 **POSITION DESCRIPTION**

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| --- | --- | --- | --- | --- | --- |
| **Directorate** | Canberra Health Services |  | **Reporting** **Relationships** | | |
| **Division** |  |  |  | Manager + 1 |  |
| **Business Unit** |  |  |  |  |  |
| **Position Number** |  |  |  |  |
| **Position Title** |  |  |  | Direct Manager |  |
| **Classification** |  |  |  |  |  |
| **Location** |  |  |  |  |
| **Last Reviewed** |  |  |  | This Position |  |

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. We provide acute, sub-acute, primary and community‐based health services, to the Australian Capital Territory (ACT) and surrounding regions. More information can be found on the [CHS website](https://www.canberrahealthservices.act.gov.au/).

Our **Vision**: creating exceptional health care together

Our **Role**: to be a health service that is trusted by our community

Our **Values**: Reliable, Progressive, Respectful and Kind

# POSITION OVERVIEW

Working under the direction of Registered Nurses in a multi-disciplinary team-based environment, the Assistant in Nursing (AIN) provides designated core duties assisting patients with activities of daily living and observing people with behavioural risks, providing exceptional care of healthcare consumers and enhancing their journey across Canberra Health Services.

AINs work in a wide range of healthcare settings including maternity, child and adolescent services, acute care in general and specialty areas at CHS, sub-acute care and rehabilitation services at University of Canberra Hospital. AINs also work in a wide range of services providing mental health care including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings, including peoples homes.

# DUTIES

Under direction of the Registered Nurse you will only perform duties outlined in the CHS AIN Core Duty Activities List.

You will:

1. Provide safe, effective assistance to healthcare consumers and/or birthing mothers (depending on area of work), supporting their specific needs in performing activities of daily living and observing people with behavioural risks to themselves or others, according the CHS AIN Core Duty Activity List. You will also demonstrate understanding of what activities are excluded from the AIN role.
2. Work under the direction, guidance, supervision, and support of Registered Nurses as a member of the health care team.
3. Communicate with all members of the health care team, providing specific and timely updates to Registered Nurses on health consumer activities. Methods of communication include verbal updates about care provided any observed changes to the person, the environment or others. Written documentation about care provided occurs within the digital clinical health record.
4. Contribute to and promote recovery through physical, psychological, social, cultural, and spiritual care of health consumers.
5. Contribute to an environment that is respectful of personal choice, dignity, integrity and confidentiality for health consumers.
6. Undertake extension of core activities if directed, outlined in the CHS AIN Core Duty Activities List where relevant education and competency assessment has been attained and evidence is provided to the supervising Registered Nurse in work area.

# ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTQIA+ are particularly encouraged to apply.

**Behavioural Capabilities**

1. Exceptional customer service skills, empathy and ability to develop positive rapport with people from a wide range of diverse cultural backgrounds.
2. Ability to work under direct supervision of Registered Nurses and as part of a multidisciplinary healthcare team.
3. Strong organisational skills with a high degree of personal motivation to complete daily work requirements and follow up activities from previous shifts.
4. Adaptability and flexibility to respond to dynamic situations, providing responsive services to meet the needs of health consumers, carers and visitors, within the core duties of the role.

**Position Requirements / Qualifications**

Mandatory

* Relevant Certificate III in Health Service Assistance or Acute Health Service qualifications
* CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](https://www.health.act.gov.au/digital/dhr#:~:text=The%20Digital%20Health%20Record%20will%20record%20all%20interactions%20between%20a,team%20at%20any%20service%20location.). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
* Have an understanding of how the [National Safety and Quality Health Service (NSQHS)](https://www.safetyandquality.gov.au/standards/nsqhs-standards) indicators align with this role.
* Fulfil the responsibilities of this role in alignment to the [CHS Exceptional Care Framework](https://www.health.act.gov.au/sites/default/files/2020-11/CHS%20Exceptional%20Health%20Care%20Framework.pdf), [Clinical Governance Framework](https://www.health.act.gov.au/sites/default/files/2020-11/CHS%20Clinical%20Governance%20Framework.pdf), [Partnering With Consumers Framework](https://www.health.act.gov.au/sites/default/files/2020-11/CHS%20Partnering%20for%20Exceptional%20Care%20Framework.pdf) and [all other related frameworks](https://www.health.act.gov.au/about-our-health-system/canberra-health-services).

