



HSS Registered

Required Working with Children Check

Assistant in Nursing
Enrolled Nurses, Assistants in Nursing and Health Workers Agreement; AIN Year 1-3
Position Number: 00012587
Nursing Stream 4 / General Medicine 2B
Perth Children’s Hospital / QEII Nedlands

Reporting Relationships

Nursing Director Medical
 RN SRN Level 10
 Position Number: 00012923



Clinical Nurse Manager
 RN SRN Level 4
 Position Number: 00012588



This Position



Reporting to this position:

Title	Classification	FTE
• Title	Award; Level	FTE
• Title	Award; Level	FTE

Also reporting to this supervisor:

- Title; Level
- Title; Level

Key Responsibilities
 As a member of a multidisciplinary team assists with the provision of general patient care supporting registered nurses (RN) and enrolled nurses (EN). Performs the primary function of an Assistant in Nursing as defined in Operational Directive – Assistants in Nursing – Duties and Competencies – 0419/13 under the direction of a Registered Nurse.

Brief Summary of Duties (in order of importance)

1. Clinical

- As a member of multidisciplinary team supports Registered Nurses and Enrolled Nurses in the delivery of general patient care to patients.
- Undertakes shifts under the direction, guidance, supervision and co-ordination of a Registered Nurse.
- Works within the AIN Scope of Practice (see Operational Directive – Assistants in Nursing – Duties and Competencies - 0419/13) by completing delegated tasks which may include assisting with:
 - Patient meals
 - Patient activities of daily living
 - Patient mobility
 - Patient toileting
 - Communication
 - Environmental maintenance
 - General activities
 - Documentation
- Supports and liaises with patients, carers, colleagues, medical, nursing, allied health, support staff, external agencies and the private sector to assist with the provision of coordinated multidisciplinary care.
- Adheres to Child and Adolescent Health Service (CAHS) and hospital policy/procedures.
- Performs duties in accordance with the National Safety and Quality Health Service (NSQHS) standards and participates in quality improvement activities.
- Performs duties in accordance with relevant Occupational Health and Safety legislation and Equal Opportunity Legislation. Reports and documents hazards and incidents and ensures a safe environment for self and others.
- Maintains infection control practices in the health environment.
- Adheres to principles of safe manual handling at all times.
- Observes and reports the changes in patients'/residents' condition to trained nursing staff in a timely and appropriate manner.
- Reports patient/visitor complaints and concerns to the Registered Nurse promptly.
- Maintains patient confidentiality and dignity at all times.
- Responds to patient/resident call bells and problem solves/escalates issues within the scope of practice of the AIN.
- Assists with set up and decontamination of medical equipment as required.

2. Job Management

- Uses problem-solving techniques to identify workable solutions within the scope of the role and requests assistance appropriately.
- Prioritises work according to patient/resident care requirements and ward/units needs in consultation with nursing staff.
- Utilises equipment and stores cost effectively and appropriately.
- Responds to emergency requests for items not on shelves, such as collecting from stores.
- 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.

3. Education/Training/Research Duties

- Maintains AIN competencies specific to area of employment.
- Makes sure own knowledge is current by attending appropriate educational programmes.

4. CAHS Governance, Safety and Quality Requirements

- Takes reasonable care for their own health and safety and others and participates in the maintenance of a safe work environment.
- Participates in the CAHS performance development review process. Supports the delivery of culturally appropriate safe patient care and the consumers' experience ensuring services are family centred. This includes participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, Child and Adolescent Health Service and Departmental / Program specific policies and procedures.
- Abides by and upholds the WA Health Code of Conduct, CAHS Vision, Mission and Values, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as required.

Work Related Requirements

Essential Selection Criteria

1. Certificate III in Health Services Assistance (Acute Care).
2. Demonstrated effective Interpersonal skills, written and verbal, including the ability to work well within a team.
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. Demonstrated ability to follow instructions and work with minimal supervision.

Desirable Selection Criteria

1. Previous experience working in a hospital environment.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Working with Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity check
- Successful Pre-Employment Health Assessment

Certification

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

..... Manager / Supervisor Name Signature or HE Number Date
..... Directorate/ Dept. Head Signature or HE Number Date

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

..... Occupant Name Signature or HE Number Date
..... Effective Date				

HSS Registration Details (to be completed by HSS)

Created on Insert date	Last Updated on 14/02/2019
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