



Position Description - Assistant in Nursing

CALVARY JOHN JAMES HOSPITAL

Version:3.0

Position Title:	Assistant in Nursing		
Position Number:	AIN-123	Cost Centre:	Various
Site/Facility:	Calvary John James Hospital		
Department:	Nursing		
Enterprise Agreement	CJH Nursing & Midwifery EA		
Classification:	As per letter of offer		
Reports To:	Team Leader or Clinical Manager		
Date of Preparation:	2016	Date Updated:	17/5/2021

Primary Purpose

In consultation with the Registered Nurse and Clinical Manager of the ward/department, and under the supervision of a Registered Nurse, provides care for a specific group of patients.

Organisational Environment

At Calvary our vision as a Catholic Health, Community and Aged Care provider, to excel, and be recognised, as a continuing source of healing, hope and nurturing to the people and communities we serve. We put the person at the centre of care in all that we do. Calvary continues our mission focus in providing high quality care to the sick and vulnerable and in particular to those people approaching and reaching the end of life, their families and carers in all our services.

Calvary's Services include public and private hospital care, acute and sub-acute care, community care and retirement and aged care services, in both rural and metropolitan areas.

Our values of Hospitality, Healing, Stewardship and Respect underpin all that we do. As an equal opportunity employer, we encourage applicants from culturally diverse backgrounds, people with disabilities and various life experiences and faiths. Here at Calvary John James we work together to provide opportunities that empower and enrich our staff.

Accountabilities and Key Result Areas

Professional:

- Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements.
- An understanding of the philosophical direction of the organisation and an ability to apply it practically in planning and management.
- A knowledge, understanding, commitment and application of the principles and practices of:
 - risk management in accordance with, the Calvary Health Care
 - clinical and corporate governance,
 - patient and staff safety,
 - customer service,
 - workplace equity, and

- injury prevention
- Oral communication and liaison skills of a high order.
- Ability to set priorities and meet tight deadlines.
- An understanding of the philosophical direction of the organisation.

Under the supervision of a Registered Nurse, responsible to provide safe, high quality care and service for a specific group of patients by:-

- Giving direct care to a specific patient population within each unit by attending basic hygiene needs i.e.: showering, mouth care, shaving, toileting needs. Providing assistance to patients with feeding, positioning, mobilisation, pressure area care.
- Using a patient centred approach to patient assessment in conjunction with the Registered Nurse by performing vital signs, weighing patients, performing urinalysis.
- Escorting patients to appointments as directed by the Registered Nurse.
- Practising within organisational philosophies and guidelines.
- Ensuring safe practice by acting to promptly rectify unsafe practice and practicing reflectively within own professional abilities and guidelines.
- Ensure at all times that the safety of patient, self, other staff and others is not compromised.
- Ensure at all times that infection control measures are adhered to for oneself.
- Work with the ward team, and accept direction from the team leader, to provide assistance with personal care and comfort. This includes but is not restricted to assistance with tidiness, recreation, showering, bathing, bathing, personal hygiene and meals.
- Undertake hourly 'rounding' of patients to assess and assist with comfort. This includes immediately reporting to the relevant Registered Nurse any matters that may be of a clinical nature.
- Undertake simple administrative tasks.
- Under No circumstances should the employee:
- Undertake any activity relating to direct clinical care of an individual, including medications, wound management, and the like; although may assist a Registered Nurse at their direction.
- Undertake any personal care activity for an individual without confirming the appropriateness of this with the relevant Registered Nurse.

Documentation:

- Through the use of organisational processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.
- Excellent communication and interpersonal skills including demonstrated experience in liaising with a wide range of internal and external clients.
- Effective communication & interpersonal skills
- Evaluating outcomes of care and initiating appropriate follow-up in consultation with a Registered Nurse.

Decision Making:

- Being aware of those duties that the AIN is unable to undertake due to Regulations of the Nurses Board of South Australia, the position description and hospital policies.

People and Culture:

- Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct, industrial agreements and ANMC competencies.
- Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary's values of healing, hospitality, stewardship and respect.
- Supports and respects team members, communicating effectively and demonstrating a commitment to the team
- Participates in prescribed performance development system annually
- Evaluates personal performance and plans self-development
- 100% compliance with mandatory and unit specific competencies every 12 months or as prescribed

Service Development & Performance:

- Evaluating care in conjunction with the Clinical Manager/Registered Nurse.
- Ensuring a high standard of customer service.
- Identifying and evaluating implications for improving nursing care in conjunction with the Clinical Manager.
- Reporting to the Clinical Manager on clinical risk management and incidents.
- Facilitating the Quality Improvement Program within the unit by participating in, and contributing to the ACHS accreditation process by developing and using systems which allow for consistent evaluation of patient care.
- Demonstrating a sound knowledge of the legal implications of the role of the AIN and functioning in accordance with legislation affecting nursing practice.
- Acting to rectify unprofessional conduct in conjunction with the Clinical Manager.
- Maintenance of annual mandatory competencies and those competencies required to fulfil the needs of the specific area of expertise.
- Complying with the professions code of ethics.
- Evaluating own practice through Performance Appraisal and setting goals for personal and professional growth.
- Participating in activities of the professions organisations.
- Actively participate in Quality improvement projects and auditing as required to meet National Standards and our Accreditation process.
- Positive support of innovation in organisational development
- Actively participate in the quality auditing process.

