



Co-funded by the  
Tempus Programme  
of the European Union

# Catalogue of knowledge and skills for general nurses



Competency based Curriculum Reform in Nursing and Caring in Western Balkan Universities

**Editors:**

**Prof dr sc Dejan Bokonjić  
v.asist Mirza Oruč MA**

**AUTHORS:**

**Prof dr sc Dejan Bokonjić  
Prof dr sc Maja Račić  
Doc dr sc Harun Hodžić  
v.asist Mirza Oruč  
Belinda Drieghe  
Prof dr sc Lubica Rybarova  
Maarten Kaaijk**

**DTP:**

**Mirza Oruč MA,  
Print: "Feta Grand" d.o.o.  
Tirage 500 komada**

**ISBN**

-----  
CIP - Katalogizacija u publikaciji  
Nacionalna i univerzitetska biblioteka Bosne i Hercegovine, Sarajevo

378:614.253.5

CATALOGUE of knowledge and skills for general nurses / [authors Dejan Bokonjić ...  
[et al.] ; editors Dejan Bokonjić & Mirza Oruč. - Zenica : Univerzitet, 2017. - 16 str. : graf.  
prikazi ; 26 cm

ISBN 978-9958-639-90-6  
1. Bokonjić, Dejan  
COBISS.BH-ID [23802374](#)

-----

# **Catalogue of knowledge and skills for general nurses**

**Editors:  
Prof dr sc Dejan Bokonjić & Mirza Oruč MA**

# Introduction

Catalogue of knowledge and skills is very important document necessary for implementation of Competence based curriculum. We strongly believe that a properly developed and implemented catalogue of knowledge and skills could be a useful tool in nursing education. During studies nursing students are introduced with numerous procedures and they are sometimes confused. Furthermore, almost nobody takes the time to explain them what is more important and what is less important. One of relevant aspect of training is to explain what should be seen every day, what should be known just as information and what is routine practice. Before changing of our WB curricula we defined the set of core competences for our nursing schools

## Core Competences

1. Management of patients' health
2. Quality of care
3. Management competences
4. Educational and legal issues
5. Ethics
6. Research
7. Administration of documentation
8. Communication skills
9. Teamwork competences

We defined which competences graduate nurse (bachelor) after finishing studies on WB nursing schools should possess according to educational aims and goals:

- nurse is able to apply practical skills and knowledge in the field of nursing care; they should have basic knowledge about

physiological functions and behavior of those who are healthy or suffering from different diseases; and relation between patients and their surroundings.

- nurse is able to take proper anamnesis, to perform physical examination and to establish nursing diagnosis and treatment plans
- nurse demonstrates knowledge about basic information related to nursing ethical codes
- nurse demonstrates awareness of declaration about human rights and rights of patients
- nurse is able to keep information about patients confidential and to keep all written records confidential and secure
- nurse is trained to perform her/his duties based on learned and trained procedures
- nurse is able to participate in planning and implementing medical/technical procedures in patients
- nurse is able to help patients in satisfying basic life activities taking into account his/her dignity and cultural differences
- nurse demonstrates knowledge how to maintain the quality of nursing care
- nurse is able to run medical documentation and all necessary nursing documents. Nurse is able to inform other members of team about his/her findings taking care about patient rights and confidentiality of data
- nurse is able to use modern information and communication tools
- nurse is able to recognize life threatening situations and apply urgent medical treatments

- nurse is able to educate patient and families in order to promote health
- nurse demonstrates knowledge how to apply procedures for maintaining health and well-being
- nurse is trained to know how to follow safety precautions measures during work
- nurse is trained to know and apply basic communication skills
- nurse is able to work independently
- nurse is able to be a team player
- nurse is trained for life long learning process, continual professional development and for enhancing competences in accordance with the needs of work-field and stakeholders
- nurse is able to teach younger nurses
- nurse is able to work on the prevention of diseases
- nurse is trained to make evidence of all performed procedures
- nurse demonstrates knowledge of basic research skills and should participate in research projects during studies

After deep analysis of proclaimed competences we can say that some competences (skills, knowledge and attitudes) nurses are reaching through ex curriculum and some of them not. So, we changed curriculum according to the joint proposal of our schools, good European practice and help of European experts. We defined knowledge and skills, which a general nurse should obtain in the end of his/her undergraduate studies.

