



Government of **Western Australia**
Department of **Health**

Assistant in Nursing Duties

June 2019

The purpose of the *Assistant in Nursing Policy* is to ensure Western Australian public sector Health Service Providers engage and employ clinical support staff with the right qualification and skill-set to provide safe, high quality health care.

Assistants 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 or aged care environment, are a complementary workforce and not a substitute for the number of Nurses or Midwives employed under current workplace arrangements.

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providing evidence of successful completion of a Certificate III in Individual Support or Certificate III in Aged Care (superseded by Certificate III in Individual Support in 2015).

Duties specific to AIN who hold the *Certificate III in Health Services Assistance-Acute Care* qualification, are highlighted within this Duties list with this symbol **.

AIN will be provided with a copy of this Duties list on employment/engagement, and the AIN will not perform work not listed within this Duties list. The Health Service Provider may establish limitations on the duties its AINs may perform, and this must be clarified through local Health Service Provider policy.

Assistant in Nursing Duties - apply to all AIN employed/engaged by Health Service Providers.	
NOTE : ** Duties specific to Certificate III in Health Services Assistance-Acute Care	
Patient Meals	<ul style="list-style-type: none"> ▪ Safe positioning of patients to receive meals ▪ Preparation of table over bed or chair Assist with cutting up food and opening packages on meal tray ▪ Physically feeding patients who are unable to do so for themselves under the direction of the Nurse ▪ Refilling of water jugs, or making drinks (outside of food service times & routine drink rounds) always ensuring water is within reach (unless contraindicated) ▪ Records fluid intake to fluid balance chart – Nurse to countersign
Patient Activities of Daily Living (ADLs)	<ul style="list-style-type: none"> ▪ Respects the rights and dignity of patients ▪ Assist patient with showering, bathing and bed washes ▪ Assist patient with oral hygiene, brushing teeth, and cleaning of dentures ▪ Assist with dressing and grooming of patients ▪ Observation of basic skin integrity & reporting skin condition to the Nurse ▪ Facial shaves of male patients (exclusion: all pre-operative shaving) ▪ Hair care (exclusion: no prescribed treatments are to be used by the AIN) ▪ Nail care (exclusion: cutting or trimming of nails)

	<ul style="list-style-type: none"> ▪ Washing patients' face – including the corners of patients eyes, to remove usual accumulated crusted exudate or discharge ▪ Assistance with glasses and hearing aids ▪ Last offices to be undertaken with a Nurse
Patient mobility	<ul style="list-style-type: none"> ▪ Assist patients to transfer from bed to chair ▪ Assists patients to change position in bed ▪ Assists Nurses with patient transfers and manual handling ▪ Re-application of anti-embolic stockings to patient (exclusion: initial measurement & fitting of stockings)
Patient toileting	<ul style="list-style-type: none"> ▪ Assists patients to toilet ▪ Provides bedpan / urinal ▪ Catheter care – securing of leg bags, ensure tubing patency (exclusion: does not include insertion or removal) ▪ Emptying, measuring and recording urine from urine collecting drainage bags. ▪ Reports any abnormalities to the Nurse, for example, increased frequency in passing urine, offensive odour of urine, unusual colouring of urine, unusual consistency of urine, constipation and consistency of excreta, as per Bristol Stool Chart ▪ Collection of urine, sputum or faecal specimen (exclude midstream urine specimen collection) ▪ Records urine output on fluid balance chart – Nurse to countersign ▪ Performs routine urinalysis and reports findings to the Nurse ▪ Assist with continence aids – apply incontinence pads and uridomes
Communication	<ul style="list-style-type: none"> ▪ Maintain confidentiality, privacy and dignity of patients ▪ Demonstrate empathy towards patients and relatives ▪ Act tactfully and diplomatically with sensitive situations ▪ Report conflict to an Nurse immediately ▪ Seek advice on dealing with conflict within the workplace ▪ Demonstrate safety awareness and report unsafe issues and potential/actual workplace hazards to the Nurse ▪ Report wandering or confused patient to the Nurse ▪ Encourage patient independence in respect to ADL assistance ▪ 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

	<ul style="list-style-type: none"> ▪ Relay messages to patients (exclusion: matters regarding clinical status or condition of the patient) ▪ Refer patient and relative/significant other inquiries to the Nurse ▪ Answer call bells in a timely manner ▪ Assist with telephone calls as required ▪ Immediately report any change in patient's physical & mental condition to the Nurse ▪ Reports and refers any patient concerns/complaints to the Nurse
<p>Environmental maintenance</p>	<ul style="list-style-type: none"> ▪ ** Prepares post-operative beds and arranges bed linen as required (*specific to AIN with Certificate III in Health Services Assistance-Acute Care) ▪ Implements the <i>Five Moments of Hand Hygiene</i> at all times in the workplace ▪ Implements infection control standards with all work undertaken ▪ Maintains patients' surroundings and sink area in a clean and tidy manner ▪ Keeps the treatment and pan rooms tidy ▪ Assists in restocking of the treatment room & linen room/trolley as directed by the Nurse ▪ Cleaning washbowls, urinals, and bedpans ▪ Mops up spills and notifies the Nurse if further cleaning is required ▪ Simple patient errands (exclusion: money changing hands or errands outside hospital grounds) ▪ Arrangement and management of flowers
<p>General</p>	<ul style="list-style-type: none"> ▪ Assist the Nurse to settle patients for sleep and rest periods ▪ Bed making – independently and/or assisted ▪ Prepares 'discharge beds' in circumstances where a Nurse would otherwise undertake the task ▪ Provides patient escort if deemed appropriate by the Nurse (exclusion: patients with oxygen therapy and intravenous therapy) ▪ Provides patient companionship if deemed appropriate by the Nurse ▪ Provides patient surveillance if deemed appropriate by the Nurse ▪ Applies practical intervention procedures for dementia or behavioural problems ▪ Uses diversional therapy as deemed appropriate by a Nurse ▪ Assistance with breathing devices under direct supervision of the Nurse ▪ Weigh patient

	<ul style="list-style-type: none"> ▪ ** Intravenous Infusion pump alarming – notify Nurse immediately and must not silence the pump alarms (*specific to AIN with Certificate III in Health Services Assistance-Acute Care) ▪ ** 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 (*specific to AIN with Certificate III in Health Services Assistance-Acute Care) ▪ ** 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 (*specific to AIN with Certificate III in Health Services Assistance-Acute Care) ▪ Recognises a deviation from the patients norm, and reports to the Nurse immediately
<p>Documentation</p>	<ul style="list-style-type: none"> ▪ Ensures all information and data regarding patients is recorded on appropriate charts and reported to the Nurse ▪ Completes patient documentation. AIN may write in the patients' progress notes, however, the Nurse must countersign all entries ▪ Reports and completes Hazard/Incident Form with assistance from the Nurse, as per organisational policy ▪ Ensures that organisational policies and procedures are adhered to at all times ▪ Reports all incidents immediately to the Nurse, for example, verbal/ physical aggression, personal injury, hazards and complaints from patients/relatives

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