



# Assistant in Nursing Policy

---

## 1. Purpose

The purpose of this Policy is to ensure Health Service Providers engage and employ clinical support staff with the right qualification and skill-set to provide safe, high quality health care.

Assistant in Nursing (AIN) position is a category of non-regulated healthcare workforce. An AIN works under the direction of a Nurse or Midwife to assist in the delivery of patient care in the acute care environment. AIN are a complementary workforce and not a substitute for the number of Nurses or Midwives employed under current workplace arrangements.

This Policy underpins a key principle within the *Clinical Governance, Safety and Quality Policy Framework*; ensuring clinical staff have the right qualification and skills to provide safe, high quality health care; and to foster a culture of openness, collaboration and continuous improvement.

This Policy is a mandatory requirement under the *Clinical Governance, Safety and Quality Policy Framework* pursuant to section 26(2)(f) of the *Health Services Act 2016*.

This Policy supersedes OD 0419/13 *Assistant in Nursing Duties and Competencies*.

## 2. Applicability

This Policy is applicable to WA health system entities that engage/employ AIN.

The requirements contained within this Policy are applicable to the services purchased from contracted health entities where it is explicitly stated in the contract between the contracted health entity and the State of Western Australia or Health Service Provider. The State of Western Australia or Health Service Provider contract manager is responsible for ensuring that any obligation to comply with this Policy by the contracted health entity is accurately reflected in the relevant contract and managed accordingly.

## 3. Policy Requirements

### Qualification Requirements

There are two AIN pre-requisite pathways to facilitate employment – AIN (student) and AIN (non-student).

The employing Health Service Provider must ensure the AIN (student) and AIN (non-student) meet the following employment requirements:

- AIN (student):
  - Evidence of successful completion of either:

- stage 1 to 2 (66% completion) of a Nursing and Midwifery Board of Australia (NMBA) approved Diploma of Nursing program with academic good standing; or
    - Diploma of Nursing program with proof of active enrolment into an NMBA approved Bachelor of Nursing conversion program (that is, enrolled nurse to registered nurse conversion) with academic good standing; or
    - stage 1 to 3 (50% completion) of a NMBA approved Bachelor of Nursing program with academic good standing; or,
    - stage 1 to 4 (50% completion) of a NMBA approved dual Bachelor of Science (Nursing)/Bachelor of Science (Midwifery) program with academic good standing;
  - Evidence of current enrolment and progressing towards attaining their nursing and midwifery qualification must be provided at the commencement of each semester for the duration of the fixed term employment contract. Individuals are not eligible to defer their studies whilst occupying their fixed term employment contract; and
  - Evidence of current and successful completion of:
    - Basic Life Support
    - Manual/Safe Handling
    - Infection Prevention and Control Training – including COVID-19 Infection Prevention and Control training.
  - Employment as an AIN (student) must cease within 4 months (16 weeks) following completion of the NMBA-approved program.
- AIN (non-student):
    - Evidence of successful completion of the nationally recognised qualification, Certificate III in Health Services Assistance-Acute Care.
    - An employee who works only in a WACHS aged care setting may satisfy qualification requirements by holding a Certificate III in Individual Support (Ageing) or Certificate III Aged Care (superseded by Certificate III in Individual Support-Aged Care in 2015). Noting that these qualifications do not satisfy the requirement to work in the acute care setting.

### General Requirements

- The AIN must work under the direction of a Nurse or Midwife and are only permitted to perform duties listed in the *Assistant in Nursing Duties* document.
- The Nurse or Midwife must allocate duties listed in the relevant *Assistant in Nursing Duties* document to the AIN based on their level of training and experience.
- Health Service Providers must not amend the *Assistant in Nursing Duties* document to include additional duties, however, they may establish limitations on the duties the AIN may perform through local policy.
- The AIN must not perform duties outside of those listed in the relevant *Assistant in Nursing Duties* document.
- A copy of the *Assistant in Nursing Duties* document must be provided to the AIN on employment/engagement, and as required.
  - For AIN working in the nursing setting, they must follow the AIN Duties (Nursing setting).
  - For AIN working in the maternity setting, they must follow the AIN Duties (Maternity Setting).

- The AIN Job Description Form, specifically essential criteria for qualification, must align with the qualification requirements within this policy.
- WA health system entities must ensure every facility and service within its remit must have appropriate policies and processes in place for employment/engagement of AIN.

#### 4. Compliance Monitoring

WA health system entities are responsible for complying with this Policy.

The Chief Nursing and Midwifery Office, on behalf of the System Manager may from time to time, request information regarding:

- the enrolment status or qualifications held by all employed AIN; and/or
- local policies and processes in place for employment of AIN to assess Health Service Providers compliance with this Policy.

#### 5. Related Documents

The following documents are mandatory pursuant to this Policy:

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

#### 6. Supporting Information

The following information is not mandatory but informs and/or supports the implementation of this Policy:

- N/A

#### 7. Definitions

The following definition(s) are relevant to this Policy.

