

Advanced Skill Enrolled Nurse Competencies Workbook

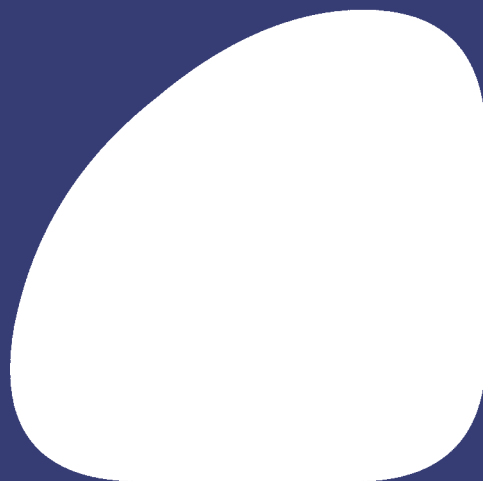




Table of Contents

	Page
Section One: Advice for completing the Advanced Skill Enrolled Nurse Competencies Workbook	1
Section Two: Application details and Workbook	3
Section Three: Assessment strategy	15
Section Four: Final assessment (Panel to complete)	16



Section one - Advice for completing the advanced skill enrolled nurse competencies workbook

A comprehensive guide to completing the *Advanced Skill Enrolled Nurse Competencies Workbook* is available. The guide, titled the *Advanced Skill Enrolled Nurse Classification Guide*, can be obtained from Nurse Managers or downloaded from www.ocno.health.wa.gov.au in Word or PDF formats.

Applicants applying for Advanced Skill Enrolled Nurse (ASEN) classification are responsible for ensuring the Workbook is completed and supporting evidence is provided. It is important that each competency is addressed in a clear and concise manner, and supported by relevant examples of activities or events.

The applicant should describe how they meet the competency standard in each of the 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 of the standards has a number of performance guides. The performance guides should not be considered to be exhaustive or prescriptive, as they are provided as examples only. When addressing each of the competency standards, the applicant should consider:

- How can the competency be demonstrated?
- Provide an example
- List activities that have undertaken to support this.

It is preferable to provide a range of examples when documenting the evidence of achieving the competency. The applicant may choose to refer to examples either from recent or previous experience.

Written or typed applications are acceptable; however, legible handwriting is required. If abbreviations are used the meaning should be stated at the first mention. Once the Workbook is completed, submit it to your Nurse Manager who will convene a reclassification panel.

The classification panel will assess the completed Workbook against the ASEN competencies and submit a report containing a recommendation to the Director of Nursing (DON). The panel will recommend either that the application be supported for reclassification or that the applicant may need further development before being reclassified. If the recommendation is that further development is required, a plan will be developed.



Section two - application details and workbook

The applicant should complete their details below and address each competency as outlined. Once completed, this Workbook should be signed and dated by the applicant and given to the Nurse Manager, who should progress the application as per the *Process for Application in the ASEN Classification Guide*. **Please keep a copy for your own records.**

Applicant to complete

Full Name:			
Area of Clinical Practice:		Years of Experience as an EN:	
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border-top: 1px solid black; width: 60%; text-align: center;">Signature</div> <div style="border-top: 1px solid black; width: 30%; text-align: center;">Date</div> </div>		

Endorsements

Nurse 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 their collaboration with others in education as a basis for practice.

You must address each competency standard and provide evidence supporting your statements. Attach additional pages if you do not have enough space.

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; and
- 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 Initials	Panel Chair 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 education of others.

Performance Guide

Examples of ASEN behaviours that demonstrate the competency standard

- Orientates new staff to local practices; and
- Preceptors or mentors new graduate enrolled nurses and/or student enrolled nurses.

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 Initials

Panel Chair 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 groups with complex needs both within and outside of health care settings, with a greater degree of indirect registered nurse supervision.

You must address each competency standard and provide evidence supporting your statements. Attach **additional pages if you do not have enough space.**

Competency Standard 2.1

Practices using specialised or more comprehensive knowledge and skills.

Performance Guide

Examples of ASEN behaviours that demonstrate the competency standard

- Applies specific knowledge and skills such as in wound or continence management or dementia or child or family health care in the provision of care
- Applies a broad knowledge base, and wide experience of the care environment and processes in the provision of care; and
- Uses in-depth knowledge of community resources to inform management of care.

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 Initials	Panel Chair 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 health care needs of individuals and groups in different environments.

