or the Cervical Screening Management System.
Coil fitting (IUD fitting) The IUD (intrauterine device, or coil) is a small device that is fitted in the womb (uterus) to prevent pregnancy.	Can assist the practitioner	Can assist the practitioner	Can assist the practitioner	Can observe as part of their training	Can observe as part of their training	Can assist the practitioner	Can assist the practitioner. Fitting can only be undertaken by LARC trained GPNs
Coil removal (IUD removal)	Can chaperone only	Can chaperone only	Can chaperone only	Can observe/ chaperone	Can observe/ chaperone	Can chaperone only	Can assist the practitioner. Removal can only be undertaken by LARC trained GPNs

* Taking cervical samples is a delegated activity and the nursing associate works within the remits of their professional code. The screening provider must consider safety, quality, competency and the treatment of disease, disorder or injury (TDDI) legislation when deploying a nursing associate. When a nursing associate has registered with the Nursing and Midwifery Council (NMC), a registered professional listed under the legislation (registered nurse or GP) will need to supervise their practice. The individual who provides this professional support must be present at the GP practice to undertake indirect supervision of the nursing associate when carrying out the procedure.

Women's Health continued

Task	GPA	HCA	Senior HCA / AP	SNA	Student nurse	NA	GPN
Contraceptive implant Contraceptive implants are a long-term contraceptive method, also called 'long-acting reversible contraception' (LARC).	Can assist the practitioner	Can assist the practitioner	Can assist the practitioner	Can observe as part of their training	Can observe as part of their training	Can assist the practitioner	Can assist the practitioner. Fitting/removal can only be undertaken by LARC trained GPNs
Contraception consultations Consultations are undertaken if the patient would like to start, switch or continue repeat contraceptive.	No	No	No	Can observe consultation as part of their training	Can observe consultation as part of their training	Can monitor with training and competence achieved but not initiative contraception	Initiation and review with training and competence achieved
Depo Provera injections Depo Provera is a hormone used for contraception. Given by injection its effects last for three months at a time.	No	No	No	Can observe as part of their training	Can observe as part of their training	Can administer under PSD with training and competence achieved*	Can administer under PSD with training and competence achieved*

*PSD issued by GP or independent prescriber

Immunisations

Task	GPA	HCA	Senior HCA / AP	SNA	Student nurse	NA	GPN
Child Immunisations (Oral/injection given to protect children from a range of diseases/conditions as per NHS vaccination schedule)	No	No	No	Can observe	Can observe	Yes with training and competency achieved under a PSD	Yes with training and competency achieved under a PGD
Flu – Adults Flu vaccination is offered every year through the NHS to protect people at risk of getting seriously ill from flu.	Yes with training and competency achieved under a PSD if they have a level 3 HCA qualification	Yes with training and competency achieved under a PSD	Yes with training and competency achieved under a PSD	Can observe	Can observe	Yes with training/ competency achieved under a PSD	Yes with training and competency achieved under a PGD
Flu - Children (Nasal and intramuscular)	Only nasal with training and competency achieved under a PSD if they have a level 3 HCA qualification	No	Only nasal with training and competency achieved under a PSD	Can observe	Can observe	Yes with training and competency achieved under a PSD	Yes with training and competency achieved under a PGD
Pneumococcal vaccine – Adults The pneumococcal vaccine helps protect against serious illnesses like pneumonia and meningitis. Recommended for people at higher risk of these illnesses.	Yes with training and competency achieved under a PSD if they have a level 3 HCA qualification	No	Yes with training and competency achieved under a PSD if they have a level 3 HCA qualification	Yes with training and competency achieved under a PSD	Can observe	Yes with training and competency achieved under a PSD	Yes with training and competency achieved under a PGD
Pneumococcal vaccine – Child	No	No	No	Can observe	Can observe	Yes with training and competency achieved given under a PSD	Yes with training and competency achieved under a PGD