Term	Definition
Assistant in Nursing (AIN)	<p>A non-regulated support worker who works under the direction of a Nurse or Midwife and possesses the nationally recognised qualification Certificate III in Health Services Assistance-Acute Care.</p> <p>An employee who works only in a WACHS aged care setting may satisfy qualification requirements by holding a Certificate III in Individual Support (Ageing) or Certificate III Aged Care (superseded by Certificate III in Individual Support-Aged Care in 2015). Noting that these qualifications do not satisfy the requirement to work in the acute care setting.</p>
Contracted health entity	A non-government entity that provides health services under a contract or other agreement entered into with the Department CEO on behalf of the State, a health service provider or the Minister

Duties	The maximum tasks, competencies and actions for AINs, as listed in the Related documents. HSPs may not require the full range of duties listed and where this is the case should articulate this via a separate statement of local Policy.
Nurse	A Registered Nurse (Division 1), General or Enrolled Nurse (Division 2), General as registered under the <i>Health Practitioner Regulation National Law (WA) Act 2010</i> .
Midwife	A Midwife as registered under the <i>Health Practitioner Regulation National Law (WA) Act 2010</i> .
WA health system	The WA health system is comprised of: <ul style="list-style-type: none"> <li>(i) the Department;</li> <li>(ii) health service providers (North Metropolitan Health Service, South Metropolitan Health Service, Child and Adolescent Health Service, WA Country Health Service, East Metropolitan Health Service, PathWest Laboratory Medicine WA, Quadriplegic Centre and Health Support Services); and</li> <li>(iii) contracted health entities, to the extent they provide health services to the State.</li> </ul>

## 8. Policy Contact

Enquiries relating to this Policy may be directed to:

Title: Chief Nurse and Midwifery Officer

Directorate: Clinical Excellence Division

Email: [nursingandmidwiferywa@health.wa.gov.au](mailto:nursingandmidwiferywa@health.wa.gov.au)

## 9. Document Control

Version	Published date	Effective from	Review date	Amendment(s)
MP 0080/18	4 April 2018	4 April 2018	March 2019	Original version
MP 0080/18 v.1.1	29 May 2019	29 May 2019	June 2019	Minor amendment – fixed broken links.
MP 0080/18 v.2.0	16 August 2019	16 August 2019	January 2022	Major amendments as stated below:
Major amendment to <i>Policy</i> and related document <i>Assistant in Nursing Duties</i> – additional requirement that WACHS may employ/engage AIN in to work in an aged care facility with a Certificate III in Health Services Assistance-Acute Care, Certificate III in Individual Support or Certificate III Aged Care.				
MP 0080/18 v.3.0	19 January 2022	19 January 2022	January 2025	Major amendments as stated below:
<ul style="list-style-type: none"> <li>i. additional requirement that AIN can work under the direction of a Nurse and/or Midwife;</li> <li>ii. addition of “Ageing” specialty to the Certificate III in Individual Support qualification;</li> <li>iii. addition of employment pathway for undergraduate nursing or undergraduate nursing/midwifery students.</li> </ul>				

iv. Inclusion of <i>AIN Duties (Maternity setting)</i> as a Related Document.				
MP 0080/18 v.3.1	19 January 2022	19 January 2022	January 2025	Minor amendments to both Related Documents to include COVID-19 related tasks.
MP 0080/18 v.4.0	13 July 2022	13 July 2022	January 2025	Amendments as stated below:
<ul style="list-style-type: none"> <li>i. Addition of employment pathway for undergraduate Diploma of Nursing (enrolled nurse) students;</li> <li>ii. addition of employment pathway for enrolled nurses with current NMBA registration actively enrolled into an NMBA approved Bachelor of Nursing (enrolled nurse) conversion program;</li> <li>iii. updated WA health system definition and contracted health entity statement as per policy framework mandatory policy template;</li> <li>iv. specification of Chief Nurse and Midwifery Office as System Manager in the Compliance Monitoring section;</li> <li>v. updated policy contact email address.</li> </ul>				
MP 0080/18 v.5.0	2 September 2022	2 September 2022	January 2025	Amendments as stated below:
<ul style="list-style-type: none"> <li>i. AIN (student) to maintain up to 4 months (16 weeks) ongoing employment on completion of their NMBA-approved program of study.</li> <li>ii. To clarify that only AIN who work in WACHS aged care settings may satisfy qualification requirements by holding a Certificate III in Individual Support (Ageing) or Certificate III Aged Care (superseded by Certificate III in Individual Support-Aged Care in 2015). Otherwise, all other AIN must hold the Certificate III in Health Services Assistance-Acute Care.</li> </ul>				

## 10. Approval

<b>Approval by</b>	Dr David Russell-Weisz, Director General, Department of Health
<b>Approval date</b>	23 March 2018

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

© Department of Health 2022

Copyright to this material is vested in the State of Western Australia unless otherwise indicated. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the provisions of the *Copyright Act 1968*, no part may be reproduced or re-used for any purposes whatsoever without written permission of the State of Western Australia.