



# Assistant in Nursing Policy

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## 1. Purpose

The purpose of this policy is to ensure Health Service Providers engage and employ Assistants in Nursing with the right qualification, skills, and competence to provide safe, high quality health care.

Assistant in Nursing (AIN) position is a category of unregulated healthcare workforce. An AIN works under the direction of a nurse or midwife 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 or midwives 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*.

## 2. Applicability

This policy is applicable to WA health entities that engage and employ AIN.

The requirements contained within this policy is applicable to the services purchased from contracted health entities where it is explicitly stated in the contract between the contracted health entity and the State of Western Australia or Health Service Provider. The State of Western Australia or Health Service Provider is responsible for ensuring that any obligation to comply with this policy by the contracted health entity is accurately reflected in the relevant contract and managed accordingly.

## 3. Policy Requirements

### Qualification Requirements

There are two AIN pre-requisite pathways to facilitate employment – AIN (Student) and AIN (Non-student).

The employing Health Service Provider must ensure the AIN (Student) and AIN (Non-student) meet the following prior to employment:

- AIN (Student):
  - Evidence of successful completion with academic good standing of a NMBA approved program of study for either:
    - Stage 1 and 2 (66% completion) of Diploma of Nursing program
    - 50% completion of initial registration qualifications leading to registration with NMBA as a registered nurse and/or midwife:
      - Semester 1 to 3 of Bachelor qualification
      - Semester 1 to 4 of Dual Bachelor qualification
      - Semester 1 to 2 of Master (Graduate-entry) qualification
      - Semester 1 to 4 of overseas registration conversion qualifications
  - Evidence of current enrolment and progression towards attaining their nursing and midwifery qualification must be provided at the commencement of each semester for the duration of the fixed term employment contract or if seeking to continue engagement on a casual basis. Individuals are not eligible to defer their studies whilst engaged under a fixed term employment contract or seeking casual employment; and
  - Evidence of current and successful completion of:
    - Basic Life Support
    - Manual/Safe Handling
    - Infection Prevention and Control Training – including COVID-19 Infection Prevention and Control training.
  - Where an AIN (Student) has successfully completed the NMBA-approved program listed above, they may continue working as an AIN (non-student) until cessation of employment (including expiry of a fixed term contract) or until appointment or promotion to another position.
- AIN (Non-student):
  - Evidence of successful completion of the nationally recognised qualification, Certificate III in Health Services Assistance-Acute Care.
  - An employee who works only in a WA County Health Service (WACHS) aged care setting may satisfy the AIN qualification requirements by holding a Certificate III in Individual Support (Ageing) or Certificate III Aged Care (superseded by Certificate III in Individual Support-Aged Care in 2015). Noting that these qualifications do not satisfy the requirement to work in the acute nursing or maternity setting.

### General Requirements

- The AIN must work under the direction of a nurse or midwife.
- The nurse or midwife must allocate duties listed in the relevant *Assistant in Nursing Duties* documents to the AIN based on their level of training and experience.
- The AIN must not perform duties outside of those listed in the relevant *Assistant in Nursing Duties* documents.
- A copy of the *Assistant in Nursing Duties* documents must be provided to the AIN on employment/engagement, and as required.
  - For AIN working in the nursing setting, they must follow the AIN Duties (Nursing setting)
  - For AIN working in the maternity setting, they must follow the AIN Duties (Maternity Setting)

- For AIN working in the aged care setting, they must follow the AIN Duties (Aged Care)
- The AIN Job Description Form, specifically essential criteria for qualification, must align with the qualification requirements within this policy.
- Health Service Providers must ensure every facility and service within its remit must have appropriate policy, process and guidelines in place for employment/engagement of AIN.

#### 4. Compliance Monitoring

The Chief Nursing and Midwifery Office, on behalf of the System Manager, may from time to time, request information regarding:

- the enrolment status or qualifications held by all employed AIN; and/or
- local policies and processes in place for employment of AIN 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 \(Nursing setting\)](#)
- [Assistant in Nursing Duties \(Maternity setting\)](#)
- [Assistant in Nursing Duties \(Aged Care setting\)](#)

#### 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)	<p>An unregulated support worker who works under the direction of a nurse or midwife and possesses the nationally recognised qualification Certificate III in Health Services Assistance-Acute Care.</p> <p>An employee who works only in a WACHS aged care setting may satisfy qualification requirements by holding a Certificate III in Individual Support (Ageing) or Certificate III Aged Care (superseded by Certificate III in Individual Support-Aged Care in 2015). Noting that these qualifications do not satisfy the requirement to work in the acute care setting.</p>
Contracted health entity	A non-government entity that provides health services under a contract or other agreement entered into with the