Immunisations continued

Task	GPA	HCA	Senior HCA / AP	SNA	Student nurse	NA	GPN
Travel health (Hepatitis A, Typhoid, Cholera, Polio)	No	No	No	Can observe	Can observe	Yes with training and competency achieved given under a PSD*	Yes with training and competency achieved given under a PGD
Whooping cough (pertussis) vaccine Whooping cough is a serious infection that causes long bouts of coughing and choking making it hard to breathe. Pregnant women can help protect their babies by being vaccinated.	No	No	No	Can observe	Can observe	Yes, with training and competency achieved given under a PSD	Yes, with training and competency achieved given under a PGD
Shingles A vaccine to prevent shingles, a common, painful skin disease, is available on the NHS as per guidance.	Yes with training and competency achieved under a PSD if they have a level 3 HCA qualification	No	Yes with training and competency achieved under a PSD	Can observe	Can observe	Yes with training and competency achieved under a PSD	Yes with training and competency achieved given under a PGD

Notes:

Any other vaccinations/medications not listed would need to be assessed on an individual basis.

Immunisation training – anyone administering vaccines need to undertake new to imms training and annual update for all relevant vaccines.

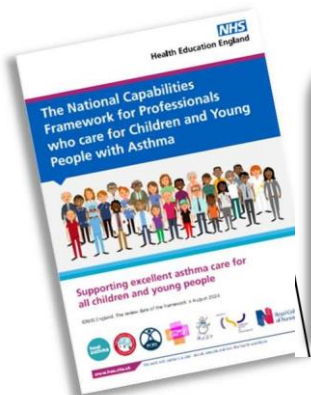
*Travel vaccines – NAs can administer vaccines if appropriately trained, following initial assessment by a competent senior registered health care professional who will generate a PSD and delegate the task to the NA.

Wound care

Task	GPA	HCA	Senior HCA / AP	SNA	Student nurse	NA	GPN
Wound care simple	No	Yes with training and competency if wound has been assessed by GPN	Yes, with training and competency if wound has been assessed by GPN	Can undertake under direct supervision of their assessor	Can undertake under direct supervision of their assessor	Yes with training and competency with evaluation and assessed by GPN	Yes with training and competency including wound assessment and selection of appropriate dressings
Wound care complex (eg. leg ulcers/pilonidal sinus)	No	Yes with training and competency if wound has been assessed and evaluated by GPN	Yes, with training and competency if wound has been assessed and evaluated by GPN	Can undertake under direct supervision of their assessor	Can undertake under direct supervision of their assessor	Yes with training and competency with evaluation and assessed by GPN	Yes with training and competency including wound assessment and selection of appropriate dressings
Removal of sutures and clips	No	Yes with training and competency if wound has been assessed by GPN	Yes with training and competency if wound has been assessed by GPN	Can undertake under direct supervision of their assessor	Can undertake under direct supervision of their assessor	Yes with training and competency if wound has been assessed by GPN	Yes with training and competency

Long term conditions

Task	GPA	HCA	Senior HCA / AP	SNA	Student nurse	NA	GPN
Anti-Coagulation Monitoring For patients who need regular monitoring of their anti-clotting or blood thinning medication. Monitoring is done by a blood test for INR's (International Normalised Ratio) and/or renal function.	Can take blood for INR on behalf of practitioner (if phlebotomy trained)	Can take blood for INR on behalf of practitioner (if phlebotomy trained)	Can take blood for INR on behalf of practitioner (if phlebotomy trained)	Can take blood for INR on behalf of practitioner (if phlebotomy trained)	Can take blood for INR on behalf of practitioner (if phlebotomy trained)	Can take blood for INR on behalf of practitioner (if phlebotomy trained)	Can manage and inform patients of their results if trained/competent following national/local guidelines and overseen by GP
Asthma annual review A routine check up to see how a patient is managing their asthma.	No	Can support reviews by undertaking basic observations	Can support reviews by undertaking basic observations	Can observe and support reviews by undertaking basic observations	Can observe and support reviews by undertaking basic observations	Monitoring of patients with training and competency achieved	Assessment and management of patients with training and competency achieved
Cancer care reviews A Cancer Care Review (CCR) is a conversation between a patient and their GP or Practice Nurse about their cancer journey.	No	No	No	Can observe	Can observe	No	Yes if training and competency achieved



