Enrolled Nurse to Advance Skills Enrolled Nurse Classification Flowchart

EN (of at least 4 years' experience) applying for ASEN to submit competency workbook to Nurse Manager (NM) who must **sign and date** workbook and convene a Classification panel (must include NM and Educator).

EN (of at least 3 years' experience) applying for ASEN Classification with a post registration qualification of at least 6 months duration **relevant to their area of clinical practice**

Complete within 3 week timeframe

Classification panel assess workbook and submits a report of recommendation to Regional Director Nursing & Midwifery (RDNM)

RDNM approves classification and endorses workbook. Workbook sent (keep a copy) with additional documentation to EDNMS for endorsement

EDNMS will review decision and authorise or decline classification

If classification application is **not approved** - a plan is to be developed by the NM with the EN

Plan will identify any shortfalls and details how this is to be addressed.

Once workbook or qualification re-approved, re-submit to Nurse Manager

EN prepares ASEN Classification letter of request and includes copy of certificate, resume and performance development within last 12 month period

EN is to submit a letter and documentation to RDNM for endorsement of qualification relevant to EN's current work environment

RDNM to send letter of request with all endorsed (in region) documentation to EDNMS for authorisation

EDNMS to send letter of acknowledgment of the ASEN Classification with a cc to the RDNM **On receipt of letter RDNM to complete M6 Contract Variation form and send with copy of confirmation letter to** HSS Employment Contracts

Complete within 3 weeks

HSS acknowledge receipt of M6 form and letter (Nil copies of workbook or documentation required).

Please, for all inquiries on EN to ASEN classification email direct to HSS Employment Contracts

Question: When will ASEN classification be effective? **Answer**: From date completed workbook or letter of request was submitted to the Nurse Manager or RDNM as per Advanced Skill Enrolled Nurse Classification Guide, July 2012, OCN, WA Health.