**Please note prior to commencement successful candidates will be required to:**

* Undergo a pre-employment National Police Check.
* Prior to commencing this role, a current registration issued under the [*Working with Vulnerable People (Background Checking) Act 2011*](https://www.accesscanberra.act.gov.au/s/article/working-with-vulnerable-people-wwvp-registration-tab-overview)is required.
* Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

# WHAT YOU REQUIRE

These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience. Please use examples to highlight your capabilities.

1. Demonstrates capabilities of assisting health consumers with activities of daily living under the direction of a Registered Nurse while observing and reporting any changes in condition.
2. Proven ability to develop positive relationships with people using verbal, non-verbal and written communication skills, and abilities in documenting within a digital health record.
3. Demonstrates commitment to undertaking learning and development to ensure safe and effective care within a team environment.
4. Demonstrates understanding of privacy and confidentiality, dignity, consent and being respectful of personal choice when providing care in health care services.
5. Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS’s values of reliable, progressive, respectful and kind.

# WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would need to be performed. Please note that the ACT Public Service is committed to providing reasonable adjustments and ensuring all individuals have equal opportunities in the workplace.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | ADMINISTRATIVE | FREQUENCY | | Telephone use | Occasionally | | General computer use | Frequently | | Extensive keying/data entry | Frequently | | Graphical/analytical based | Occasionally | | Sitting at a desk | Occasionally | | Standing for long periods | Frequently | | |  |  | | --- | --- | | TRAVEL | FREQUENCY | | Frequent travel – multiple work sites | Occasionally | | Frequent travel – driving | Occasionally | |
| |  |  | | --- | --- | | PSYCHOSOCIAL DEMANDS | FREQUENCY | | Distressed People e.g. Emergency or grief situations | Frequently | | Aggressive & Uncooperative People e.g. drug / alcohol, dementia, mental illness | Frequently | | Unpredictable People e.g. Dementia, mental illness, head injuries | Frequently | | Restraining e.g. involvement in physical containment of clients/consumers | Occasionally | | Exposure to Distressing Situations e.g. Child abuse, viewing dead / mutilated bodies; verbal abuse; domestic violence; suicide | Occasionally | | |  |  | | --- | --- | | SPECIFIC HAZARDS | FREQUENCY | | Working at heights | Never | | Exposure to extreme temperatures | Never | | Operation of heavy machinery e.g. forklift | Never | | Confined spaces | Occasionally | | Excessive noise | Occasionally | | Low lighting | Frequently | | Handling of dangerous goods/equipment e.g. gases; liquids; biological. | Never | | Slippery or uneven surfaces | Occasionally | |
| |  |  | | --- | --- | | PHYSICAL DEMANDS | FREQUENCY | | Distance walking (large buildings or inter-building transit) | Frequently | | Working outdoors | Occasionally | |  |
| |  |  | | --- | --- | | MANUAL HANDLING | FREQUENCY | | Lifting 0 – 9kg | Frequently | | Lifting 10 – 15kg | Occasionally | | Lifting 16kg+ | Occasionally | | Climbing | Never | | Running | Occasionally | | Reaching | Frequently | | Kneeling | Frequently | | Foot and leg movement | Frequently | | Hand, arm and grasping movements | Frequently | | Bending/squatting | Frequently | | Bend/Lean Forward from Waist/Trunk twisting | Frequently | | Push/pull | Frequently | | Sequential repetitive movements in a short amount of time | Frequently | |  |