



POSITION DESCRIPTION

Position Title:	Assistant in Nursing
Department:	Nursing Services
Location:	War Memorial Hospital
Uniting Purpose:	To inspire people, enliven communities & confront injustice
Uniting Values:	Courage, Integrity, Compassion, Respect, Community, Growth

Classification:	Assistant in Nursing years 1 - 4+
Vaccination risk category:	A
Award:	War Memorial Hospital (Waverley) Nurses Agreement 2011
Employment status:	Casual
Hours:	As rostered across a 24/7 rotating roster

Position reports to:	Nursing Unit Manager
Key relationships:	Nursing Services Team Members, Allied Health Team Members

POSITION PURPOSE

The Assistant in Nursing is responsible for the provision of quality care to patients, which includes attention to their physical, social, emotional and spiritual needs as well as communication with concern for their significant others.

POSITION OBJECTIVES

- Assist in the delivery of direct care activities as allocated by a Registered Nurse or Enrolled Nurse.
 - Participates as a team member to combine efforts with other team members to attain expected work outcomes
 - Performs work within framework of policies and procedures
 - Gains required skills and knowledge of own work to give and receive basic information
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War Memorial Hospital
ABN 78722 539 923
125 Birrell Street
Waverley NSW 2024
T 02 9369 0100
F 02 9387 7018

KEY RESPONSIBILITIES

Financial management & awareness:

- N/A

Operational processes:

- Assist in the delivery of the following direct care activities as allocated by a Registered Nurse or Enrolled Nurse
- Participates as a team member to combine efforts with other team members to attain expected work outcomes
- Organises own work and monitors progress according to workplace requirements, routines and procedures
- Maintain awareness of and fulfil responsibilities, authorities and accountabilities as defined by the organisation's health, safety and wellbeing management system.
- Participate and comply with all quality management systems and processes.

Client management & engagement (internal & external stakeholders):

- Identifies and anticipates the needs of patients, delivers services that meet and exceed patient expectations and commits to continuous improvements in planning, process and service
- Maintain a high standard of conduct and work performance to promote our reputation with key internal and external stakeholders.

People management & teamwork:

- Build relationships and maintains rapport with colleagues.
- Actively engage and participate in the company's performance management framework and review processes.
- Act in a manner which upholds and positively models the organisation's Code of Ethical Behaviour.
- Model the values of the Uniting Church of respecting and valuing the inherent dignity and uniqueness of each person, celebrating diversity, passionately pursuing social justice and inclusion.
- Take care for the safety of yourself and others at all times and undertake work in a safe manner in accordance with policies, procedures and instructions (written or verbal).

KEY PERFORMANCE INDICATORS

Financial management & awareness:

- N/A

Operational processes:

- Assist patients with personal hygiene as per care plan
- Observes and reports patient completion of and performance of tasks in line with care plan
- Regularly plans and tracks progress on work tasks
- Shows an understanding of the work health safety hazards and requirements of the work performed

Client management & engagement (internal & external stakeholders):

- Actively listens to the patient to identify their needs
- Check that patient needs have been met.

People management & teamwork:

- Participates as a team member to combine efforts with other team members to attain expected work outcomes
- Maintains a calm professional approach in conflict situations and refers to a supervisor where appropriate
- Participate in the formal annual performance review process.

Work Health and Safety Requirements:

- Follow policies, procedures and instructions relating to work health and safety that are relevant to the work being undertaken to ensure high quality and safe services in the workplace.
- Take reasonable care for your own health, safety and wellbeing and take reasonable care to ensure that your acts or omissions do not adversely affect the health, safety and wellbeing of others.
- Comply with reasonable instructions that are provided for the safety of you and others at the workplace.

Quality and Safety Requirements:

Staff work within, and are supported by, well-designed systems to deliver safe, high-quality clinical care. Staff are responsible for the safety and quality of their own professional practice, and professional codes of conduct. Staff will:

- Actively take part in the development of an organisational culture that enables, and gives priority to, patient safety and quality
- Actively communicate their profession's commitment to the delivery of safe, high-quality health care
- Model professional conduct that is consistent with a commitment to safety and quality at all times
- Embrace opportunities to learn about safety and quality theory and systems
- Embrace opportunities to take part in the management of clinical services
- Encourage, mentor and guide colleagues in the delivery of safe, high-quality care
- Take part in all aspects of the development, implementation, evaluation and monitoring of governance processes

PROFESSIONAL SKILLS AND KNOWLEDGE

Skills & Experience:

- High level of interpersonal, written and verbal communication skills
- Capacity to work effectively under supervision and within a multidisciplinary team environment
- A commitment to personal and professional development
- Understanding of Work Health & Safety principles
- Demonstrated computer literacy
- Demonstrated interest in working with the elderly
- Demonstrated understanding of Aged Rehabilitation

Qualifications:

- Certificate III in Health Service Assistant – Acute or Aged Care or 2nd year undergraduate nursing student

