



Government of Western Australia
Department of Health
Nursing and Midwifery Office

Advanced Skill Enrolled Nurse Competencies Workbook



Nursing and midwifery: great care is our business

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Section one:

Completing this workbook

This workbook is for enrolled nurses seeking reclassification to the level of Advanced Skill Enrolled Nurse (ASEN).

It is **not** intended for enrolled nurses who hold a post-registration qualification of at least six months duration relevant to their area of clinical practice and who have at least three years experience as an enrolled nurse. These enrolled nurses are reclassified via a different process and should refer to the *Advanced Skill Enrolled Nurse Classification Guide* for further information.

The *Advanced Skill Enrolled Nurse Classification Guide* is a comprehensive guide designed to assist enrolled nurses in applying for reclassification to the ASEN level. It includes detailed information about completing this workbook.

Applicants should be able to obtain copies of the guide from their line manager or by downloading it from www.nursing.health.wa.gov.au where it is available in PDF format.

Applicants seeking reclassification to ASEN:

- are responsible for ensuring their workbook is completed and that evidence supporting their application is provided
- should address all competencies clearly and concisely, supporting each with examples of relevant activities or events
- must explain how they meet the competency standards in each of three domains – professional development, provision of clinical care and the management of self and others.

Each domain has a number of competency standards and each standard has a number of performance guides. Performance guides are provided as examples only.

To comply with Clause 25 (Workforce Development in the *WA HEALTH – LHMU – Enrolled Nurses, Assistants in Nursing, Aboriginal and Ethnic Health Workers Industrial Agreement 2011*), the *Advanced Skill Enrolled Nurse (ASEN) Competencies Workbook* (the workbook) has been revised and now includes mental health competency standard examples for mental health enrolled nurses.

In addressing each competency standard, applicants should:

- consider how the competency can be best demonstrated
- provide one or more examples
- list activities that they have undertaken to support the competency.

In demonstrating the achievement of a competency, it is preferable that applicants provide a range of examples. These may be from recent or past experience.

Applications may be handwritten or typed. Handwritten applications must be legible and the meaning of abbreviations stated at first mention.

Applicants should submit completed workbooks to their line manager who will convene a classification review panel.

Line managers must be classified (according to the 2010 ANF Industrial Agreement) as SRN 3 or above and may be a nurse manager, clinical nurse manager, clinical nurse specialist, clinical nurse consultant or nursing/midwifery director/co-director.

The classification review panel will assess the completed workbook against the ASEN competencies and submit a report containing a recommendation to the relevant area/hospital director/co-director of nursing/midwifery.

The panel can make one of two recommendations — that the applicant be reclassified to ASEN or that the applicant requires further development before being reclassified.

If a recommendation of further development is given, the unsuccessful applicant will be given a plan that will identify the competencies they still need to develop and explain what they will need to do to achieve these competencies.

Section two:

Assessment strategy

The assessment strategy recognises the knowledge, clinical skills, expertise and previous experience of the applicant. The focus of the assessment is to assess the applicant's performance against the ASEN competencies. The competencies were adapted from the *competency standards for the advanced enrolled nurse*¹.

Evidence supporting the application can be in the following forms:

- copies of attendance certificates, certificates of completion, memberships in relation to development, course, committees etc
or
- written evidence of performance — a completed ASEN competencies workbook, using written evidence of performance or a recent performance appraisal (within the past 12 months)
or
- direct observation of performance — a completed ASEN competencies workbook using direct observation of the applicant's performance by an assessor who can be a staff development nurse (SDN), registered nurse or nurse manager. Direct observation requires the assessor to observe the applicant's performance and compare it to the competency standard, then document the observation in the Direct Observations section of the workbook. Observations should include both clinical skills and behaviours. The form should be signed and dated by the assessor and submitted with the workbook.

Direct observations of performance

The assessor should observe the actual performance of the applicant and compare it to the competency standards in the *Advanced Skill Enrolled Nurse Classification Guide*.

