

**GENERAL PRACTICE NURSE:  
TEMPORARY STATUTE**

Developed within the DFID “Georgia Primary Care Development Project”

# GENERAL PRACTICE NURSE: STATUTE

## I. General provisions

- 1.1. General Practice Nurse (GPN) is a person, who have high medical education, diploma of the specialty "Nursing" and certificate – "General Practice Nurse".
- 1.2. Training of GPN is carried out according to the curriculum developed on the basis of State professional standards at the health institutions with State accreditation and license of training the specialist in given specialty;
- 1.3. On the position General Practice Nurse" specialists are appointed and relieved according to the existing legislation;
- 1.4. In his/her activities the GPN acts within the frames of the following legal documents:
  - a) Constitution of Georgia;
  - b) Law of Georgia on "Health Care";
  - c) Law of Georgia on "Patient's Rights";
  - d) Other legal documents of Georgia and international agreements and contracts
  - e) Given Statute.
- 1.5. GPN works as an independent specialist and conducts medical activities within his/her competencies according to the qualification requirements adopted for this specialty;
- 1.6. GPN works in close cooperation and interaction with General Practitioner/Family Physician (GP/FP);
- 1.7. Their professional activities GPNs conduct individually or, based on the team-working principles, in collaboration with representatives of medical, social and other fields;
- 1.8. Their professional activities GPNs conduct at the State or Non-State institutions of medical profile accredited by the State, as well as in the form of individual and group practices;
- 1.9. Their professional activities GPNs conduct on the basis of contracts with the Ministry of Labour, Health and Social Affairs and its sub departmental institutions, Tbilisi Health and social care services, insurance companies, governmental and non-governmental medical institutions, different departments, as well as on the basis of contracts with individual patients and families;
- 1.10. Payment of GPNs for provided services is conducted on the basis of conditions of the contracts with the Ministry of Labour, Health and Social Affairs and its sub departmental institutions, Tbilisi Health and social care services, insurance companies, governmental and non-governmental medical institutions, different departments, as well as on the basis of contracts with individual patients and families;
- 1.11. Control over the GPN activities is conducted by the central and local health authorities according to the approved regulations.

## II. Rights and responsibilities of GP/FP

- 2.1. Main responsibility of the GPN is provision of the community, families and individuals with primary medical care according to the competencies of GPN and contract conditions;
- 2.2. GPN is obliged to keep the appropriate documentation on the regular basis according to the

established regulations;

2.3. According to the established regulations GPN may draw up contracts of voluntary or obligatory medical insurance with any governmental or non-governmental organisations on providing medical services;

2.4. GPN may receive payment for provided medical services in accordance to the contract conditions;

2.5. GPN must participate in discussions at central and local levels at medical and non-medical bodies regarding regulation of quality improvement;

2.6. GPN must protect the patient's interests related to his/her health or social status;

2.7. GPN must follow the ethical-legal norms of professional relations and meet the requirements of working discipline;

2.8. Within the competencies GPN is responsible for independently made decisions. In case of illegal actions, or inactivity which led to the deterioration of health or death of the patient the GP/FP bears the responsibility according to the existing legislation.

### **III. Functions of GPN**

3.1. Within his/her professional competencies GPN provides nursing medical services to the patients of all ages and both genders at ambulatory and home;

3.2. According to the GP/FP prescription, or independently, within his/her professional competencies performs preventive, curative, diagnostic and rehabilitative services at ambulatory and if needed at home;

3.3. GPN provides urgent pre-physician care to the patients and victims in cases of emergencies and trauma;

3.4. According to the established regulations GPN keeps medical registration documentation, accounting-accountability and statistical forms;

3.5. The list of main activities of GP/FP is as follows:

- health education and health promotion at individual and community levels
- primary (incl. immunization), secondary (incl. screening) and tertiary prevention;
- primary assessment of the patient, including identification of patient's health and psycho-social needs;
- assessment of the necessity of referral of the patient to GP/FP and organization of the visit;
- dynamic supervision of chronic patients;
- identification of early signs of prevailed diseases;
- identification of urgent conditions developed on the background of chronic diseases;
- preparation of the patient for laboratory and instrumental examinations support of timely referral of the patient to the laboratory;
- support of timely hospitalization of the patient;
- participation in physical and psychological rehabilitation of the patient;
- health promotion in children and juveniles;
- medical supervision and assessment of physical development of children within nurse's competencies;
- timely identification of medical problems in children;
- supervision of the health of juveniles, timely identification of existing problems;
- health promotion in elderly;
- assessment of health status of elderly, timely identification of health and social needs;
- health promotion in women;
- timely identification of women's health problems;
- medical supervision of pregnant within GPN competencies;

- post-delivery follow-up within GPN competencies;
- care of terminal patient;
- counseling and psychological support of died patient's relatives;
- provision of urgent medical care in cases of emergency situations prevailed in general practice.

