

New to Practice Induction Pack

General Practice Nurse



Welcome to General Practice

we're delighted to have you join us

Starting your first post as a General Practice nurse is an exciting and significant step, and beginning your career in primary care offers a unique opportunity to build long-term relationships with patients, develop a broad and valuable skill set, and work as part of a supportive multidisciplinary team.

Primary care nursing is diverse, fast-paced, and rewarding. No two days are the same, and it's completely normal to feel a mixture of enthusiasm, anticipation, and uncertainty as you begin.

Please be reassured that you are not expected to know everything from the outset – learning, growing, and gaining confidence is all part of the journey.



This induction pack has been designed to support you as you settle into practice. It will introduce you to the role, outline what to expect during your induction period, and signpost you to key information, training, and support available to you. It should be used alongside the guidance and supervision provided by your practice team, clinical supervisor, and wider primary care network.

We value the skills, perspectives, and enthusiasm that new nurses bring to primary care. Your development, wellbeing, and confidence matter to us, and we are committed to supporting you as you grow into your role.

We hope you find this pack helpful and reassuring as you begin your career in primary care nursing. We wish you every success and look forward to supporting you throughout your journey.

The Hub Plus – Supporting our General Practice family on their Primary Care journey

About the Practice & Primary Care Network (PCN)



Practice Overview

General practice sits at the heart of primary care and provides accessible, continuous healthcare to the local population. GP practices vary in size, population demographics, and ways of working, but all share a commitment to delivering safe, person-centred care.

As a practice nurse, you will work closely with patients over time, supporting health promotion, long-term condition management, prevention, and early intervention. Each practice will have its own systems, processes, and priorities, which you will be introduced to during your local induction.

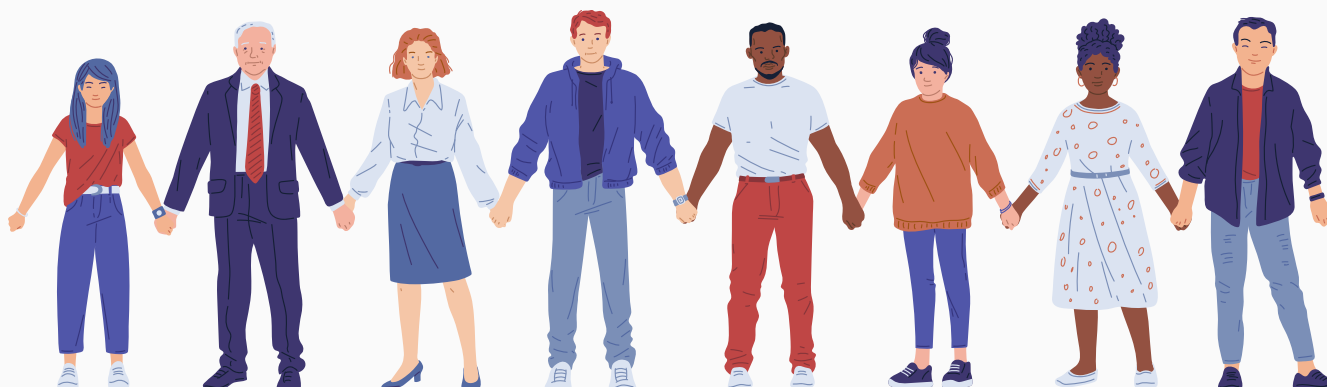
Values & Culture

Primary care teams are built on collaboration, professionalism, and mutual respect. A positive practice culture supports learning, openness, and patient safety.

You are encouraged to:

- Ask questions and seek support when needed
- Work within your scope of practice and competence
- Reflect on learning and experiences
- Contribute to team discussions and service development

Your wellbeing and development are important, and practices aim to provide a supportive environment where you can grow in confidence and competence.



About the Practice & Primary Care Network (PCN)

The Multidisciplinary Team (MDT)

Primary care is delivered by a multidisciplinary team (MDT), working together to meet the needs of patients. While team structures vary, you may work alongside:



Doctors (GPs)



Advanced Nurse Practitioners, Practice Nurses & Midwives



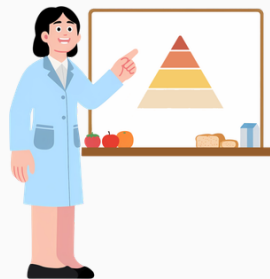
Nursing Associates, Healthcare Assistants & Phlebotomists



Clinical Pharmacists & Pharmacy Technicians



First contact practitioners (paramedics, physiotherapists)



Health & Wellbeing coaches



Care Coordinators and Social Prescribers



Care Navigators/Reception Teams



Management Teams



Secretarial & Administrative Teams



Cleaning Teams



& many more!

