



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

Assistant in Nursing Duties (Nursing Setting)

February 2025

1.0 Introduction

This 'Related Document' is mandatory for the interpretation and application of, [MP 0080/18 Assistant in Nursing Policy](#) (the policy) in a general health care facility 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 work under the direction of a nurse or midwife. They are a complementary workforce and not a substitute for the number of nurse 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 Nursing and Midwifery Board of Australia (NMBA) approved program of study they may continue working as and 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 nurse or midwife with adherence to local policy and guidelines.

AINs will be provided with a copy of this Assistant in Nursing Duties document on commencement of their employment.

AINs must not perform duties that are not listed within the Assistant in Nursing Duties document.

3.0 Assistant in Nursing Duties (Nursing)

The following duties are applicable to all AINs employed by WA Health. All duties are delegated under the direction and supervision of a nurse or midwife.

An AIN (non-student) with a Certificate III in Individual Support-Ageing or Certificate III Aged Care (superseded by Certificate III in Individual Support-Aged Care in 2015) is restricted to working in WA Country Health Service aged care or Multi-Purpose Services only and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 acute nursing 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 nurse or midwife ▪ 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) ▪ Record fluid intake on fluid balance chart – nurse or midwife to sight and countersign
Activities of Daily Living (ADLs)	<ul style="list-style-type: none"> ▪ Encourage patient independence with ADL ▪ Respects the rights and dignity of patients ▪ Assists patient with: <ul style="list-style-type: none"> ▪ showering/sponging/washes ▪ oral hygiene ▪ glasses and hearing aids ▪ nail care (Exclusion: cutting or trimming of nails) ▪ hair care (Exclusion: no prescribed treatments are to be used by the AIN) ▪ Observation of basic skin integrity and reporting skin condition to the nurse or midwife ▪ Facial shaves (Exclusion: all pre-operative shaving) ▪ Washing patients' face – including the corners of patient's eyes, to remove usual accumulated crusted exudate or discharge
Positioning and Mobility	<ul style="list-style-type: none"> ▪ Uses safe manual handling technique ▪ Assist patients to transfer from bed to chair/wheelchair ▪ Assists patients to change position in bed ▪ Assists nurse or midwife with patient transfers and manual handling tasks ▪ Re-application of anti-embolic stockings to patient (Exclusion: initial measurement and fitting of stockings)

Toileting	<ul style="list-style-type: none"> ▪ Assists patients to toilet ▪ Provides bedpan / urine bottle ▪ 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, urinal bottle or drainage bags on Fluid Balance Chart – nurse or midwife to sight and countersign chart ▪ Reports any observed abnormalities to the nurse or midwife, 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 ▪ Specimen collection of faeces and/ or urine (Exclusion: midstream urine specimen collection) ▪ Performs routine urinalysis and reports result to the nurse or midwife ▪ Assist with continence aids – apply incontinence pads and uridomes
Observations	<ul style="list-style-type: none"> ▪ All information recorded on appropriate documentation charts - nurse or midwife to countersign ▪ Vital signs: temperature, heart rate, respiratory rate, blood pressure, pulse oximetry ▪ Blood glucose levels ▪ Weight and height
Documentation	<ul style="list-style-type: none"> ▪ Ensures all information and data regarding patient is recorded on appropriate charts and reported to the nurse or midwife ▪ Ensures accurate labelling of pathology specimens collected ▪ AIN may write in the patient documentation and progress notes - nurse or midwife 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 nurse or midwife, for example, verbal/ physical aggression, personal injury, and hazards ▪ Reports and refers any patient concerns or complaints to the nurse or midwife ▪ Report any conflict to a nurse or midwife immediately ▪ Report wandering or confused patient to the nurse or midwife

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 ▪ Seek advice on dealing with conflict within the workplace ▪ Demonstrate safety awareness and report unsafe issues and potential/actual workplace hazards to the nurse or midwife ▪ Communicate effectively and accurately to the nurse or midwife when reporting acquired clinical information and data ▪ Contribute to patient handover as appropriate ▪ Relay messages to patients (Exclusion: matters regarding clinical status or condition of the patient) ▪ Refer patient and relative/significant other inquiries to the nurse or midwife ▪ Answer call bells in a 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 nurse or midwife ▪ Notifies nurse or midwife of alarming intravenous (IV) 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 nurse or midwife would otherwise undertake the task ▪ Uses appropriate equipment and maintains safety whilst using – for example hoist, wheelchair, commode, hover mat ▪ Patients' surroundings and sink are maintained, clean, safe and clutter free ▪ Tidying clinical areas, treatment and pan rooms ▪ Assists in restocking of the treatment room and linen room/trolley as directed by the nurse or midwife ▪ Facilitate the process of cleaning washbowls, urine bottles , and bedpans ▪ Mops up spills and notifies the nurse or midwife 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

<p>General</p>	<ul style="list-style-type: none"> ▪ Recognises a deviation from the patient's normal, and reports to the nurse or midwife immediately ▪ Simple wound care/dressing: attends to simple dressings as explicitly directed, on a case-by-case basis, by the nurse or midwife. • Only includes minor wound care that requires cleansing (with saline only) and does not require packing. For example, covering a break in skin integrity for site protection, re-covering a non-infected, stapled, or sutured incision after inspection by the nurse or midwife ▪ Basic Life Support: as first responder in Code Blue – Call for assistance immediately ▪ Ensures that organisational policies and procedures are adhered to at all times ▪ Provides escort if deemed appropriate by the nurse or midwife (Exclusion: patients with oxygen therapy and intravenous therapy if transferring between health services) ▪ Provides patient companionship as delegated by the nurse or midwife ▪ Provides patient surveillance as delegated by the nurse or midwife ▪ Applies practical intervention procedures for dementia or behavioural problems ▪ Uses diversional therapy as deemed appropriate by a nurse or midwife ▪ Assist the nurse or midwife to settle patients for sleep and rest periods ▪ Assistance with breathing devices under direct supervision of the nurse or midwife ▪ Tissue or fluid specimen collection: including (but not limited to) sputum, intranasal swab, faeces, and urine (excludes midstream urine specimen collection) ▪ Last offices (after death care) undertaken with a nurse or midwife
<p>Infection Prevention and Control</p>	<ul style="list-style-type: none"> ▪ Always apply standard precautions ▪ Implements the Five Moments of Hand Hygiene in the workplace 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 (PPE) for self and others, as required by MP 0172/22 Personal Protective Equipment in Healthcare Facilities Policy. ▪ Pathology and laboratory testing – includes collection of intranasal or saliva swabs and perform point of care (POC) testing [HSP to provide training on POC testing procedure and policy]

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