

ENROLLED NURSE (EN): SCOPE OF PRACTICE POLICY[®]

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 (NMBA).
- The EN is an associate to the Registered Nurse (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**:
 - Check or administer medications with another Enrolled Nurse.
 - Administer cytotoxic medications.
 - Administer S8 medication (can be the nominated second check as per med policy):
SCHN Medication Administration Policy - <http://webapps.schn.health.nsw.gov.au/epolicy/policy/5024>
 - Load, commence or alter S8 infusions such as PCA, NCA and epidurals depends on new policy. (*NB: Including not giving a push dose through an NCA*)
 - Administer nurse initiated medication without the confirmation of the supervising registered nurse ² as per the NSW Ministry of Health (MoH) Medication Handling Policy Directive: https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2013_043
 - Be Team Leader/ "In charge" of a ward/unit.

Approved by:	SCHN Policy Procedure & Guideline Committee	
Date Effective:	1 st September 2020	Review Period: 3 years
Team Leader:	Director of Nursing	Area/Dept: Nursing & Midwifery

CHANGE SUMMARY

- Due for mandatory review.
- No major changes; links updated.

READ ACKNOWLEDGEMENT

- All Nurse Managers, Nurse Unit Managers, Enrolled Nurses 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 (NMBA). 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 Enrolled nurse must work within the NMBA Enrolled Nurse Standard of Practice ¹.

The standards ([Nursing and Midwifery Board of Australia - Enrolled nurse standards for practice](#)) provide clarity about supervision, delegation and role relationships, including:

- the EN needs to work under the direct or indirect supervision of a registered nurse (RN).
- the EN keeps responsibility for their actions.
- the EN is accountable in providing delegated care.
- ENs working within SCHN are expected to adhere to the SCHN EN Domains of Practice (<https://intranet.schn.health.nsw.gov.au/nurses-midwives/en-resources>)
- A skills list for ENs is available on SCHN intranet (<https://intranet.schn.health.nsw.gov.au/nurses-midwives/en-resources>)

The EN is an associate to the RN and is required to have a RN as a professional supervisor when providing nursing care ². 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

AHPRA³ and the Australian Nursing Federation⁴ 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.^{2,3}
- **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.^{2,3}

The Nursing Unit Manger and team leader are responsible for ensuring an appropriate model of patient care is utilised when EN's are on shift. The experience, confidence and competence of the EN coupled with patient acuity will assist in determining whether team nursing (Direct Supervision) or patient allocation and team leader supervision (Indirect supervision) is suitable.

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 and Nursing Unit Manager

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: 2020 chart ⁶ to be uploaded <http://intranet.schn.health.nsw.gov.au/education-and-development/enrolled-nurse-resources>.

- The EN may supervise student ENs who are attending placements within SCHN
- EN's should not supervise undergraduate registered nurses routinely due to variance in scope of practice. Occasions where ENs are allocated an undergraduate registered nursing student due to patient acuity or staffing ratios should be minimised.
- On occasions where ENs are allocated an undergraduate registered nursing student, the team leader/designated RN maintains a supervisory role to ensure educational needs are met.

2.1 SCHN ENs may not undertake the following clinical skills

- Administer cytotoxic medications
- Administer nurse initiated medication without the confirmation of the supervising registered nurse 2 as per the NSW MoH Medication Handling Policy Directive: https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2013_043
- Administer S8 medication (however can be the nominated second check as per med policy:
 - SCHN Medication Administration Policy: <http://webapps.schn.health.nsw.gov.au/epolicy/policy/5024>
- 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' ⁶

Medication management and Handling by EN nurses is incorporated into:

- SCHN Medication Administration Policy:
<http://webapps.schn.health.nsw.gov.au/epolicy/policy/5024>

4 Professional development

1. EN's new to the paediatric setting should be enrolled into the Transition to Paediatric Nursing program.
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.
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. Nursing and Midwifery Board of Australia (2016) Enrolled Nurse Standards for Practice <https://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards/enrolled-nurse-standards-for-practice.aspx>
2. Medication Administration – SCHN, practice guideline number 2020-043 v1 <http://webapps.schn.health.nsw.gov.au/epolicy/policy/5024/download>
3. 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>
4. Australian Nursing Federation (2014) National Practice Standards for nurses in general practice <http://anmf.org.au/pages/national-practice-standards-for-nurses-in-general-practice>
5. Nursing and Midwifery Board of Australia (2015) Supervision guidelines for nursing and midwifery: <https://www.nursingmidwiferyboard.gov.au/Registration-and-Endorsement/Supervised-practice.aspx>
6. Nursing and Midwifery Board of Australia (2020) Decision-making framework for nursing and midwifery: <https://www.nursingmidwiferyboard.gov.au/codes-guidelines-statements/frameworks.aspx>

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