

**ROLE DESCRIPTION**

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| **Role Title:** | Assistant in Nursing/Midwifery |
| **Classification Code:** | Assistant in Nursing/Midwifery – (AIN/M) |
| **LHN/ HN/ SAAS/ DHA:** | Riverland Mallee Coorong Local Health Network |
| **Hospital/ Service/ Cluster** | Riverland General Hospital |
| **Division:** | Nursing / Midwifery |
| **Department/Section / Unit/ Ward:** | Nursing / Midwifery |
| **Role reports to:** | Nurse Unit Manager |
| **Role Created/ Reviewed Date:** | September 2021 |
| **Criminal History Clearance Requirements:** | DHS Working With Children Check (WWCC)  NDIS Worker Screening Check  NPC – Unsupervised contact with vulnerable groups |
| **Immunisation Risk Category** | Category A (direct contact with blood or body substances)  Category B (indirect contact with blood or body substances)  Category C (minimal patient contact) |

**ROLE CONTEXT**

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| **Primary Objective(s) of role:** |
| Employees classified at this level support Enrolled and Registered Nurses/Midwives in the delivery of general patient/client care and undertake basic nursing duties that would otherwise have been performed by an Enrolled or Registered Nurse/Midwife.  Employees at this level are accountable for their own actions. |

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| **Key Relationships/ Interactions:** |
| Internal   * Work under the direct or indirect supervision of a Registered Nurse/Midwife and work may be overseen by an Enrolled Nurse within a care team. * Maintains cooperative and productive working relationships within all members of the health care team   External   * Maintain relationships with non-government organisations or other government organisations. |

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| **Challenges associated with Role:** |
| Major challenges currently associated with the role include:   * Working with children, youth, women and their families where there are multiple complexities and diverse cultural backgrounds. * Recognising and responding to clinical deterioration or other incidents and escalating appropriately * Providing evidenced based care, developing clinical skills while keeping up to date with professional standards of practice and quality management initiatives consistent with organisational policies. |

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| **Delegations:** |
| * NIL |

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| **Resilience:** |
| SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback. |

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| **Performance Development** |
| The incumbent will be required to participate in the organisation’s Performance Review & Development Program which will include a regular review of the incumbent’s performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions. |

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| **General Requirements:** |
| \*NB Reference to legislation, policies and procedures includes any superseding versions  Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:   * *Work Health and Safety Act 2012* (SA) and when relevant WHS Defined Officers must meet due diligence requirements. * *Return to Work Act 2014* (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness. * Equal Employment Opportunities (including prevention of bullying, harassment and intimidation). * *Children’s Protection Act 1993* (Cth) – ‘Notification of Abuse or Neglect’. * Disability Discrimination. * *Independent Commissioner Against Corruption Act 2012* (SA) * *SA Information Privacy Principles* * Relevant Awards, Enterprise Agreements, *Public Sector Act 2009* (SA), *Health Care Act 2008* (SA),  and the SA Health (Health Care Act) Human Resources Manual. * Relevant Australian Standards. * Duty to maintain confidentiality. * Smoke Free Workplace. * To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery. * Applying the principles of the South Australian Government’s Risk Management Policy to work as appropriate. * *Health Practitioner Regulation National Law (South Australia) Act 2010* * *Mental Health Act 2009* (SA) and Regulations * *Controlled Substances Act 1984* (SA) and Regulations * The Nursing and Midwifery Board of Australia Registration Standards (including the Guidelines and Assessment Frameworks for Registration Standards) * The Nursing and Midwifery Board of Australia Professional Practice Codes and Guidelines (including Competency Standards, Codes of Ethics and Professional Conduct, Decision Making Framework and Professional Boundaries) * Professional Practice Standards and competencies consistent with area of practice as varied from time to time * SA Health / RMCLHN policies, procedures and standards. |

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| **Handling of Official Information:** |
| * By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential. * SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised. * SA Health employees will not misuse information gained in their official capacity. * SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction. |

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| **White Ribbon:** |
| SA Health has a position of zero tolerance towards men’s violence against women in the workplace and the broader community.   In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour. |

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| **Cultural Statement:** |
| RMCLHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. RMCLHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture. |

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| **Special Conditions:** |
| \*NB Reference to legislation, policies and procedures includes any superseding versions   * It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory National Police Certificate (NPC). * Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit. * Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police or from an accredited CrimTrac Provider confirming the clearance is for the purpose of unsupervised contact with vulnerable groups. * Prescribed positions under the National Disability Insurance Scheme (NDIS) Act 2013 must obtain a satisfactory NDIS Worker Screening Check through the Department of Human Services (DHS) Screening Unit. * NPCs must be renewed every 3 years thereafter from date of issue. * WWCCs and NDIS Worker Screening Checks must be renewed every 5 years thereafter from date of issue * Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the Public Sector Act 2009 for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees. * The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident. * The incumbent may be required to undertake further study to obtain a qualification which supports the needs of the health unit. Where further study is required, RMCLHN will provide support and assistance in accordance with provisions of the SA Health (Health Care Act) Human Resources Manual. Note, however, this Special Condition does not apply to existing RMCLHN employees with continuous employment with RMCLHN which commenced prior to 1 October 2016. * Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met. |

