How to become an advanced skill enrolled nurse (ASEN)

August 2012, Version 1.0

www.nursing.health.wa.gov.au

Delivering a Healthy WA
What is covered in this presentation:

- What is an advanced skill enrolled nurse – otherwise known as an ASEN?
- How to become an ASEN
- Is the ASEN classification transferable between areas of clinical practice?
- Is the ASEN classification transferable between employers?
- Where to from here?
## Enrolled Nurse Classification Structure

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN Level 1</td>
<td>EN in 1(^{st}) year of employment</td>
</tr>
<tr>
<td>EN Level 2</td>
<td>EN in 2(^{nd}) year of employment</td>
</tr>
<tr>
<td>EN Level 3</td>
<td>EN in 3(^{rd}) year of employment</td>
</tr>
<tr>
<td>EN Level 4</td>
<td>EN in 4(^{th}) year of employment</td>
</tr>
<tr>
<td>ASEN Level 1</td>
<td>EN in first year of employment as an ASEN</td>
</tr>
<tr>
<td>ASEN Level 2</td>
<td>EN in second year of employment as an ASEN</td>
</tr>
</tbody>
</table>

Delivering a Healthy WA
What is an Advanced Skill Enrolled Nurse?

An ASEN can be described as an advanced enrolled nurse:

- who practises in a specialised area or field of practice
- with a higher level of clinical knowledge, skills and on-the-job experience, than an EN Level 1-4
- with a greater level of responsibility in the management of client care
- who acts as a resource to other staff
- who requires more indirect level of supervision

Refer to Australian Nursing and Midwifery Council (2007). *National Framework for the development of decision-making tools.*
<table>
<thead>
<tr>
<th>Year</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001</td>
<td>ANMC Study recommended recognition of the advanced skills of senior enrolled nurse</td>
</tr>
<tr>
<td>2002</td>
<td>ASEN was introduced as a promotional position</td>
</tr>
<tr>
<td>2004</td>
<td>United Voice (formerly known as LHMU) members negotiated ASEN to become a competency progression</td>
</tr>
<tr>
<td>2006</td>
<td>ASEN Classification Workbook finalised</td>
</tr>
<tr>
<td>2007</td>
<td>ASEN Classification included ASEN1 &amp; ASEN 2</td>
</tr>
<tr>
<td>2011</td>
<td>Industrial Agreement introduces ASEN classification for enrolled nurses employed or specialising in mental health with commitment from the Chief Nurse and Midwifery Officer to help develop mental health competencies in a revised ASEN Classification Workbook.</td>
</tr>
<tr>
<td>2012</td>
<td>ASEN Classification Workbook revised and finalised</td>
</tr>
</tbody>
</table>
### ASEN Pay rates

<table>
<thead>
<tr>
<th>Year</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td>United Voice members negotiated ASEN levels 1 &amp; 2 pay rates at parity with RN level 1, increment 1 &amp; 2.</td>
</tr>
<tr>
<td>2011</td>
<td>United Voice members negotiated pay increase of 12.25% over three years. Current pay rates, from October 2011</td>
</tr>
<tr>
<td></td>
<td>EN Level 4: $979.43 per week</td>
</tr>
<tr>
<td></td>
<td>ASEN level 1: $1,020.24 per week</td>
</tr>
<tr>
<td></td>
<td>ASEN level 2: $1,061.05 per week</td>
</tr>
<tr>
<td>2012</td>
<td>Pay rates to increase in October 2012 to:</td>
</tr>
<tr>
<td></td>
<td>EN Level 4: $1,023.50 per week</td>
</tr>
<tr>
<td></td>
<td>ASEN level 1: $1,066.15 per week</td>
</tr>
<tr>
<td></td>
<td>ASEN level 2: $1,108.79 per week</td>
</tr>
</tbody>
</table>
Why become an ASEN?

- To achieve recognition of knowledge
- To achieve recognition of competence
- To achieve recognition of skills
- To achieve recognition of experience
- To be rewarded with an increase in pay rate
# How to become an ASEN?

There are two different pathways an enrolled nurse can take to become an ASEN:

**Pathway 1:**

Three years experience *and* holding a post registration qualification of at least six months duration, clinical area/specialty specific

**Pathway 2:**

Four years experience *and* a completed ASEN Classification Workbook

---

*Delivering a Healthy WA*
Pathway 1: Three years experience and holding a post registration qualification

1. Complete Post Registration Qualification Application form, attach copy of relevant qualification certificate, and submit to Line Manager

2. Line Manager assesses application and makes recommendation to the Director of Nursing within 10 working days

3. Director of Nursing reviews application and makes recommendation to Area Chief Executive or to the nominated delegate (e.g., Area Director of Nursing) within 5 working days

4. Area Chief Executive or nominated delegate reviews recommendation and endorses the request or seeks further information. Written advice is provided to applicant expeditiously

A downloadable PDF Flow chart of this process can be found at www.nursing.health.wa.gov.au

Delivering a Healthy WA
What happens if the application is unsuccessful?

- The Area Chief Executive or delegate provides written advice to the enrolled nurse applicant, with reasons why application was unsuccessful.

- The enrolled nurse applicant is referred back to the line manager and staff development team for further development.

