



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	613512
Division:	South West	Title:	Assistant in Nursing
Branch:	Inland Directorate	Classification:	AIN Year 1-3
Section:	Bridgetown	Award/Agreement	Enrolled Nurses, Assistants in Nursing and Health Workers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	District Manager Blackwood
	Classification:	HSO Level G-10
	Position No:	610234

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Responsible To	Title:	Clinical Nurse Manager
	Classification:	SRN Level 3
	Position No:	610254

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This position	Title:	Assistant in Nursing
	Classification:	AIN Year 1-3
	Position No:	613512

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OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Clinical Nurses / Midwives
Registered Nurses / Midwives
Advanced Skill Enrolled Nurses
Enrolled Nurses

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Positions under direct supervision (within the guidance and direction of the registered nurse):	← Other positions under control:								
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>NIL</td> <td></td> </tr> </tbody> </table>	Position No.	Title	NIL		<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Category	Number		
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NIL									
Category	Number								

Section 3 – KEY RESPONSIBILITIES

Assists with the provision of delegated nursing tasks to patients and clinical support services in a variety of health and community health settings, within a nursing team and within demonstrated competencies.

<p>WA Country Health Service South West</p> <p>31 July 2018</p> <p>REGISTERED</p>

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services



OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times Care closer to home where safe and viable. Evidence based services.

Partnerships and collaboration.

OUR VALUES

Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
	FREQUENCY: D -Daily: W -Weekly: F -Fortnightly: R -Regularly: O -Occasionally: A -Annually		
1.0	DELEGATED NURSING TASKS		100
1.1	The AIN works under the direction, guidance, supervision and co-ordination of the Registered Nurse / Midwife.	D	
1.2	Works within the AIN Scope of Practice.	D	
1.3	Provides delegated nursing tasks within demonstrated competency level.	D	
1.4	Accept responsibility for own actions and delivery of task related duties .	D	
1.5	Maintains patient confidentiality and dignity at all times.	D	
1.6	Maintains infection control practices in the health environment.	D	
1.7	Adheres to principles of safe manual handling at all times.	D	
1.8	Observes and reports changes in patients' / residents' condition to trained nursing staff in a timely and appropriate manner.	D	
1.9	Interacts with patients / residents and family in a caring and confident manner.	D	
1.10	Adheres to WA Country Health Service and hospital policy/procedures in relation to the role.	D	
1.11	Maintains Duty of Care working safely and ensuring a safe environment for self and others.	D	
1.12	Reports and documents incidents, hazards and accidents as required.	O	
1.13	Performs duties in accordance with relevant Occupational health and Safety and Equal Opportunity Legislation.	D	
1.14	Reports patient/ visitor complaints and concerns to the Registered Nurse / Midwife promptly.	O	
1.15	Responds to patient / resident call bells and problem solves / escalates issues within the scope of practice of the AIN.	D	
1.16	Assists patients' / residents' with their personal care needs such as showering, toileting, dressing and eating as delegated by trained nursing staff and within demonstrated competency level.	D	
1.17	Assists patients' / residents with their mobility and communication needs as delegated by trained nursing staff and within demonstrated competency level.	D	
1.18	Assists with lifting, moving and positioning of patients' / residents' into wheelchairs, trolleys, chairs, commodes and beds.	D	
1.19	Attends to urgent messages/courier functions.	D	
1.20	Assists in making beds for patients and decontaminating of beds as required.	D	
1.21	Assists with set up and decontamination of medical equipment as required.	O	
2.0	JOB MANAGEMENT		
2.1	Uses problem-solving techniques to identify workable solutions within the scope of the role and requests assistance appropriately.	D	
2.2	Prioritises work according to patient / resident care requirements and ward/units needs in consultation with Nursing staff.	D	
2.3	Utilises equipment and stores cost effectively and appropriately.	D	
2.4	Responds to emergency requests for items not on shelves, such as collecting from stores	D	
2.5	Functions as a member of a multidisciplinary team.	D	
2.6	Appropriately involved in Hospital and unit based quality improvement activities/ Occupational Health and safety activities/Fire and Safety activities/ Ward/unit team meetings / ongoing education as required.	R	
3.0	OTHER		
3.1	Maintains AIN competencies specific to area of employment.	R	
3.2	Performs other duties within the scope of practice of the AIN as directed by the Registered Nurse / Midwife.	D	
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		

**WA Country Health Service
South West**

31 July 2018

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Certificate III qualification in Health Services Assistance (Acute Care).
2. Demonstrated effective Interpersonal skills, written and verbal, inclusive of numeric skills.
3. Demonstrated ability and knowledge of safe manual handling procedures, including patient handling.
4. Knowledge of occupational health and safety principles, including infection control guidelines.
5. Ability to work effectively in a team environment.
6. Ability to follow instructions and work with minimal supervision.
7. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
8. Current C or C-A Class Driver's Licence.

DESIRABLE

1. Previous experience working in a hospital environment.

Section 6 – APPOINTMENT FACTORS

Location	Boyup Brook	Accommodatio	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Evidence of Certificate III qualification in Health Services Assistance (Acute Care) must be provided prior to commencement. • Completion of a 100 point identification check. • Successful Criminal Record Screening clearance. • Successful Pre- Placement Health Screening clearance. • Evidence of current C or C-A Class driver's licence. 		
Specialised equipment operated	As relevant to the ward environment and location		

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: ____/____/____
Executive Services

Signature and Date: ____/____/____
**Chief Executive Officer
WACHS**

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

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South West**

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