- 3.6. GPN supports and participates in multidisciplinary training process together with GP/FP, managers and other primary care team members;
- 3.7. GPN cares about self- and colleagues' professional growth and development;
- 3.8. GPN actively participates in research, promoting the formation of family medicine as academic discipline, development of evidence-based practice and improvement of the quality of care;
- 3.6. GPN actively participates in public health programs, as well as in implementing the health system reforms in the country.

## **Duties and Competencies**

### **General Practice Nurse**

**1. After completing the professional training program General Practice Nurse (GPN) must comply with definite qualification requirements in order to obtain the right to conduct the medical activities. He/she must have appropriate knowledge and skills for independent provision of preventive, diagnostic, curative and rehabilitative nursing medical services for the population of all ages and both genders:**

- 1.1. GPN must fully understand the *philosophy and main principles of family medicine*. He/she must be ready to offer to the consumer comprehensive, coordinating and maximally accessible medical services;
- 1.2. GPN must know his/her *functions, rights and responsibilities*. Have a desire and be ready to perform them;
- 1.3. GPN must be able, in general, to describe the peculiarities of GPN activities (based on the international experience) and be aware about the indicators of morbidity of pathologies especially prevailed in general practice. At the same time he/she must understand the importance of application of these indicators in clinical practice;
- 1.4. GP/FP must fully understand the *limits of his/her professional competencies*. Based on the clinical analysis of the patient's condition and taking into consideration other important psycho-social factors GP/FP must be able to make decision about the necessity of providing the treatment by GP/FP. At the same time it is essential that to determine exactly how urgent (in what period) it is necessary to refer the patient;

**II. Within his/her competencies GP/FP must be able to conduct practice and on the primary care level provide nursing medical care of different therapeutic and surgical pathologies, specific problems of women's health, skin, otorhinolaringologic, ophthalmologic, mental, allergic, and infectious diseases;**

**III. GPN must know:**

- 3.1. Basics and rights of health legislation;
- 3.2. Organisational principles of health facilities' functioning at primary care level;
- 3.3. Methods of health care quality assurance and improvement in general practice;
- 3.4. Psychology, philosophy and moral-ethic norms of professional relations;
- 3.5. Principles of team working and functioning of primary care team;
- 3.6. Basics of clinical epidemiology;
- 3.7. Philosophy and basics of preventive medicine;
- 3.8. Ways of prevailed diseases prevention and advanced evidences of their effectiveness:
  - prevention of infectious and non-infectious diseases – immunization;

- ways of cardio-vascular diseases (CVD) prevention;
  - methods for prevention and early diagnosis of malignant tumours;
  - ways of prevention of traumatism and accidents;
  - ways of mental health promotion;
  - methods of prevention of STDs;
  - principles of health promotion in women, children, juveniles and elderly and the ways of their implementation;
- 3.9. Types and methods of patient health education;
  - 3.10. Main aspects of chronic diseases management in general practice;
  - 3.11. Advanced methods of diagnosis, treatment and management of prevailed chronic diseases: diabetes mellitus, bronchial asthma, ischemic heart disease, hypertension;
  - 3.12. Types, forms and methods of rehabilitation;
  - 3.13. Main principles of medical supervision of pregnant;
  - 3.14. Main principles of child development assessment;
  - 3.15. Symptoms and signs of somatic diseases, prevailed in children, methods of their diagnosis and treatment, possible complications and ways to avoid them;
  - 3.16. Clinical signs, main methods of treatment, management and rehabilitation of prevailed therapeutic, gynecological, urologic, dermatologic, infectious, neurologic, mental and ophthalmologic problems (see annex 1);
  - 3.17. Ways of management of prevailed urgent conditions;
  - 3.18. Regulations and importance of keeping medical documentation and accounting-statistical forms.