Employee Name:		Manager's Name: Title:	Nicola Kirk Nurse Unit Manager
Date:		Date:	
Signature:		Signature:	

JOB DEMANDS CHECKLIST

Job Title: Assistant In Nursing
 Department: Morgan Ward
 Assessor: Nicola Kirk
 Date of Assessment review: June 2027

Service/Unit: War Memorial Hospital
 Manager / Supervisor: Nursing Unit Manager
 Date of Assessment: June 2026

Definitions:

★ Denotes a critical requirement of the job

Frequency

I	Infrequent – intermittent activity exists for a short time on a very infrequent basis	C	Constant – activity exists for more than 2/3 of the time when performing the job
O	Occasional - activity exists up to 1/3 of the time when performing the job	R	Repetitive – activity involves repetitive movements
F	Frequent – activity exists between 1/3 and 2/3 of the time when performing the job	N/A	Not applicable – activity is not required to perform the job

CRITICAL ★	PHYSICAL DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Sitting Remaining in a seated position to perform tasks	x					
	Standing Remaining standing without moving about to perform tasks		x				
	Walking Floor type: even/uneven/slippery, indoors/outdoors, slopes	x					
	Running Floor type: even/uneven/slippery, indoors/outdoors, slopes						x
	Bend/ Lean Forward from Waist Forward bending from the waist to perform tasks		x				
	Trunk Twisting Turning from the waist while sitting or standing to perform tasks	x					
	Kneeling Remaining in a kneeling posture to perform tasks						x
	Squatting/ Crouching Adopting a squatting or crouching posture to perform tasks	x					
	Crawling Moving by crawling on knees & hands to perform tasks						x
	Leg/ Foot Movement Use of leg and or foot to operate machinery	x					
	Climbing (stairs/ladders) Ascend/ descend stairs, ladders, steps, scaffolding			x			
	Lifting/ Carrying	Light lifting & carrying – 0 – 9kg	x				
		Moderate lifting & carrying – 10 – 15kg	x				
		Heavy lifting & carrying – 16kg and above	x				
	Reaching Arms fully extended forward or raised above shoulder	x					
	Pushing/ Pulling/ Restraining Using force to hold/restrain or move objects toward or away from body		x				
	Head/ Neck Postures Holding head in a position other than neutral (facing forward)	x					
	Hand & Arm Movements Repetitive movements of hands & arms	x					
	Grasping/ Fine Manipulation Gripping, holding, clasping with fingers or hands		x				
	Work at Heights Using ladders, footstools, scaffolding, or other objects to perform work						x
	Driving Operating any motor powered vehicle						x

CRITICAL ★	SENSORY DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Sight Use of sight is an integral part of work performance e.g. viewing of X-rays, computer screen		x				
	Hearing Use of hearing is an integral part of work performance e.g. telephone enquiries			x			
	Smell Use of smell is an integral part of work performance e.g. working with chemicals	x					
	Taste Use of taste is an integral part of work performance e.g. food preparation						x

	Touch Use of touch is an integral part of work performance			x			
CRITICAL *	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment) Assisting ↓	FREQUENCY					
		I	O	F	C	R	N/A
	Distressed people e.g. emergency or grief situations		x				
	Aggressive & uncooperative people e.g. drug/alcohol, dementia, mental illness		x				
	Unpredictable people e.g. dementia, mental illness and head injuries		x				
	Restraining Involvement in physical containment of patients/clients	x					
	Exposure to distressing situations e.g. child abuse, viewing dead/mutilated bodies						x

CRITICAL *	ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Dust Exposure to atmospheric dust						x
	Gases Working with explosive or flammable gases requiring precautionary measures	x					
	Fumes Exposure to noxious or toxic fumes						x
	Liquids Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	x					
	Hazardous substances e.g. dry chemicals, glues						x
	Noise Environmental/background noise necessitates people to raise their voice to be heard						x
	Inadequate lighting Risk of trips, falls or eyestrain						x
	Sunlight Risk of sunburn exists from spending more than 10 minutes per work day in sunlight						x
	Extreme temperatures Environmental temperatures are < 15°C or > 35°C						x
	Confined spaces Areas where only one egress (escape route) exists						x
	Slippery or uneven surfaces Greasy or wet floor surfaces, ramps, uneven ground	x					
	Inadequate housekeeping Obstructions to walkways and work areas cause trips & falls	x					
	Working at heights Ladders/stepladders/ scaffolding are required to perform tasks						x
	Biological hazards e.g. exposure to body fluids, bacteria, infectious diseases			x			

Additional Position Requirements/Demands Summary: From the checklist, outline the main requirements or demands of the job. This information will then be transferred to the Position Description. Anything that is frequent and above or identified as critical to the job should be included in the position description.

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Signature of Manager: **Date:**/...../20.....

I am able to fulfil the above requirements without modification.

I am unable to fulfil the above job requirements and need the following modifications:

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Signature of Employee: **Date:**/...../20.....