- An application may be unsuccessful if the post registration qualification is not relevant to the area the enrolled nurse applicant works in.
Pathway 2: Fours years experience and a completed ASEN Classification Workbook

There are 2 ways to complete the Workbook:

1. Providing written evidence of competency.
   This evidence can be provided by way of reference to a recent comprehensive performance review/appraisal which covers all three domains, as referred to in the Workbook

2. Demonstrating competency under direct supervision
There are three domains that require addressing in the Workbook, they are:

- Professional development
- Provision of clinical care
- Management of self and others

Each domain has a number of competency standards that need to be met.


Delivering a Healthy WA
Domain 1 : Professional Development

1.1 Initiates and undertakes ongoing professional development

Note – To maintain registration with the NMBA, nurses must complete 20 continuing professional development hours per year

1.2 Contributes to education of others
Domain 2: Provision of Clinical Care

2.1 Practises using specialised or more comprehensive knowledge and skills

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

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

2.4 Uses comprehensive assessment skills to make reliable clinical decisions

2.5 Develops care plans for individuals and/or groups and evaluates outcomes of own practice
Domain 3 : Management of self and others

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

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

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

3.4 Actively participates in team leadership and decision making

Delivering a Healthy WA
Completing the workbook with written evidence

- Each competency standard in the three domains must be addressed
- 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

Delivering a Healthy WA
Addressing the competency standards

You should provide evidence of each competency by giving examples where you have demonstrated your knowledge gained through professional development to improve your skills.

Evidence can be from recent or previous experience.
Example:

Domain 2: Provision of clinical care
Competency standard 2.1
Practises using specialised or more comprehensive knowledge and skills

- I successfully completed the oral medication competency and IV medication competency courses conducted at PMH.
- I have gained competency in administration of oral and IV medication as per the medication administration policy.
- I am regularly allocated patients who require regular oral medications. I administer these medications successfully according to hospital policy, following the 6 Rights of medication administration.
- In June of this year I cared for an infant with a respiratory illness who required IV antibiotics. I successfully administered IV medications as required following the 6 Rights of medication administration.
Completing the workbook under direct supervision:

This requires the assessor (staff development nurse, registered nurse or line manager) to:

- Observe the applicants performance
- Compare the performance against the competency
- Document their observations in the workbook
The Workbook Process

1. The enrolled nurse completes the ASEN Classification Workbook and submits to the Line Manager (the enrolled nurse should remember to keep a copy of their Workbook as professional evidence).

2. Within 10 working days, the Line Manager convenes a Classification Review Panel made up of a clinical nurse specialist, and ASEN and a Nurse Manager.

3. Within 10 working days, the Classification Review Panel assesses the application against the competencies and makes a recommendation to the Director of Nursing.

4. Within 5 working days, the Director of Nursing reviews the workbook, and if suitable, endorses the recommendation and forwards the Workbook to the Area Chief Executive, or nominated delegate.

5. The Area Chief Executive, or nominated delegate, reviews the recommendations and endorses the application or seeks further information.

A downloadable PDF Flow chart of this process can be found at www.nursing.health.wa.gov.au

Delivering a Healthy WA
What happens if the application is unsuccessful?

- The Area Chief Executive or delegate provides written advice to the enrolled nurse applicant, with reasons why application was unsuccessful.

- The enrolled nurse applicant is referred back to the line manager and staff development team for further development.

- Unsuccessful applicants can re-apply after three months.

- Unsuccessful applicants can dispute this decision and contact United Voice at any time.
Is the ASEN Classification transferable?

- ASEN classification is transferable between areas of the same clinical specialty.
- ASEN classification is transferable throughout the Western Australian Health Services, providing it is to an area of the same clinical specialty.
- ASEN classification is transferrable to another area of clinical specialty if the area transfer is initiated by the employer and the enrolled nurse is provided with an opportunity to achieve the relevant competencies for that specialty.
- ASEN classification is *NOT* transferable between areas of differing clinical practice if the transfer is nurse initiated.
- ASEN classification is not automatically transferrable between government and non-government employers – the onus is on the enrolled nurse to negotiate.
Applying for ASEN in another clinical specialty

- Enrolled nurses can be an ASEN in more than one clinical area
- For subsequent ASEN applications, the enrolled nurse only needs to address **Domain 2: Provision of Clinical Care**
- Enrolled nurses are to address each of the competency standards in Domain 2 within the Classification Workbook, and submit to the Line Manager.
The enrolled nurse applicant has the right to:

- Confidentiality and avoidance to conflict of interest
- Natural justice
- Process completion within the specified timeframe
- A fair and equitable process
- Information about the process of reclassification
- Request for alternative panel or panel member if there is a conflict of interest identified
- Withdraw from the process at any time
- Have the assessment process completed within the designated timeframe
- Seek United Voice assistance (if they are a member)

[Refer to page 6 of the ASEN Classification Guide, 2012]
Dispute resolution

- The dispute resolution process can be initiated at any time by the:
  - Employer
  - Enrolled nurse applicant
  - United Voice – on behalf of their member
- Disputes can be resolved through discussion
- Disputes can be referred by any of the parties to the Western Australian Industrial Relations Commission
For further information or advice on ASEN Classification, contact:

**Human Resources Nurse Manager/Consultant** at site

or

**Nursing and Midwifery Office**

nursingwa@health.wa.gov.au  
Office: 9222 4075 | Toll Free: 1800 112 272  

or

**United Voice**

Member contact number: 1800 199 890  
Office: 9388 5400  