

# ENROLLED NURSE (EN): SCOPE OF PRACTICE POLICY<sup>®</sup>

## DOCUMENT SUMMARY/KEY POINTS

- The Enrolled Nurse (EN) is a person with appropriate educational preparation to be licenced under Australian Health Practitioner Regulation Agency (AHPRA) Nursing and Midwifery Board of Australia (NMB).
- The EN is an associate to the RN and is required to have a RN as a professional supervisor when providing nursing care. Supervision may be direct or indirect
- At SCHN the EN **may not**:
  - Administer blood products
  - Administer cytotoxic medications
  - Administer S8 medication<sup>1</sup>(can be the nominated second check as per med policy):  
**CHW:** <http://chw.schn.health.nsw.gov.au/o/documents/policies/guidelines/2006-8232.pdf>  
**SCH:** <http://chw.schn.health.nsw.gov.au/o/documents/policies/guidelines/2015-7011.pdf>
  - Load, commence or alter S8 infusions such as PCA, NCA and epidurals. (*NB: Including not giving a push dose through an NCA*)
  - Administer or check IV additives to IV fluids
  - Administer nurse initiated medication without the confirmation of the supervising registered nurse <sup>2</sup> as per the NSW MoH medication policy:  
<http://chw.schn.health.nsw.gov.au/o/documents/policies/policies/2014-9027.pdf>
  - Be Team Leader/ "In charge" of a ward/unit

<b>Approved by:</b>	SCHN Policy Procedure & Guideline Committee	
<b>Date Effective:</b>	1 <sup>st</sup> January 2016	<b>Review Period:</b> 3 years
<b>Team Leader:</b>	Director of Nursing	<b>Area/Dept:</b> Nursing & Midwifery

## CHANGE SUMMARY

- New SCHN document
- Replaces SCH Endorsed Enrolled Nurse Medication Administration Procedure [No: 1/A/12:7012-01:00]

## READ ACKNOWLEDGEMENT

- All Nurse Managers, Nurse Unit Managers and Registered Nurses where Enrolled nurses are employed are to read and acknowledge

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## Enrolled Nurse (EN)

The Enrolled Nurse (EN) is a person with appropriate educational preparation to be licenced under Australian Health Practitioner Regulation Agency (AHPRA) Nursing and Midwifery Board of Australia (NMB). The EN is a member of the multidisciplinary team and works collaboratively with the Registered Nurse (RN) in achieving the best level of care for the patient and their family. The EN is an associate to the RN and is required to have a RN as a professional supervisor when providing nursing care<sup>3</sup>. At SCHN the EN is not permitted to work independently and must always work under the direction and supervision of a Registered Nurse.

### 1 Levels of supervision

AHPRA<sup>4</sup> and the Australian Nursing Federation<sup>5</sup> provide direction with regards to the level of supervision the RN must provide the EN: Direct supervision and indirect supervision.

#### 1.1 Definitions of supervision

- **Direct supervision:** the RN is present and observes, works with and directs the EN.<sup>3,4,5</sup>
- **Indirect Supervision:** the RN delegates care to the EN, the RN is physically present in the workplace and easily contactable for EN but does not directly observe activities.<sup>3,4,5</sup>

### 2 Scope of Practice: Enrolled Nurse Employed in SCHN

EN's working in the SCHN will be supported to provide care to patients that are considered to be within their scope of practice once the following factors have been considered:

- Legislative requirement that will exclude the EN from that practice
- The level of competence, confidence and accountability of the individual EN
- The EN has received appropriate training and support to provide them with the knowledge to undertake the clinical care
- The task/skill aligns with SCHN policy and clinical guidelines
- The condition of the patient receiving care is appropriate relative to the skills and experience of the EN
- Context of care delivery has been considered
- The EN can care for a patient with an opioid infusion including PCA, NCA or Epidural once the infusion is commenced by the RN.

