Policy Directive

Enrolled Nurse - Special Grade

Document Number	PD2014_037
Publication date	12-Nov-2014
Functional Sub group	Personnel/Workforce - Industrial and Employee Relations Personnel/Workforce - Recruitment and selection
Summary	To assist Local Health Districts and Specialty Networks where it is determined to establish roles at the Enrolled Nurse - Special Grade level.
Replaces Doc. No.	Enrolled Nurse - Special Grade Classif Incl Rates of Pay - Public Hospital Nurses' (State) Award [PD2005_427]
Author Branch	Workplace Relations
Branch contact	Workplace Relations 02 9391 9357
Applies to	Local Health Districts, Board Governed Statutory Health Corporations, Chief Executive Governed Statutory Health Corporations, Specialty Network Governed Statutory Health Corporations, Affiliated Health Organisations, Public Health System Support Division, Community Health Centres, Public Health Units, Public Hospitals, NSW Health Pathology, Cancer Institute (NSW)
Audience	Nursing, Nursing / Midwifery Unit Managers, Directors of Nursing and Midwifery, Recruitment
Distributed to	Public Health System, Divisions of General Practice, Health Associations Unions, NSW Ambulance Service, Ministry of Health, Private Hospitals and Day Procedure Centres
Review date	12-Nov-2019
Policy Manual	Not applicable
File No.	14/54
Status	Active

Director-General

This Policy Directive may be varied, withdrawn or replaced at any time. Compliance with this directive is **mandatory** for NSW Health and is a condition of subsidy for public health organisations.

POLICY STATEMENT

ENROLLED NURSE – SPECIAL GRADE

PURPOSE

This Policy Directive aims to assist Local Health Districts / Specialty Networks in establishing Enrolled Nurse - Special Grade positions as defined in the *Public Health System Nurses' and Midwives' (State) Award*.

MANDATORY REQUIREMENTS

In accordance with the definition in the *Public Health System Nurses' and Midwives' (State) Award* an Enrolled Nurse - Special Grade may only be filled by "an Enrolled Nurse with an Advanced Certificate qualification and a minimum of six years full time equivalent post enrolment experience, including three years full time equivalent experience in the relevant area" who is "appointed to a position established by a public hospital or public health organisation which satisfies the criteria" as agreed between the NSW Ministry of Health and the NSW Nurses and Midwives' Association from time to time.

The criteria are as follows:

- The Enrolled Nurse - Special Grade undertakes a range of extended nursing role functions determined by the Local Health District/Specialty Network which are not included in the pre-enrolment program (as varied from time to time) and which clearly and consistently set the Enrolled Nurse - Special Grade classification apart from the Enrolled Nurse classification and from general enrolled nurse roles in the same clinical area

- The Enrolled Nurse - Special Grade may undertake similar tasks to other enrolled nurses but the level of delegated responsibility, which must be specified in the role description, is higher than that of other enrolled nurses

- The range of extended nursing role functions for an Enrolled Nurse - Special Grade may include, but is not necessarily limited to, the following:

  o Clinical/Technical Tasks - To consistently make reliable clinical assessments and judgements and deliver care at an advanced level, consistent with the function of the enrolled nurse classification, including consistent performance of tasks which constitute an extended clinical role. This may also include being recognised as a resource person in the identified extended function

  o Administration tasks - The extent to which the role has delegated responsibility for administrative tasks such as the co-ordination and supervision of the activities of others and the management of resources - equipment, maintenance schedule, budget, roster, stock control (ordering, monitoring, rotation) etc., is an indicator of the appropriateness of establishing (or not) an Enrolled Nurse - Special Grade role

  o Project Responsibilities - Consideration should be given to the project responsibilities specifically allocated or delegated to the role

  o Responsibilities of leadership and/or co-ordination of an activity - the emphasis in relation to this particular function is on leadership or co-ordination, as opposed to

participation. Examples considered appropriate for consideration could include leadership and co-ordination of quality programs and training programs.

When considering establishing an Enrolled Nurse - Special Grade role, Local Health Districts / Specialty Networks must also comply with the following:

- The Enrolled Nurse - Special Grade role must require a higher skilled and more demanding role than expected of an Enrolled Nurse

- The establishment of Enrolled Nurse - Special Grade roles should be based upon need and meet the criteria set out above

- Suitably qualified enrolled nurses are appointed to an Enrolled Nurse - Special Grade position on the basis of merit, following a recruitment and selection process

- The fact that a role under consideration involves 'new' skills or highly technical skills does not necessarily make it one which must be filled by an Enrolled Nurse - Special Grade. A requirement to practice new skills or any other particular task/s may not justify the establishment of an Enrolled Nurse - Special Grade position if these changes are occurring more generally at all levels of nursing care and treatment

- The fact that the Local Health District/Specialty Network requires a role to be an enrolled nurse 'all-rounder' does not justify the Enrolled Nurse - Special Grade status

- The Enrolled Nurse - Special Grade should take primary delegated responsibility for value added tasks which are above those of enrolled nurses generally. While other enrolled nurses may still be required from time to time to perform functions identified as a part of the role, the Enrolled Nurse - Special Grade is required, in accordance with job related criteria, to undertake those functions consistently

- There is no automatic entitlement to the payment of a higher grade duties allowance in the absence of an Enrolled Nurse - Special Grade. The substantive occupants of these roles are replaced on a needs basis.

The following role statement relating to Enrolled Nurses, previously agreed with the Association, also applies to the classification of Enrolled Nurse - Special Grade:

"The Enrolled Nurse is a second level nurse who provides nursing care within the limits specified by education and the registering authority's licence to practise.

With the direction and supervision* of a Registered Nurse, the Enrolled Nurse assists in the provision of nursing care in clinical and community settings. This involves preventive, curative and rehabilitative nursing care which takes into account the individual needs of health care consumers.

At all times the Enrolled Nurse retains responsibility for his/her own actions and remains accountable to the Registered Nurse for all delegated functions.

*supervision means the direction and guidance given by a registered nurse to an enrolled nurse. This supervision may be direct or indirect according to the nature of the work delegated to the enrolled nurse."

IMPLEMENTATION

Chief Executives are required to ensure that this Policy Directive is communicated to and implemented by all staff involved with the creation and filling of Enrolled Nurse - Special Grade roles.

Any enquiries regarding this Policy Directive should be directed to the human resource or industrial personnel in the relevant organisation. Only human resource or industrial personnel are to contact the NSW Ministry of Health.

REVISION HISTORY

Version	Approved by	Amendment notes
PD2014_037 November 2014	Deputy Secretary, Governance, Workforce and Corporate	Updated to new policy format with no substantive change in content.
PD2005_427 January 2005	DDG	

ATTACHMENTS

None