



Employment of Assistants in Nursing Guideline

1. Guiding Principles

All WA Country Health Service sites and services that employ Assistants in Nursing (AIN) are to comply with the WA Department of Health MP 0080/18 [Assistant in Nursing Policy](#) which underpins this document.

2. Guideline

2.1 Qualifications and employment

- All AIN must provide evidence of meeting the required qualification (or undergraduate student recognition evidence) as identified within MP 0080/18, summarised in [Appendix 1](#).
- All AIN must meet the essential criteria as per the JDF.

2.2 Delegation

- The AIN works under the supervision, delegation and direction of a Registered Nurse (RN) or Midwife.
- The RN or Midwife remains responsible and accountable for delegation of care to the AIN, as per the [Nursing and Midwifery Board of Australia Decision-making framework for nursing and midwifery](#) and associated summary flowcharts.
- Enrolled Nurses may work collaboratively with an AIN, share tasks and provide direction to the AIN; however, may not sub-delegate care that has been delegated to them by the RN/Midwife to an AIN without consulting the delegating RN or Midwife.

2.3 Scope of practice

- All AIN duties are governed by the Duties Lists which accompany MP 0080/18.
- A copy of the relevant Duties List must be provided to the AIN prior to commencement of employment
 - [Assistant in Nursing Duties \(Nursing setting\)](#)
 - [Assistant in Nursing Duties \(Maternity setting\)](#)
- The Nurse or Midwife must allocate only duties listed in the relevant Duties List to the AIN, based on their level of training and experience.
- AIN are not permitted to expand scope beyond the relevant Duties List.
- AIN are permitted to undertake all duties within the relevant Duties List (as applicable to their specific qualification and level of experience) with the exception of the following general restriction:
 - Vital signs observations on neonatal and paediatric patients (less than 16 years of age)

- Additional limitation on scope in individual contexts may apply when patient acuity and/or individual patient care need dictates, and where the RN or Midwife deems delegation to an AIN is inappropriate.

2.4 Practice setting

The following AIN may work within the **nursing** setting:

- Undergraduate student nurses (single or dual degree) who meet the recognition requirements identified within the MP 0080/18 (AIN (student))
- AIN who meet the qualification pathway requirements of MP 0080/18 relevant to their employment location (AIN (non-student))
 - Certificate III Health Services Assistance (Assisting with nursing work in acute care) – all locations
 - Certificate III in Individual Support (Ageing) or Certificate III in Aged Care – Multi Purpose Services (MPS) with residential aged care facilities only.

The following AIN may work within the **midwifery** setting:

- Dual degree undergraduate nursing / midwifery students who meet the recognition requirements identified within MP 0080/18 (AIN (student))
- There is currently no scope within MP 0080/18 permitting employment of undergraduate single degree midwifery students.

3. Definitions

| | |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Assistant in Nursing | A non-regulated support worker who works under the direction of a Nurse or Midwife and possesses the required qualification (or student recognition requirements) as outlined within MP 0080/18 |
| Duties | The maximum tasks, competencies and actions permissible to be undertaken by AINs, as listed in the MP 0080/18 related documents. |

4. Roles and Responsibilities

A manager employing an AIN is responsible for:

- Confirming compliance with the 'Qualification evidence checklist' ([Appendix 1](#)).
- Obtaining (and retaining within the Records Management System), a certified copy of all required documents and submitting with the R12 / R13 /N1 on commencement of employment, to demonstrate meeting essential criteria for the position in compliance with MP 0080/18.
- Provision of a copy of the relevant Duties List to each AIN prior to appointment.
- Obtaining a signed 'Statement of receipt of scope of practice document (Duties List)' ([Appendix 2](#)) relevant to area of practice. This signed statement is to accompany the

N1/N5 for appointment, and a copy is to be retained within the Records Management System.

- Ensuring nurses and midwives at employment sites have an easily accessible copy of the Duties List relevant to their practice context and are aware of the scope of practice of an AIN; including limitations at MPS for aged care qualification AIN.
- Ensuring nurses and midwives at employment sites are aware of their responsibility in relation to allocation of duties to an AIN only from within the Duties List; guided by the experience and training of the AIN, and the acuity and needs of the individual patient.
- Employing AIN (student) on a casual or fixed term basis only.
- Obtaining evidence at the commencement of each semester for AIN (student) of current enrolment and ongoing progress toward attaining their nursing or midwifery qualification. As per MP 0080/18, AIN (student) are not eligible to defer their studies during employment and must cease employment as an AIN once their course is completed.

A nurse or midwife supervising an AIN is responsible for:

- Ensuring they are aware of the scope of practice of an AIN.
- Allocating tasks from the Duties List only, guided by the experience and training of the AIN and the acuity and needs of individual patients.
- Delegation decisions as per professional responsibilities within the NMBA decision-making framework for nursing and midwifery.

An AIN is responsible for:

- Ensuring familiarity with the Duties List which defines their specific scope of practice in line with their qualification.
- Accepting delegation and practicing only within their specified scope of practice, qualification and experience.
- If an AIN (Student): having clear awareness of the variation that may exist between their scope of practice as an AIN employee and the scope of practice which may exist when on clinical placement as a component of their undergraduate training; and complying with the boundaries of the Duties List during their employment.
- If an AIN (Student): providing evidence to their manager at the commencement of each semester of current enrolment and ongoing progress toward attaining their nursing or midwifery qualification.