The National Capabilities Framework for professionals who work with Children & Young People with Asthma can be found here: <https://www.e-lfh.org.uk/wp-content/uploads/2022/09/National-Capabilities-Framework-3.pdf>

Learning resources can be found here:-
<https://www.e-lfh.org.uk/programmes/children-and-young-peoples-asthma/>

Long term conditions continued

Task	GPA	HCA	Senior HCA / AP	SNA	Student nurse	NA	GPN
Cholesterol review Hyperlipidaemia (also known as high cholesterol) can be defined as several disorders that can result in too much fat (lipids) in the blood.	No	No	No	Can observe/undertake health checks as part of review	Can observe/undertake health checks as part of review	Monitoring of patients with training and competency achieved	Assessment and management of patients with training and competency achieved
COPD annual review A routine check up to see how a patient is managing their chronic obstructive pulmonary disease (COPD).	No	Can support reviews by undertaking basic observations	Can support reviews by undertaking basic observations	Can support reviews by undertaking basic observations	Can support reviews by undertaking basic observations	Monitoring of patients with training and competency achieved	Assessment and management of patients with training and competency achieved
Diabetes annual review Diabetes is a chronic (long-lasting) health condition that affects how the body turns food into energy.	No	Can support reviews by undertaking basic observations	Can support reviews by undertaking basic observations	Can support reviews by undertaking basic observations	Can observe and support reviews by undertaking basic observations	Monitoring of patients with training and competency achieved	Assessment and management of patients with training and competency achieved
Diabetic foot screening For diabetic patients it is important that their feet are regularly checked to prevent serious foot problems.	No	Yes with training and competency achieved	Yes with training and competency achieved	Yes under direct supervision during training	Yes under direct supervision during training	Yes with training and competency achieved	Yes with training and competency achieved
Dementia reviews Dementia reviews are carried out annually by the GP.	Can undertake health checks as part of review	Can undertake health checks as part of review	Can undertake health checks as part of review	Can observe and support reviews by undertaking basic observations	Can observe and support reviews by undertaking basic observations	Can undertake health checks as part of the review	Can undertake health checks as part of the review

Long term conditions continued

Task	GPA	HCA	Senior HCA / AP	SNA	Student nurse	NA	GPN
Hypertension review An annual review is offered to patients diagnosed with high blood pressure.	No	No but can support review by undertaking basic observations	No but can support review by undertaking basic observations	No but can support review by undertaking basic observations	No but can observe/support review by undertaking basic observations	Monitoring of patients with training and competency achieved	Assessment and management of patients with training and competency achieved
Learning Disabilities reviews Annual check for everyone over the age of 14 who is on the GP learning disability register.	Can undertake health checks as part of review	Can undertake health checks as part of review	Can undertake health checks as part of review	Can undertake health checks as part of review	Can observe and support reviews by undertaking basic observations	Can undertake health checks as part of the review	Can undertake health checks, including physical health assessment, as part of the review if appropriately trained*
Mental Health Reviews Annual check for patients >18 years with schizophrenia, bipolar disorder or psychosis.	Can undertake health checks as part of the review	Can undertake health checks as part of the review	Can undertake health checks as part of the review	Can observe/undertake health checks as part of the review	Can observe/undertake health checks as part of the review	Can undertake health checks as part of the review	Can undertake health checks as part of the review*
Spirometry Spirometry is a test used to help diagnose and monitor certain lung conditions by measuring how much air a person can breathe out in one forced breath using an approved calibrated device.	No	Yes with training and competency achieved	Yes with training and competency achieved	Can observe	Can observe	Yes with training and competency achieved	Yes with training and competency achieved – GPNs may also be able to interpret results**

