

Assistant in Nursing Policy

1. Purpose

The purpose of this Policy is to ensure Health Service Providers engage and employ clinical support staff with the right qualification and skill-set to provide safe, high quality health care.

Assistant in Nursing (AIN) are a category of non-regulated healthcare workforce; AIN work under the direction of a Nurse to assist in the delivery of patient care in the acute care environment. AIN are a complementary workforce and not a substitute for the number of Nurses employed under current workplace arrangements.

This Policy underpins a key principle within the *Clinical Governance, Safety and Quality Policy Framework*; ensuring clinical staff have the right qualification and skills to provide safe, high quality health care; and to foster a culture of openness, collaboration and continuous improvement.

This Policy is a mandatory requirement under the *Clinical Governance, Safety and Quality Policy Framework* pursuant to section 26(2)(f) of the *Health Services Act 2016*.

This Policy supersedes *Operational Directive 0419/13 Assistant in Nursing Duties and Competencies*.

2. Applicability

This Policy is applicable to Health Service Providers that employ/engage AIN.

3. Policy requirements

Health Service Providers must ensure:

- Prior to employing/engaging an AIN, evidence of successful completion of the nationally recognised qualification, Certificate III in Health Services Assistance-Acute Care is obtained. AINs employed/engaged by WA Country Health Service to work in aged care facilities may satisfy qualification requirements by providing evidence of successful completion of a Certificate III in Individual Support or Certificate III in Aged Care (superseded by the Certificate III in Individual Support in 2015).
- The AIN works under the direction of a Nurse.
- That duties listed in the *Assistant in Nursing Duties* are specific only to the employed/engaged AINs qualification and are allocated to the AIN as deemed appropriate by a Nurse.
- The AIN does not perform work outside of the *Assistant in Nursing Duties*. However, the Health Service Provider may establish limitations on the duties its AINs may perform through local policy.

- A copy of the *Assistant in Nursing Duties* is provided to the AIN on employment/engagement, and as required.
- The AIN Job Description Form essential criteria for qualification, aligns to meet the requirements of this Policy.
- Every facility and service within its remit has appropriate policies and processes in place for employment/engagement of AINs.

4. Compliance monitoring

Health Service Providers are responsible for compliance with this Policy.

The System Manager may from time to time, request information regarding the qualifications held by all employed/engaged AIN and/or local policies and processes in place for employment/engagement of AIN in order to assess Health Service Providers compliance with this Policy

5. Related documents

The following documents are mandatory pursuant to this Policy:

- [Assistant in Nursing Duties](#)

6. Supporting information

The following information is not mandatory but informs and/or supports the implementation of this Policy:

- N/A

7. Definitions

The following definition(s) are relevant to this Policy.

Term	Definition
Assistant in Nursing (AIN)	A non-regulated support worker who works under the direction of a Nurse and possesses the nationally recognised qualification <i>Certificate III in Health Services Assistance-Acute Care</i> . However, WA Country Health Service AINs who in aged care facilities may satisfy qualification requirements by holding a <i>Certificate III in Individual Support</i> or <i>Certificate III Aged Care</i> (superseded by <i>Certificate III in Individual Support</i> in 2015).
Duties	The maximum tasks, competencies and actions for AINs, as listed in Section 3 of this Policy. HSPs may not require the full range of duties listed and where this is the case should articulate this via a separate statement of local Policy.
Nurse	A <i>Registered Nurse (Division 1)</i> , <i>General or Enrolled Nurse (Division 2)</i> , <i>General</i> as registered under the <i>Health Practitioner Regulation National Law (WA) Act 2010</i> .

8. Policy contact

Enquiries relating to this Policy may be directed to:

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9. Document control

Version	Published date	Effective from	Effective to	Review date	Amendment(s)
MP 0080/18	4 April 2018	4 April 2018	29 May 2019	March 2021	Original version
MP 0080/18 v.1.1	29 May 2019	29 May 2019	16 August 2019	June 2019	Minor Amendment – Fixed broken links
MP 0080/18 v.2.0	16 August 2019	16 August 2019	Current	May 2022	Major amendment to Policy and related document <i>Assistant in Nursing Duties</i> - additional requirement that WACHS may employ/engage AIN to work in an aged care facility with a Certificate III in Acute Care, Certificate III in Individual Support or Certificate III Aged Care.

The review table indicates previous versions of the mandatory Policy and any significant changes.

10. Approval

Approval by	Dr David Russell-Weisz, Director General, Department of Health
Approval date	23 March 2018



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