

<b>Title</b>	<b>Provision of Paid Attendant Care and Nursing in the Community</b>
<b>Purpose</b>	<p>These Guidelines are provided to assist:</p> <ul style="list-style-type: none"> <li>• Attendant care service providers (organisations and individuals), service users, stakeholders and funders</li> <li>• When determining qualifications, skills and competencies required to complete various nursing and care duties, tasks and interventions provided in the community</li> <li>• In the provision of safe, high quality and consistent nursing and care to service users</li> </ul>
<b>Background</b>	<p>Historically in Australia, most nursing care was delivered in the acute hospital setting by Registered Nurses. However, the past decade has seen unprecedented growth in the amount and type of care being provided in the community. Factors contributing to this shift have been: technological advances; changing expectations of service users who wish to remain in their own environment wherever possible; and workforce shortages and the resultant review of the skills and competencies required for various care tasks. This has led to significant shifts in nursing and care practice in the community.</p> <p>Some professional bodies such as the Australian Nursing and Midwifery Council, Australian Nursing Federation and the Royal College of Nursing have addressed aspects of this in various policy and/or position statements. There are also acts, legislation and guidelines written by government departments that address aspects of these changes. Where available, these have been used as source documents for these guidelines (and are listed at the end of the document).</p> <p>However, clarification is still required regarding specific duties, tasks and intervention provided in the community. Specifically, guidance is needed regarding duties, tasks and interventions that must be undertaken by a registered nurse and consequently, tasks that may be undertaken by attendant care workers having achieved specific competencies. These guidelines attempt to provide that clarity.</p>
<b>Scope</b>	<p>These guidelines apply to the provision of paid attendant care and nursing service delivery in the community, subsequent to a request for service and allocation of funding. They are relevant Australia-wide.</p>

<p><b>Definitions</b></p>	<p><b>Registered Nurse:</b> A registered nurse is a person who has completed the prescribed educational preparation, demonstrated competence for practice, and is registered and licensed under the relevant State or Territory legislation to practice as a registered nurse in that jurisdiction (Australian Nursing and Midwifery Council, 2007, page 6)</p> <p><b>Attendant Care Worker:</b> An attendant care worker who assists people with disabilities (and their family/Carer), the frail aged, and those recovering from acute health issues, to perform tasks of daily living so as to participate in social, family and community activities in the person's home or their community. (ACiA Attendant Care Standard: Version 1 August 2007)</p> <p><b>Care Plan:</b> A Care Plan is a document developed in response to a request for service. It is developed by a registered nurse (or other appropriately, similarly skilled professional) from the service provider, prior to the commencement of service delivery. It outlines the expected outcomes of the requested care and the tasks, duties and interventions required to meet the care and service needs of the service user (within the parameters of the funding program). The care plan guides and directs the individual paid worker in their day-to-day delivery of the attendant care services.</p> <p><b>Competent (basic):</b> Able to safely and appropriately perform a specified task</p> <p><b>Medication:</b> Any substance which is supplied by a pharmacist or doctor, or dispensed by a pharmacist on the prescription of a doctor, or supplied directly by the doctor, and has a label attached to it. The term also includes any over the counter medication or natural therapy products.</p>
<p><b>Guidelines</b></p>	<p><b>As a part of any attendant care program, the service provider will:</b></p> <ul style="list-style-type: none"> <li>• Assess initial attendant care and nursing needs with the Service User</li> <li>• Develop Care/Service/Treatment Plans with identified outcomes</li> <li>• Identify education needs for attendant care worker/s and assess attendant care workers to ensure they are competent to perform the prescribed care duties, tasks and interventions</li> <li>• Monitor, review and adapt as required, care, services, plans and outcomes</li> <li>• Evaluate and report on care plan outcomes</li> </ul>

It is recommended that these duties be attended by, or under the direction and supervision of, a registered nurse.

**A paid Registered Nurse is required to:**

- Administer any injection (IV, IM, SC)
- Change a suprapubic catheter
- Change an indwelling catheter
- Change a tracheostomy tube (with a 2<sup>nd</sup> person also present)
- Attend complex wounds (as determined by a registered nurse)
- Attend PEG changes
- Fill a 'box' medication compliance aid.

**Note:** It is expected that in the execution of these activities, Registered Nurses will utilise not only their training and experience, but will utilise the professional guidance materials and documents (such as those outlined in the Resource Documents section of this document) at their disposal.

**Attendant Care Workers may NOT:**

- Perform any duties that must be attended to by a registered nurse (as outlined above)

**Attendant Care Workers may:**

- Perform any task on the Care Plan, apart from those that must be performed by a registered nurse, after having completed training and being signed off as competent by the Service Provider

**Attendant Care Workers must:**

- Follow the care plan as provided by the service provider
- Report to their supervisor any changes or variations for advice
- Not change any plan
- Identify, and report to their supervisor, any gaps in their ability to deliver the required care

<p><b>Resource Documents</b></p>	<ul style="list-style-type: none"> <li>• Australian Nursing and Midwifery Council “Delegation and Supervision for Nurses and Midwives” November 2007</li> <li>• Royal College of Nursing Australia and Australian Nursing Federation: Joint Position Statement “Assistants in Nursing and Other Unlicensed Workers (However Titled)” March 2004</li> <li>• Australian Nursing Federation Position Statement “Assistants in Nursing and Other Unlicensed Workers (However Titled) Providing Aspects of Nursing or Midwifery Care” December 2007</li> <li>• Australian Nursing Federation Policy “Role Boundaries in the Provision of Personal Care” February 2005</li> <li>• Australian Nursing Federation Policy “Nursing Care” May 2005</li> <li>• NSW Health – Various documents <a href="http://www.health.nsw.gov.au">www.health.nsw.gov.au</a> then go to ‘Publications and Resources’ ‘Policy Directives and Guidelines’ then either "search by A to Z" or search specific word/s eg. Medication</li> <li>• NSW Poisons Act 2002/2008</li> <li>• QLD Health (Drugs &amp; Poisons) Regulation 1996</li> <li>• VIC Drugs, Poisons &amp; Controlled Substances Act 2004</li> </ul>
<p><b>Endorsed by</b></p>	<ul style="list-style-type: none"> <li>• ACiA Committee of Management</li> </ul>
<p><b>Date</b></p>	<ul style="list-style-type: none"> <li>• May 2008</li> </ul>
<p><b>Relates to Other ACiA or externally cited documents</b></p>	<ul style="list-style-type: none"> <li>• ACiA 002 - Administration of Oral Medications in the Community (May 2008)</li> <li>• ACiA Guidelines 003 – Medication Administration Other Than Oral (Pending)</li> <li>• Documents as outlined in above Resource Documents</li> </ul>