*Some GPNs may be LD or MH trained and undertake reviews as part of their role if competent to do so

**Some GPNs may be respiratory/ARTP trained and can undertake reviews if competent to do so

Other tests/procedures/reviews

Task	GPA	HCA	Senior HCA / AP	SNA	Student nurse	NA	GPN
<p>Blood pressure and pulse monitoring A blood pressure test checks if blood pressure is within range as per NICE guidelines. Blood pressure is the term used to describe the strength with which blood pushes on the sides of the arteries as it's pumped around the body.</p>	Yes with training and competency achieved	Yes with training and competency achieved	Yes with training and competency achieved	Yes under supervision	Yes under supervision	Monitoring of patients with training and competency achieved	Assessment and management of patients with training and competency achieved
<p>Ear irrigation A flushing out of wax from the ear with water. Only usually performed for audiology purposes as part of the GMS contract. Check indemnity.</p>	No	No	Yes with training and competency achieved	Can observe	Can observe	Yes with training and competency achieved	Yes with training and competency achieved
<p>ECGs An electrocardiogram records the electrical signals in the heart. It is a common and painless test used to quickly detect heart problems and monitor the heart's health.</p>	Yes with training and competency achieved	Yes with training and competency achieved	Yes with training and competency achieved	Yes under direct supervision	Yes under direct supervision	Yes with training and competency achieved	Yes with training and competency achieved

Other tests/procedures/reviews continued

Task	GPA	HCA	Senior HCA / AP	SNA	Student nurse	NA	GPN
Minor Surgery (cryotherapy, electrocautery, curettage, excisions, incisions, biopsy, therapeutic injections in to joints) Minor surgical procedures are those that are minimally invasive.	No but can assist the qualified practitioner	No but can assist the qualified practitioner	No but can assist the qualified practitioner	Can observe	Can observe	No but can assist the qualified practitioner	No but can assist the qualified practitioner*
Occupational health reviews – not part of the GP contract	No	No	No	No	No	No	No
Specialist referrals	No	No	No	No	No	Yes using appropriate pathways	Yes using appropriate pathways
Urine testing (urinalysis) A urinalysis is a test of urine. Used to detect and manage a wide range of disorders, such as urinary tract infections, kidney disease and diabetes.	Yes with training and competency achieved	Yes with training and competency achieved	Yes with training and competency achieved	Yes under supervision	Yes under supervision	Yes with training and competency achieved	Yes with training and competency achieved
Venepuncture Venepuncture is the term used for the procedure of withdrawing blood from a vein with a needle.	Yes with training and competency achieved	Yes with training and competency achieved	Yes with training and competency achieved	Can observe. Those already competent in venepuncture can undertake under supervision	Follow university guidance	Yes with training and competency achieved	Yes with training and competency achieved

*GPNs and ANPs can undertake minor surgery training

Medication Administration

Task	GPA	HCA	Senior HCA / AP	SNA	Student nurse	NA	GPN
B12 Vitamin B12 deficiency anaemia occurs when a lack of vitamin B12 or folate causes the body to produce abnormally large red blood cells that cannot function properly.	Yes with training and competency achieved under a PSD if they have a level 3 HCA qualification	Seek guidance on a case by case basis	Yes with training and competency achieved given under a PSD	Can observe – see exception below*	Can observe See info on student nurses on page 3	Yes with training and competency achieved given under a PSD	Yes with training and competency achieved given under a PSD
Inclisiran Inclisiran is a cholesterol-lowering treatment that reduces levels of low-density lipoprotein (LDL) cholesterol, in the blood.	No	No	No	Can observe	Can observe	Yes, with training and competency achieved given under a PSD	Yes, with training and competency achieved given under a PSD
Medication administration (Oral, sublingual, buccal, inhaled, nebuliser, subcutaneous, rectal, dermal)	No	No	No	Can administer as part of their training under direction and supervision	Can administer as part of their training under direction and supervision	Yes with training and competency under PSD	Yes with training and competency achieved under PSD/PGD
Prostap Injection used in the treatment of various conditions including prostate and breast cancer.	No	No	No	Can observe	Can observe	Yes with training and competency achieved given under a PSD	Yes with training and competency achieved given under a PSD
Zoladex Injection used in the treatment of various conditions including prostate and breast cancer.	No	No	No	Can observe	Can observe	Yes, with training and competency achieved given under a PSD	Yes, with training and competency achieved given under a PSD