About the Practice & Primary Care Network (PCN)



Primary Care Network

Most GP practices are part of a Primary Care Network (PCN). PCNs bring groups of local practices together to improve patient care, share resources, and develop services at scale.

Through the PCN, you may have access to:

- Education and training opportunities
- Peer support and networking
- Additional clinical roles and specialist services
- Career development pathways

Your practice will explain how the PCN supports your role and how you can access PCN-based resources and learning.

My PCN is:

My PCN Lead:

My PCN contact:



About the Practice & Primary Care Network (PCN)



Key Contacts

Role / Contact	Name	Email / Phone
Practice Manager		
Nurse Lead / Mentor		
Safeguarding Lead		
HR Lead		
IT/Systems Support		
The Hub Plus	Georgia Hunt (New to Practice Ambassador)	georgia.hunt1@nhs.net



Your role as a General Practice Nurse

As a GPN, you play a key role in delivering **safe, effective, and person-centred care** to the practice population. The role is varied and will develop over time as your **knowledge, skills, and confidence** grow.

You will often work **autonomously**, while remaining part of a **supportive multidisciplinary team**.

Your **responsibilities** and **scope of practice** will expand as you complete **training** and **demonstrate competence**.

Scope of Practice

You are accountable for practising in line with:

- The **NMC Code**
- Your level of competence and experience
- Local and national policies and guidance
- Evidence-based practice

It is **essential** to work within your scope of practice **at all times**. This means **recognising the limits** of your **knowledge and skills, seeking supervision** when required, and **escalating concerns appropriately**.

You are not expected to undertake tasks or clinics independently until you have received **appropriate training** and have been assessed as **competent**.

If you're feeling unsure, just ask!

Working Autonomously and Within a Team

Primary care nursing often involves independent consultations and clinical decision-making. Alongside this autonomy comes professional responsibility.

You are encouraged to:

- Seek advice when unsure
- Discuss complex cases with senior colleagues
- Participate in clinical meetings and learning events
- Contribute to a culture of openness and patient safety

Safe practice includes recognising when a patient's needs fall outside your scope and ensuring timely referral or escalation.

Your role as a General Practice Nurse

Core Areas of Practice

The specific duties of a primary care nurse vary between practices, but commonly include:



Professional Development

Primary care offers significant opportunities for career progression. As you gain experience, you may choose to develop specialist interests, undertake additional qualifications, or progress into advanced practice roles.



Developing Your Clinical Skills

Primary care nursing covers a wide range of clinical areas, and the specific clinics and responsibilities you undertake will vary depending on the needs of the practice and your level of experience.

During your time in practice you may have opportunities to develop skills in areas such as:

- Long-term condition management
- Immunisations and vaccinations
- Cervical screening
- Wound care and dressings
- Health promotion and screening programmes
- Infection prevention and control

Your clinical development will be guided by local service needs, your previous experience, and competency-based training.

You should only undertake clinical activities independently once you have received appropriate training and have been assessed as competent.

Training and Education

General practice offers many opportunities for professional development. Training may be provided through:

- Your GP practice
- Your Primary Care Network (PCN)
- The Hub Plus (your local training hub)
- Professional organisations and education providers

Education may include mandatory training, clinical updates, and specialist courses relevant to primary care nursing.

Your learning needs should be reviewed regularly with your supervisor and discussed during appraisal.

What to expect during your induction

Your induction may include:

- A structured orientation to the practice and clinical systems
- Introduction to policies, procedures, and local pathways
- Shadowing experienced clinicians
- Gradual introduction to clinical clinics
- Completion of mandatory training
- Regular supervision and feedback sessions

Each practice will tailor your induction to reflect your previous experience, learning needs, and service requirements.

While induction models vary, a phased approach is commonly used:

Phase One: Orientation and Observation

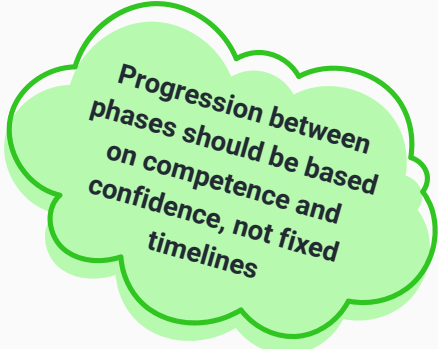
- Introduction to the team and clinical systems (SystemOne, EMIS, etc)
- Review of key policies (safeguarding, infection prevention etc)
- Shadowing clinics and observing workflows

Phase 2: Supported Practice

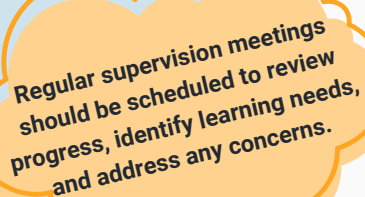
- Undertaking selected clinics with supervision
- Developing competence in agreed core skills
- Regular check-ins with supervisor or mentor

Phase 3: Increasing Autonomy

- Gradual expansion of clinical responsibilities
- Independent clinics within agreed scope of practice
- Ongoing review of learning needs



Progression between phases should be based on competence and confidence, not fixed timelines



Regular supervision meetings should be scheduled to review progress, identify learning needs, and address any concerns.

