



## POLICY

# NurseWest Staff in Community Health

<b>Scope (Staff):</b>	Community Health Nurses
<b>Scope (Area):</b>	Child and Adolescent Health Service-Community Health (CAHS-CH)

### Child Safe Organisation Statement of Commitment

CAHS commits to being a child safe organisation by applying the National Principles for Child Safe Organisations. This is a commitment to a strong culture supported by robust policies and procedures to reduce the likelihood of harm to children and young people.

## Aim

To provide guidance on the process of hiring NurseWest staff to work in Community Health.

## Risk

Inadequate guidance and orientation of NurseWest nursing staff may lead to non-adherence to CAHS-CH processes and policies, potentially leading to compromised client care.

## Definitions

**Casual nursing staff:** a nurse employed by CAHS-CH to work casual shifts or for short-term contracts. A casual employee is an employee contracted as a casual on an hourly basis for a period of 12 weeks or less, who does not meet the definition of a part time employee, full time employee or fixed term contract employee. These staff are out of scope for this policy.

**NurseWest agency staff:** a nurse employed by the NurseWest agency.

**NurseWest:** a section of WA Health that employs a pool of nurses, Midwives and Assistants in Nursing and offers temporary casual shifts or short-term placements.

**Site Orientation:** the process of providing essential information to assist the staff member familiarise themselves to the specific CAHS-CH site they are working in.

## Key points

- Managers are responsible for the standard of nursing practice within their region and coordinating the site orientation process for all NurseWest

employees, however, they may delegate some duties to other CAHS-CH staff as relevant e.g. assign a buddy to assist with the NurseWest staff on site.

- Allocation of NurseWest staff will be in accordance with skill mix requirements of the area and within the skill set of each individual NurseWest staff.
- To minimise financial implications and support nursing staff employment options, NurseWest staff are only to be hired if all other options have been explored.
- NurseWest staff contracted by CAHS-CH may attend the Education Support School (ESS) training in the CH Nursing and Aboriginal Health Worker orientation.
- All nurses will refer to the [Nursing and Midwifery Board AHPRA Decision-making framework](#) in relation to scope of practice and delegation of care to ensure that decision-making is consistent, safe, person-centred and evidence-based.
- NurseWest staff must comply with all relevant WA Health policies and operational directives and the training associated with these.
  - The CAHS-CH Clinical Nurse Manager is responsible for checking that any NurseWest staff they employ meets training requirements.
- All staff will comply with the CAHS [Occupational Safety and Health Policy](#).
  - To ensure relevant OSH information has been communicated, NurseWest staff are to complete the CAHS-CH [Site Orientation Checklist](#) at or prior to commencement of their first shift.

## Roles and Responsibilities

### ***Clinical Nurse Managers***

- Obtain approval for engagement of NurseWest staff by relevant Coordinator of Nursing (Tier 4 as per the [CAHS Authorisations and Delegations Schedule](#)).
- Use ShiftMatch to book NurseWest staff.
  - ShiftMatch ensures only those nurses with up to date mandatory competencies can be booked.
  - Ensure that the skills needed for the CAHS-CH role align with the skillset of the NurseWest employee prior to booking them for a shift.
- Ensure that the NurseWest employee is 'buddied' with another CAHS-CH nurse for their shift/s.
- Enrol NurseWest staff in relevant orientation day/s run by CAHS-CH Learning and Development.
- Reconcile and Sign timesheets for NurseWest staff.

**NurseWest staff**

- Participate in orientation programs as required. Provide record of attendance at any CAHS Orientation to NurseWest.
- Ensure timesheets are signed by a CAHS CNM to provide to NurseWest.

**CAHS-CH employees**

- All CAHS-CH employees are to utilise the speak up for safety communication framework when required to ensure that CAHS delivers safe and high-quality care to all clients.

**Compliance Monitoring**


The following monitoring and compliance measures are reported six-monthly to the Community Health Governance Committee:

- Number of NurseWest staff hired through use of ShiftMatch
- Number of CON approvals for use of NurseWest staff.

Related CAHS internal policies, procedures and guidelines
List and hyperlink the titles of related CAHS /Community Health policy documents – use full titles in alphabetic order, one document per line
CAHS <a href="#">Occupational Safety and Health</a> Policy

Useful resources
<a href="#">CAHS Authorisations and Delegation Schedules</a>
CAHS-CH <a href="#">Site Orientation checklist for new employees</a>
<a href="#">ShiftMatch</a> WA Health
CAHS <a href="#">Speaking up for Safety</a> HealthPoint page

This document can be made available in alternative formats on request.

Document Owner:	Nurse Co-Director		
Reviewer / Team:	Coordinator of Nursing North, Nurse Co-Director, Senior Coordinator Learning and Development Community Health; Finance and Business Officer CAHS-CH; CAHS-CH Policy Coordinator.		
Date First Issued:	18 August 2021	Last Reviewed:	N/A
Amendment Dates:		Next Review Date:	16 August 2024
Approved by:	CHNLG	Date:	16 August 2021
Endorsed by:	Nurse Co-Director	Date:	16 August 2021
Standards Applicable:	NSQHS Standards:  Child Safe Standards: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10		

Printed or personally saved electronic copies of this document are considered uncontrolled



**Healthy kids, healthy communities**

Compassion Excellence Collaboration Accountability Equity Respect

Neonatology | Community Health | Mental Health | Perth Children's Hospital