* SNAs who have previously been HCAs in practice may already be competent to administer B12, this must be done under supervision of a competent registered practitioner under a PSD

Housekeeping

Task	GPA	HCA	Senior HCA / AP	SNA	Student nurse	NA	GPN
Stock ordering and rotation, fridge temperature checks	Yes after being shown	Yes after being shown	Yes after being shown	No	No	Yes after being shown	Yes after being shown
Medical devices check (eg. weighing scales, blood pressure monitor, nebuliser)	Yes after being shown	Yes after being shown	Yes after being shown	No	No	Yes after being shown	Yes after being shown
Oxygen check	Yes after being shown	Yes after being shown	Yes after being shown	No	No	Yes after being shown	Yes after being shown
Resus trolley check All GP practices must be equipped to deal with a medical emergency. This includes resuscitation and equipment needed for this.	Yes after being shown	Yes after being shown	Yes after being shown	No	No	Yes after being shown	Yes after being shown
Home visits/lone working <i>HCP – Health Care Professional</i>	GPA's can undertake lone home visits for tasks such as observations and blood tests but should not visit alone if administering vaccinations. Arm's length support from a registered HCP should be available at all times*.	HCA's can undertake lone home visits for tasks such as observations, basic wound care following an agreed care plan and blood tests but should not attend home visits without a registered HCP if giving vaccinations. Arm's length support from a registered HCP should be available at all times*.	HCA's/AP's can undertake lone home visits for tasks such as observations, basic wound care following an agreed care plan and blood tests but should not attend home visits without a registered HCP if giving vaccinations. Arm's length support from a registered HCP should be available at all times*.	SNAs employed by the practice can undertake lone home visits for tasks such as observations, basic wound care following an agreed care plan and blood tests but should not attend home visits without a registered HCP if giving vaccinations. Arm's length support from a registered HCP should be available at all times*.	Student nurses should not be sent out on lone home visits however students can accompany other registered health professionals*.	NAs can undertake lone home visits for all tasks within their scope of practice but should have appropriate arm's length supervision available at all times from a more senior registered health care professional*.	GPNs can undertake lone home visits for all tasks within their scope of practice but it is good practice to have arm's length clinical support available if required e.g. from a GP or ACP*.

***Note: Please ensure that appropriate indemnity insurance and class 1 business motor insurance are in place.**

Supervision/Assessment of clinical staff

Training and supervision of staff is essential to provide safe and effective care. The table below shows who can train and supervise who. Any registered professional can be a supervisor however where supervision is provided by someone not from the same profession as the member of staff being supervised, an understanding of the different professional standards set by regulators and scope of practice of the roles is needed.

For Student Nursing Associate and pre-reg nursing students on placement with the practice a practice supervisor, who is a registered practice nurse, is required although Student Nursing Associates can also be supervised by an experienced Nursing Associate.

Who can supervise who?	GPA	HCA	Senior HCA or AP	SNA	Student nurse	NA	GPN
Trainee HCAs can be supervised by:	No	No	Yes	No	No	Yes	Yes
Student Nursing Associates can be supervised by:	No	No	No	No	No	Yes	Yes
Student nurses can be supervised by:	No	No	No	No	No	Yes	Yes
AP/Senior HCA's can be supervised by:	No	No	No	No	No	Yes	Yes
GPA/Trainee GPA can be supervised by:	Yes*	No	Yes*	No	No	Yes	Yes
Newly qualified/new to practice Nursing Associates supervised by:	No	No	No	No	No	Yes	Yes
Newly qualified/new to practice GPNs can be supervised by:	No	No	No	No	No	No	Yes

