



## SINGAPORE NURSING BOARD

### CORE COMPETENCIES OF ENROLLED NURSE

Enrolled Nurses (ENs) work under the professional supervision of a Registered Nurse (RN). They are accountable for all aspects of delegated care within their scope of practice according to their educational preparation, experience and standards of practice for nurses and midwives.

#### Core Competencies

The Singapore Nursing Board's Core Competencies for Enrolled Nurse are a set of minimum standards of performance that define the requisite qualities, attributes and skills for an EN to practise in Singapore.

These Core Competencies supplement the Code for Nurses and Midwives to define the minimum level of performance of an EN and is set at the entry to practice level.

The Core Competencies are not setting specific; they are applicable to any practice setting.

The Core Competencies set the foundation for ENs to maintain their competence and to acquire additional competencies to deliver safe client care in response to changing healthcare needs and advancement in technology.

#### Purpose of Core Competencies

- (1) Inform nurses on the minimum competencies for EN practice.
- (2) Direct pre-enrolment nursing curriculum development and review.
- (3) Guide the competency development and assessment of students and newly enrolled ENs.
- (4) Assess nurses seeking re-enrolment.
- (5) Evaluate nurses involved in professional disciplinary cases.

#### Related Definitions

**Core competencies:** a standard set of performance domains and their corresponding behavioural standards which a nurse is required to demonstrate.

**Competency:** the necessary knowledge, skills and attitudes a nurse must possess in order to perform a set of defined activities to an expected standard.

**Competence:** the ability of a nurse to demonstrate the knowledge, skills, judgment and attitudes required to perform activities within the defined scope of practice at an acceptable level of proficiency.

**Competent:** being able to demonstrate the necessary ability, knowledge, skills and attitudes across the domains of competencies at a standard that is determined to be appropriate for that level at which a nurse is being assessed.

## **Core Competencies of Enrolled Nurses**

An Enrolled Nurse (EN) is a person who has completed a professional pre-enrolment nursing programme accredited by the Singapore Nursing Board (SNB) or its equivalent, for the purpose of enrolment, or has been assessed to be competent to practice as an EN.

The Core Competencies are organised into 3 domains. A domain is an organised cluster of competencies. Each domain has associated competency standards, with each standard representing a major function/functional area to be performed by a EN. Competency indicators represent sub-functions of a competency standard.

### **Competence Domain 1: Professional, Legal and Ethical Nursing Practice**

### **Competence Domain 2: Management of Care**

### **Competence Domain 3: Professional development**

<b>Domain</b>	<b>Competency Standard</b>	<b>Competency Indicators</b>
<b>1. Professional, Legal and Ethical Nursing Practice</b>	Demonstrate understanding, knowledge, accountability and responsibility of the legal obligations for nursing practice.	<ul style="list-style-type: none"> <li>a) Understand the legislative framework, the role of the SNB and its regulatory functions; the SNB Code for Nurses and Midwives.</li> <li>b) Practise in accordance with institutional/national legislation, policies and procedural guidelines.</li> <li>c) Maintain clear and legible documentation and records.</li> <li>d) Ensure own physical, cognitive, psychological &amp; emotional fitness to practice and deliver safe care.</li> <li>e) Recognise differences in accountability and responsibility of the RN and EN in the provision of care.</li> <li>f) Demonstrate responsibility and accountability for care within scope of practice and level of competence.</li> <li>g) Demonstrate responsibility and accountability for delegated care within scope of practice and level of competence.</li> <li>h) Support, collaborate and co-operate with team members and other healthcare professionals.</li> </ul>
	Demonstrate and maintain ethical nursing practice.	<ul style="list-style-type: none"> <li>a) Comply with the Code for Nurses and Midwives.</li> </ul>
	Provide culturally appropriate care	<ul style="list-style-type: none"> <li>a) Respect the values, customs, spiritual beliefs and practices of individuals and groups.</li> <li>b) Recognise own beliefs and values and how these may influence care giving.</li> </ul>
<b>2. Management of</b>	Demonstrate	<ul style="list-style-type: none"> <li>a) Listen, clarify and communicate clearly through</li> </ul>

