

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Assistant in Nursing/ Midwifery - Pool
<b>Position Number:</b>	523905
<b>Classification:</b>	Assistant in Nursing Grade I
<b>Award/Agreement:</b>	Nurses and Midwives (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals North/North West – Launceston General Hospital
<b>Position Type:</b>	Casual
<b>Location:</b>	North
<b>Reports to:</b>	Nurse Unit Manager - Pool Office
<b>Effective Date:</b>	March 2020
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Certificate in Health Services Assistance (Acute Care); or Certificate in Individual Support (Ageing Specialisation); or Is currently an undergraduate Bachelor of Nursing student who has completed their first year clinical practice placement; or A current Diploma of Nursing student who has completed their first clinical practice placement Current Working with Children Registration (where applicable and as determined by individual position requirements) Current Registration to Work with Vulnerable People (where applicable and as determined by individual position requirements)</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>

**Desirable Requirements:** Current First Aid Certificate

*NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.*

## Primary Purpose:

In accordance with Agency policy, legal requirements and the attached Assistant in Nursing/Midwifery – Workplace Guidelines, the Assistant in Nursing/Midwifery (AIN/M) - Pool provides nursing care as delegated by the Registered Nurse/Registered Midwife (RN/RM) and within the direction and supervision of the RN/RM or Enrolled nurse (EN) in accordance with the nursing care plan.

This role may vary slightly depending on the area in which the AIN/M works.

The AIN/M will be expected to undertake the role of Patient Safety Observer under the direction and supervision of the RN/RM or EN in accordance with the nursing care plan.

## Duties:

1. Deliver nursing care as delegated by the RN/RM, under the supervision of a RN/RM or EN according to the nursing care plan and within the scope of the Assistant in Nursing/Midwifery – Workplace Guidelines.
2. Work with the RN/RM and EN in establishing priorities for the patient/client care delivery.
3. Assist the RN/RM and EN in the collection of appropriate information from patients, clients and/or family.
4. Deliver nursing care in the setting of patient safety observation providing constant close observation for the patient at risk of harm to themselves or others if left unattended.
5. Provide information in support and reinforcement of the nursing care plan to the nurse, patients, client and /or family.
6. Maintain healthcare knowledge and skills in accordance with the Assistant in Nursing/Midwifery – Workplace Guidelines through participation in relevant staff education activities.
7. Participate in quality improvement activities.
8. Identify and report unsafe practices or any concerns in relation to the patient/clients condition to the RN/RM and EN.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

- Works within the direction and supervision of a RN/RM and may be overseen and guided by the EN.
- Delivers specific aspects of nursing care as delegated by the RN/RM including patient safety observation.
- Works within the defined scope of practice and workplace of the Assistant in Nursing/Midwifery role.
- Accountable for the standard of delegated care provided.

- Works within organisational policies and legislation, including Work Health & Safety legislation.
- Champion a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Demonstrated knowledge and skills in patient/client care, with an ability to assist patients/clients to meet their personal care needs and perform activities of daily living as required.
2. Ability to work in an acute team environment effectively as a team member.
3. Demonstrated effective interpersonal and communication skills, including written, verbal and numeracy skills.
4. Demonstrated knowledge of and ability to adhere to safe manual handling and infection control procedures.
5. Demonstrated ability to maintain privacy and confidentiality.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles | Tasmanian Department of Health](#)..