The assessor should:

- document completed competencies in the workbook, based on direct observation of the applicant
- give details of the applicant's actual performance and a decision as to whether the competency has been demonstrated
- provide observations of skills, behaviours or application of knowledge in the *Direct Observation* sections of the workbook
- comment on the applicant's performance in the *Direct Observation* section.

For competencies demonstrated and achieved, the assessor should initial and sign in the box provided for achievement of competency.

For competencies not achieved, the assessor should initial and sign in the box provided for competency standards not demonstrated. The reasons the competencies were not achieved should be documented in the development plan.

¹ Adrian, A., (2005). Competency standards for the advanced enrolled nurse.

Section three:

Application details and workbook

Applicants should complete their details below and address each competency as outlined. On completion, they should sign and date this workbook and give it to their line manager, who should progress the application as per the process for application in the *ASEN Classification Guide*.

Applicants are advised to keep a copy of the completed workbook for their own records.

Applicant to complete

Full name:			
Area of clinical practice:		Years of experience as an enrolled nurse:	
	Signature	Date	

Endorsements

Line manager to complete

Name:		
	Signature	Date

Classification Review Panel to complete

Chairperson name	
Panel member name	
Panel member name	

Domain 1: Professional development

This competency domain reflects active engagement in ongoing learning and collaboration with others in education as a basis for practice.

Applicants must address each competency standard and provide evidence supporting their statements. Additional pages may be attached if more space is needed.

Competency standard 1.1

Initiates and undertakes ongoing professional development

Performance guide

Examples of ASEN behaviours that demonstrate the competency standard:

- identifies professional development needs through reflection on practice
- seeks out learning opportunities to extend knowledge and skills according to professional goals
- undertakes specialist and/or ongoing education
- actively participates in the profession through membership of professional organisations or nursing networks.

Evidence to support competency standards

Direct observation (To be completed by the assessor)	Competent	Developing competency
	Assessor's initials	Assessor's initials
Classification Review Panel to complete	Panel Chair's initials	Panel Chair's initials
The chair of the classification panel initials the competency. If the competency standard is not demonstrated at this time the reason should be documented in the development plan.		
Comment		

Competency standard 1.2
Contributes to the education of others

Performance guide

Examples of ASEN behaviours that demonstrate the competency standard:

- orientates new staff to local practices
- preceptors or mentors new graduate enrolled nurses, student enrolled nurses, and assistants in nursing
- assists with the development of ward-based educational material.

Evidence to support competency standards

Direct observation (To be completed by the assessor)	Competent	Developing competency
	Assessor's initials	Assessor's initials
Classification Review Panel to complete	Panel Chair's initials	Panel Chair's initials
The chair of the classification panel initials the competency. If the competency standard is not demonstrated at this time the reason should be documented in the development plan.		
Comment		

Domain 2: Provision of clinical care

This competency domain reflects an ability to provide more comprehensive clinical care in a focused or specialised area of practice. This may include providing care to individuals and/or groups with complex needs both within and/or outside of a formal healthcare setting, with a greater degree of indirect registered nurse supervision.

The enrolled nurse must continue to work within their scope of practice and under the supervision of a registered nurse.

Applicants must address each competency standard and provide evidence supporting their statements. Additional pages may be attached if more space is needed.

Competency standard 2.1

Practises using specialised or more comprehensive knowledge and skills

Performance guide

Examples of ASEN behaviours that demonstrate the competency standard:

- applies specific knowledge and skills in the provision of clinical care e.g. wound care, continence management, dementia, or child and family health
- applies a broad knowledge base, and wide experience of the care environment and processes, to the provision of care
- uses in-depth knowledge of community resources to plan management of care
- liaises with community mental health workers on admission and discharge of mental health patients.