Domain	Competency Standard	Competency Indicators
<b>Care</b>	effective communication.	verbal/non-verbal, written and electronic means as appropriate to ensure effective communication with clients, families and other healthcare professionals.
	Ensure consistent and continuous holistic quality of care.	<ul style="list-style-type: none"> <li>a) Use a range of data gathering techniques including observation, interview, physical examination and measurement to assess clients.</li> <li>b) Participate in the development, implementation, evaluation and documentation of planned nursing care with supervision by the RN.</li> <li>c) Participate in decision-making concerning care of clients as well as coordinating their care with Registered Nurses (RNs) &amp; other healthcare professionals / providers.</li> <li>d) Recognise and report changes in client's health and functional status to the RN.</li> <li>e) Maintain and update technical/clinical skills related to nursing practice.</li> </ul>
	Maintain safe environment through the use of quality assurance and risk management strategies.	<ul style="list-style-type: none"> <li>a) Provide a safe environment for clients, and staff, including implementing infection control procedures.</li> <li>b) Participate in continuous quality improvement and quality assurance activities.</li> <li>c) Delegate, monitor and supervise work performed by ancillary care staff.</li> <li>d) Practise within own level of competence to promote safety of self and clients.</li> <li>e) Contribute to plan, organise, supervise, monitor and evaluate workplace health &amp; safety practices in conjunction with RNs.</li> <li>f) Acknowledge limitations in knowledge and competence and seeks help with performance.</li> </ul>
	Apply strategies to promote health and prevent illnesses.	<ul style="list-style-type: none"> <li>a) Conduct educational needs assessment within the level of enrolled nurse education.</li> <li>b) Apply principles of learning and teaching in health promotion &amp; education for individuals, groups &amp; communities in collaboration with RNs.</li> <li>c) Provide accurate and appropriate education to clients related to the maintenance and promotion of health in consultation with the RN.</li> <li>d) Access and provide appropriate written resources for clients and their carers when needed and in consultation with RN or appropriate members of the healthcare team.</li> </ul>

Domain		Competency Standard	Competency Indicators
2.	<b>Management of Care</b>	Use principles of continuous improvement and incorporates this in practice.	<ul style="list-style-type: none"> <li>a) Collect, analyse and utilise data about incidents and trends, and implements improvement strategies to improve care delivery.</li> <li>b) Demonstrates elements of efficient resource utilisation and human resource management.</li> <li>c) Understand and apply safety measures and guidelines/standards in one's practice.</li> <li>d) Participate in safety and quality improvements projects/initiatives.</li> </ul>
		Demonstrate effective management skills in the provision of nursing care within the scope of EN practice.	<ul style="list-style-type: none"> <li>e) Apply critical thinking skills within a problem solving context.</li> <li>f) Initiate and engage in dialogue on new initiatives and change processes in nursing and healthcare.</li> </ul>
		Provide a safe working environment.	<ul style="list-style-type: none"> <li>a) Manage workloads effectively by raising concerns and/or seeking consultation and help where applicable.</li> <li>b) Support, collaborate and cooperate with team members and other healthcare professionals.</li> </ul>
3.	<b>Professional Development</b>	Demonstrate accountability for one's development and status as a professional Enrolled Nurse.	<ul style="list-style-type: none"> <li>a) Promote and maintain the professional role of the nurse by upholding the SNB Code for Nurses and Midwives. Seek additional knowledge/information when presented with unfamiliar situations</li> <li>a) Identify learning needs through consideration of practice in consultation with colleagues.</li> <li>b) Take steps to remedy any deficits in skills and/or personal knowledge.</li> <li>c) Participate in continuing professional development activities to maintain competency in areas of practice.</li> </ul>
		Demonstrate ability to apply knowledge and skills in research in different healthcare settings.	<ul style="list-style-type: none"> <li>a) Participate in the research process.</li> <li>b) Apply evidence-based and/ or best practice knowledge and technical skills in consultation and under supervision of RNs.</li> </ul>

## References

Australian Nursing & Midwifery Council (2005). ANMC National Competency Standards for the Enrolled Nurse. Australian Nursing & Midwifery Council.