All the knowledge skills we decided to divide according to the level of understanding and performance to three different levels:

- **Complete,**
- **Routine and**
- **Information.**

**Complete** and full knowledge about the given condition, safely guarded in the students' permanent long-term memory. The most common emergencies and life-saving procedures are included.

**Routine** – student/nurse possesses such level of knowledge that she or he is competent enough for routine handling the condition, proper case management and referral to a specialist, if needed. In this category we positioned the most common conditions one will meet in primary health care.

**Information** – as its name says, a student/nurse has to have the basic information about the given entity and know where and how to look for additional ones.

COMPLETE	ROUTINE	INFORMATION
Accurately gather information in a systematic manner in order to determine the health-related needs (history taking and physical examination)	Maintained sterile fields	Taking sample of liquor by lumbar puncture
Assessed patient status	Educate patients/families on health care needs	Application of IV central lines
Calculate and administer medications	Educated patients for home care and discharge planning	Lung functional tests
Application of IV catheter and IV therapy (medications, blood and other things)	Feeding patients	Be familiar with current national and local policies
Monitoring patients vital functions and reporting changes	Collecting samples for testing urine	Recognize and report any significant, adverse and seriously adverse events

Measure vital signs (pulse rate, rhythm and respiratory rate)	Collecting samples for testing blood	Be aware and manage situations of potential risk using the principles of clinical governance
Established nursing diagnosis and treatment plan	Be able to obtain samples and/or swabs from patients as a delegated task or based on clinical presentation	Knowledge of surgical instruments and appropriate suturing material
Application of urinary catheter	Make beds, work with special types of beds	Understanding the most important ethical dilemma and ethical codes
Performing of ECG	Assist patients walking, keeping patients safety during stay in hospital, using of different orthosis for movement support	Introduction with basic research skills and methodology of scientific work
Application of nasogastric tube	Administer IM injections	Awareness of declaration of human and specially patient rights
Awareness and knowledge about infection control procedures	Delivery of therapy	Keep information from patient confidential and written records confidential and safe
Measuring blood pressure	Good communication skills with colleagues	Knowledge on maintaining quality of care taking into account cultural differences and dignity of the patient
Blood glucose monitoring	Good communication skills with patients	Understanding importance and necessity of continual education



		and LLL
Performing inhaler techniques	Administer oral medication	Basic knowledge of different oral drugs type
Recognition of life threatening situation and application of urgent nursing procedures	Administer subcutaneous medication	Work with infusion pumps and calculation of flow
Demonstrate problem and clinical reasoning skills to develop professional judgment	Explanation of procedure for obtaining results	Blood transfusion
Application of oxygen therapy	Measuring height and weight	Basics of physiotherapy usage of thermal and cold procedures
Parenteral nutrition procedure (application, types, solving problems)	Measuring body and head circumferences	
Methods of sterilization and disinfection, proper hand washing, using of protective equipment	Measuring temperature	
Lumbar puncture and other types of punctures, biopsy	Proper running and administration of documentation	
Various respiratory treatments,	Appropriate record keeping	
Nasopharyngeal airway placing, tracheal aspiration, manual ventilation, mechanical ventilation.	Ability to deliver safely primary prevention interventions such as vaccination and immunization	

Pain management and painkillers administrations	Usage of modern ICT tools	
	Washing hands and prevention of intra/hospital infections	
	Ability to solve constipation/application of aenema	
	Treatment of decubitus	Disinfection of operative field
	Patients personal hygiene maintenance	Central venous catheter
	Surgical wound dressing,	Type of sutures, surgical and trauma wounds
	Nasopharyngeal swab procedure	Special types of medical application (intraosseous, epidural, intrapleural, imlantats etx..)
	Reading monitor values, defibrillation,	
	Nasogastric tube	

