

POSITION DESCRIPTION

Position Title	Registered Nurse
Reference Number	GH: 50
Department	Clinical Services
Position Reports To	Health Services Manager
Positions Reporting To This Role	Enrolled Nurses work under the supervision of a Registered Nurse
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>Registered Nurses employed by GEO Healthcare work to deliver high quality patient care to men in Victoria's public prisons.</p> <p>The Registered 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 RN scope of practice, legislation and GEO Healthcare policy
- Define and maintain the standard of nursing practice within the GEO Healthcare location by practicing nursing within the scope of practice of an RN, qualifications and experience.
- Maintain current knowledge and clinical proficiency in nursing care, in accordance with best practice, legal and professional standards.
- Clinically assess patients and refers a patient to the medical officer (MO), Nurse Practitioner (NP) or speciality nurse, when clinically indicated.
- Coordinates and participates in the management of medical emergencies at the GEO Healthcare location.
- Undertake primary health care nursing clinics.
- Undertake the development and review of Integrated Care Plans with the patient and in collaboration with other members of the health team.
- Implement care and treatment as ordered by the MO, NP or specialist nursing staff.
- With the MO undertakes the Reception Medical Assessment (RMA) at GEO Healthcare locations where people new to custody are received.
- Undertake a Transfer Medical Assessment on patients who have transferred from another prison.
- Administer medications to patients as prescribed and within GEO Healthcare policy and legislative requirements.
- With other members of the health team coordinate the discharge/release planning requirements for patients.
- Participates in clinical handover meetings within the health team.
- Document all patient occasions of service, declining of services, non-attendance and, appointment scheduling in the electronic medical record (EMR) and maintains confidentiality of health records.
- Document occasions of service in the using approved format.
- Initiate and maintain compliance with standards for accreditation.
- Contributes to the development of material for staff training and orientation. Participate in continuing education and in-servicing training.
- Provide healthcare, which is compliant with infection control policies and procedures.
- Participate in health promotion and educational programmes.
- Participate in continuous quality improvement of health services.
- Undertake other duties as requested by the HSM.
- Accept responsibility for the health, safety and welfare of other staff, people in prison, contractors and visitors under the employee's supervision. Comply with the employer's policy and procedures enabling compliance with legislation.
- Ensure compliance with Company policies, procedures, the Governance, Risk and Compliance Manual and the Code of Conduct.
- Contribute to the provision of healthcare with a focus on safety and quality to meet or exceed the National Safety and Quality Health Services Standards.
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Key Selection Criteria

- Current AHPRA registration as a Registered Nurse.
- Minimum one years of postgraduate clinical experience as a registered nurse.

- Ability to work without direct, immediate supervision in performing the role as a Registered Nurse.
- 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.
- Clinical experience in a primary health care is desirable.
- 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

- 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 ☐