



POLICY

NurseWest Staff Engagement in Community Health

Scope (Staff):	Community Health Nurses
Scope (Area):	Child and Adolescent Community Health (CACH)

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 managing temporary/casual staff employed or engaged by NurseWest who work in Community Health.

Risk

Inadequate guidance and orientation of NurseWest nursing staff may lead to non-adherence to CACH processes and policies, potentially increasing the risk of errors that compromise client care.

Definitions

Casual nursing staff: a nurse employed by CACH 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: a Directorate of Health Support Services that: offers temporary casual shifts or short-term placements by;

1. Direct employment of a pool of nurses, Midwives and Assistants in Nursing
2. Engages agency nurses, midwives and assistants in nurses via on panel agency contracts to support delivery of temporary healthcare personnel across WA health public hospitals and health services

NurseWest staff: a nurse employed or engaged by the NurseWest.

Site Orientation: a localised process coordinated by the Clinical Nurse Manager (CNM), providing essential information to assist the staff member familiarise to the specific CACH site they are working in.

Key points

- Managers are responsible for the standard of nursing practice within their region.
 - The CACH Clinical Nurse Manager must ensure that any NurseWest staff they employ meets relevant training requirements and competencies.
- Managers are responsible for coordinating the site orientation process for all NurseWest employees as per the [Site Orientation Checklist for New CAHS-CH Employees](#) at or before the commencement of their first shift.
- All NurseWest staff are required to comply with relevant WA Health policies including the CAHS [Work Health and Safety](#) policy, mandatory statewide policies, and associated training.
 - To ensure relevant Occupational Safety and Health (OSH) information has been communicated, NurseWest staff are to complete the [Site Orientation Checklist for New CAHS-CH Employees](#).
- 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 engaged if all other options have been explored.
- All nurses will refer to the [Nursing and Midwifery Board Ahpra Decision-making framework for nursing and midwifery](#) in relation to scope of practice and delegation of care to ensure that decision-making is consistent, safe, person-centred and evidence-based.
- Nurses need to provide a culturally safe service delivery which demonstrates a welcoming environment that recognises the importance of cultural beliefs and practices of all clients.

Roles and Responsibilities

Clinical Nurse Managers

- Obtain approval for engagement of NurseWest staff by relevant Coordinator of Nursing (Tier 4 as per the [CAHS Delegation and Authorisation Schedule](#)).
- Advertise unfilled staffing deficits within the next two weeks to NurseWest casual employees and on panel agencies via publication to [ShiftMatch](#) (staffing management system).

- ShiftMatch enables the CNM to add or delete unfilled staff deficit and view filled /unfilled deficit.
- Contact NurseWest Customer Service for the management of individual shifts that are greater than two weeks from the date publication or for placements between 2-12 weeks, contact NurseWest Customer Service Team Leader (Phone: 13 44 77, Email: nursewest@health.wa.gov.au).
- Contact NurseWest to arrange CNM access to ShiftMatch and to ensure that work locations are active on Shiftmatch, NurseWest (Phone: 13 44 77, Email: nursewest@health.wa.gov.au).
- Ensure that shift deficits entered into ShiftMatch have the relevant skill sets identified (ticked) in the system. This will ensure that the advertised role type aligns with the skillset of the NurseWest employee before booking them for a shift.
 - ShiftMatch ensures that only nurses with up-to-date mandatory competencies can be booked. Add the requirements under 'User Requirements' in Shiftmatch or contact NurseWest directly.
 - A specific placement or staff member with the required competencies can be booked by sending NurseWest an email with all the necessary information.
- Ensure that the NurseWest employee is 'buddied' with another CACH nurse for their shift/s wherever appropriate and feasible. E.g. in Education Support Schools (ESS), immunisation clinics
- Enrol NurseWest staff in relevant orientation day/s run by CACH Learning and Development. Information on orientation dates and CACH orientation booking forms can be found at [CACH L&D Orientation page](#).
 - E.g. NurseWest staff contracted by CACH to work in ESS can participate in ESS nurses training.
- Reconcile and sign timesheets for NurseWest staff. NurseWest provides timesheets to its employees. Alternatively, CNM can visit the ShiftMatch News Page or contact NurseWest directly to obtain a copy of the timesheet.
- Managers can check Employee Costing Report for details of payments made to NurseWest employees from a particular cost centre.

NurseWest staff

- Participate in site orientation programs as required.
- Submit timesheets and ensure these are signed by a CACH CNM to provide to NurseWest.
- Maintain and provide necessary documentary evidence to NurseWest as instructed. (e.g., training records)

- Participate in NurseWest annual mandatory training requirements as identified in individual governance requirements in ShiftMatch. Staff who do not maintain the suite of competencies required by NurseWest will be automatically deactivated in Shiftmatch.

CACH employees

- All employees must abide by the WA Health [Code of Conduct](#) and act in accordance with the [CAHS values](#). All CACH employees are to utilise the [Speak Up for Safety](#) communication framework to raise concerns in situations that may pose a threat to patient or client safety.

Related CAHS internal policies, procedures and guidelines

CAHS [Work Health and Safety](#) Policy

References and related external legislations, policies, and guidelines

[Code of Conduct](#) WA Health

Useful resources

[CAHS Delegation and Authorisation Schedules](#)

[CACH L&D Orientation page](#)


CAHS [Speaking up for Safety](#) (HealthPoint page)

[CAHS Vision and Values](#) (HealthPoint Page)

[ShiftMatch](#) WA Health

[Site Orientation Checklist for New CAHS-CH Employees](#)

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

Document Owner:	Nurse Director, Community Health		
Reviewer / Team:	Clinical Nursing Policy team		
Date First Issued:	18 August 2021	Last Reviewed:	15/01/2025
Amendment Dates:		Next Review Date:	03/02/2030
Approved by:	Community Health Nursing Leadership Group	Date:	15/01/2025
Endorsed by:	Executive Director - Community Health	Date:	03/02/2025
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