Support and Supervision

You should be allocated a named clinical supervisor or mentor during your induction. Their role is to:

- Provide guidance and clinical oversight
- Support reflective learning
- Review competencies and development goals
- Offer feedback and reassurance

My supervisor is:

My mentor/assessor is:

Competency Development

Your induction should include a structured competency framework relevant to primary care nursing. This may include:

- Immunisation training and assessment
- Cervical screening training (if applicable)
- Long-term condition management
- Clinical system documentation
- Infection prevention and control

Competencies should be formally assessed and documented in line with local policy.



Reflective Practice

Reflective practice is an important part of professional development and safe nursing care. It involves taking time to think about experiences in practice, considering what went well, what could be improved, and how learning can be applied in future situations.

Reflection helps nurses to:

- Develop clinical knowledge and confidence
- Improve decision-making and patient care
- Identify learning needs and areas for development
- Support ongoing professional growth

Reflection can take place in many ways, including informal discussion with colleagues, supervision meetings, or written reflection following a learning experience or clinical situation.

You may find it helpful to reflect on:

- A patient consultation or clinical scenario
- A new skill or procedure you have learned
- Feedback received from colleagues or patients
- A challenging or complex situation
- Training, education sessions, or study days

Reflection and NMC Revalidation

All registered nurses must revalidate with the **Nursing and Midwifery Council (NMC)** every three years to maintain their registration. Reflective practice forms an important part of this process.

As part of revalidation, nurses are required to complete:

- Five written reflective accounts

Reflections must relate to the principles of the NMC Code:

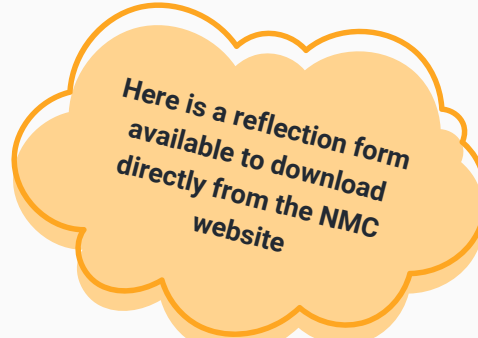
- Prioritise people
- Practise effectively
- Preserve safety
- Promote professionalism and trust

Developing reflective practice during your induction will help you build confidence in documenting reflections and will support your future revalidation requirements.

Reflective accounts form

You must use this form to record five written reflective accounts on your CPD and/or practice-related feedback and/or an event or experience in your practice and how this relates to the Code. Please fill in a page for each of your reflective accounts, making sure you do not include any information that might identify a specific patient, service user, colleague or other individuals. Please refer to our guidance on preserving anonymity in the section on non-identifiable information in *How to revalidate with the NMC*.

Reflective account:
What was the nature of the CPD activity and/or practice-related feedback and/or event or experience in your practice?
What did you learn from the CPD activity and/or feedback and/or event or experience in your practice?
How did you change or improve your practice as a result?
How is this relevant to the Code? Select one or more themes: Prioritise people – Practise effectively – Preserve safety – Promote professionalism and trust



Here is a reflection form available to download directly from the NMC website



Top tip:

Write your reflections as soon as the event happens using one of these NMC templates - by the time your revalidation comes round (which is quicker than you might expect!), you'll already have your **5** written reflections in the correct templates ready to submit to the NMC.

Review Point				
Date Completed				
Notes / Key Discussion Points				
Supervisor Signature				
<i>Initial Induction Meeting</i>				
<i>4-6 Week Review</i>				
<i>3 Month Review</i>				
<i>End of Induction Review</i>				

Nurse Reflection:

Key learning points from induction

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Supervisor Summary:

Comments on progress and competency development

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Recommended next steps and/or learning opportunities

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<i>Induction Sign-Off</i>	
Nurse Name	
Clinical Supervisor / Nurse Lead	
Date Induction Completed	
Signatures	

Conclusion

Starting your role in primary care nursing is an exciting step in your professional journey. General practice offers a diverse and rewarding environment where nurses play a vital role in supporting patients, promoting health, and managing long-term conditions within the community.

