



The GEO Group Australia Pty Ltd.

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Enrolled Nurse</b>
<b>Reference Number</b>	1.7.9
<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 Fulham Correctional Centre on 110 Hopkins Road, Fulham, VIC 3850.

### Operating Environment

**Fulham Correctional Centre** is located in Fulham, Victoria, 10 kilometres west of Sale, Victoria.

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.

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.

### Position Summary

The objectives of the position are to enhance and provide quality nursing services to the Prisoner population by the delivery of comprehensive, professional basic nursing care in a correctional setting while observing and maintaining security.

The Administration of Schedule 2, 3 and 4 Medications will be a major component of the role.

## Key Accountabilities

- Defines and maintains the standard of nursing practice within the centre by practicing nursing within the limits of professional knowledge, expertise and scope.
- Maintain current knowledge and clinical proficiency in nursing care, in accordance with best practice, legal and professional standards.
- The need for PRN medications is to be determined by the Registered Nurse (RN) if there is no documented order on the medication sheet. An Enrolled Nurse (EN) may administer a PRN medication if it is charted on the medication sheet. The RN may evaluate the effectiveness of the medication or delegate this function to the EN as appropriate.
- The EN is permitted under law to access and administer medications as prescribed by the Medical Officer.
- Carries out role within limits of competency, legislation and Centre/Company policy.
- To be familiar and compliant with infection control policies and procedures.
- Initiates and maintains compliance with standards for accreditation as well as contractual obligations
- Assists in the implementation of care to meet patient needs as directed by the RN.
- Performs specific observations of the patient and reports any deviation from the normal parameters to the RN.
- Promptly reports and documents accidents, incidents and errors observed and in own practice.
- Assists with the screening of patients and under the direction of the RN, treats patients with problems within his / her professional capabilities and refers other medical problems to the RN. Initiates appropriate treatment in emergency situations under the direct instruction of the RN.
- Assists with minor surgical procedures as designated.
- Ensures that Medical Officers' orders are implemented. Uses the eHealth application to record patient care interactions using the most appropriate format.
- Documents all patient contacts and refusals and maintains confidentiality of medical records.
- Complies with the Centre's Risk Management Policy including reporting any person who is at-risk of self-harm.
- The EN will at all times maintain a standard of dress and appropriate professional behaviour.
- Evaluates symptoms, reactions, and progress of patients on a periodic basis, charts and reports clinical problems to the RN in charge of shift.
- Participates in health promotion and educational programs.
- Contributes to maintenance of secure and safe environment, supervises patients in the health service area.
- Performs other duties and responsibilities as designated by the RN, Clinical Coordinator, or the Health Services Manager.
- Be cognisant of 'purpose and place' when undertaking all duties.
- Co-operate 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, prisoners, contractors and visitors under the employee's supervision. Comply with the employer's policy and procedures enabling compliance with the OHS Act 2004.
- 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.
- Ensure compliance with all Company Policies and Procedures and the Governance, Risk and Compliance Manual.

### Key Selection Criteria:

- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Medication endorsement by the Nurses and Midwives Board of Australia (NMBA).
- 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