Performance Guide

Examples of ASEN behaviours that demonstrate the competency standard

- May provide care in homes or community settings as well as health care settings
- Identifies risks and potential outcomes during assessment
- Identifies and implements appropriate harm minimisation strategies
- Independently responds to clinical situations
- Practises guided by clinical standards and guidelines; and
- Provides care for groups as well as individuals.

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 Initials	Panel Chair 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 groups with complex conditions

Performance Guide

Examples of ASEN behaviours that demonstrate the competency standard

- Prioritises care appropriately
- Undertakes complex nursing procedures in the provision of care; and
- Independently responds to clinical situations.
- Evidence to Support Competency Standards

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 Initials	Panel Chair 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

- Uses a systematic approach to assessment
- Identifies risks and potential outcomes during assessment; and
- Bases clinical decisions on assessment.

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 Initials	Panel Chair 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 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.

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 Initials	Panel Chair 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 greater degree of indirect registered nurse supervision.

You must address each competency standard and provide evidence supporting your statements. Attach additional pages if you do not have enough space.

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 external to the work unit
- May be involved in unit/ward orientation and/or ongoing support for staff and students; and
- Contributes to the review and the development of clinical standards and guidelines.

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 Initials	Panel Chair 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 the registered nurse.

Performance Guide

Examples of ASEN behaviours that demonstrate the competency standard

- Is involved in committees and/or working parties within and beyond the work unit
- Guides and supports activities of other enrolled nurses and student enrolled nurses; and
- May be involved in ward/unit orientation and ongoing support for staff and students.

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 Initials	Panel Chair 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 education of individuals, groups and staff
- Includes identification of risks and potential outcomes when undertaking an assessment
- Coordinates and guides activities of other enrolled nurses and student enrolled nurses
- May take responsibility for equipment/maintenance schedules, budgets, rosters, stock control; and
- May be involved in unit/ward orientation and ongoing support for staff and students.

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 Initials	Panel Chair 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/appraisal of others
- Is involved in committees and working parties within and beyond the work unit
- Coordinates and supervises activities of enrolled nurses and student enrolled nurses
- May take responsibility for equipment/maintenance schedules, budgets, rosters, stock control; and
- 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 Initials	Panel Chair 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 three - 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 etc in relation to development, courses, committees etc; or
- Performance evidence - a recent performance appraisal (within the last 12 months); or
- Direct observations of the performance of the applicant, as assessed by a Staff Development Nurse (SDN), Registered Nurse or Nurse Manager (know as the assessor). Direct observation requires the Assessor to observe the applicant's performance and compare it against the competency standard, and then document the observation in the Direct Observations section. The documentation should include both clinical skills and behaviours. The form should be signed and dated by the assessor and submitted with the Competencies Application Guide.

Direct Observations of Performance

The Assessor should observe the actual performance of the applicant and compare it against the competency standards in the Advanced Skill Enrolled Nurse Classification Guide. The Assessor should include the following:

- Complete the competency in the workbook based on direct observation of the applicant
- Details of the applicant's actual performance and a decision on whether the competency has been demonstrated
- An observation of skills, behaviours or application of knowledge in the Direct Observation section.
- Comments on the applicant's performance in the direct observation section
- If the competency has been demonstrated, the assessor should initial and sign the achievement of competency. If the competency has not been achieved, the assessor should initial and sign that the competency standard is not demonstrated at this time and the reason should be documented in the development plan.

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, the two options available to the **Panel** are as follows:

- 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.

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

OR

If 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.

If the applicant does not demonstrate the ASEN Competencies contained in the Workbook, a development plan should detail the following:

- Identification of the exact competency standard where development is required
- Specific details of how the competency standard can be addressed.

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

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 classified 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: Attach additional pages if you do not have enough space.



Director of Nursing

Name:		
Endorsement:	<input type="checkbox"/> Recommended Application recommended to be classified to ASEN. Recommendation forwarded to Area Chief Executive.	<input type="checkbox"/> Not recommended Applicant requires further development and not recommended at this time.
	_____ Signature	_____ Date

Area Chief Executive

Name:		
	<input type="checkbox"/> Recommendation for classification approved.	<input type="checkbox"/> Classification not approved.
	_____ Signature	_____ Date



Delivering a Healthy WA



Department of
Health

Produced by Office of Chief Nursing Officer
© Department of Health 2007