Nurses and Midwives Act, Cap 209 (2012 Revised edition). Singapore.

Nursing Council of Hong Kong (2012). Core Competencies for Registered Nurses (General). Nursing Council of Hong Kong.

Western Pacific and South East Asian Region (2006). Common Competencies for Registered Nurses. Australian Nursing & Midwifery Council.



## SINGAPORE NURSING BOARD

### GENERIC SKILLS OF ENROLLED NURSE

**Generic Skills** refer to a set of nursing skills that an Enrolled Nurse (EN) is expected to perform upon graduation and entry to practice across all settings in Singapore. Together with the Core Competencies for EN, the generic skills define the requirements for registration as an EN in Singapore. The generic skills are not setting specific and have been organized into categories and specific skills for ease of use when assessing the EN's performance.

These generic skills are required to be taught and form part of the pre-enrolment nursing curriculum prior to graduation and/or completion of the nursing course. Performance assessments of these skills incorporate cognitive, psychomotor and attitudinal domains.

The level of independence practice by the EN is indicated in each skill. There are three levels:

1. 'Perform ...' without any qualifier means that the EN is expected to perform this skill independently.
2. 'Perform ...' under supervision' means that the EN is expected to perform this skill independently but a Registered Nurse (RN) should be accountable for delegating and supervising the EN directly or indirectly.
3. 'Assist with ...' means that the EN is expected to perform the skill as an assistant to the RN.

#### Purpose of Generic Skills for EN

- (1) Establish minimum requirements for teaching and assessment of nursing skills during the pre-enrolment nursing course.
- (2) Provide a list of expected nursing skills that an EN should perform, perform under supervision and assist with at entry level across all settings.
- (3) Guide the development of a Test Plan for the EN Licensure Examination (for overseas nurses to be enrolled with SNB as EN).

### GENERIC SKILLS OF ENROLLED NURSE

S/N	Skills Category	Core Knowledge & Skills
1	<b>Client/Health Assessment and Re-assessment</b>	
		a) Perform admission, transfer & discharge according to policies and procedures
		b) Monitor Vital Signs (manual or with devices): <ul style="list-style-type: none"> <li>• Temperature</li> <li>• Pulse &amp; Pulse Oximetry</li> <li>• Respiration</li> <li>• Blood pressure</li> <li>• Pain</li> </ul>
		c) Assist in fall risk assessment
		d) Perform the following with supervision: <ul style="list-style-type: none"> <li>• Neurovascular assessment</li> <li>• Conscious level assessment</li> </ul>
		e) Monitor, document evaluate & report

S/N	Skills Category	Core Knowledge & Skills
<b>2</b>	<b>Provision of/Assist in Client's Activities of Daily Living</b>	
2.1	Client Safety & Comfort	a) Perform personal hygiene, grooming & perineal care
		b) Perform turning and positioning in bed
		c) Apply hot and cold application
		d) Apply and monitor physical restraints according to policies and procedures
		e) Apply and monitor pressure relieving devices
		f) Perform pressure injury risk assessment (e.g. Braden Scale)
2.2	Mobility & Ambulation	a) Assist with lifting & transfer
		b) Assist patient to use walking aids
		c) Operate continuous passive movement device
		d) Perform range of motion exercises
2.3	Nutrition, Fluids & Electrolyte Balance	a) Perform nutritional status screening
		b) Serve the different types of diet
		c) Perform oral feeding
		d) Perform accurate intake & output balance recording
		e) Insert & remove nasogastric tube
		f) Perform and monitor enteral tube feeding – intermittent & continuous (via pumps)
		g) Perform gastric aspiration (intermittent and continuous modes)
2.4	Elimination	a) Assist with toileting – bedpan, urinal, commode
		b) Perform female adult urinary catheterization
		c) Assist in male adult catheterization
		d) Monitor clients on continuous urinary catheterization
		e) Collect catheter urine specimen (midstream and from in-dwelling urinary catheter)
		f) Change of colostomy bag

