POSITION DESCRIPTION

Position: CQ Nurse Assistant In Nursing

Reporting Relationship
This position is responsible to the CQ Nurse Director (refer to the Organisation Chart attached), and Nursing Leadership in the facility where the nurse is placed.

Supervisory Responsibilities
This position has no supervisory responsibilities.

Classification
Assistant in Nursing as per the Nurse on Q SOA Agreement with CQ Nurse; this is a Casual /part time position at hours agreed between the employer and employee.

Objective
The CQ Nurse Assistant in Nursing will provide practical, physical and holistic support to clients and to objectively report vital changes in client condition to the Team Leader/ Registered Nurse within the acute care area.

To provide practical assistance in a manner that promotes the independence and dignity of clients, their families and carers.

Responsibilities:

The Assistant in Nursing (AIN):

- works under the direction and supervision of a Registered Nurse by assisting with the care of residents/patients as delegated by the Registered Nurse;
- performs a range of duties which require basic skills, training or experience;
- works within a multidisciplinary team and demonstrates an understanding of the mission and values of the organisation;
- demonstrates a commitment to personal and professional development and ensures that skills and knowledge relating to work remain current; and
- contributes to the residents’/patients’ care needs by:
  - gathering information about resident/patients care needs by observing the
resident/patient and reporting to the Registered Nurse to assist the Registered Nurse to assess, plan and evaluate care;
− performing and reporting procedures as delegated by the Registered Nurse;
− assisting with the resident’s / patient’s personal hygiene and appearance;
− contributing to and maintaining the residents’/patients’ care environment; and;
− contributing to the maintenance of a safe and secure environment for residents/patients and staff.

Team Player

Contribute to the team by sharing information, working co-operatively and supporting other team members to achieve the service’s goals.

Workplace Health and Safety obligation and responsibility

• Being aware of CQ Nurse WH&S Management system and plan.
• Performing all work and associated functions in a safe manner.
• Complying with all documented WH&S policies, procedures, work instructions and verbal instructions issued by the organisation or its officers.
• Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
• Identifying hazards, conducting risk assessments, and taking corrective actions to eliminate hazards where possible in the workplace, and/or report hazards and risks in accordance with WH&S procedures.
• Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on CQ Nurse property generally.
• Reporting and assisting with the investigation of all incidents within the workplace, including minor injuries, near hit and property damage.
• Attending any Toolbox meetings or specific training supplied by CQ Nurse.
• Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
• Working in a manner that will not endanger themselves, other employees, or the public.
• Report any concerns for WH&S to your supervisor.

Customer Service

• Promote a positive and professional image at all times whilst working to meet the needs of the consumer.
• Follow through and ensure the highest level of response to client queries.
• Provide excellent customer service to all internal and external customers.

Judgment & Decision Making
The Assistant in Nursing has freedom to work within the guidelines to resolve minor problems that relate to immediate work tasks and the care of the client. Where additional support is required the assistant in nursing should contact the Registered Nurse or another staff member to report. In an emergency, and where no contact can be made assistants in nursing are expected to use their judgment to ensure the safety of the client, client representatives and other staff.

Management Skills

- An ability to respond appropriately to client needs within allocated roster times.
- Some flexibility to set priorities within the requirements of individual care plans.
- An understanding and application of appropriate occupational health and safety practices to ensure a safe working environment is maintained at all times.
- Timely completion and return of timesheets.