



Enrolled Nurse Level 3 Application Guide

March 2026



Western Health

Purpose

This document applies to Enrolled Nurses who qualify for, or are working towards advancement to Level 3 classification, and aims to provide an equitable and transparent process for the advancement and ensure that all nurses/midwives understand the requirements of achieving and maintaining a classification of Enrolled Nurse Level 3.

Role expectations

The Enrolled Nurse Level 3 is an experienced clinician within their area of specialisation and accepts responsibility for professional activities that support service delivery and the professional development of self and others. The Enrolled Nurse Level 3 demonstrates advanced competence.

Formal Requirements

To be appointed to EN Level 3, the Enrolled Nurse (EN) must meet the advancement criteria of:

1. Demonstrated evidence of achievement of four out of the ten Advanced EN3 competency standards (see below), **and**
2. Must have either a minimum of four years post registration experience as an EN, **or** a post registration qualification (of at least 6 months or 200 hours duration), a component of which is relevant to their current role.

The evidence for the criteria should be relevant to their current area or ward and focus on a specialty or subject matter.

Advanced Enrolled Nurse Level 3 Competency standards

The competency standards as set out in Part 5 Advancement to Enrolled Nurse Level 3, clause 82.15 to 82.16 of the Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028) are:

1. Contributes to the education of new graduate Enrolled Nurses and/or Trainee Enrolled Nurses (e.g. may precept or mentor graduate enrolled nurses or contribute to the performance appraisal of less experienced enrolled nurses);
2. Is involved in committees and working parties within and/or beyond the work unit
3. Assists in the coordination of delegated activities of other staff under the guidance and direction of the Registered Nurse or Registered Midwife (i.e. guides and support activities of other enrolled nurses, RUSON/Ms, health care workers)
4. Acts as a resource to others. (e.g. may take responsibility for a specific task, such as equipment maintenance schedules, budgets, rosters or stock control)
5. Contributes to quality improvement within their work area or the workplace and/or changes in enrolled nursing practice initiatives (e.g. identifies risks and potential outcomes or identifies and implements harm minimisation strategies)
6. Practises using specialised or advanced knowledge and skills in a clinical area within the enrolled nursing scope of practice. (e.g. applies acquired knowledge in wound or continence management or dementia or child or family health care in the provision of care)
7. Modifies practice to accommodate patient/client health care needs of individuals and groups in different environments. (e.g. contributes to effective utilisation of nursing resources in the context of changing workloads or responds effectively to changes in clinical situations)
8. Undertakes an additional responsibility either individually or as part of a clinical /quality team (e.g. resource nurse, occupational health and safety rep, back 4 life portfolio. Alcohol and other drugs portfolio, continence resource nurse, Aged Care Funding Instrument (ACFI) officer, infection control, falls prevention, pressure ulcer prevention, mental health portfolio, rehabilitation program coordinator, quality improvement activities)
9. Is aware of and functions in accordance with legislations, policies and procedures affecting enrolled nursing practice (e.g. able to discuss the implications of Acts and legislation governing practice)

10. Actively participates in team leadership and decision making. (e.g. promotes and participates in quality improvement activities, orientates new staff to local practices)

Application process

Invitations to apply for EN3 will be advertised on Western Health internal jobs adverts in April and October each year.

- The applicant submit current Curriculum Vitae and completed application form to the Unit Manager.
- The Unit Manager organises a suitable time to interview the applicant, by must be undertaken within 10 days of the closure of applications.
- Interviews will be conducted by the Unit Manager, with other panellists consisting of either an Associate Unit Manager or Clinical Educator or relevant other. The interview will consist of questions relevant to the position description, area of specialty and domains of practice,
- Following the interview the Unit Manager completes the Comment section of the application form, including whether they believe that the staff member meets the criteria.
- The applicant is notified in writing of the outcome of their interview within 7 days.
- If the applicant is successful, an employment variation is completed by the Unit Manager and forwarded to People & Culture utilising the approved Western Health process for variations. Change in classification will apply from the date of application and should occur from the next pay period after the date of notification to the staff member.
- As per all nursing and midwifery positions, the performance as an EN3 will be reviewed annually or as required using the Western Health performance development structure.
- If the applicant is unsuccessful, the Unit Manager should arrange to meet with the applicant to provide feedback and set objectives to assist future applications. The applicant may appeal as outlined in the 'Appeal Process'.

Application checklist

The following documents are required for Western Health EN3 applications:

- Application Form including completed self-assessment
- Curriculum vitae including practice requirements
- Evidence to support self-assessment including certified copies of post registration qualifications
- Copy of most recent performance development plan (PDP)

Appeal Process

Any appeal of the decision must be made by the applicant in writing within two weeks of the decision being made. This should be addressed to the Director of Nursing & Midwifery of their Division. The Appeals Committee will be convened to arbitrate on the unsuccessful EN Level 3 application within four weeks. The Appeals Committee consists of one Director of Nursing and Midwifery, one Unit Manager and one EN Level 3 or other nominee as appropriate.

All representatives on the Appeals Committee will not have been involved in the original decision.

Ongoing requirements

The Enrolled Nurse Level 3 and the Unit Manager will meet on an ongoing basis to provide feedback and performance will be formally appraised at the annual performance and development review.

Western Health reserves the right to revoke the Enrolled Nurse Level 3 classification if a staff member fails to continue to meet the criteria during the course of their employment.

Appendix 1: Interview Guidance

Applicants should be prepared for an interview that demonstrates their contribution to their area of specialty in alignment with the [Nursing and Midwifery Professional Practice Framework](#) in the five domains of practice:

1. Leadership – professional conduct, accountability
2. Research and Quality- Knowledge of quality improvement initiatives / research in area; participation and dissemination of research
3. Evidence based practice – safety and quality care, comprehensive care
4. Education- Patients and families; Self; Others
5. Clinical Expertise

The Unit Manager may request a presentation is prepared prior to interview

Appendix 2: Template Letter of Congratulations for Successful Applicants

Re: Enrolled Nurse Level 3 Application

Congratulations on your successful application for the Enrolled Nurse Level 3 position on [insert ward/department].

The work you have done and skills you have shown demonstrate your readiness to become a specialist member of the team. This appointment is an active role, with certain expectations you need to meet to maintain the title of Enrolled Nurse Level 3 on an ongoing basis. These include that you:

- Have developed and continue to maintain a higher level of clinical knowledge, skills abilities and attributes
- Actively participate in and contribute to initiatives that have a unit and/or organisational impact
- Undertake ongoing professional development activities for self and contributes to other's development
- Serve as a role model and demonstrate leadership in the specialty

A yearly performance development discussion will be undertaken with your Unit Manager to allow you to demonstrate how you meet these expectations, plan for future professional development and to discuss your contribution to the ward/department through clinical practice, quality improvement, education, research and leadership.

Once again, congratulations on your success. We look forward to your ongoing contribution to [insert ward/department] and to Western Health.

Yours sincerely,

Unit Manager, [insert ward/department] Western Health

Document Owner	Nursing & Midwifery Workforce Unit
Version 1	July 2022
Version 2	Updated with 2024-2028 Enterprise Agreement implementation