



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

Assistant in Nursing Duties (Maternity)

February 2025

1.0 Introduction

This 'Related Document' is mandatory and for the interpretation and application of [MP 0080/18 Assistant in Nursing Policy](#) (the policy), specifically in the maternity setting.

Assistants in Nursing (AIN) are a category of unregulated healthcare workforce. The role of the AIN is to assist in the delivery of patient care in the acute care or aged care environment. AIN must work under the direction of a nurse or midwife. They are a complementary workforce and not a substitute for the number of nurses or midwives employed under current industrial workplace arrangements.

There are two AIN pre-requisite pathways to facilitate employment – AIN (Student) and AIN (non-student), as outlined in the policy. Of note, as written in policy, where an AIN (Student) has successfully completed the Nurses and Midwives Board of Australia (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.

2.0 AIN in General Hospital/Health Care Facility Setting

All duties and tasks are to be delegated and performed under the direction and supervision of a midwife or nurse, with adherence to local policy and guidelines.

AINs will be provided with a copy of this *Assistant in Nursing Duties (Maternity setting)* document on commencement of their employment.

AINs must not perform duties not listed within the *Assistant in Nursing Duties (Maternity setting)* document.

3.0 Assistant in Nursing Duties (Maternity)

The following duties are applicable to all AINs employed by WA Health in the maternity setting.

Duties specific to the “Mother” and/or “Baby” are identified in this document and each duty is delegated under the direction and supervision of a midwife or nurse.

An AIN (non-student) with a Certificate III in Individual Support - Ageing or Certificate III Aged Care (superseded by Certificate III in Individual Support-Aged Care in 2015) is restricted to working in WA Country Health Service aged care or Multi-Purpose Services only and should not work in the maternity setting.

Duties	Description of Duties	
Meals Assistance	<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 themselves under the direction of the midwife or nurse ▪ Refilling of water jugs, or making drinks (outside of food service times and routine drink rounds) and always ensuring water is within reach (unless contraindicated) 	▪ Mother only
	<ul style="list-style-type: none"> ▪ Expressed Breast Milk Management – assisting with collection of expressed breast milk as per local hospital policy and procedure ▪ Breast Milk Substitute feed preparation noting single use teats and prepared formula <ul style="list-style-type: none"> • Record fluid intake on fluid balance chart – midwife or nurse to sight and countersign 	
Activities of Daily Living (ADL)	<ul style="list-style-type: none"> ▪ Encourage patient ADL independence ▪ Respects the rights and dignity of patients ▪ Assists patient with: <ul style="list-style-type: none"> ▪ showering/sponging/washes ▪ oral hygiene ▪ hair care ▪ nail care ▪ assistance with glasses and hearing aids ▪ Observation of basic skin integrity and reporting of skin condition to midwife or nurse ▪ Assistance with breathing devices under direct supervision of the midwife or nurse 	▪ Mother only
	<ul style="list-style-type: none"> ▪ Washing and bathing under the direction of the midwife or nurse ▪ Assist with dressing 	▪ Baby only

Positioning and Mobility	<ul style="list-style-type: none"> ▪ Uses safe manual handling techniques ▪ Assist patients to transfer from bed to chair/wheelchair ▪ Assists patients to change position in bed ▪ Assist midwife or nurse with patient transfers and manual handling tasks ▪ Reapplication of anti-embolic stockings to patient (Exclusion: initial measurement and fitting of stockings) ▪ Assist with visits to Special Care Nursery or Neonatal Unit 	▪ Mother only
	<ul style="list-style-type: none"> ▪ Transfer and positioning – in cot, handing baby to mother or returning baby to cot ▪ Positioning in bed – cot positioning as per MP 0106/19 Safe Infant Sleeping Policy 	▪ Baby only
Toileting	<ul style="list-style-type: none"> ▪ Assists patients to toilet ▪ Provides bedpan ▪ Catheter care - secure drainage bags, ensure tubing patency (Exclusion: does not include insertion or removal of catheter) ▪ Empties, measures, and records urine output from bed pan or drainage bags on Fluid Balance Chart – midwife or nurse to sight and countersign chart ▪ Specimen collection of faeces and/or urine (Exclusion: midstream urine specimen collection) ▪ Performs routine urinalysis and reports result to the midwife or nurse ▪ Assist with continence aids – apply incontinence pads ▪ Provides sanitary pads to patient – midwife or nurse to assess and document vaginal loss on used pad 	▪ Mother only
	<ul style="list-style-type: none"> ▪ Nappy change – output (wet or dirty) recorded on appropriate documentation and reported to midwife or nurse 	▪ Baby only
	<ul style="list-style-type: none"> ▪ Reports any observed abnormalities to the midwife or nurse, including but not limited to: <ul style="list-style-type: none"> ○ pain or discomfort ○ increased frequency in passing urine ○ offensive odour of urine ○ unusual colouring of urine ○ unusual consistency of urine ○ blood in urine or faeces ○ constipation ○ consistency of faeces - as per Bristol Stool Chart 	Mother and Baby