***Yes, if the person is trained and competent in the task they are supervising**

GPNs or NAs who supervise pre-reg nursing students, Student Nursing Associates or nurses on the fundamentals programme should be SSSA (Standards for Student Supervision and Assessment) trained. For more information, please visit <https://www.northantstraininghub.nhs.uk/students-and-learners/ssa>

Student Placements

Help us train our workforce of the future by taking nursing and other clinical students on placement. Not only does the practice get paid tariff for most students on placements they also bring new knowledge, learning and enthusiasm and give your practice the chance to showcase primary care as a career option. Many students who have worked in primary care have been offered jobs at the practices where they have completed their placements on qualification.

For more information about becoming a placement host please contact enquiries.nth@nhs.net. Please note that GP trainees and medical students are covered on a different placement scheme and your practice will need to sign up to a separate agreement for nursing/allied health professional (AHP) students.

Useful information

What is a Patient Group Directive (PGD)?

Written document for the sale, supply and/or administration of medicines to groups of patients who may not be individually identified before presentation for treatment e.g. childhood immunisations, travel vaccinations, pneumonia, shingles etc.

Who can work to a PGD?

Registered nurses, chiropractors, pharmacists etc. A Registered Nursing Associate cannot work under a PGD.

What is a Patient Specific Direction (PSD)?

Whilst not defined in legislation a Patient Specific Direction (PSD) is the traditional written instruction, signed by a prescriber for medicines to be supplied and/or administered to a named individual after the prescriber has assessed that individual on a one-to-one basis.

In practice a PSD is commonly referred to as a prescription by those who write them or use them as the legal basis to administer a medication because this indicates that it is written by a prescriber.

<https://www.sps.nhs.uk/articles/what-is-a-patient-group-direction-pgd/>

<https://www.sps.nhs.uk/articles/questions-about-patient-specific-directions-psd/>

<https://www.cqc.org.uk/guidance-providers/gps/gp-mythbusters/gp-mythbuster-19-patient-group-directions-pgdspatient-specific-directions>

NOTE: If administering medication or other treatments via PSD please ensure that an initial assessment of the patient has been undertaken by the prescriber and that a current PSD is in place on the clinical system.

Understanding Patient Group Directives (PGD) and Patient Specific Directives (PSD)



Differences between a Nursing Associate and a Registered Nurse

The role of Nursing Associate (NA) and Registered Nurse (RN) are not interchangeable, the main difference being that RNs lead on managing, assessing, planning and evaluating care and NAs monitor, support and contribute to care. For this reason, NAs should work under the direction of a Registered Nurse.

There is more information about NAs available from the NMC [here](#).



Nursing associate	Registered nurse
6 platforms	7 platforms
Be an accountable professional	Be an accountable professional
Promoting health and preventing ill health	Promoting health and preventing ill health
Provide and monitor care	Provide and evaluate care
Working in teams	Leading and managing nursing care and working in teams
Improving safety and quality of care	Improving safety and quality of care
Contributing to integrated care	Coordinating care
	Assessing needs and planning care



A Nursing Associate must have completed an NMC accredited two-year Level 5 Foundation Degree, be registered with the Nursing and Midwifery Council and have their own NMC PIN number; a Registered Nurse must also have completed an appropriate accredited programme and be included on the Registered Nurse part (Adult, Child, Mental Health or Learning Disability) of the NMC register.

Please ensure that Student Nursing Associates, Health Care Assistants and Assistant Practitioners are appropriately titled in the practice and in any relevant literature/websites so as not be confused with a registered NA.

NA and RN registration details can be checked [here](#).

Enhanced Practice GPN

From April 2024 an additional role has been introduced within PCNs under ARRS. The aim of this role is to address population health needs at PCN level through enhanced clinical practice by nurses who are “experts” in a particular clinical speciality e.g. diabetes, women’s health, respiratory, heart failure. Enhanced roles are led by local needs and as the potential variation is so wide general guidance regarding the level of expertise based on the national [GPN Career and Core Capabilities framework](#) will be provided.