To be fulfilled by responsible person:  
 Skills obtained on surgery ward:

Skill	Criteria	Date	Signature
Management of patient health			
Communication skills			
Sterilization procedures			
Wound dressing			
Male catheterization			
Female catheterization			
Nasogastric tube			
IV canilla procedure			
IV therapy			
Infusion set preparation and application			
Decubitus prevention			
IM Injections			
Postoperative patient care			

Criteria:

S – Satisfactory

A – Average

U – Unsatisfactory

To be fulfilled by responsible person:  
 Skills obtained on Internal medicine ward:

Skill	Criteria	Date	Signature
Management of patient health			
Communication skills			
Sterilization procedures			
ECG placement			
Male catheterization			
Female catheterization			
Nasogastric tube			
Support during ergometers - nursing role			
IV therapy			
Infusion set preparation and application			
Decubitus prevention			
IM Injections			
Oxygen therapy			
Insulin application			
Heparin application			
Nursing work in coronary units			

Criteria: S – Satisfactory A – Average U – Unsatisfactory

To be fulfilled by responsible person:  
 Skills obtained on Pediatrics medicine ward:

Skill	Criteria	Date	Signature
Management of patient health			
Communication skills			
Sterilization procedures			
ECG placement in child			
Male kid catheterization			
Female kid catheterization			
Nasogastric tube – kids			
IV therapy			
Infusion set preparation and application			
Intraosseous drug application			
IM Injections			
Oxygen therapy			
Insulin application			
Heparin application			
Communication with kids' family			
Children CPR			

Criteria: S – Satisfactory A – Average U – Unsatisfactory

To be fulfilled by responsible person:  
 Skills obtained on Emergency medicine ward:

Skill	Criteria	Date	Signature
Management of patient health			
Communication skills			
Sterilization procedures			
CPR adults			
Male kid catheterization			
Female kid catheterization			
Burn wound dressing			
IV therapy in emergency cases			
Infusion set preparation and application			
Immobilization			
Oxygen therapy			
Insulin application			
Heparin application			
Communication with kids' family			
Children CPR			
Defibrillators procedures			
Gastric lavage			

Criteria: S – Satisfactory A – Average U – Unsatisfactory

To be fulfilled by responsible person:  
 Skills obtained on Neurology ward:

Skill	Criteria	Date	Signature
Management of patient health			
Communication skills			
Sterilization procedures			
Nursing diagnosis in neurology care nursing			
Nursing role in EEG			
Headache - nursing procedures			
Neuromuscular diseases – nursing procedures			
IV therapy			
Infusion set preparation and application			
Immobilization			
Decubitus prevention			
Drug administration			

Criteria:

S – Satisfactory

A – Average

U – Unsatisfactory

To be fulfilled by responsible person:  
 Skills obtained on GOB ward:

Skill	Criteria	Date	Signature
Management of patient health			
Communication skills			
Sterilization procedures			
Pregnant physical examination			
Nursing role in GOB examination			
Labor nursing role			
Postpartum nursing care			
Labor injuries – nursing procedures			
Female catheterization			
CTG			
Nursing role during US examination			
Nursing therapy in GOB			
IV therapy			
Aenema			

Criteria:

S – Satisfactory

A – Average

U – Unsatisfactory



To be fulfilled by responsible person:  
 Skills obtained on ICU ward:

Skill	Criteria	Date	Signature
Management of patient health			
Communication skills			
Sterilization procedures			
CPR			
Male catheterization			
Female catheterization			
Central venous catheters dressing			
IV therapy			
Infusion set preparation and application			
Monitoring reading			
Oxygen therapy			
Preoperative nursing care			
Postoperative nursing care			
Communication with patient family			
Oxygen therapy			
Defibrillators procedures			
Vital signs measurement and monitoring			

Criteria: S – Satisfactory A – Average U – Unsatisfactory