



# Job Description Form



Community | Compassion | Quality



Integrity | Equity | Curiosity

## Position Title

Position number: Generic

## Assistant in Nursing (Acute Care)

### WA Country Health Service

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 approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

The range of health services provided cover population health, mental health, Aboriginal health and aged care. Our dedicated and committed staff work hard to fulfil our purpose Working together for a healthier country WA, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

### About the WA Country Health Service

#### Our Strategic Priorities



#### Our Values

##### Community

We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

##### Compassion

We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

##### Quality

We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

##### Integrity

We bring honesty, collaboration and professionalism to everything that we do.

##### Equity

We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

##### Curiosity

We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

#### Our Vision

To be a global leader in rural and remote healthcare.

#### Our Mission

To deliver and advance high quality care for country WA communities.

Position Title: Assistant in Nursing	Position Number: Generic	Classification: AIN Year 1-3
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## Regional overview

Our nursing and midwifery teams are committed to the care of our patients and the improvement of the health of our community. We are focused on the provision of excellence in person and family centred care and are proud of the contribution we make every day to patient experiences, collaborative partnerships with the multi-disciplinary teams and to the functioning of our hospitals and services. As practitioners, we value our workforce and are committed to creating opportunities for continuous learning, mentorship, skills specialisation and career progression.

Our Directorate actively supports and encourages diversity and inclusion across all occupational groups through the development and implementation of initiatives aimed at accessing and improving employment and mentoring opportunities for all people. Our strategies are located at [www.wacountry.health.wa.gov.au](http://www.wacountry.health.wa.gov.au)

## Position Details

Position Number:	Generic	Registration Date:	07 February 2023
Classification:	AIN Year 1-3	Location:	Various
Award / Agreement:	Enrolled Nurses, Assistant in Nursing and Health Workers Agreement		
Organisational Context:	Nursing and Midwifery		

## Position Overview

As part of a multidisciplinary team delivers quality evidence based nursing care to consumers under the direction and supervision of the Registered Nurse/Midwife. Facilitates and promotes patient safety and quality of care.

## Reporting Relationships

### Responsible to:

Nurse Manager/Clinical Nurse Manager



### This position:

Assistant in Nursing (Acute Care)  
AIN Year 1-3



### Positions under direct supervision:

Nil

### Other positions reporting to this position:

Clinical Nurses  
Registered Nurses  
Advanced Skill Enrolled Nurses  
Enrolled Nurses



## Key Duties/Responsibilities

(All Duties as per Assistant in Nursing Policy MP0080/18 and associated Duties List)

### 1. Patient Meals

- 1.1. Safe positioning of patients to receive meals.
- 1.2. Preparation of table over bed or chair.
- 1.3. Assist with cutting up food and opening packages on meal tray.
- 1.4. Feeding patients who are unable to do so for themselves under the direction of the Nurse.
- 1.5. Refilling of water jugs or making drinks (outside of food service times & routine drink rounds).
- 1.6. Recording fluid intake to fluid balance chart – Nurse to countersign.

### 2. Patient Activities of Daily Living

- 2.1. Respect the rights and dignity of patients.
- 2.2. Assist patient with showering, bathing and bed washes.
- 2.3. Assist patient with oral hygiene, brushing teeth, and cleaning of dentures.
- 2.4. Assist with dressing and grooming of patients.
- 2.5. Observation of basic skin integrity & reporting skin condition to the Nurse.
- 2.6. Facial shaves of male patients (exclusion: all pre-operative shaving).
- 2.7. Hair care (exclusion: no prescribed treatments are to be used by the AIN).
- 2.8. Nail care (exclusion: cutting or trimming of nails).
- 2.9. Washing patients' faces – including the corners of patients eyes, to remove usual accumulated crusted exudate or discharge.
- 2.10. Assistance with glasses, hearing aids.
- 2.11. Last offices to be undertaken with a Nurse.

### 3. Patient Mobility

- 3.1. Assist patients to transfer from bed to chair.
- 3.2. Assists patients to change position in bed.
- 3.3. Assists nurses with patient transfers and manual handling.
- 3.4. Re-application of anti-embolic stockings to patient (exclusion: initial measurement & fitting of stockings).

### 4. Patient Toileting

- 4.1. Assists patients to toilet.
- 4.2. Provides bedpan / urinal.
- 4.3. Catheter care – securing of leg bags, ensure tubing patency (exclusion: does not include insertion or removal).
- 4.4. Empty, measure and record urine from urine collection drainage bags.
- 4.5. Reports any abnormalities to the Nurse, for example, increased frequency in passing urine, offensive odour of urine, unusual colouring of urine, and unusual consistency of urine, constipation and consistency of excreta as per Bristol Stool Chart.
- 4.6. Collection of urine, sputum or faecal specimen (exclude midstream urine specimen collection).
- 4.7. Records urine output on fluid balance chart – Nurse to countersign.
- 4.8. Performs routine urinalysis and reports findings to the Nurse.
- 4.9. Assist with continence aids –apply incontinence pads and uridomes.