Some nurses may already be undertaking comparable enhanced roles within their own practice and this guidance can also be used to inform those roles.

The career framework identifies six career levels for nursing within primary care/general practice – enhanced practice is Level 4:

1. Support Work Level Practice
2. Nursing Associate Level/Assistant Practitioner Level Practice
3. Registered Nurse Level Practice Registered Nurse
- 4. Enhanced Level Practice Registered Nurse**
5. Advanced Level Practice Registered Nurse
6. Consultant Level Practice

Career framework level	Level descriptor	Indicative requirements to work at this level	Indicative roles
Registered Nurse: Enhanced Level Practice	<p>People at this level require a critical understanding of detailed theoretical and practical knowledge, which can be generalist with a special interest and/or have management and leadership responsibilities.</p> <p>May have specialist knowledge, skills and capabilities</p> <p>They consult with patients, their family, and the multi-professional team to undertake assessments of patient need and devise and evaluate complex care plans</p>	<p>Independent/supplementary Nurse Prescribing</p> <p>Appropriate modules, learning units, Continuing Professional Development (CPD) that enable the delivery of general practice nursing at a specialist/enhanced level that are aligned to scope of practice</p>	<p>Senior Practice Nurse</p> <p>Nurse Practitioner</p> <p>Specialist Nurse</p> <p>Nurse Manager</p>

An enhanced level GPN will:

- Evaluate and analyse clinical problems using clinical knowledge, seeking out and applying relevant evidence, enhanced techniques, interventions, and equipment to make clinical decisions.
- Deliver enhanced clinical care in the context of continual change, challenging environments, different models of care delivery, innovation and rapidly evolving technologies using analysis and their underpinning knowledge to manage complex interventions.
- May teach and advise patients and their families on how to manage their condition or support the multi-disciplinary team to do so.
- May provide education to colleagues and the wider MDT.
- Participate in clinical audits and research projects and implement changes as required, including the development, and updating of practice protocols / guidelines and procedures locally.
- Work within national and local protocols where these exist.
- Recognise boundaries of their practice and know when and to whom patients should be referred.
- May delegate work to other members of the multidisciplinary team and take accountability for the delegated activity.
- Demonstrate initiative and are creative in finding solutions to problems.
- May have some responsibility for team performance and service development.
- Consistently undertake self-development.

General Practice Assistants (GPAs)

As part of the wider team in general practice, General Practice Assistants provide a support role, carrying out administrative tasks, combined in some areas with basic clinical duties.

They can help to free up GPs time and contribute to the smooth running of appointments, improving patients experience in the surgery.

The GP Assistant role was initially developed in the United States, with the focus being on supporting General Practitioners in their day-to-day management of patients, specifically aiming to reduce the administrative burden, making best use of consultation time and supporting those particularly vulnerable to isolation who are regular attenders at the practice.

For further information regarding this role please see the links below:-

<https://www.hee.nhs.uk/our-work/gp-assistant>

<https://www.e-lfh.org.uk/programmes/general-practice-assistant/>



Observing procedures/ chaperoning

Staff may be asked to chaperone other health care professionals during consultations, and this should be routinely offered to all patients.

Before acting as a chaperone, it is recommended that staff undertake suitable chaperone training, which may be available through your practice learning system. When acting as a chaperone, please ensure that this is documented in the relevant patient records by the chaperone and the attending health care professional.

When observing consultations for training and education purposes, please ensure that consent is obtained from the patient, and that this is recorded in the notes. Please ensure that any observers e.g. students have appropriate indemnity insurance before they undertake any hands-on clinical tasks.

Did you know...

Things that cannot legally be delegated are:-

- verifying/certifying a death
- prescribing
- delivering a baby



For more information about delegated healthcare activities go to:

[Delegated Activity Document](#)

Mandatory training

CQC's stance on mandatory training:

'Each GP practice is responsible for determining what mandatory and additional training its staff need. They are also responsible for how this is delivered. Online training may be acceptable as long as providers show staff have the competency, skills and knowledge to perform their roles.

