



The GEO Group Australia Pty Ltd.

## POSITION DESCRIPTION

<b>Position Title</b>	<b>PUBLIC HEALTH NURSE</b>
<b>Reference Number</b>	PD073
<b>Department</b>	HEALTH SERVICES
<b>Position Reports To</b>	HEALTH SERVICES MANAGER
<b>Positions Reporting To This Role</b>	NIL
<b>Work Location And Travel</b>	This position is located at <b>Junee Correctional Centre</b> on Park Lane, Junee, NSW 2663.
<b>Operating Environment</b>	<p><b>Junee Correctional Centre</b> 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>
<b>Position Summary</b>	<p>To provide quality services to the Inmate population by being responsible for coordinating: public health clinical activities including implementation of the targeted screening program; and screening for/the management of communicable diseases, blood borne viruses (BBVs) and some sexually transmitted infections (STIs).</p> <p>The Public Health Nurse is also responsible for the coordination and implementation of vaccination programs; acts as a resource for</p>

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public health issues to the rest of the staff; is the contact person for communicable disease outbreak identification and management; develops linkages with local Public Health Unit and participates in Public Health planning, education and communication forums. Education for patients and employees.

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### Key Accountabilities

- Achieve organisational goals through effective leadership, teamwork and collaboration with other members of the health care team.
  - Maintain respect for the rights and diversity of individuals whilst fostering a high standard of patient care and health care delivery.
  - Provide optimum standards of clinical practice, and function as a resource person to matters pertaining to health care within a secure environment.
  - Provide comprehensive documentation of consumer interaction (eg all Inmate occasions of service, refusal of service, non-attendance and contacts) as appropriate. This includes treatment provided and management plans. Confidentiality of medical records is to be maintained at all times.
  - Coordinate and provide continuity of care between Department of Corrective Services facilities as well as to and from other health care providers.
  - Coordinate and implement vaccination programs and act as the contact person for communicable disease outbreak identification and management.
  - Develop linkages with local Public Health Unit and participate in Public Health planning, education and communication forums.
  - Practice within statutory requirements and professional and organisational standards, and function in accordance with legislation and common law affecting practice.
  - Act as a resource for public health issues for the health care team, and other staff as required.
  - Coordinate and initiate health care to the Inmates. This includes performing alcohol and other drug assessments, taking health history, undertaking public health assessments and screening, and referring to health and relevant services within and outside of Department of Corrective Services as required.
  - Coordinate public health clinical activities including implementation of the targeted screening program; and screening for and management of communicable diseases, blood borne viruses and some sexually transmitted infections.
  - Initiate appropriate treatment and referral in emergency situations.
  - Organise discharge planning for pre-release Inmates.
  - Conducts practice in a way that can be ethically justified and protects the rights of individuals and groups in relation to health care.
  - Accepts accountability and responsibility for own actions within practice.
  - Acts to enhance the professional development of self and others.
  - Values research in contributing to developments in nursing and improved standards of care.
  - Carries out a comprehensive and accurate nursing of individuals and groups in a variety of settings.
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- Formulates a plan of care in collaboration with individuals and groups.
- Implements planned care to achieve identified outcomes within scope of competency.
- Evaluates progress toward expected outcomes and reviews and revises plans in accordance with evaluation data.
- Contributes to the maintenance of an environment that promotes safety, security and personal integrity of individuals and groups.
- Initiates appropriate treatment and/or medication in emergency situations within the guidelines of protocols and professional capabilities.
- 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.
- Prepares regularly scheduled reports and special reports as necessary.
- Participates in continuing education and in-service training; health promotion and educational programmes; and continuous quality improvement of health services.
- Performs other duties and responsibilities as designated (eg assisting with methadone dosing or assisting the medical officer as required).
- Management of patients with Hep B & C- Chronic hepatitis.
- Management of patient with Hep C on treatment – workup.
- Management of patients with HIV.
- Liaise with MMTC – telephone conferencing – Immunology, Hepatology.
- Manage hepatitis clinic at Junee Medical Centre.
- Cooperate 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.
- Cooperate 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.
- Ensure compliance with all Company Policies and Procedures and the Governance, Risk and Compliance Manual.

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### Key Selection Criteria:

#### Essential:

- Qualified Registered Nurse with current AHPRA registration.
  - Minimum five years of experience in a health related field.
  - Competence in the performance/assistance of the following functions: Medical emergencies, Physical assessment, Crisis intervention, Medical & Psychiatric care and Venepuncture.
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- Ability to work without direct, immediate supervision.
- Proven ability to effectively communicate with, and effectively manage the care of, individuals and groups.
- The ability to undertake and complete a designated accredited program for competencies in public/sexual health within a twelve-month period from commencement of employment.

**Desirable:**

- Certification or willingness to complete certification in Immunisation Administration.

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**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.

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**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 ☐