#### 4. GPN must be able to:

- 4.1. Within the professional competence and rights analyze the current situation and make a decision;
- 4.2. have good communications with patients and colleagues;
- 4.3. According to the GP/FP prescription and professional competencies performing of diagnostic, rehabilitative, preventive, and sanitary-hygienic activities;
- 4.4. Assess and identify leading symptoms and syndromes in patients with severe and terminal conditions;
- 4.5. Prepare the patient for lab. and functional investigations;
- 4.6. In particular cases assess the effectiveness of pharmaceuticals, identify possible side effects and provide care in cases of drug-related intoxication;
- 4.7. Carry out the measures for protection of population, patients, victims, personnel of disaster medicine and civil defense services;
- 4.8. Documentation of main stages of nursing activities;

#### 5. GPN must know:

- 5.1. Techniques of nursing manipulations;
- 5.2. Definite diagnostic and patient's examination skills within GPN competencies (see annex 2);
- 5.3. Skills of nursing care;
- 5.4. Types of physiotherapeutic procedures, physical exercises and massage;
- 5.5. Methods of patient counseling and health education;
- 5.6. Regulations of pharmaceuticals receipt, keeping and use;
- 5.7. Basics of maternal and child health;
- 5.8. Basics of obstetrics-gynecology and family planning;
- 5.9. Basics of surgery at primary care level.

**Core competencies of the general practice nurse**

**Clinical Basics based on systems**

**1. Cardiovascular diseases**

HYPERTENSION

ISCHAEMIC HEART DISEASE

Angina

MYOCARDIAL INFARCT

Heart Failure

Hyperlipidaemia

Peripheral Vascular Disease to include Claudication and Varicose veins

Temporal arteritis

Valvular heart disease

Dysrhythmias

RESUSCITATION & BASIC LIFE SUPPORT

**2. Respiratory System Diseases**

ASTHMA

Bronchitis acute and chronic

Pleurisy & other chest pain

Pneumonia

Tuberculosis

Pneumothorax

Cancer of the Bronchus

Industrial lung disease

Cough

**3. Gastrointestinal Diseases**

Abdominal pain

DYSPEPSIA to include           Gastro-oesophageal reflux disease  
  Hiatus hernia  
  Peptic ulcer

Gall bladder disease

Liver disease to include       non infective hepatitis  
  biliary cirrhosis  
  auto immune disease  
  alcoholic liver disease

Herniae

BOWEL DISEASE to include Altered bowel habit  
  Constipation  
  Irritable Bowel Syndrome  
  Diverticular disease  
  Crohn's disease  
  Ulcerative colitis  
  Coeliac disease  
  Piles  
  Pruritis ani

#### **4. Neurological problems**

EPILEPSY

Parkinson's

STROKE

HEADACHE including           Migraine  
  Cluster headaches  
  Bleeds

#### **5. Endocrine Diseases**

DIABETES MELLITUS

THYROID DISORDERS

#### **6. Haematological disorders**

ANAEMIAS especially Iron deficiency  
                                  Macrocytic

#### **7. Rheumatology problems**

BACK PAIN

ARTHRITIS osteoarthritis  
                  rheumatoid

Osteoporosis

Gout

Musculoskeletal pains especially    tendinitis  
  knee problems

Connective Tissue Diseases

#### **8. Genitourinary Disease**

URINARY TRACT INFECTIONS

Prostate problems    Benign Hypertrophy  
                                  Cancer

Testicular Problems   Epididymo-orchitis  
                                  Hydrocoele  
                                  Varicocoele  
                                  Cancer

Renal Calculi

Haematuria

#### **9. Paediatrics**

CHILD HEALTH SURVEILLANCE with DEVELOPMENTAL SCREENING  
  IMMUNISATIONS  
  HEARING AND VISION TESTING

Minor illnesses especially    Upper respiratory infections  
  Gastro-enteritis

Febrile convulsions

Conditions causing Developmental delay e.g. Down's Syndrome

## **10. Ears Nose and Throat**

Tonsillar disease

Hoarseness

Sore Throat

Otitides            Acute otitis media  
                          Chronic secretory otitis media  
                          Otitis externa

Deafness

Dizziness and other labyrinthine problems

Nasal problems including    Rhinitis  
  Polyps  
  Hay Fever  
  Catarrh

Sinus problems

## **11. Ophthalmology**

THE RED EYE

Squint

Chronic Glaucoma

Visual loss : sudden e.g. Haemorrhage  
                          gradual e.g. cataracts

Chalazions/Styes

Retinopathy

## **12. Dermatological problems**

ECZEMA/DERMATITIS

Psoriasis

Melanoma and other pigmented lesions

Naevi

Warts

Acne

Infections including    Herpes  
  Impetigo  
  Fungal infections  
  The “spotty” illnesses e.g. Chicken pox