Individual practices must:

- decide what training is mandatory and how they deliver it
- make this clear to staff
- monitor how staff engage with it.

To deliver safe, high-quality care and treatment, you must take reasonable steps to support staff to do their jobs. This is to keep both patients and practice staff safe. We will take regulatory action if this does not happen.

If you ask someone to work outside their normal scope of practice, this must be within their competencies and not be against their will. They must also be supported and supervised appropriately and properly equipped.

Healthcare workers should not be expected to take on activity they have not been trained to do or do not have the skills for. You may need to offer training or development to ensure your staff have up-to-date skills and knowledge.

To carry out some specific roles, the clinician must be registered with a professional body. Providers must still meet that professional regulator's requirements.

The Health and Care Act 2022 introduced a new legal requirement from 1 July 2022. All providers registered with us must make sure their staff receive training to support autistic people and people with a learning disability. We do not tell you specifically how to meet your legal requirements in relation to this training'.

NOTE:

It is not the Training Hub's responsibility to arrange mandatory training for staff within primary care.

Mandatory training must be provided by the employer.

There are excellent resources available for GP practices to access through the e-learning for health platform. <https://www.e-lfh.org.uk/>

External training

Clinical training is extremely important for both new and existing general practice staff in order to learn and update skills and knowledge.

The Training Hub regularly arrange training via external organisations which is free for general practice staff to access.

If you are employed within primary care in Northamptonshire, you are eligible to sign up to these training courses. To find out what training is available please ensure you are registered to receive our emails by contacting enquiries.nth@nhs.net

The latest course offerings are available through our [website](#)



Revalidation

All Registered Nurses and Registered Nursing Associates must revalidate their registration every three years with the Nursing and Midwifery Council. This requires the following:

- Confirmation that the registrant has completed a minimum of 450 hours of practice
- Confirmation that the registrant has undertaken a minimum of 35 hours CPD of which 20 must be participatory
- Five pieces of practice related feedback
- Five written reflective accounts
- Evidenced reflective discussion with another NMC registrant
- Health and character declaration
- Proof of professional indemnity cover
- Confirmation by manager

More information about revalidation can be found on the NMC [website](#)



Northamptonshire

Primary Care Training Hub

Collaborate | Educate | Elevate

Our support to you

Northamptonshire Primary Care Training Hub is dedicated to making local primary care a great place to work, supporting clinicians, practices and the wider system.

To find out what current offers are available to primary care staff please visit our [website](#)

www.northantstraininghub.nhs.uk

Apprenticeships

Apprenticeships are not just for 16-18 year olds. If you are interested in career development and would like to 'earn while you learn' then an apprenticeship may be for you!

Apprenticeships on offer include Student Nurse Associate and Registered Nurse Degree

Contact enquiries.nth@nhs.net for further information.

CPD

Continued Professional Development for clinical staff is offered via the Northants Training Hub's training programme.

To ensure you are notified of what training is currently available please email enquiries.nth@nhs.net to check you are on our mailing list.

Professional Nurse Advocate (PNA) support

Working within general practice can be an exciting and rewarding job, but ever-increasing workloads and complexities of care can contribute to you becoming more at risk of burnout and stress.

To support you our specially trained PNAs are available via our [website](#).

PNAs can help you process and make sense of the challenges that you face in a safe and confidential space. They can also support with career/development conversations and revalidation.

Functional skills

For all Primary Care staff working in Northamptonshire (clinical and non-clinical), who want to gain functional skills in Maths or English (or both) we have partnered with Northampton College to be able to offer these courses for free.

Functional skills qualifications are necessary to access some apprenticeship or higher education programmes when individuals do not have evidence of GCSE Maths and English at Grade C/4.

For more information, please contact primarycareapprenticeship@nhft.nhs.uk