S/N	Skills Category	Core Knowledge & Skills
<b>3</b>	<b>Management of Care</b>	
3.1	Respiratory Care	a) Perform insertion of oropharyngeal airway
		b) Perform oro-pharyngeal, naso-pharyngeal and tracheal suctioning
		c) Administer oxygen therapy (e.g. nasal prong, face mask, venturi mask)
		d) Assist with incentive spirometry
		e) Supervise client in coughing & deep breathing exercises
		f) Perform function-test of manual resuscitator
<b>3</b>	<b>Management of Care</b>	
3.2	Administration of Medication	a) Administer the following: <ul style="list-style-type: none"> <li>• Fleet enema &amp; suppositories</li> <li>• Nebulizer</li> </ul>
		b) Administer topical administration (instillation of eye, ear and nose drops & application of creams)
		c) Apply 5 Rights of medication
		d) Serve pre-packed individualised oral medications according to organisation's policies and procedures
3.3	Pre- and Post-Operative/Procedural Care	a) Perform pre- and post-operative care
		b) Send and receive clients from the Operating Theatre and Procedure Centres (e.g. endoscopy and radiology)
		c) Perform post-procedural monitoring & observations (include consciousness level )
3.4	Intravenous Therapy	a) Assist with Intravenous therapy – <ul style="list-style-type: none"> <li>• Schedule 24-hr infusion and calculate infusion rate</li> <li>• Prime and connect infusion set</li> <li>• Regulate infusion rate</li> <li>• Monitor and observe</li> </ul>
		b) Operate and monitor infusion pumps/equipment
3.5	Wound Care	a) Assess wounds
		b) Perform staging of ulcers/wounds
		c) Perform wound dressing
		d) Perform stoma care
		e) Educate clients/family – self-care in wound dressing

<b>S/N</b>	<b>Skills Category</b>	<b>Core Knowledge &amp; Skills</b>
3.6	Diabetes Care	a) Perform glucometer calibration
		b) Perform peripheral blood glucose monitoring
		c) Administer subcutaneous insulin
3.7	End of Life/Palliative Care	a) Perform death procedures
		b) Facilitate grieving process, support for the bereaved family
3.8	Medical Emergencies Management	a) Perform Basic Cardiac Life Support (BCLS) and/or Cardiopulmonary Resuscitation (CPR)
		b) Perform Automated External Defibrillation (AED)
<b>4</b>	<b>Infection Control</b>	
		a) Perform hand hygiene/surgical hand wash
		b) Adhere to transmission-based precautions & isolation procedures
		c) Perform sterilization and disinfection
		d) Adhere to sharps & splash injury protocols
		e) Perform waste management (general & hazardous wastes)
		f) Prepare and use sterile equipment
<b>5</b>	<b>Communication, Teamwork &amp; Service Skills</b>	
		a) Respect client's rights and preserve dignity; demonstrate sensitivity to cultural diversity
		b) Demonstrate accountability, responsibility, team work, and good customer service (include medico-legal aspects, electronic documentation)
<b>6</b>	<b>Client/Health Education &amp; Community Care</b>	
		a) Provide resources for clients & carers in collaboration with the healthcare team
		b) Utilise health education resources
<b>7</b>	<b>Critical Thinking/Problem-Solving Skills</b>	
		a) Identify problem/s related to care delivery
		b) Make clinical decision/s in accordance to professional standards and scope of practice
		c) Reflect on practice