Evidence to support competency standards

Direct observation (To be completed by the assessor)	Competent	Developing competency
	Assessor's initials	Assessor's initials
Classification Review Panel to complete	Panel Chair's initials	Panel Chair's initials
The chair of the classification panel initials the competency. If the competency standard is not demonstrated at this time the reason should be documented in the development plan.		
Comment		

Competency standard 2.2

Modifies practice to accommodate patient/client healthcare needs of individuals and/or groups in different environments

Performance guide

Examples of ASEN behaviours that demonstrate the competency standard:

- may provide care for individuals and/or groups in homes or community settings as well as healthcare settings
- uses advanced assessment skills to modify patient care
- practises according to clinical standards and guidelines
- demonstrates the ability to perform ongoing risk assessment through the use of tools such as the Mental State Exam and Clinical Risk Assessment and Management.

Evidence to support competency standards

Direct observation (To be completed by the assessor)	Competent	Developing competency
	Assessor's initials	Assessor's initials
Classification Review Panel to complete	Panel Chair's initials	Panel Chair's initials
The chair of the classification panel initials the competency. If the competency standard is not demonstrated at this time the reason should be documented in the development plan.		
Comment		

Competency standard 2.3

Assists in providing care to individuals and/or groups with complex conditions

Performance guide

Examples of ASEN behaviours that demonstrate the competency standard:

- prioritises care appropriately and responds independently to clinical situations, escalating care as necessary
- undertakes complex nursing procedures in the provision of care
- responds to rapidly changing situations involving deteriorating patients
- recognises the different care required with the complex mental health patient and initiates appropriate multidisciplinary care plans.

Evidence to support competency standards

Direct observation (To be completed by the assessor)	Competent	Developing competency
	Assessor's initials	Assessor's initials
Classification Review Panel to complete	Panel Chair's initials	Panel Chair's initials
The chair of the classification panel initials the competency. If the competency standard is not demonstrated at this time the reason should be documented in the development plan.		
Comment		

Competency standard 2.4

Uses comprehensive assessment skills to make reliable clinical decisions

Performance guide

Examples of ASEN behaviours that demonstrate the competency standard:

- using a systematic approach, identifies risks and potential outcomes to assessment
- bases clinical decisions on assessment
- provides mental health clinical risk assessments and management strategies through use of tools such as the Mental State Exam and Clinical Risk Assessment and Management.

Evidence to support competency standards

Direct observation (To be completed by the assessor)	Competent	Developing competency
	Assessor's initials	Assessor's initials
Classification Review Panel to complete	Panel Chair's initials	Panel Chair's initials
The chair of the classification panel initials the competency. If the competency standard is not demonstrated at this time the reason should be documented in the development plan.		
Comment		

Competency standard 2.5

Develops care plans for individuals and/or groups and evaluates outcomes of own practice

Performance guide

Examples of ASEN behaviours that demonstrate the competency standard:

- initiates review and modification of care plans where appropriate
- develops and implements care plans for individuals and/or groups with multiple co-morbidities or care requirements
- provides comprehensive mental health management plans in consultation with patients/clients and carers.

Evidence to support competency standards

Direct observation (To be completed by the assessor)	Competent	Developing competency
	Assessor's initials	Assessor's initials
Classification Review Panel to complete	Panel Chair's initials	Panel Chair's initials
The chair of the classification panel initials the competency. If the competency standard is not demonstrated at this time the reason should be documented in the development plan.		
Comment		

Domain 3: Management of self and others

This competency reflects broader experiences, knowledge and skills that enable a more comprehensive scope of delegated responsibility and a greater degree of indirect registered nurse supervision.

Applicants must address each competency standard and provide evidence supporting their statements. Additional pages may be attached if more space is needed.

Competency standard 3.1

Participates in the development, implementation and review of organisational policies, programs and procedures

Performance guide

Examples of ASEN behaviours that demonstrate the competency standard:

- is involved in committees and working parties within and/or external to the work unit
- may take responsibility for equipment/maintenance schedules, budgets, rosters and stock control
- participates in quality improvement activities.

