



SINGAPORE NURSING BOARD

CORE COMPETENCIES OF ENROLLED NURSE

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

Core Competencies

The Singapore Nursing Board's Core Competencies for the Enrolled Nurse (EN) 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 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 required for EN practice.
- (2) Direct pre-enrolment nursing curriculum development and review.
- (3) Guide the competency development and assessment of nursing students and newly graduated 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 Nurse

An Enrolled Nurse (EN) is a healthcare provider 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 practise as an EN.

The Core Competencies are organised into 4 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 an EN. Competency indicators represent sub-functions of a competency standard.

Competence Domain 1: Legal and Ethical Nursing Practice

Competence Domain 2: Professional Nursing Practice

Competence Domain 3: Collaborative Practice and Teamwork

Competence Domain 4: Continuing Professional Education and Development

Domain		Competency Standard	Competency Indicators
1	Legal and Ethical Nursing Practice	1. Demonstrate understanding, knowledge, accountability and responsibility of the legal obligations for nursing practice.	1) Understand the legislative framework, the role of the Singapore Nursing Board (SNB) and its regulatory functions (Nurses and Midwives Act) and SNB Code for Nurses and Midwives. 2) Practise in accordance with nursing regulation and national legislation, institutional policies and procedural guidelines. 3) Maintain clear, accurate and legible documentation and records. 4) Ensure own physical, cognitive, psychological and emotional fitness to practise and deliver safe care. 5) Demonstrate responsibility and accountability for delegated care within scope of practice and level of competence.
		2. Demonstrate and maintain ethical nursing practice.	1) Practise and comply with the SNB Code for Nurses and Midwives. 2) Maintain confidentiality and respect client's right to dignity, autonomy and access to information. 3) Escalate and discuss ethical issues and concerns with RNs.
		3. Provide culturally appropriate care.	1) Respect the values, customs, spiritual beliefs and practices of individuals and groups. 2) Recognise own beliefs and values and how these may influence care giving.

Domain		Competency Standard	Competency Indicators
2	Professional Nursing Practice	1. Demonstrate effective communication.	<ol style="list-style-type: none"> 1) Listen, clarify and communicate clearly through verbal/non-verbal, written and electronic means as appropriate to ensure effective communication with clients, families, nurses and other healthcare professionals. 2) Understand differences in communication style preferences among clients and families, nurses and other members of the healthcare team. 3) Communicate with team members, adapting own style of communicating to the needs of the team and situation.
		2. Ensure consistent and continuous holistic care.	<ol style="list-style-type: none"> 1) Perform and/or assist the RN in comprehensive and systematic client assessment. 2) Participate in the development, implementation, evaluation and documentation of planned nursing care in collaboration with the RN. 3) Evaluate and modify plan of care to meet expected outcomes, in collaboration with the RN and other healthcare providers. 4) Recognise and report changes in client's health and functional status to the RNs.
		3. Use principles of quality improvement and incorporates them into nursing practice.	<ol style="list-style-type: none"> 1) Understand and apply safety measures and guidelines/standards in one's practice. 2) Participate in safety and quality improvement initiatives and/or projects.
		4. Maintain safe environment through the use of quality assurance and risk management strategies.	<ol style="list-style-type: none"> 1) Provide a safe environment for clients, families and the healthcare team through knowledge and application of occupational and environmental health and safety practices and infection control policies. 2) Participate in continuous quality improvement and quality assurance activities. 3) Delegate, monitor and supervise work performed by ancillary care staff. 4) Practise within own level of competence to promote safety of self and clients. 5) Manage workloads effectively by raising concerns and/or seeking consultation and assistance where applicable.
		5. Apply strategies to promote health and prevent illnesses.	<ol style="list-style-type: none"> 1) Conduct educational needs assessment within the scope of practice of an EN. 2) Apply principles of teaching and learning for the maintenance and promotion of health of individuals, groups and communities in collaboration with RNs. 3) Teach aspects of care to clients, families, carers, healthcare professionals and communities as appropriate. 4) Select and provide appropriate resources for clients and their carers when needed, in collaboration with RNs and/or appropriate healthcare team members.