	Department CEO on behalf of the State, a health service provider or the Minister.
Duties	The maximum tasks, competencies and actions for AIN, as listed in the Related Documents. Health Service Providers 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 Registered Nurse (Division 1), General or Enrolled Nurse (Division 2), General as registered under the <i>Health Practitioner Regulation National Law (WA) Act 2010</i> .
Midwife	A Midwife as registered under the <i>Health Practitioner Regulation National Law (WA) Act 2010</i> .
WA health entities	WA health entities include: <ul style="list-style-type: none"> <li>(i) Health Service Providers as established by an order made under section 32(1)(b) of the <i>Health Services Act 2016</i>.</li> <li>(ii) Department of Health as an administrative division of the State of Western Australia pursuant to section 35 of the <i>Public Sector Management Act 1994</i>.</li> </ul>

## 8. Policy Contact

Enquiries relating to this policy may be directed to:

Title: Chief Nurse and Midwifery Officer

Directorate: Clinical Excellence Division

Email: [nursingandmidwiferywa@health.wa.gov.au](mailto:nursingandmidwiferywa@health.wa.gov.au)

## 9. Document Control

Version	Published date	Effective from	Review date	Amendment(s)
MP 0080/18	4 April 2018	4 April 2018	March 2019	Original version
MP 0080/18 v.1.1	29 May 2019	29 May 2019	June 2019	Minor amendment – fixed broken links.
MP 0080/18 v.2.0	16 August 2019	16 August 2019	January 2022	Major amendments as stated below:
Major amendment to <i>Policy</i> and related document <i>Assistant in Nursing Duties</i> – additional requirement that WACHS may employ/engage AIN in to work in an aged care facility with a Certificate III in Health Services Assistance-Acute Care, Certificate III in Individual Support or Certificate III Aged Care.				
MP 0080/18 v.3.0	19 January 2022	19 January 2022	January 2025	Major amendments as stated below:
i. additional requirement that AIN can work under the direction of a Nurse and/or Midwife;				
ii. addition of “Ageing” specialty to the Certificate III in Individual Support qualification;				

iii. addition of employment pathway for undergraduate nursing or undergraduate nursing/midwifery students.				
iv. Inclusion of <i>AIN Duties (Maternity setting)</i> as a Related Document.				
MP 0080/18 v.3.1	19 January 2022	19 January 2022	January 2025	Minor amendments to both Related Documents to include COVID-19 related tasks.
MP 0080/18 v.4.0	13 July 2022	13 July 2022	January 2025	Amendments as stated below:
i. addition of employment pathway for undergraduate Diploma of Nursing (enrolled nurse) students; ii. addition of employment pathway for enrolled nurses with current NMBA registration actively enrolled into an NMBA approved Bachelor of Nursing (enrolled nurse) conversion program; iii. updated WA health system definition and contracted health entity statement as per policy framework mandatory policy template; iv. specification of Chief Nurse and Midwifery Office as System Manager in the Compliance Monitoring section v. updated policy contact email address.				
MP 0080/18 v.5.0	2 September 2022	2 September 2022	January 2025	Amendments as stated below:
i. AIN (student) to maintain up to 4 months (16 weeks) ongoing employment on completion of their NMBA-approved program of study. ii. To clarify that only AIN who work in WACHS aged care settings may satisfy qualification requirements by holding a Certificate III in Individual Support (Ageing) or Certificate III Aged Care (superseded by Certificate III in Individual Support-Aged Care in 2015). Otherwise, all other AIN must hold the Certificate III in Health Services Assistance-Acute Care.				
MP 0080/18 v.6.0	20 July 2023	20 July 2023	January 2025	Amendments as stated below:
i. addition of employment pathway for Graduate Entry Master of Nursing (Graduate Entry) and Master of Midwifery (Graduate Entry) students; ii. addition of employment pathway for internationally qualified nurses (IQN) enrolled into an undergraduate IQN accelerated nursing program with Edith Cowan and Curtin University only.				
MP 0080/18 v.6.1	4 October 2023	4 October 2023	January 2025	Amendments as stated below:
To clarify that an AIN (Student) may continue employment as an AIN upon completion of NMBA-approved program.				
MP 0080/18 v.6.2	12 December 2023	12 December 2023	January 2025	Amendments as stated below.
Policy requirement in AIN (Student) section refined to streamline AIN (Student) eligibility, whilst still meeting completion and academic good standing requirements with an NMBA approved program of study. Removal of course codes and WA university constraints within this section.				
MP 0080/18 v.7.0	19 March 2025	19 March 2025	January 2025	Amendments as stated below.
• Purpose section: Non-regulated changed to unregulated.				

- Policy requirements: Inclusion of requirement for AIN working in the aged care setting must follow the AIN Duties-Aged Care setting.
- Related Documents: AIN Duties (Maternity setting) and AIN Duties (Nursing Setting) updated to standardise and align to ensure all documents reflect the same information, terminology and formatting.
- Inclusion of a new related document AIN Duties (Aged Care setting).
- Definitions section: updated 'WA health entities' definition.

## 10. Approval

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

**This document can be made available in alternative formats on request for a person with a disability.**

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