5. Compliance

This guideline is a mandatory requirement under the [Health Services Act 2016](#) (WA). Failure to comply with this document may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Integrity Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (WA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff are reminded that compliance with all policies is mandatory.

6. Records Management

All WACHS corporate records must be stored in the approved Electronic Documents and Records Management System. [Records Management Policy](#)

7. Evaluation

Monitoring of compliance with this document is to be carried out by the Regional Nurse Manager Workforce (or nominee) every 12 months using the following means or tools:

- Review of AIN Establishment against held records of qualifications or evidence of current enrolment for AIN (student).

8. Standards

[National Safety and Quality Health Service Standards](#) - 1.23, 1.24, 1.25, 1.26

Nursing and Midwifery Board of Australia [Decision making framework for nursing and midwifery](#)

9. Legislation

[Health Services Act 2016](#) (WA)

10. References

MP 0080/18 [Assistant in Nursing Policy](#)

[Assistant in Nursing Duties \(Nursing setting\)](#)

[Assistant in Nursing Duties \(Maternity setting\)](#)

Nursing and Midwifery Board of Australia [Decision making framework for nursing and midwifery](#)

11. Related Forms

Nil

12. Related Policy Documents

Nil

13. Related WA Health System Policies

MP 0080/18 [Assistant in Nursing Policy](#)

[Assistant in Nursing Duties \(Nursing setting\)](#)

[Assistant in Nursing Duties \(Maternity setting\)](#)

14. Policy Framework

Clinical Governance, Safety and Quality

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

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|---------------------|-------------------------|------------------------|-----------------|
| Contact: | Nurse Manager Workforce | | |
| Directorate: | Nursing and Midwifery | EDRMS Record # | ED-CO-22-129564 |
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APPENDIX 1: Qualification evidence checklists

Select checklist relevant to qualification pathway and employment location.

AIN (student) – Undergraduate Student Pathway

All WACHS employment locations

| Document | Certified copy |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Evidence of completion of stages 1-3 (50% course completion) of an NMBA approved Bachelor of Nursing Program with academic good standing (for work in nursing setting) OR Evidence of completion of stages 1-4 (50% course completion) of a NMBA approved Dual Bachelor of Science (Nursing) / Bachelor of Science (Midwifery) program with academic good standing (for work in nursing or midwifery setting) | |
| Evidence of ongoing enrolment in undergraduate course | |
| Evidence of current Basic Life Support certification | |
| Evidence of current Manual/Safe Handling training | |
| Evidence of Infection Prevention and Control Training (including COVID-19 Infection Prevention and Control Training) | |

AIN (non-student) – Qualification Pathway

All WACHS employment locations excluding Multi Purpose Services (MPS)

| Document | Certified copy |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Evidence of completion of Certificate III Health Services Assistance (Assisting in nursing work in acute care). If full title is not on course completion certificate, both certificate and transcript are required to confirm completion of Assisting in nursing work in acute care units which, if completed, will be documented on transcript. Certificate III Health Services Assistance qualification certificate without acute care notation is not acceptable unless accompanied by transcript confirming completion of Assisting in nursing work in acute care units. | |

WACHS Multi Purpose Services (MPS) only

| Document | Certified copy |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Evidence of completion of Certificate III Health Services Assistance (Assisting in nursing work in acute care) - see notes above OR Evidence of completion of Certificate III Individual Support (Ageing) OR Evidence of completion of Certificate III in Aged Care | |

Additional appointment factors applicable to all staff including identity, screening and integrity checks are outlined on the JDF.

APPENDIX 2: Statement of receipt of scope of practice document (Duties List)

AIN must read, sign and submit this page with their new starter paperwork.

I have received a copy of the relevant following document/s that outline my allowable duties, which I have read and understood:

| | |
|--|---------------------------------------------------------------------------------------------------------------------|
| | Assistant in Nursing Duties List – Nursing Setting |
| | Assistant in Nursing Duties List – Maternity Setting <i>(applicable to AIN (student) midwifery student only)</i> |

I am aware that during my employment:

- I will work under the supervision, delegation and direction of a Registered Nurse (RN) or Midwife.
- I may work under the guidance and direction of an Enrolled Nurse to share tasks and assist with patient care, however they may not delegate responsibility of care to me.
- I must only undertake duties identified within the Duties List (or any subsequent version of this list).
- I am permitted to undertake all duties listed within the relevant Duties List (as applicable to my specific qualification, training and level of experience) with the exception of the following general restriction:
 - Vital signs observations on neonatal and paediatric patients (less than 16 years of age)
- I must not undertake tasks outside of my training or experience even if on the Duties List.
- I understand that although a duty may be on the list, an RN or Midwife may determine through clinical assessment that a duty may not be appropriate to be delegated to me in individual circumstances, due to patient acuity or individual patient needs.
- If I am an AIN with Certificate III in Individual Support (Ageing) or Certificate III in Aged Care, I am only permitted to work at Multi Purpose Services with residential aged care facilities.
- If I am an AIN (student), I am required to provide evidence of my ongoing course enrolment each semester and must cease AIN employment once I complete my course
- If I am an AIN (student), I have clear awareness that variation that may exist between my scope of practice as an AIN employee and the scope of practice which may exist when I am on clinical placement as a component of my undergraduate training, and I will ensure compliance with the boundaries of the Duties List during my employment.

Name (print) _____

Signature _____

Date _____

Employment location _____