



The GEO Group Australia Pty Ltd.

POSITION DESCRIPTION

Position Title	Registered Nurse
Reference Number	1.7.2
Department	Health Services
Position Reports To	Health Services Manager
Positions Reporting To This Role	Nil
Work Location And Travel	This position is located at Fulham Correctional Centre on 110 Hopkins Road, Fulham, VIC 3850.
Operating Environment	<p>Fulham Correctional Centre is located in Fulham, Victoria, 10 kilometres west of Sale, Victoria.</p> <p>Fulham is a 947-bed medium and minimum security prison for adult remand and sentenced males, including an 84 bed Nalu Youth Challenge community positioned outside the main prison complex. Fulham is currently the largest prison facility in rural Victoria and with approximately 1,000 prisoners released each year, has a strong focus on transitional services and programs.</p> <p>Through investment in opportunities for prisoners to engage in work, education and programs, prisoners are not only held safely and securely but given every chance to turn their lives around. Issues behind much of the crime in our communities – such as violent attitudes, anti-social behaviours and the abuse of drugs and alcohol – are addressed through innovative programs and interventions. At the same time helping prisoners with day-to-day challenges such as developing a “work ethic” by gaining and holding down employment and finding a suitable place to live also help prevent a return to crime.</p>
Position Summary	Provide quality nursing services to the prisoner population.

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 prisoner entering the correctional facility. Refers medical problems to the medical officer for evaluation.
- Treats prisoners 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 minor surgical procedures.
- Ensures that the medical officers 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 prisoner 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 prisoners.
- 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.
- Be cognisant of 'purpose and place' when undertaking all duties.
- Cooperate with the employer's efforts to comply with the requirements of the OHS Act 2004. Accept responsibility for the health, safety and welfare of subordinates, patients, contractors and visitors under the employee's supervision. Comply with the employer's policy and procedures enabling compliance with the OHS Act 2004.
- 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.
- 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 AHPRA registration.
- 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.
- 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.
- Demonstrated ability to plan and coordinate patient care.
- Demonstrated competence in clinical and problem-solving skills.
- Demonstrated ability to work within multi-disciplinary team.
- Demonstrated ability to contribute to the professional practice within the unit.
- Demonstrated competence in written and verbal communication skills.
- Demonstrates basic level of computer literacy.
- Demonstrated knowledge of Equal Employment Opportunity and Workplace Health and Safety principles.

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 will be required.

Employee Acceptance / Manager Approval

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.

EMPLOYEE'S NAME	SIGNATURE	DATE

Manager Approval (of Position Description)

NAME	SIGNATURE	DATE

Master copy lodged with HO (SMT only) ☐

Master copy lodged with department monitor ☐