## 5. Communication

- 5.1. Maintain confidentiality, privacy and dignity of patients.
- 5.2. Demonstrate empathy towards patients and relatives.
- 5.3. Act tactfully and diplomatically with sensitive situations.
- 5.4. Report conflict to Nurse immediately.
- 5.5. Seek advice on dealing with conflict within the workplace.
- 5.6. Demonstrate safety awareness and report unsafe issues and potential/actual workplace hazards to the Nurse.
- 5.7. Report the wandering or confused patient to the Nurse.
- 5.8. Encourage independence in respect to ADL assistance.
- 5.9. Communicate effectively and accurately to the Nurse when reporting and acquiring clinical information and data, for example, stating the amount of drainage from an indwelling urinary catheter (IDC) or amount of fluids consumed by patient.
- 5.10. Relay messages to patients (exclusion: matters regarding clinical status or condition of the patient).
- 5.11. Refer patient and relative/significant other inquiries to the Nurse.
- 5.12. Answer call bells in a timely manner.
- 5.13. Assist with telephone calls as required.
- 5.14. Immediately report any change in patient's physical & mental condition to the Nurse.
- 5.15. Reports and refers any patient concerns / complaints to the Nurse. Assists patients to toilet.

## 6. Environmental Maintenance

- 6.1. Prepares post-operative beds and arranges bed linen as required
- 6.2. Implements the Five Moments of Hand Hygiene at all times in the workplace.
- 6.3. Implements infection control standards with all work undertaken.
- 6.4. Maintains patients' surroundings and sink area in a clean and tidy manner.
- 6.5. Keeps the treatment and pan rooms tidy.
- 6.6. Assists in restocking of the treatment room & linen room/trolley as directed by the Nurse.
- 6.7. Cleaning washbowls, urinals, and bedpans.
- 6.8. Mops up spills and notifies the Nurse if further cleaning is required
- 6.9. Simple patient errands (exclusion: money changing hands or errands outside hospital grounds).
- 6.10. Arrangement and management of flowers.

## 7. General

- 7.1. Assist the Nurse to settle patients for sleep and rest periods.
- 7.2. Bed making – independently and/or assisted.
- 7.3. Prepare 'discharge beds' in circumstances where a Nurse would otherwise undertake the task.
- 7.4. Provides patient escort if deemed appropriate by the Nurse (exclusion: patients with oxygen therapy and intravenous therapy).
- 7.5. Provides patient companionship if deemed appropriate by the Nurse.
- 7.6. Provides patient surveillance if deemed appropriate by the Nurse.
- 7.7. Applies practical intervention procedures for dementia or behavioural problems.
- 7.8. Uses diversional therapy as deemed appropriate by a Nurse.
- 7.9. Assistance with breathing devices under direct supervision of the Nurse.
- 7.10. Weigh patient
- 7.11. Intravenous Infusion pump alarming – notify Nurse immediately (must not silence the pump alarm).
- 7.12. Wound Care: Attends to simple dressings as explicitly directed, on a case-by-case basis, by the Nurse. Shallow wound care that requires cleansing (only with saline) and does not require packing.



For example, covering a break in skin integrity for site protection, recovering a non-infected, stapled or sutured incision after the incision has been inspected by the Nurse.

7.13. Observations: Takes and records patients' observations, temperature, pulse rate, respiratory rate, blood glucose level, blood pressure, pulse oximetry and patient weight. All information must be recorded on appropriate charts and reported to the Nurse immediately.

7.14. Recognises a deviation from the patient's norm, and reports to the Nurse immediately.

## **8. Documentation**

8.1. Ensures all information and data regarding patients is recorded on appropriate charts and reported to the Nurse.

8.2. Completes patient documentation. AIN may write in the patients' progress notes, however, the Nurse must countersign all entries.

8.3. Reports and completes Hazard/Incident Form with assistance from the Nurse as per organisational policy.

8.4. Ensures that organisational policies and procedures are adhered to at all times.

8.5. Reports all incidents immediately to the Nurse, for example, verbal/ physical aggression, personal injury, hazards and complaints from patients/relatives.

## **9. Other**

9.1. Maintains AIN competencies specific to area of employment.

9.2. Other duties are required.



## Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

### Essential

1. Certificate III in Health Services Assistance (Assisting in nursing work in acute care) **or** Evidence of successful completion of either:
  - a. Stage 1 to 2 (66% completion of a Nursing and Midwifery Board of Australia (NMBA) approved Diploma of Nursing Program with academic good standing; or
  - b. A Diploma of Nursing program with proof of active enrolment into an NMBA approved Bachelor of Nursing conversion program (that is enrolled nurse to registered nurse conversion) with academic good standing; or
  - c. Stage 1 to 3 (50% completion of a NMBA approved Bachelor of Nursing program with academic good standing; or
  - d. Stage 1 to 4 (50% completion) of a NMBA approved dual Bachelor Science (Nursing)/Bachelor of Science (Midwifery) program with academic good standing;
2. Demonstrated effective Interpersonal skills, written and verbal, inclusive of numeric skills.
3. Demonstrated ability and knowledge of safe manual handling procedures, knowledge of occupational health and safety principles including patient handling and infection control.
4. Ability to work effectively in a team environment.
5. Ability to follow instructions and work with minimal supervision.
6. Demonstrated digital capability to enable navigation of online policy access, internal communication and completing of online learning resources

### Desirable

1. Previous experience working in a hospital environment.
2. Current knowledge and commitment to Equal Opportunity, Disability Services and Occupational Safety and Health in all aspects of employment and service delivery.

## Appointment Pre-requisites

Appointment is subject to:

- Evidence of Certificate III in Health Services Assistance (Assisting in nursing work in acute care)
- Evidence of current enrolment and progression towards attaining their nursing and midwifery qualification must be provided at the commencement of each semester
- Signed statement that relevant Duties List as identified within Assistant in Nursing Policy MP0080/18 has been received, read and understood
- Provision of the minimum identity proofing requirements
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Health Assessment
- Successful WA Health Integrity Check
- Successful Working With Children Check – *if essential to location of employment*

WA Country Health Service –  
Central Office

7 February 2023  
REGISTERED

