



The GEO Group Australia Pty Ltd.

POSITION DESCRIPTION

Position Title	REGISTERED NURSE / METABOLIC MONITORING
Reference Number	PD105
Department	HEALTH SERVICES
Position Reports To	HEALTH SERVICES MANAGER
Positions Reporting To This Role	NIL
Work Location And Travel	This position is located at Junee Correctional Centre on Park Lane, Junee, NSW 2663.
Operating Environment	<p>Junee Correctional Centre is located in Junee, New South Wales, 40 kilometres north-east of Wagga Wagga.</p> <p>Junee has been continually managed by GEO on behalf of Corrective Services NSW since opening in 1993. It is New South Wales' largest regional correctional centre.</p> <p>Junee's primary role is to safely and securely house up to 853 adult prisoners and progress their sentence plans by delivering a comprehensive range of education, vocational training, reintegration and offending behaviour programs. Together, these lower a prisoner's risk of reoffending and increase the likelihood of successful community reintegration.</p> <p>The team at Junee achieves exceptionally high levels of prisoner engagement with its responsive interventions. This includes developing strategies that encourage and enable previously-marginalised prisoner groups such as Indigenous Australians and the chronically ill to participate.</p>
Position Summary	<p>Provide quality nursing services to the inmate population.</p> <p>This position is responsible to ensure that Metabolic Monitoring occurs on patients who fit the criteria outlined by NSW Justice Health & Forensic Mental Health Network in the "Metabolic Syndrome from Monitoring to Management A Resource for Health Professionals 2011".</p>

Key Accountabilities

- Defines and maintains the standard of nursing practice within the Correctional Centre.
- Initiates and maintains compliance with standards for accreditation.
- Develops nursing care plans for patients.
- Performs a complete physical and mental health assessment and medical history as required on each inmate entering the correctional facility. Refers medical problems to the medical officer for evaluation
- Screens patients at sick call. Treats patients with problems within their professional capabilities and refers medical problems to the medical officer.
- Initiates appropriate treatment and/or medication in emergency situations within the guidelines of nursing protocols and professional capabilities.
- Assists the medical officer with sick call and minor surgical procedures.
- Ensures that the medical officer's orders are implemented.
- Uses problem oriented medical record system to document in medical record using the Subjective, Objective, Assessment, and Planning (SOAP) format.
- Documents all patient occasions of service, refusal of service, non-attendance and contacts.
- Maintains confidentiality of medical records.
- Evaluates symptoms, reactions and progress of patients on a periodic basis, charts and reports problems to supervisor.
- Ensures that medications that are prescribed are administered as ordered.
- Applies knowledge of drugs and therapeutics in administering medication.
- Maintains security while administering medications and is continually cognisant of potential hazard of drug hoarding and trafficking among patients.
- Applies universal precautions and properly destroys and disposes of all needles/syringes and hazardous waste.
- Prepares regularly scheduled reports and special reports as necessary.
- Participates in continuing education and in-service training.
- Participates in health promotion and educational programmes.
- Participates in continuous quality improvement of health services.
- Co-operate with the employer's efforts to comply with the requirements of the WHS Act 2011. Accept responsibility for the health, safety and welfare of subordinates, inmates, contractors and visitors under the employee's supervision. Comply with the employer's policy and procedures enabling compliance with the WHS Act 2011.
- Co-operate with the GEO Group Australia's efforts to establish, maintain and continuously improve the GEO Environmental Management System in accordance with the requirements ISO 14001, the GEO Quality Management System in accordance with the requirements of ISO 9001 and the integration of these systems. These GEO systems are based on best practice standards and where appropriate are also fully accredited.
- Assists with methadone dosing when required.

- Performs other duties and responsibilities as designated.
- Ensure compliance with all Company Policies and Procedures and the Governance, Risk and Compliance Manual.

Key Selection Criteria:

- Completed Nursing Degree and/or General or Psychiatric Registered nurse training.
- Current registration with APHRA.
- Minimum one years of professional postgraduate experience as a registered nurse.
- Competence in the performance of the following functions: Medical emergencies, Physical assessment, Crisis intervention, Medical & Psychiatric nursing care, Venepuncture.
- Ability to work without direct, immediate supervision in performing nursing diagnosis, and providing appropriate follow through treatment.
- The registered nurse will maintain a current copy of their registration on file in the Centre at all times.
- The registered nurse will be expected to attend a minimum of 16 hours of continuing education in their own time and at their own expense.
- The registered nurse will at all times maintain a standard of dress and professional behaviour appropriate to the position.

Other Requirements of the Role

- Ability to work within a correctional setting, which will involve direct contact with prisoners.
- Valid and current full Australian driver's licence.
- Satisfactory completion of a National Criminal History Check.
- Ability to obtain and maintain a security clearance.
- Work outside of ordinary business hours may be required on occasion.

Employee Acceptance

I acknowledge that the statements included in this position description are intended to reflect duties and responsibilities that I may be required to undertake and are not to be interpreted as being all inclusive.

I have read, understood and accepted the above position description and associated attachments.

NAME	SIGNATURE	DATE

Master copy lodged with HO (SMT only) ☐

Master copy lodged with department monitor ☐