Evidence to support competency standards

Direct observation (To be completed by the assessor)	Competent	Developing competency
	Assessor's initials	Assessor's initials
Classification Review Panel to complete	Panel Chair's initials	Panel Chair's initials
The chair of the classification panel initials the competency. If the competency standard is not demonstrated at this time the reason should be documented in the development plan.		
Comment		

Competency standard 3.2

Coordinates delegated activities of other staff under the guidance and direction of a registered nurse

Performance guide

Examples of ASEN behaviours that demonstrate the competency standard:

- coordinates and guides activities of other enrolled nurses, student enrolled nurses and assistants in nursing
- contributes to the review and the development of clinical standards and guidelines.

Evidence to support competency standards

Blank area for providing evidence to support competency standards.

Direct observation (To be completed by the assessor)	Competent	Developing competency
	Assessor's initials	Assessor's initials
Classification Review Panel to complete	Panel Chair's initials	Panel Chair's initials
The chair of the classification panel initials the competency. If the competency standard is not demonstrated at this time the reason should be documented in the development plan.		
Comment		

Competency standard 3.3

Acts as a resource to others in an area of clinical practice

Performance guide

Examples of ASEN behaviours that demonstrate the competency standard:

- participates in the education of individuals, groups and staff as appropriate
- may be involved in unit/ward orientation and ongoing support for staff and students.

Evidence to support competency standards

Large empty area for providing evidence to support competency standards.

Direct observation (To be completed by the assessor)	Competent	Developing competency
	Assessor's initials	Assessor's initials
Classification Review Panel to complete	Panel Chair's initials	Panel Chair's initials
The chair of the classification panel initials the competency. If the competency standard is not demonstrated at this time the reason should be documented in the development plan.		
Comment		

Competency standard 3.4

Actively participates in team leadership and decision-making

Performance guide

Examples of ASEN behaviours that demonstrate the competency standard:

- contributes to the performance management/and appraisal of other staff members
- demonstrates advanced interpersonal skills
- supports team leadership roles and responds to changing priorities.

Evidence to support competency standards

Direct observation (To be completed by the assessor)	Competent	Developing competency
	Assessor's initials	Assessor's initials
Classification Review Panel to complete	Panel Chair's initials	Panel Chair's initials
The chair of the classification panel initials the competency. If the competency standard is not demonstrated at this time the reason should be documented in the development plan.		
Comment		

Section four:

Final assessment (panel to complete)

The final assessment is to be completed by the Chair in consultation with all classification panel members. The applicant should be deemed competent, or identified as needing further development to demonstrate the ASEN competencies. Therefore, two options are available to the panel.

Option 1

If the majority of the panel recommends that the applicant is competent, then the Panel members in support of the recommendation should sign the competent recommendation and the Chair should forward the recommendation to the Director of Nursing/Midwifery.

Competent			
The applicant has demonstrated all the competencies contained in this workbook and is recommended to be reclassified to the ASEN level.			
Signature of Chair:		Date:	
Signature of Panel Member:		Date:	
Signature of Panel Member:		Date:	

Option 2

If the majority of the panel recommends that the applicant needs further development, then the panel members in support of the recommendation should sign the not competent recommendation and the Chair should forward the recommendation and reasons for the decision to the Director of Nursing/Midwifery.

If the applicant does not demonstrate the ASEN competencies contained in the workbook, a development plan should detail:

- the exact competency standards for which development is required
- how these competency standards can be achieved.

Not competent – areas to be included in the development plan

The applicant has not demonstrated all the competencies contained in this workbook and is not recommended to be reclassified to the ASEN level at this time.

Areas requiring development:

Competency Standard:	Areas requiring development:		
Signature of Chair:		Date:	
Signature of Panel Member:		Date:	
Signature of Panel Member:		Date:	

Note: Additional pages may be attached if more room is needed.

Director of Nursing/Midwifery / Area Chief Executive Delegate

Name:		
Endorsement: (Circle which applies)	Recommended Application recommended to be reclassified to ASEN.	Not recommended Applicant requires further development and is not recommended at this time.
	Signature	Date

Notes

This document can be made available
in alternative formats on request for
a person with a disability.

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