

POSITION SPECIFICATION AND DESCRIPTION ASSISTANT IN NURSING

Authorised by: _____ Date: _____

QUALIFICATIONS, SKILLS & EXPERIENCE (PERSON SPECIFICATION)

Title:	Assistant in Nursing
Qualifications:	Certificate III or IV in Aged Care Work or equivalent
Desirable:	Aged Care Experience
Responsible for:	The delivery of planned individualised resident care within level of demonstrated competence under the supervision of a Registered Nurse/Care Supervisor.
Responsible to:	The Registered Nurse Supervising Your Rostered Shift
Hours of work:	as per letter of appointment
Award:	New Horizons EBA
Mode of dress:	
Female:	Blue Blouse, black Trousers, black coat /cardigan Enclosed footwear to comply with OH&S
Male:	Blue Shirt, black trousers, black vest / jumper Enclosed footwear to comply with OH&S

PART A - KEY ACCOUNTABILITY AREAS

New Horizons acknowledges the contribution made by all staff in achieving New Horizon's goals in the delivery of quality care to residents. In order to meet your commitment to these goals you will be required to:

1. Work within the Vision and Purpose of the Organisation

- 1.1 Work within the stated vision and purpose of New Horizons, using the stated core values as your guide to create a strong New Horizons identity.
- 1.2 Promote and articulate the role and function of New Horizons with residents, relatives, other health workers and the wider community.
- 1.3 Acknowledge and maintain residents' rights, privacy and confidentiality in accordance with the Charter of Residents' Rights.
- 1.4 Work according to New Horizon's policy, protocols and procedures.
- 1.5 Contribute to continuous improvement and the achievement of the Aged Care Accreditation Standards.

2. Work with Colleagues

- 2.1 Work cooperatively as a team member.
- 2.2 Work within level of skill and knowledge and seek assistance from a registered nurse or colleagues as necessary.
- 2.3 Contribute to continuous improvement by participation in committees and attendance at relevant meetings.
- 2.4 Practice a duty of care to each other by respecting each others' integrity and ability to contribute to a cohesive and harmonious team.
- 2.5 Support new or less experienced staff through the sharing of knowledge and by example.
- 2.6 Demonstrate flexibility in work practices in order to support colleagues and to meet the changing needs of the facility.

3. Demonstrate a Commitment to Training and Development

- 3.1 Maintain skills and knowledge related to work role.
- 3.2 Attend relevant inservice education sessions.
- 3.3 Seek opportunities to undertake continuing education provided by external agencies.
- 3.4 Maintain own service and continuing education records.
- 3.5 Share knowledge and expertise with other members of the work team gained through attendance at education forums.
- 3.6 Participate in regular performance review in accordance with New Horizon's policy.

4. Work within the Work Health and Safety Policy and Protocols of New Horizons

New Horizons has an obligation under Work Health and Safety legislation to provide a safe and healthy environment for all employees, residents and visitors.

- 4.1 Perform work activities and functions in a manner which promotes personal safety and risk management.
- 4.2 Identify hazards in the work area and report in accordance with New Horizon's policy and protocol.
- 4.3 Report all resident, staff and visitor incidents utilising the appropriate incident forms.
- 4.4 Follow organisational guidelines for safe manual handling.
- 4.5 Select and use appropriate equipment according to New Horizon's policy and procedures.
- 4.6 Apply Standard and Transmission Based Precautions according to New Horizon's policy and procedures.
- 4.7 Use and store chemicals in accordance with relevant Material Safety Data Sheets.
- 4.8 Attend compulsory fire safety lectures and evacuation drills.

5. Deliver Planned Individualised Resident Care

- 5.1 Perform delegated care activities in accordance with residents' plans of care and New Horizon's policies and procedures.
- 5.2 Observe, identify and report to a registered nurse/supervisor variations in residents' abilities and/or conditions.
- 5.3 Contribute to on-going care planning.
- 5.4 Participate in case conferences as required.
- 5.5 Accept direction and seek assistance from a registered nurse to fulfil role requirements.

PART B - POSITION DEMANDS CHECKLIST

The purpose of this checklist is to manage any risk/s associated with this position and guide training requirements and environmental /equipment adaptation that may be necessary for the occupant of this position.

Frequency Code

O = occasionally

F = frequently

C = constantly

R = repetitively

N/A = not applicable to this position

Demands	Description	Frequency				
		O	F	C	R	N/A
Physical Demands of the Position						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels					
Leg/Foot Movement	Tasks involve use of the leg and/or foot to operate machinery					
Hand/Arm Movement	Tasks involve use of hands/arms - eg, stacking, reaching, typing, mopping, sweeping, sorting and inspecting					
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist					
Standing	Tasks involve standing in an upright position without moving about					
Driving	Tasks involve operating any motor powered vehicle					
Sitting	Tasks involve remaining in a seated position during task performance					
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended					
Walking/Running	Tasks involve walking or running on even surfaces					
	Tasks involve walking on uneven surfaces					
	Tasks involve walking up steep slopes					
	Tasks involve walking down steep slopes					
	Tasks involve walking whilst pushing/pulling objects					
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees					
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc, anything where the person stands on an object other than the ground					
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms					
	1. Light lifting/carrying (0-9kg)					
	2. Moderate lifting/carrying (10-15kg)					
	3. Heaving/lifting/carrying (16kg and above)					
Restraining	Tasks involve restraining patients/clients/others					
Pushing/Pulling	Tasks involve pushing/pulling objects away from or towards the body, also includes striking or jerking					
Grasping	Tasks involve gripping, holding, clasping with fingers or hands					

POSITION SPECIFICATION AND DESCRIPTION – TEAM LEADER/AIN

Demands	Description	Frequency				
		O	F	C	R	N/A
Manual Dexterity	Tasks involve fine finger movements - eg, keyboard operation, writing					
Sensory Demands of the Position						
Sight	Tasks involve use of eyes (sight) as an integral part of task performance - eg, looking at screen/keyboard in computer operation, working in dark environment					
Hearing	Tasks involve working in a noisy area - eg, workshop and/or operation of noisy machinery/equipment					
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - eg, working with chemicals					
Taste	Tasks involve use of taste as an integral part of task performance					
Touch	Tasks involve use of touch as an integral part of task performance					
Psychosocial Demands of the Position						
	Tasks involve interacting with distressed people					
	Tasks involve interacting with people with mental illness/disability/cognitive impairment					
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust - eg, sawdust					
Gases	Tasks involve working with gases					
Fumes	Tasks involve working with fumes - eg, which may cause problems to health if inhaled					
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - eg, dermatitis					
Hazardous Substances	Tasks involve handling hazardous substances including storage and/or transportation					
Working Environment						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance - eg, glare					
Sunlight	Exposure to sunlight					
Temperature	Tasks involve working in temperature extremes - eg, working in a cool room, working outdoors, boiler room					
Confined Spaces	Tasks involve working in confined spaces					
Accident Risk						
Surfaces	Tasks involve working on slippery or uneven surfaces					
Housekeeping	Tasks involve working with obstacles within the area - bad housekeeping					
Heights	Tasks involve working at heights below knee level and/or above shoulder height					
Manual Handling	Tasks involve manual handling tasks					
Biological Hazards						
Biological Products	Tasks involve working with blood/blood products/body fluids					

Adapted from NSW Health Circular 2001/74

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