



The GEO Group Australia Pty Ltd

**THE GEO GROUP AUSTRALIA PTY LTD**  
**POSITION DESCRIPTION AND SELECTION CRITERIA**

**POSITION TITLE** : **REGISTERED NURSE (Division 2)**  
**LOCATION** : Fulham Correctional Centre  
**REPORTS TO** : Health Service Manager

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**SUMMARY:**

The Registered Nurse is responsible for their own practice and Guided by the code of Ethics and Code of Conduct as agreed by the Australian Nurses Council Inc., (2005). Also refer to GEO and Department of Health policy.

Registered Nurses contribute to planning, implementing and assist in evaluation of clients care under supervision of Health Service Manager/Registered Nurse (Division 1).

Other duties as directed by the Health Services Manager.

Act in accordance with Department of Health and GEO policies. Provide a copy of nursing registration annually.

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**KNOWLEDGE, SKILLS, QUALIFICATIONS:**

**Essential:**

Registered Nurse (Division 2) (Enrolled Nurse)  
Medication Endorsed

**Desirable:**

Knowledge of Correctional Health Nursing.

Undertaken Post Graduation studies

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**1.0 DUTIES**

- 1.1. Achieve and maintain competence within Division 2 nursing practice.
- 1.2. Perform activities which are within the scope of nursing practice and refer actions which are outside the scope of your nursing practice to your Registered Nurses Division 1 / Health Service Manager.
- 1.3. Utilise safe practices, clarify unclear instructions and fulfil your duty of care.



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- 1.4. Enhance the dignity and integrity of clients where possible.
- 1.5. Comply with Occupational Health and Safety and EEO/Affirmative action requirements in accordance with relevant legislative requirements and contribute to the maintenance and improvement of safety and equity in the workplace.
- 1.6. Uses problem orientated medical record systems to document in medical records using the SOAP format.
- 1.7. Ensures that medical records are kept in accordance with accepted standards.
- 1.8. Documents all patient occasions of service, refusal of service and non attendance.
- 1.9. Must have sound clinical skills within scope of practice, good verbal and written skills.
- 1.10. Implement and evaluate client's care (assist in individualised client care plans) under supervision of Registered Nurse Division 1 / Health Service Manager.
- 1.11. Enhance professional development by attending in-services / seminars / conferences when appropriate and share knowledge gained with colleagues.
- 1.12. Assist in research activities.
- 1.13. Assist with nurse's clinic when required to do so.
- 1.14. Assist with clerical duties and liaise with the medical records department.
- 1.15. Maintain a professional appearance at all times.
- 1.16. Participates in all emergency response drills.
- 1.17. Ensures that medical stores including pathology are ordered as required.
- 1.18. Other nursing duties as directed by Health Service Manager or Registered Nurse Division 1.
- 1.19. Participates in annual performance appraisal process and professional development plan with Health Services Manager or delegate.

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## **2.0 KEY SELECTION CRITERIA**

### **The ANRAC Competencies for Registered Nurses (2000).**

The Registered Nurse Division 2 practices with, and under the direction and supervision of the Registered Nurse Division 1 and assists in the provision of nursing care. Registered Nurses retain responsibility for their personal actions whilst remaining accountable to the Registered Nurse Division 1 for all delegated functions.

- 2.1. Demonstrate a satisfactory knowledge base for safe practice.
- 2.2. Functions in accordance with legislation and common law affecting nursing practice.
- 2.3. Protects the rights of individuals/groups.
- 2.4. Contributes to nursing assessment of individuals and groups.
- 2.5. Implements those aspects of the nursing care plan delegated by the Registered Nurse Division 1.
- 2.6. Assists in the evaluation of progress toward expected outcomes.
- 2.7. Demonstrates effective communication and interpersonal skills.
- 2.8. Assists in meeting the need for support, security and self-esteem of individuals and groups.

APPROVED BY	SIGNATURE	DATE
Health Services Manager		9.4.3.
General Manager		9.4.13



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Employee's  
Name:

Signature:

Date: / /

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