Urticaria

How to biopsy: Punch/scrape/excision

Tumours :-                Rodent ulcers  
  Squamous cell lesions (Bowen's)  
  Benign cysts and papillomas  
  Keratomata

## **13. Infectious Diseases**

TRAVEL IMMUNISATIONS

HIV

Sexually transmitted infection

Viral illnesses e.g. Glandular Fever

Myalgic encephalitis

Hepatitis

Infestations

## **14. Psychiatric Illnesses**

DEPRESSION;        Reactive  
                         Post Natal  
                         Endogenous

Anxiety

Hypomania

SCHIZOPHRENIA    Paranoia  
                         Catatonia

Sectioning How the UK Mental Health act works

DEMENTIA Confusion through to Alzheimer's etc.

Neurosis

Substance Abuse

Psychologists and Counsellors

Learning Difficulties

## **OTHERS**

Elderly Care    Polypharmacy

Falls

Toxic Confusion

System failure so aids and adaptations

Public Health Issues

Sanitation

PALLIATIVE CARE

Tiredness

## **15. WOMEN'S HEALTH**

### **TOPICS FOR INCLUSION**

#### **WELL WOMEN**

Screening for cervical disease to include the ability to take smears

Breast screening to include self awareness of normal and then of lumps and other abnormalities.

Also to check Blood Pressure and lifestyle

#### **FAMILY PLANNING**

Barrier methods

Hormonal methods: Combined Pill Progesterone only Pill and injections

Intrauterine devices

Emergency contraception

Sterilisation

The Menopause:        Hormone replacement  
                         Osteoporosis  
                         Cardiovascular disease

#### **UTERINE CONDITIONS**

Fibroids

Endometriosis

Endometritis

## BREAST DISEASE

Lumps

Screening

Mastalgia

## PREGNANCY

1. Unwanted pregnancy abortion counseling and ethics. Adoption
2. Preconception counseling Lifestyle Folic Acid Rubella status
3. Ectopic pregnancy
4. Ante Natal Care
5. Intrapartum care
6. Post natal care :-      Bleeding  
   Sepsis  
   Feeding
  
7. Complications of pregnancy  
    Gestational diabetes  
    Pregnancy induced hypertension

## **Necessary GPN manipulations, examination and diagnostic skills**

- Preparation of disinfection solution;
- Disinfection of instruments for patient care;
- Pre-sterilization processing of instruments, injections, syringes;
- Allocation dressing materials, dressing and sheets in boxes;
- Use of sterilized boxes;
- Hands disinfection;
- Preparation of sterile table;
- Change of dresses and sheets;
- Hygienic procedures in beds;
- Hygienic processing of the patient;
- Prevention of decubitus;
- Feeding of patient in bed;
- Feeding through probe;
- Feeding of patient through gastrostom;
- Temperature measurement;
- Development of temperature curve;
- Pulse measurement;
- Determination of breathing rate;
- Arterial pressure measurement;
- Determination of diuresis;
- Application of mustard pads;
- Application of hot water bottle and ice bag;
- Preparation of medical bath;
- Oxygen delivery;
- Application of night vase and urine collector;
- Application of air transmission tube;
- Application of all kinds of enema;
- Bladder catheterization;
- Application of ointment and plaster;
- Drops in eye, nose and ear;
- Application of inhaler;
- Taking of insulin dose;
- All kinds of injections;
- Mantu test;
- Preparation and application of EV-line
- Venepunction;
- Making subcutaneous diagnostic and allergic samples;
- Application of ECG;
- Taking of mouth smear;
- Taking of vaginal smear, rinsing of vagina;
- Collection of sputum;
- Blood test on hemoglobin;
- Urinotest;
- Taking of excrements for test;
- Preparation of the patient for endoscopy;

- Preparation of the patient and participation in all manipulations in out-patient care conditions;
- Dressing;
- Determination of woman's pelvis size;
- Listening of the heartbeat of fetus;
- Examination of milk glands;
- Breast-feeding rules;
- Anthropometrics of newborn;
- Care of umbilicus;
- Bottle feeding;
- Artificial respiration;
- Provision of local anesthesia;
- Immobilization;
- Stop of bleeding from blood vessels;
- Putting of string;
- Processing of burnt surfaces;
- Processing of wounds, in case of superficial wound putting of ligate;
- Removal of sutures;
- Rinsing of tonsillar lacuns;
- Ear rinsing;
- Eye rinsing;
- Determination of vision and color receptivity;
- Conduction of documentation on registration of pharmaceuticals;
- Application of glukometer;
- Application of peak-flow meter;