Observations	<ul style="list-style-type: none"> ▪ All information recorded on appropriate documentation charts - midwife or nurse to countersign ▪ Vital signs: temperature, heart rate, respiratory rate, blood pressure, pulse oximetry Blood glucose levels ▪ Weight and height 	▪ Mother only
	<ul style="list-style-type: none"> ▪ Report any change in condition to the midwife or nurse immediately, as observed and/or reported by mother ▪ Baby weight: recorded on appropriate charts and reported to the midwife or nurse 	▪ Baby only
Documentation	<ul style="list-style-type: none"> ▪ Ensures all information and data regarding patients is recorded on appropriate charts and reported to the midwife or nurse ▪ Ensures accurate labelling of pathology specimens collected ▪ AIN may write in the patients' or baby documentation and progress notes - midwife or nurse must read and countersign all entries ▪ Reports and completes workplace Occupational Safety and Health Hazard reports with assistance, as per local policy 	
Reporting	<ul style="list-style-type: none"> ▪ Reports all incidents immediately to the midwife or nurse, for example, verbal/ physical aggression, personal injury, and hazards ▪ Reports and refers any patient concerns/complaints to the midwife or nurse ▪ Report any conflict to a midwife or nurse immediately ▪ Report wandering or confused patient to the midwife or nurse 	
Communication	<ul style="list-style-type: none"> ▪ Orientation to the ward area and routines ▪ Reflect commitment to rights and responsibilities of the mother and family ▪ Report any family care concerns to midwife or nurse with special attention to family and domestic violence risks 	▪ Mother only
	<ul style="list-style-type: none"> ▪ Identify and report observed risks, as per MP 0106/19 Safe Infant Sleeping Policy 	▪ Baby only
	<ul style="list-style-type: none"> ▪ Maintains confidentiality, privacy and dignity of the individual and family ▪ Demonstrate empathy towards patients and relatives ▪ Act tactfully and diplomatically with sensitive situations ▪ Seek advice on dealing with conflict within the workplace ▪ Demonstrate safety awareness and report unsafe issues and potential/actual workplace hazards to the midwife or nurse ▪ Communicate all episodes of mother and/or baby assistance provided to the midwife or nurse ▪ Communicates effectively and accurately to the midwife or nurse when reporting acquired clinical information and data ▪ Contribute to patient handover as appropriate 	

Communication (continued)	<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 midwife or nurse ▪ Answer call bells in timely manner ▪ Assist with taking and receiving telephone calls and messages as required ▪ Immediately report any change in patient's physical and mental condition to the midwife or nurse ▪ Notifies midwife or nurse of alarming intravenous pumps or machines – does NOT turn alarm off 	
Environmental Maintenance	<ul style="list-style-type: none"> ▪ Bed making – independently and/or assisted ▪ Prepares pre-operative and post-operative beds and arranges bed linen ▪ Prepares 'discharge beds' in circumstances where a midwife or nurse would otherwise undertake the task ▪ Uses appropriate equipment and maintains safety whilst using – for example hoist, wheelchair, commode, hover mat 	<ul style="list-style-type: none"> ▪ Mother only
	<ul style="list-style-type: none"> ▪ Patients' surroundings and sink are maintained in a clean, safe and clutter free manner ▪ Tidying clinical areas, treatment and pan rooms ▪ Cleans, restocks areas and trolleys as directed by midwife or nurse, including: ▪ Breast Pumps, Observation machines, Oxygen Saturation monitor, Cardiotocography (CTG) Machines ▪ Assists in restocking of the treatment room and linen room/trolley, as directed by the midwife or nurse ▪ Facilitate the process of cleaning washbowls and bedpans ▪ Mops up spills and notifies the midwife or nurse if further cleaning is required ▪ Assist and support patient with basic or simple tasks (Exclusion: dealing with money, handling patients' money and valuables, or errands outside hospital grounds) ▪ Arrangement and management of patients' flowers 	
General	<ul style="list-style-type: none"> ▪ Recognises a deviation from the patient's normal, and reports to the midwife or nurse immediately ▪ Ensures that organisational policies and procedures are adhered to at all times ▪ Simple wound care/dressing: attends to simple dressings as explicitly directed by the midwife or nurse. Only includes minor wound care that requires cleansing (with saline only) and does not require packing. 	

<p>General (continued)</p>	<p>For example, covering a break in skin integrity for site protection, recovering a non-infected, stapled or sutured incision after inspection by the Midwife or Nurse (Exclusion: caesarean section or perineal wound)</p> <ul style="list-style-type: none"> ▪ Basic Life Support: as first responder in Code Blue – Call for assistance immediately ▪ Provides escort if deemed appropriate by the midwife or nurse (Exclusion: patients with oxygen therapy and intravenous therapy if transferring between health services) ▪ Provides patient companionship if deemed appropriate by the midwife or nurse (only supervision of baby when Mother leaves maternity area for meetings or investigations) ▪ Provides patient surveillance if deemed appropriate by the midwife or nurse ▪ Assist the midwife or nurse to settle patients for sleep and rest periods ▪ Uses diversional therapy as deemed appropriate by a midwife or nurse ▪ Last offices (after death care) undertaken with a midwife or nurse
<p>Infection Prevention and Control</p>	<ul style="list-style-type: none"> ▪ Apply standard precautions at all times ▪ Implements the Five Moments of Hand Hygiene at all times ▪ Infection control screening of patients, visitors, and staff, for example: <ul style="list-style-type: none"> ▪ Standard epidemiological questions regarding exposure and risk ▪ symptom questions ▪ temperature checking ▪ vaccination status ▪ Compliant with the use of Personal Protective Equipment for self and others, as required by MP 0172/22 Personal Protective Equipment in Healthcare Facilities Policy ▪ <u>Pathology and laboratory testing</u> – includes collection of intranasal or saliva swabs and perform point of care (POC) testing [Health Service Provider to provide training on POC testing procedure and policy]

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

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