

Task: Patient Personal Care		Role: Assistant in Nursing			Site: Hospitals/ Aged Care Facilities	
Description: The following tasks are completed by nursing assistance on a daily basis. The following are duties expected but not limited to: <ul style="list-style-type: none"> - Room attendance/ make up/ cleaning - Personal care of patients - Preparation & management of medical services under supervision - Administration - Transfers/transportation/manual handling - Recreation and Leisure Assistant in Nursing work under the direction of a Registered Nurse or Enrolled Nurse.					Overall Physical Demand Rating: Physical	
Shift Times: Shift times vary between 8 to 12 hour shifts depended on hospital departments or facility care environment No greater than 4 consecutive night shifts					OH&S: To be trained in correct manual handling & related waste, emergency preparedness & response, hospital/ medical equipment, personal care procedures	
Physical Environment: Even indoor flooring. Minimal noise levels. Satisfactory ventilation, artificial and natural lighting. Some stairs may feature in work area. Areas of practice may include: <ul style="list-style-type: none"> - Acute care - Palliative care - Aged home care - Aged facilities care - Home care - General Medicine - Emergency Department - Intensive Care Unit 					Client Base: Mixed for age, gender, concomitant illness or health issues, and abilities, ethnic or cultural background. Client needs / demands vary according to the individual medical and psychological needs. Education: Most AIN positions require either: <ul style="list-style-type: none"> - TAFE qualifications as an Assistant in Nursing Certificate III Acute Care - Certificate III in Aged Care, or - Proof of current studies towards EN/RN qualifications 	
Physical Demands of Working Day (Percentage of actual time spent doing task) R = Rare (0-5%) F = Frequent (34-66%) O = Occasional (6-33%) C = Constant (67-100%)					Task Rotation: Tasks are completed daily. The frequency and duration of task completed as documented in description.	
Factors	R	O	F	C	Comment	
Standing and Walking			X		Eg. Attending to patients	
Sitting		X			Eg. Completion of paperwork	
Lifting <1kg				X		
Carrying			X			
Push/ Pull			X		Eg. Transportation of patients	
Climbing	X					
Bending			X		Eg. Personal care of patients	
Twisting			X			
Squatting		X				
Reaching			X			
Grip			X		Eg. Administration	
Fine Motor		X				



Activity Level (Act.)		
R = Rare O = Occasional F = Frequent C = Constant		
Tasks	Activity Level	Physical capacity
Room attendance/ make up / cleaning	C	(C) forward reaching
Linen change		
Disinfecting mattress		
Disposal of linen into laundry bag		
Return equipment to appropriate storage area		
Answer patient call signals, signal lights, bells, or intercom systems to determine patients' needs		
Personal care of patients	C	(C) forward reaching (F) walking, (O) kneeling, standing and stooping
Patient personal hygiene – showering and toileting (mobile patient)		
Patient personal hygiene – showering and toileting (non-mobile patient)		
Positioning/repositioning of patient in bed care		
Assisting patient with dressing/undressing		
Feed patients or assist patients to eat or drink		
Preparation & management of medical services under supervision	O	(O) bending and forward reaching
Assist nurses or physicians in the operation of medical equipment or provision of patient care		
Wound maintenance and care		
Post-operative maintenance and care		
Sorting medical supplies		
Administration	F	(F) sitting
Patient paperwork		
Computer work/ collating & filing/ photocopying		
Report observations		
Transfers/transportation/manual handling	F	(F) walking, pushing/pulling
Mobilising patients to shower/toilet		
Transfer from bed to chair/wheelchair/commode		
Transfer patients in wheelchairs		
Moving sterile instrument trays from one place to another		
Lifting and placing trays and sterile stocks on trolleys		
Recreation and Leisure	O	(O) sitting, standing and walking
Patient interaction (participation in social activities eg. Conversations, board, quiz or card games, dining room activities, reading newspaper)		
Beauty care (eg. nails and hair)		