

POSITION DESCRIPTION

Position Title	Primary Health Nurse Practitioner
Reference Number	GH:49
Department	Medical Services
Position Reports To	Director, Medical Services (Operationally and Nurse Practitioner Supervision requirements) Director, Clinical Services (Professionally)
Positions Reporting To This Role	
Work Location and Travel	The position is based at a GEO Healthcare location in metropolitan Melbourne or regional Victoria. The position will be required to travel to other GEO Healthcare locations within Victoria.
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>To coordinate and provide primary health nurse practitioner services at GEO Healthcare locations. The Primary Health Nurse Practitioner undertakes their role at an advanced clinical practice level and within their approved scope of practice. The Primary Health Nurse Practitioner has a strong clinical leadership role and provides specialist advice and treatments orders for patients, which are implemented by the multidisciplinary team.</p> <p>The Primary Health Nurse Practitioner can be a transitional nurse practitioner whilst the nurse is undertaking their educational and advanced clinical practice required to be approved as a Nurse Practitioner by the AHPRA.</p>

Key Accountabilities

- Undertake primary health nurse practitioner (PHNP) clinics, either in person or using telehealth, at GEO healthcare locations for patients and provide a clinical handover to the HSM/delegate at the completion of the clinic.
- Participate in the On Call Medical Officer/Nurse Practitioner roster.
- Triage all patient referrals to the PHNP clinic and determine if any patients should be booked for a Medical Officer (MO) Clinic clinician clinic;
- Order and review pathology tests and/or diagnostic tests, e.g. medical imaging for primary health patients, as clinically indicated.
- Undertake ongoing reviews of patients and adjust treatment regimes and prescribed medications as clinically indicated.
- Provide clinical advice to nursing staff regarding the management of patients.
- Work in a collaborative manner and partnership with the medical officers to ensure the optimal provision primary health services;
- Refer patients to other members of the GEO Healthcare team and other service providers, e.g. Medical Officer, Forensic Mental Health Services, as clinically indicated.
- Refer patients to the specialist services as clinically indicated and implement any care or treatment regimes recommended;
- Participate in clinical case reviews for complex primary health patients;
- Work with the Primary Healthcare nursing team for patients being discharged/released referring the patient to a community GP or other services for ongoing care and arranging discharge medications for the patient.
- Document all occasions of service, including providing clinical advice the other members of the health team, in the electronic medical record (EMR).
- Prescribe medications for patients in the EMR and in accordance with GEO Healthcare Formulary, policy and procedures and legislative requirements.
- Participate in the GEO Healthcare Medicines and Consumables Committee, other clinical governance committees and other committees work working groups as requested.
- Attend primary health meetings and other meetings as requested.
- Develop policies and procedures associated with the management of medical emergencies and chronic disease management and contribute to the development and review of other clinical policies and procedures as requested.
- Provide education to GEO Healthcare and other services providers on management of medical emergencies, chronic disease management and other primary health matters.
- Provide support and advice to nurses in GEO Healthcare locations.
- Undertake other duties as directed by the Senior Leadership Team (SLT).
- Participate in supervision and mentoring requirements for nurse practitioners with the Director, Medical Services.
- If a Transitional Nurse Practitioner undertake a scope of practice, which is under the direct supervision of the Director, Medical

Services.

- Undertake all mandatory training requirements of a nurse practitioner and undertake the required Continuous Professional Development hours required of a Nurse Practitioner by AHPRA.
- Comply with current infection control practices and enforce standard precautions;
- Maintain confidentiality and security of all health records;
- Closely monitor the health care of primary health patients with serious health problems and escalate their ongoing care when clinically indicated;
- Develop and provide reports, submissions, briefing notes, etc to the Senior Leadership Team, the State, the GEO Healthcare Board and other entities meeting policy and contractual requirements and reporting timeframes for locations within and services relating to the primary healthcare;
- Actively participate in the requirements for GEO Healthcare to achieve and maintain health service accreditation under the National Safety and Quality Health Service Standards;
- 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, patients, contractors and visitors under the employee's supervision. Comply with the employer's policies and procedures enabling compliance with the WHS Act 2011.
- Ensure compliance with the management contract between GEO Healthcare and Justice Health / Corrections Victoria and the Key Performance Measures and targets set out in the Primary Healthcare Performance Framework.
- Ensure compliance with all Company Policies and Procedures and the Governance, Risk and Compliance Manual and Code of Conduct.
- Performs other duties and responsibilities as designated;
- Participates in continuous quality improvement of health services
- Undertake professional development in accordance with professional requirements

Key Selection Criteria

- Current endorsement as a Registered Nurse with The Australian Health Practitioner Regulation Agency (AHPRA);
- Current endorsement as a Nurse Practitioner with AHPRA;
- or, if a Transitional Nurse Practitioner evidence of progress towards endorsement.
- At least five (5) years post basic experience in nursing with a demonstrable level of advanced nursing practice inclusive of knowledge/skills in medical emergency management, primary health care and chronic disease management;
- Demonstrated commitment to professional development and training in relation to the delivery of primary health care.
- Demonstrated excellent written and oral communication skills including computer literacy
- Demonstrated advanced level of problem solving, communication skills, conflict resolution and negotiation skills and the ability to work well both within a team and with multiple stakeholders to achieve high standards of patient care
- Demonstrated experience in the provision of teaching and providing

health education to patients and clinicians

- Successful completion of, undertaking or prepared to undertake a Nursing and Midwifery Board of Australia (NMBA) approved Master's Degree (Nurse Practitioner).
- Demonstrated advanced level of literacy and computer skills.
- Post graduate qualifications in advanced life saving, trauma management, chronic disease management and/or primary health care is desirable.

Other Requirements Of the Role

- Valid and current full Australian driver's licence.
- Ability to work within a correctional 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 will be required as part of the On Call MO/NP roster.

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 ☐