**Primary Care Readiness Checklist for General Practice Nurse- Specialist Practice**

The general practice nurse apprenticeship is a one-year apprenticeship programme for nurses employed in general practice environments. Completion of the programme will lead to a level 7 post graduate diploma, which is NMC recordable. The GPN pathway has routes with and without non-medical prescribing. The programme requires protected learning time and approximately 50% university release.

**Is my organisation ready to implement and support a general practice nurse apprentice?**

The checklist should be carried out by the senior education lead responsible for general practice nursing, this may be a GP, practice manager, or nurse lead. When considering the development of a General Practice Nurse Specialist Practitioner role, the checklist will assess your readiness.

The checklist is to ensure that applicants can be supported in a way that enables compliance with the NMC Standards for student assessment and supervision (2018, updated 2023) [Standards for student supervision and assessment (nmc.org.uk)](https://www.nmc.org.uk/globalassets/sitedocuments/standards/2023-pre-reg-standards/new-vi/standards-for-student-supervision-and-assessment.pdf), Standards for post-registration programmes (2022) [Standards for post-registration programmes - The Nursing and Midwifery Council (nmc.org.uk)](https://www.nmc.org.uk/standards/standards-for-post-registration/standards-for-post-registration-programmes/), and Standards of proficiency for community nursing specialist practice qualifications (SPQ) [Standards of proficiency for community nursing specialist practice qualifications (SPQ) - The Nursing and Midwifery Council (nmc.org.uk)](https://www.nmc.org.uk/standards/standards-for-post-registration/standards-of-proficiency-for--community-nursing-specialist-practice-qualifications/)

## **How do I complete this checklist?**

Rate your extent of readiness on a scale of 1 to 5, as detailed below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rating score** | **1** | **2** | **3** | **4** | **5** |
| **Rating description** | **Nothing yet planned** | **Planned** | **Developing** | **Progressing** | **Ongoing monitoring** |
| **Rating summary** | **Emerging** | **Developing** | **Maturing** |

|  |  |
| --- | --- |
| **Name of Practice/PCN/ Organisation:** | **Name of lead completing checklist:**  |
| **Area to check** | **Examples of evidence** | **Rating** | **Actions for Improvement** |
| **Organisational Leadership and Strategy** |
| There is clear commitment and understanding of General Practice Nurse Specialist Practitioner roles at senior level | Named executive/senior manager sponsor (e.g. Nurse Lead, PM, GP partner) |  |  |
| Specialist Practice has been identified as a service/population need in your workforce strategy | Organisational strategy / workforce plan |  |  |
| Practice or organisation has been signed off as a Unified Learning Environment | Recent audit carried out with The Greater Manchester Primary Care Training Hub |  |  |
| Clearly identified budget for SPQ development  | Budget / Finance reports |  |  |
| Engagement with the Greater Manchester Training Hub  | Evidence of engagement with theTraining Hub |  |  |
| New employer and apprenticeship checklist completed (university) | Completed checklist provided by the University |  |  |
| **Workforce planning and recruitment** |
| A business plan or case to underpin the workforce requirement of a Specialist Practice role | • Confirmed funding for a substantive GPN post on completion of their training |  |  |
| Robust processes for recruitment and selection including upskilling opportunities for current staff members  | • Appropriate job description• There is a specific role duringtraining and once qualified |  |  |
| Suitable candidates meet the university entry requirements and are prepared for the demands of education and training. Applicants must be at least 1-year post-registration is they wish to take one of the V300 non-medical prescribing pathways. | GPN SPQ recruitment and selection strategy  |  |  |

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| **Supervision and support from the organisation** |
| There is a governance structure / framework in place for supervision. | • Understanding of protected learning time • There is a nominated Supervisor• Job plans provide time for on the day supervision, training, and work-based assessment.• There is understanding of the PAD |  |  |
| There is a named Practice Assessor and Practice Supervisor for the programme in line with NMC standards. Where a learner is undertaking the V300 the supervisor and assessor allocated must have the correct skills, experience and qualifications | • Each GPN student must have an identified suitably qualified and experienced practice assessor and supervisor before they can commence the programme. • If there is not a suitable person in the practice the University will support with identifying a suitable long arm assessor and supervisor \*If long arm assessment is used then there must be a suitable person who can support supervision in the practice – training will be provided |  |  |
| Commitment to provide protected study time (and study leave) for all learners | • Job plans, contracts of employment• Apprentice is required to attend university study (approx. 50% of time)• Learners on programme must comply with protected practice learning as outlined by the NMC (some may be supernumerary) |  |  |
| All practice assessors and practice supervisors will be trained on NMC SSSA and SPQ standards and supported to attend training.  | • Self-declaration practice assessor and supervisors• Training and certification |  |  |
| **Ongoing requirements** |
| We have mechanisms for evaluating the impact of Advanced Practice roles | Service evaluation |  |  |

If you require any additional support whilst completing this checklist, or you feel you would like further support in preparing a GPN Specialist Practice Nurse apprentice role in the future then please contact:

The Greater Manchester Training Hub: [www.gmthub.co.uk](https://www.gmthub.co.uk/)

University of Salford- L.K.Kong@salford.ac.uk

University of Bolton- N.Kendall@bolton.ac.uk

Please note this self-assessment tool is to help Organisations/Practices to establish their organizational readiness and will not impact on any future funding an organization may receive to support General Practice Nurse-Specialist Practice

This readiness checklist has been adapted with the kind permission of the NW Faculty for Advancing Practice.