WH&S Responsibilities:

- Take reasonable care of your own health and safety and the health and safety of others in the workplace;
- Comply with relevant Calvary WHS policies, procedures, work instructions and requests;
- Report to your supervisor any incident or unsafe conditions which come to your attention;
- Observe any additional requirements as outline in Calvary's WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet)
- To know and comply with the requirements of Australian Capital Territory legislation, and specifically the *Work Health & Safety Act 2011*.
- Comply with the requirements of Safety Policy, Procedures and other safety management requirements.
- Accept responsibility to act in a safe manner at all times and to work within the safety systems developed for their workplace.
- Ensure the health, safety and welfare of self and ensure others are not affected by their acts or omissions with the workplace.
- Comply with all reasonable instructions given unless it may adversely affect the health and safety of self and others.
- Play a positive role in supporting the organisational safety culture, which involves promoting and demonstrating safe behaviors and practices, identifying continuous improvement opportunities, reporting incidents and near misses and identifying hazards and unsafe acts.
- Take accountability for knowledge of and compliance with systems necessary for the safety of visitors and patients including emergency procedures.
- When working at other than Calvary Health Care ACT controlled workplaces, ensure awareness of the safety policy and safety management system requirements for the place of work for the tasks being performed.
- Prompt reporting of all WHS incidents to their supervisor or manager and ensure that the details are entered into RiskMan2.
- Assisting in the quality review and management activities.
- Demonstrating the principles of work place equity, safety and injury
- Prevention in own work practices and interactions with patients, visitors, contractors and other Calvary employees and clients.
- Taking responsibility for managing risk within the employee's span of control.

- Assisting in the identification, analysis, assessment, monitoring and reporting of risks that could impact on the work environment.
- Promote, demonstrate & participate in quality & risk management activities in accordance with Calvary risk management strategies.
- Actively strive to ensure identified risks are rectified.
- Actively participate in the quality auditing process.

Wise Stewardship:

- Commitment to the use of resources that reflect good patient care and hospital sustainability
- Demonstrate Calvary’s values in daily work practices.

Community Engagement:

- Participate in mission celebrations and events
- Contribute to team-based initiatives and activities that promote our mission values, including those in support of poor and disadvantaged groups within the local community
- Positively promote the organization both internally and externally
- Develop/maintain relationships with external bodies that enhance our capacity to provide better health and social support outcomes for our patients
- Build and maintain strong relationships with staff and patients and their families, to ensure clear and open communication on all matters related to mission, ethics, culture, and patient centred high quality care within Calvary John James Hospital
- Communicate positively with families, members of the public, public stakeholders, executive, management and staff

Mission:

- Display behaviours in line with the mission and values , Hospitality , Healing , Stewardship and Respect
- Ensure that work is practiced and provided in accordance with the Mission of Calvary
- Ensure you are aware of and practice care within the guidelines of the CHA Code of Ethics

Key Relationships

Internal:	<ul style="list-style-type: none"> • Clinical Manager • Clinical Nurse • Registered & Enrolled & Under Graduate Nurses, AINS • Ward Assistants & Clerks
External:	<ul style="list-style-type: none"> • Patient, Family/Carers • Medical Officers • Community Health care providers

Position Impact

Direct Reports:	<ul style="list-style-type: none"> • Team Leader • Unit Manager
Budget:	N/A

Selection Criteria

Essential

- Successfully completed one year of a Bachelor of Nursing Degree at a recognised tertiary institution.
- Attainment of a pass in all clinical components.
- Currently enrolled in second year of a Bachelor of Nursing degree.
- Effective communication and interpersonal skills.
- Demonstrated competence as a 1st year undergraduate nursing student.
- Knowledge, understanding and demonstration of customer service culture in health care.

- Willingness to embrace the hospital’s core values, mission and vision and to incorporate into practice.
- Suitable Police check;
- Assessed as fit for duty, including manual handling and infection control requirements.

Desirable

- Experience in the acute medical and surgical setting.
- A demonstrated ability to maintain a very high level of confidentiality and security of information.
- A demonstrated attitude of compassion, care, dignity and respect for individuals.
- A demonstrated capacity to work within a team under direction, and to follow directions carefully and completely.
- An absolute agreement to work within the job descriptions, and within own personal capacity.

Approvals

Job Holder’s signature:	Date:
Manager’s signature:	Date: