

Enrolled Nurses

Frequently Asked Questions (FAQs)



Introduction

There are a number of clauses and requirements in *the Nurses and Midwives Enterprise Bargaining Agreements (EBA) 2024 - 2028* which are unique and applicable to Enrolled Nurses. The EBA for Mental Health professionals also provides clauses for Enrolled Nurses employed in Mental Health & Wellbeing services.

This guidance seeks to provide clarity on the allowances, requirements and grading of Enrolled Nurses who are employed under these Agreements at Western Health.

Classifications and Grading

There are four pathways for Enrolled Nurses to become qualified and registered with the Nursing & Midwifery Board Australia (NMBA). These are;

1. **Completion of Certificate IV (No medications)** – this is a historical course, and there are very few of these nurses in the workforce across Victoria. Grade is level 1 EN.
2. **Certificate IV with Four routes Medication endorsement** – These enrolled nurses are permitted to administer medications via the Oral, Subcutaneous, intramuscular and Topical routes. Grade is EN - Certificate
3. **Certificate IV with Five routes medication** – these Enrolled nurses have the additional endorsement for Intravenous Medication administration – usually through completion of an additional program of study and assessment in their workplace. Grade is EN Certificate with 5 routes
4. **Diploma of Nursing** – with Five routes medication. Most EN Diploma programs include the medication modules and lead to qualification to practise with the full five routes of medication administration. Grade EN – Diploma (with 5 routes where applicable)

Note – transcripts of Diploma program of study and AHPRA register of Practitioners should be screened as there may be some ENs with Diplomas who have not completed the IV medications unit but this is rare.

When an Enrolled nurse commences at WH, their commencing Grade is determined by screening a number of factors:

- Experience as an EN – years of service
- Setting of experience (Resume and Certificates of Service)
- Medication endorsement/Transcript of qualification
- Current classification, allowances and level.

The Classifications and salary starting points are outlined on Page 168 of the General EBA [Nurses & Midwives \(westernhealth.org.au\)](https://www.westernhealth.org.au) and Page 190 of the Mental Health EBA [Victorian-Public-Mental-Health-Services-Enterprise-Agreement-2020-2024.pdf \(westernhealth.org.au\)](https://www.westernhealth.org.au)

An EN with a Diploma and 5 routes medication does not automatically go straight to the highest increment – their previous experience and service needs to be assessed to determine their starting point.

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Allowances

There are Qualification Allowances (HQA) available to Enrolled nurses who have undertaken additional programs of study after qualifying. These include courses and further qualifications, for example Plaster Technicians, Certificate IV Teaching & Assessing, Advanced Diploma in Nursing. The rate of the allowance is determined by the length of the program of study completed.

The HQA entitlements are explained on Page 62 of the General EBA [Nurses & Midwives \(westernhealth.org.au\)](https://www.westernhealth.org.au) and Page 123 of the Mental Health EBA [Victorian-Public-Mental-Health-Services-Enterprise-Agreement-2020-2024.pdf \(westernhealth.org.au\)](https://www.westernhealth.org.au)

Level 3 Enrolled Nurses

Level 3 EN is a different classification, and process to level 3 Enrolled Nurses and is **NOT an automatic progression after reaching the top increment in Level 2**. It is similar to the process and achievement of Clinical Nurse/Midwife Specialist for registered Nurses and Midwives.

It is not associated to a particular role, setting or scope of practice.

To achieve Level 3 EN the applicant must submit their application during the recruitment period for the EN Level 3 process. This occurs twice a year during April and October and is managed centrally by the Nursing & Midwifery Workforce Unit.

The application process, which includes an interview and reference checking, must meet the requirements as outlined in the EBA – Page 170 of the General EBA [Nurses & Midwives \(westernhealth.org.au\)](https://www.westernhealth.org.au) and Page 195 of the Mental Health EBA [Victorian-Public-Mental-Health-Services-Enterprise-Agreement-2020-2024.pdf \(westernhealth.org.au\)](https://www.westernhealth.org.au)

Once Level 3 is attained, it is portable – this means if a Level 3 EN moves to another role, they retain their Level 3 classification, irrespective of the role or setting they are moving from or to.

In the annual appraisal conversation, there should be discussion regarding the ongoing commitment to the Level 3 requirements and how these are being fulfilled to ensure this is being sustained.