

POSITION DESCRIPTION

Position Title	Enrolled Nurse
Reference Number	GH: 46
Department	Clinical Services
Position Reports To	Health Services Manager and works under the supervision of a Registered Nurse
Positions Reporting To This Role	Nil
Work Location and Travel	<p>The positions are located throughout the state and will be based at one of the GEO Healthcare locations in metropolitan Melbourne or regional Victoria.</p> <p>The position may be expected to travel to other GEO Healthcare locations within Victoria.</p>
Operating Environment	<p>GEO Healthcare operates in all Victorian Men's Public Prisons providing primary healthcare services to the prisoner population.</p> <p>GEO Healthcare employs a multidisciplinary team of highly skilled healthcare professionals to ensure people in prison can access and receive the equivalent standard and range of healthcare services available in the broader community.</p> <p>GEO Healthcare works in close partnership with public, private and not-for-profit providers to deliver the best possible healthcare outcomes for people in prison, with plans for ongoing post-release care and support in the community.</p> <p>GEO Healthcare is a business arm of the The GEO Group Australia Pty Ltd, Australia's leading provider of Correctional Services.</p>
Position Summary	<p>Enrolled Nurses employed by GEO Healthcare work under the supervision of Registered Nurses to deliver high quality patient care to men in Victoria's public prisons.</p> <p>The Enrolled Nurse delivers health services which enhances and promotes the health of people in prison through evidenced base, comprehensive and professional nursing care within a prison setting.</p> <p>The role requires the incumbent to perform all duties in accordance with the GEO Healthcare Values</p>

Key Accountabilities

- Undertake the role within the EN scope of practice, legislation and GEO Healthcare policy
- Maintain the standard of nursing practice within the GEO Healthcare location by practicing nursing within the scope of practice of an EN, qualifications and experience.
- Maintain current knowledge and clinical proficiency in nursing care, in accordance with best practice, legal and professional standards.
- Clinically assess patients within the scope of an EN and refers a patient to the RN, when clinically indicated.
- Assist the RN in the management of medical emergencies at the GEO Healthcare location.
- Undertake primary health care nursing clinics under the supervision of a RN.
- Undertake Integrated Care Plans under the supervision of a RN.
- Implement care and treatment as ordered by the MO, NP or specialist nursing staff.
- Administer medications to patients as prescribed and within GEO Healthcare policy and legislative requirements.
- Provide healthcare, which is compliant with infection control policies and procedures.
- Initiate and maintain compliance with standards for accreditation as well as contractual obligations.
- Assist in the implementation of care to meet patient needs.
- Perform specific observations of the patient and report any deviation from the normal parameters to the RN.
- Promptly report and document accidents, incidents and errors observed in the delivery of patient care.
- Documents all patient occasions of service in the electronic medical record (EMR) and maintains confidentiality of health records.
- Complies with the Centre's Risk Management Policy including reporting any person who is at-risk of self-harm.
- Participates in health promotion and educational programs.
- Performs other duties and responsibilities as designated by the HSM.
- Ensure compliance with Company policies, procedures, the Governance, Risk and Compliance Manual and the Code of Conduct.

Key Selection Criteria

- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as an Enrolled Nurse.
- Demonstrated recent and substantial clinical nursing experience.
- 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 health facility.
- Demonstrated competence in written and verbal communication skills.
- Demonstrates basic level of computer literacy.
- Clinical experience in a primary health care is desirable.
- Demonstrated knowledge of Equal Employment Opportunity and Workplace Health and Safety principles.

Other Requirements Of the Role

- Valid and current full Australian driver's licence.
- Ability to work within a prison setting, which will involve direct contact with people in prison associated with the delivery of healthcare.
- Satisfactory completion of a National Criminal History Check.
- Ability to obtain and maintain a security clearance.
- Working outside of ordinary business hours may 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 will 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

Director/Manager Approval (of Position Description) Delete Director/Manager as appropriate

Manager's Name	Signature	Date

Master copy lodged with HO (SMT only) ☐

Master copy lodged with department monitor ☐