**Key Result Area and Responsibilities**

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| **Key Result Areas** | **Major Responsibilities** |
| Direct/indirect patient/client care | * Assist nurses/midwives in routine tasks with patients/clients associated with the activities of daily living; * Performs a range of duties that require basic skills, knowledge, training and experience; * Routine technical support functions at the level of setting up for nursing procedures, cleaning equipment and managing local stock levels; * Provide person centred care. |
| Support of health service systems | * Contributing to the maintenance of a physically and culturally safe environment for patients/clients and staff; * Participation in quality improvement activities through recording and reporting of data; * Follows established guidelines, protocols, procedure, standards and systems of work as set out by the organisation. |
| Education | * Undertake nursing/midwifery care and procedures that assist them in their learning capacity to develop the competencies required to achieve the qualification in which they are enrolled (within the defined organisational scope of an AIN/M). |
| Research | Contributes to evaluative research activities through recording and reporting of data. |
| Professional leadership | * N/A. |

**Knowledge, Skills and Experience**

**ESSENTIAL MINIMUM REQUIREMENTS**

**Educational/Vocational Qualifications**

* Be enrolled as a student in an undergraduate program in nursing or midwifery (can state year of program eg 3rd year) and have completed any training required by the employer relevant to the safe and competent performance of work at this level; OR
* Be employed on the basis that the person is, or will be, undertaking a course approved by the Registration Authority for the preparation of Enrolled Nurses; OR
* Hold a Certificate III or IV in one of the following health related disciplines:
* Basic Health Care;
* Aged Care;
* Health Services Assistance: (Qualifications to include elective units recommended for AIN Acute care);
* Home and Community Care;
* Individual Support Work;
* Or such other nationally recognised courses approved within the healthcare setting by full agreement of DHA and the ANMF

**Personal Abilities/Aptitudes/Skills:**

* Effective verbal and written communication skills.
* Ability to work in a multidisciplinary team environment.
* Ability to provide person-centred care

**Experience**

* Experience, within the boundaries of their education and skill preparation, in the provision of nursing/midwifery care in the healthcare setting in accordance with the appropriate standards of practice.

**Knowledge**

* Understanding the role of the Assistant in Nursing/Midwifery within the healthcare setting.
* Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.

**DESIRABLE CHARACTERISTICS**

**Educational/Vocational Qualifications**

* Qualifications or education courses relevant to role

**Personal Abilities/Aptitudes/Skills:**

* Ability to work with technology

**Experience**

* Provision of personal care to resident/client/patient/ client within Community, Nursing Home or supported accommodation service.

**Knowledge**

* Knowledge of Quality Improvement Systems as applied to a hospital setting
* Knowledge of contemporary nursing and health care issues.

**Organisational Context**

**Organisational Overview:**

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to

ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by

strengthening primary health care, enhancing hospital care, reforming mental health care and improving the

health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health

promotion, illness prevention and early intervention. We will work with other government agencies and the

community to address the environmental, socioeconomic, biological and behavioural determinants of health,

and to achieve equitable health outcomes for all South Australians

**Our Legal Entities:**

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for

Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local

Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women’s and Children’s Health Network, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network, Riverland Mallee Coorong Local Health Network, Yorke and Northern Local Health Network and SA Ambulance Service.

**SA Health Challenges:**

The health system is facing the challenges of an ageing population, increased incidence of chronic disease,

workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these

challenges and ensure South Australian’s have access to the best available health care in hospitals, health

care centres and through GPs and other providers.

**Health Network/ Division/ Department:**

Supporting rural and remote South Australians to be healthy, the Riverland Mallee Coorong Local Health

Network (RMCLHN) is committed to partnering with individuals, communities and staff to deliver high quality,

high value health care that enhances the lived experience of rural and remote South Australians and their

carers and families. The RMCLHN is committed to enhancing the satisfaction and promoting the talent of its

workforce. The RMCLHN is part of SA Health and the rural public health system in South Australia.

**Values**

**SA Health Values**

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

* We are committed to the values of integrity, respect and accountability.
* We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
* We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

**Code of Ethics**

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

* Democratic Values - Helping the government, under the law to serve the people of South Australia.
* Service, Respect and Courtesy - Serving the people of South Australia.
* Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
* Accountability- Holding ourselves accountable for everything we do.
* Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

**Approvals**

**Role Description Approval**

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:** **Role Title:**

**Signature:** **Date:**

**Role Acceptance**

**Incumbent Acceptance**

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:**  **Signature:**

**Date:**