Domain		Competency Standard	Competency Indicators
2	Professional Nursing Practice	6. Demonstrate clinical reasoning/judgement in the provision of safe and quality nursing care within the scope of EN practice.	1) Identify, prioritise client problems and implement appropriate care in consultation with and/ or as directed by the RN. 2) Evaluate the effectiveness and outcome of care in collaboration with the RN. 3) Apply critical thinking skills within a problem-solving context.
3	Collaborative Practice and Teamwork	1. Collaborate with clients, care givers and various stakeholders in the provision of safe and quality care.	1) Provide continuity of care to clients and carers. 2) Manage care in consultation with RNs and in collaboration with clients, families and other stakeholders.
		2. Promote teamwork within nursing and with all members of the healthcare team.	1) Support and co-operate with team members and transdisciplinary team. 2) Participate and actively contribute to client's care plan with team members and transdisciplinary team. 3) Contribute to the review of work processes and suggest new initiatives in nursing and healthcare.
4	Continuing Professional Education and Development	1. Demonstrate accountability for one's development and maintenance of competency as a professional Enrolled Nurse.	1) Reflect on current practice and take steps to remedy any deficits in skills and/or professional knowledge. 2) Seek additional knowledge/information when presented with unfamiliar situations. 3) Engage in continuing professional development of self, nursing students and ancillary care staff to maintain competency in areas of practice
		2. Understand basic concepts in research in different healthcare settings.	1) Understand basic knowledge and concepts of research. 2) Apply evidence-based practice knowledge in consultation with RNs.

References

Code for Nurses and Midwives (2018) Singapore Nursing Board: Singapore.

Nurses and Midwives Act 1999 Singapore.



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GENERIC SKILLS OF ENROLLED NURSE

Generic Skills refer to a set of nursing skills that an Enrolled Nurse (EN) is taught and 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 enrolment 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. An entry level EN's ability and competency to perform the various categories of skills will require continuing guidance/supervision.

Additional skills required by practice settings to meet clients' needs can be extended with institutional training, assessment and clinical governance. This includes any of the skills listed below for existing ENs that were not taught and assessed at pre-enrolment nursing education.

Purpose of Generic Skills

- (1) Establish minimum requirements for teaching, practice and assessment of nursing skills during the pre-enrolment nursing course. Assessments are done through a variety of methods and settings (classroom, skills/simulation laboratory and clinical areas), incorporating cognitive, psychomotor and attitudinal domains.
- (2) Guide the development of a Test Plan for the EN Licensure Examination (for overseas nurses to be registered with SNB as EN).

S/N	Skills Category	Core Knowledge and Skills
1	Client/Health Assessment and Re-assessment	
		1) Perform admission, transfer and discharge according to policies and procedures
		2) Monitor Vital Signs (manual or with devices): <ul style="list-style-type: none"> • Temperature • Pulse • Respiration • Blood pressure • Pain score
		3) Perform the following according to institutions' policies and governance: <ul style="list-style-type: none"> • Neurovascular assessment • Neurological assessment (Conscious Level Chart and Glasgow Coma Scale) • Fall risk assessment • Skin integrity assessment including pressure injury risk assessment • Nutritional assessment • Wound assessment
		4) Collect laboratory specimens (e.g., urine, stool, sputum, blood)
		5) Perform venepuncture

S/N	Skills Category	Core Knowledge and Skills
2	Development of Care Plan	
		1) Develop, implement and evaluate a nursing care plan (as delegated by RNs and/or according to institutions' policy and governance)
		2) Monitor, document, evaluate and report
3	Provision of/ Assist in Client's Activities of Daily Living	
3.1	Client Safety and Comfort	1) Perform the following: <ul style="list-style-type: none"> • Personal hygiene • Oral care • Grooming • Perineal care • Continence care • Bowel care
		2) Perform lifting, turning and positioning in bed
		3) Perform nursing intervention to maintain skin integrity
		4) Perform nursing interventions to maintain body temperature
		5) Apply and monitor physical restraints
		6) Apply and monitor pressure relieving devices
3.2	Mobility and Ambulation	1) Assist with lifting and transfer
		2) Assist client to use walking aids
		3) Operate continuous passive movement device
		4) Perform range of motion exercises
3.3	Nutrition, Fluids and Electrolyte Balance	1) Prepare feeds and ensure fluid consistency
		2) Perform oral feeding
		3) Perform intake and output balance recording
		4) Insert and remove nasogastric tube
		5) Perform and monitor enteral tube feeding – intermittent and continuous
		6) Perform gastric aspiration (intermittent and manual modes)
3.4	Elimination	1) Assist with toileting – bedpan, urinal, commode
		2) Perform female adult urinary catheterisation
		3) Assist in male adult urinary catheterisation
		4) Monitor clients on indwelling urinary catheter
		5) Drain and change of colostomy and ileostomy bag
		6) Care of the incontinent client
		7) Participate in health education for the incontinent client

S/N	Skills Category	Core Knowledge and Skills
4	Coordination and Management of Care	
4.1	Respiratory Care	<ol style="list-style-type: none"> 1) Perform insertion of oropharyngeal airway 2) Perform oro-pharyngeal, naso-pharyngeal and tracheal suctioning 3) Administer oxygen therapy 4) Assist with incentive spirometry 5) Supervise client in coughing and deep breathing exercises 6) Use of manual resuscitator
4.2	Administration of Medication	<ol style="list-style-type: none"> 1) Administer the following: <ul style="list-style-type: none"> • Fleet enema and suppositories • Nebulizer and inhaler • Subcutaneous Insulin injection • IM injection • Topical administration 2) Apply 5 Rights of medication 3) Perform drug calculation 4) Serve pre-packed individualised oral medications according to institutions' policies and governance
4.3	Pre- and Post-Operative/Procedural Care	<ol style="list-style-type: none"> 1) Perform pre and post operative care (including diagnostic procedures) 2) Monitor and transfer clients to and from the Operating Theatre (OT) and Procedure Centres (e.g., endoscopy and radiology) 3) Perform post-operative/procedural monitoring and observations (include sedation and conscious level)
4.4	Intravenous (IV) Therapy	<ol style="list-style-type: none"> 1) Assist with Intravenous therapy: <ul style="list-style-type: none"> • Schedule 24-hr infusion and calculate infusion rate • Prime and connect infusion set • Regulate infusion rate • Monitor and observe 2) Care of clients on intravenous therapy 3) Operate infusion pumps 4) Perform IV cannulation
4.5	Wound Care	<ol style="list-style-type: none"> 1) Perform wound-assessment and dressing 2) Perform and evaluate dressing for non-complicated chronic wounds 3) Care of pressure injuries/decubitus ulcers 4) Document using a wound chart 5) Educate clients and family in wound dressing/care

S/N	Skills Category	Core Knowledge and Skills
4	Coordination and Management of Care	
4.6	Diabetes Care	1) Perform glucometer calibration
		2) Perform peripheral blood glucose monitoring
		3) Perform diabetic foot screening
		4) Perform client education on diabetic foot care
4.7	End of Life Care	1) Perform death procedures and support for the bereaved family
4.8	Medical Emergencies Management	1) Perform Basic Cardiac Life Support (BCLS) and/or Cardiopulmonary Resuscitation (CPR)
		2) Perform Automated External Defibrillation (AED)
5	Infection Control	
		1) Perform hand hygiene/surgical hand wash
		2) Practice Standard, Contact, Airborne and Isolation Precautions
		3) Donning and doffing of Personal Protective Equipment (PPE)
		4) Manage spillage
		5) Perform waste management (general and hazardous wastes)
		6) Prepare and use sterile items
6	Communication, Teamwork and Service Skills	
		1) Respect client's rights and preserve dignity; demonstrate sensitivity to cultural diversity
		2) Maintain effective communication with transdisciplinary team
		3) Demonstrate accountability, responsibility, teamwork, and good customer service skills
		4) Maintain accurate documentation in compliance with guidelines and medico-legal requirements, manually or electronically
		5) Empower client towards self-care
		6) Participate in the review of care plan and client outcomes with team members
7	Client/Health Education and Community Care	
		1) Provide resources for clients and caregivers in collaboration with the healthcare team
		2) Utilise health education resources
		3) Participate in caregivers training

S/N	Skills Category	Core Knowledge and Skills
8	Critical Thinking/Problem-Solving Skills	
		1) Collect and analyse data pertaining to client care
		2) Identify problem/s and take appropriate action
		3) Practise reflective thinking
		4) Escalate to RN when in doubt: recognise situations beyond own skills and competence and seek assistance