**NOTE:** The final decision about the level of care that an EN can deliver is the responsibility of the supervising RN

To assist the RN and EN decide on appropriate delegation of duty, the flow chart located within the EN resources located on the intranet maybe be utilised:

<http://intranet.schn.health.nsw.gov.au/education-and-development/enrolled-nurse-resources>

## 2.1 SCHN ENs may not undertake the following clinical skills

- Administer blood products
- Administer cytotoxic medications
- Administer nurse initiated medication without the confirmation of the supervising registered nurse 2 as per the NSW MoH medication policy:  
<http://chw.schn.health.nsw.gov.au/o/documents/policies/policies/2014-9027.pdf>
- Administer or check IV additives to IV fluids
- Administer S8 medication (however can be the nominated second check as per med policy:
  - CHW: <http://chw.schn.health.nsw.gov.au/o/documents/policies/guidelines/2006-8232.pdf>
  - SCH: <http://chw.schn.health.nsw.gov.au/o/documents/policies/guidelines/2015-7011.pdf>
- Load, commence or alter S8 infusions such as PCA, NCA and epidurals. (NB: Including not giving a push dose through an NCA)
- Be Team Leader/ "In charge" of a ward/Unit

## 3 Medication administration at SCHN by Enrolled Nurses.

An EN without the knowledge and training to administer medication will have a notation on their registration as follows 'Does not hold board approved qualifications in administration of medicines'<sup>6</sup>

### Medication management and Handling by EN nurses is incorporated into:

- CHW Guideline No: 1/C/06:8232-01:09  
<http://chw.schn.health.nsw.gov.au/o/documents/policies/guidelines/2006-8232.pdf>
- SCH Guideline No: 1/C/15:7011-01:01  
<http://chw.schn.health.nsw.gov.au/o/documents/policies/guidelines/2015-7011.pdf>

## 4 Professional development

1. EN's new to the paediatric setting should attend *Introduction to Paediatrics 1: What's different* at first available opportunity. Attendance to *Introduction to Paediatrics 2: Nursing the sick child* is optional and dependant on the clinical role and working environment.
2. EN's who are new to paediatrics are to undertake a PNCA within the first 4 – 6 months of commencing employment
3. Ongoing discussion with the unit clinical nurse educator and Nurse Unit manager will determine ongoing professional development requirements relevant to the clinical context. This may include but not be limited to completion of a PNCA to determine areas requiring development.
4. Resources pertaining to the EN can be found  
<http://intranet.schn.health.nsw.gov.au/education-and-development/enrolled-nurse-resources>

## 5 References

1. Medication Management and Handling – CHW, practice guideline number 1/C/06:8232-01:09 : <http://chw.schn.health.nsw.gov.au/o/documents/policies/guidelines/2006-8232.pdf>
2. NSW Ministry of Health (2013) Policy Directive PD2013\_043 – Medication Handling in NSW Public Health Facilities <http://chw.schn.health.nsw.gov.au/o/documents/policies/policies/2014-9027.pdf>
3. Australian Nursing Federation (2005) Competency standards for nurses in general practice [http://anmf.org.au/documents/National\\_Practice\\_Standards\\_for\\_Nurses\\_in\\_General\\_Practice.pdf](http://anmf.org.au/documents/National_Practice_Standards_for_Nurses_in_General_Practice.pdf)
4. Nursing and Midwifery Board of Australia (2013) Supervision guidelines for nursing and midwifery: <http://www.nursingmidwiferyboard.gov.au/>
5. Australian Nursing and Midwifery Council (2007) Delegation and supervision for Nurses and Midwives [http://nursesstaging.elcom.com.au/ArticleDocuments/100/Delegation\\_and\\_Supervision\\_for\\_Nurses\\_and\\_Midwives.pdf.aspx](http://nursesstaging.elcom.com.au/ArticleDocuments/100/Delegation_and_Supervision_for_Nurses_and_Midwives.pdf.aspx)
6. Medication: Administration & Handling (non-cytotoxic) – SCH, Guideline No: 1/C/15:7011-01:01 <http://chw.schn.health.nsw.gov.au/o/documents/policies/guidelines/2015-7011.pdf>

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