This induction pack has been designed to provide a general overview to support nurses who are new to practice in primary care. As practices vary in structure and services, your local induction will provide further guidance on specific policies, procedures, and expectations within your workplace.

You are not expected to know everything at the start of your career in primary care. Developing confidence and competence takes time, and support will be available through your practice team, supervisors, and wider primary care networks.

By engaging with learning opportunities, reflective practice, and ongoing professional development, you will continue to grow in your role and contribute to the delivery of safe, effective, and compassionate care.

We wish you every success as you begin your career in primary care nursing.

Appendix: Useful Resources

Professional and Regulatory Bodies:

Nursing and Midwifery Council (NMC)

Provides professional standards for nurses and midwives, including the NMC Code and requirements for revalidation.

<https://www.nmc.org.uk>

Royal College of Nursing (RCN)

Offers professional guidance, education resources, and support for nurses, including resources specifically for general practice nurses.

<https://www.rcn.org.uk>

Competency Frameworks:

RCN General Practice Nurse Competency Framework

A nationally recognised framework outlining the knowledge, skills, and behaviours expected of nurses working in general practice. It can support competency development, supervision, appraisal, and career progression.

RCN National Immunisation Competency Framework for Healthcare Practitioners

Provides guidance on the knowledge and skills required for healthcare professionals delivering vaccination programmes, supporting safe practice and competency assessment.

National Clinical Guidance:

National Institute for Health and Care Excellence (NICE)

Evidence-based clinical guidelines and best practice recommendations for health and care professionals.

<https://www.nice.org.uk/>

UK Health Security Agency (UKHSA)

*Provides national guidance on immunisations, vaccination programmes, and infection prevention and control. **Sign up to Vaccine Update to get regular updates on vaccines and national guidance straight to your emails.***

<https://www.gov.uk/government/organisations/uk-health-security-agency>

National Travel Health Network and Centre (NaTHNaC)

Travel health advice and vaccination guidance for healthcare professionals.

<https://travelhealthpro.org.uk/>

The Green Book – Immunisation Against Infectious Disease

National guidance on immunisation programmes, vaccine administration, schedules, and contraindications used across the UK.

<https://www.gov.uk/government/collections/immunisation-against-infectious-disease-the-green-book>

Medicines and Prescribing Information:

British National Formulary (BNF)

Provides authoritative guidance on prescribing, medicines management, drug interactions, and dosing information.

<https://bnf.nice.org.uk/>

Local Clinical Resources

(Examples – local equivalents may vary depending on the practice location)

Derbyshire Community Health Services NHS Foundation Trust Wound Care Formulary

Guidance on wound assessment, dressing selection, and wound management across Derbyshire.

[Available to download DCHS Wound Formulary 2025 here](#)

Derbyshire Pathology

Provides information on blood tests, specimen requirements, sample handling, and laboratory services.

https://www.uhdb.nhs.uk/shared-care-pathology_guidelines/

Derbyshire Medicines Management

Local prescribing guidance, formulary information, and medicines optimisation resources.

<https://www.derbyshiremedicinesmanagement.org.uk/>

Clinical Systems and Digital Tools

Ardens Healthcare Informatics

Provides clinical templates, pathways, and decision-support tools used within GP clinical systems.

<https://ardens.org.uk/>

Ardens templates may be used within systems such as:

- **SystemOne**
- **EMIS Web**

These tools support standardised documentation, long-term condition management, and quality improvement.

Accurx

A communication platform widely used in general practice that integrates with clinical systems such as EMIS Web and SystemOne. It allows practices to communicate with patients via SMS, send questionnaires, request photos, share links, and support remote consultations.

<https://www accurx.com/>

Education and Training

NHS England

National guidance on primary care services, workforce development, and professional education.

<https://www.england.nhs.uk/>

The Hub+

Offer local education opportunities, peer support, and professional development for the primary care workforce.

<https://www.thehubplus.co.uk/>

e-Learning for Healthcare (e-LfH)

Provides online training modules for healthcare professionals, including mandatory training and clinical learning programmes used widely across the NHS.

<https://www.e-lfh.org.uk/Home - elearning for healthcare>

Red Whale

Provides educational resources and clinical updates for primary care clinicians.

<https://www.redwhale.co.uk/>

Blue Stream Academy

An online training platform widely used in primary care to deliver statutory and mandatory training, as well as clinical education modules for healthcare professionals.

<https://www.bluestreamacademy.com/>

PCDC

Provides education, online learning, and clinical resources for healthcare professionals working in primary care.

<https://www.pcdc.org.uk/>

M&K Update:

Provides clinical education, online learning modules, and study days for healthcare professionals working in primary care, supporting continuing professional development and clinical updates.

<https://www.mkupdate.co.uk/>