



POSITION DESCRIPTION AND SELECTION CRITERIA

Position title:	Registered General Nurse Grade 3
Location:	
Reports to:	Health Services Manager
Functional Relationships	Health Services Managers and clinical staff Justice Health Corrections Victoria Healthcare providers

1. ROLE OVERVIEW

The Grade 3 Registered General Nurse is an integral part of the primary healthcare team at the correctional facility and assists the Health Services Manager (HSM) in providing leadership to and clinical and administrative management of this team.

In addition to being responsible for providing primary healthcare services to prisoners, including reception screening of prisoners, and assessment and case management of longer term prisoners, the Grade 3 Registered Nurse has portfolio responsibilities and deputises for the Health Services Manager in his/her absence.

The Grade 3 Nurse performs other duties as directed by the HSM and acts in accordance with legislation, the policies of GEO Australia Pty. Ltd. and GEO Care, the Justice Health Quality Framework and the correctional facility's local operating procedures.

2. ORGANISATIONAL ENVIRONMENT

GEO Care is contracted to provide primary healthcare (and arrange secondary and tertiary healthcare) to Corrections Victoria correctional centres as set out in its Agreement with Justice Health Unit (Department of Justice). These services are provided at 12 Correctional Facilities across the State of Victoria, including: Barwon, Beechworth, Dame Phyllis Frost (female), Dhurringile, Hopkins, Judy Lazarus Training Centre, Langi Kal Kal, Loddon, Marngoneet, Melbourne Assessment Prison, Metropolitan Remand Centre and Tarrengower (female).

Challenges faced in correctional health settings include;

- high and/or complex prisoner health needs.
- demands associated with the institutional nature of the prison environment.
- the custody ethos of prisons.
- required use of prisoner transportation.
- significant numbers of prisoner transfers across the prison system.
- prisoners may also enter prison detoxifying, disturbed, disaffected or fragile and may have a history of poor compliance with treatment, a reduced recognition of behavioral boundaries and inadequate cognitive skills.

Prisoners are also more limited in their ability to assume self care and independent action in comparison with the rest of the community, because of the restrictions placed upon them within a correctional setting. Correctional settings provide a unique opportunity to address a range of health issues and to meet the health needs of a population that is normally hard to reach. The health of prisoners is important for the occupational health and safety of the staff of correctional facilities and the wider community.

3. PERSONAL COMPETENCIES REQUIRED

- Consistently shows respect and compassion to all.
- Practices with a high level of integrity and professionalism.
- Excellent interpersonal and effective communication skills.
- Able to approach conflict openly and with a solution focused approach.
- Willingness to participate and contribute to a learning environment.
- Willingness to work as an active team member, whilst having the capacity to work autonomously in the Health Centre.

4. DUTIES AND RESPONSIBILITIES

4.1 Clinical care

(a) General Nursing

Provides episodic and ongoing clinical care/nursing practice in accordance with professional scope of practice, legislation, GEO Care's clinical policies and procedures and Justice Health's Quality Framework including:

- 4.1.1 Performing comprehensive health assessment and screening of prisoners at the time of the prisoner's reception into the correctional facility.
- 4.1.2 Responding to clinical emergencies in accordance with specific roles and responsibilities outlined in the GEO Care Policy Manual and correctional facility's local operating procedures.
- 4.1.3 Developing individualised healthcare plans in consultation with prisoner and the healthcare team.
- 4.1.4 Undertaking clinically appropriate reviews of prisoner healthcare plans, updating these plans to ensure currency of the information.
- 4.1.5 Referral of prisoners to medical and other health services as appropriate.
- 4.1.6 Conducting "at risk" assessments and referring patients to adequately qualified and experienced mental health professionals, where appropriate.
- 4.1.7 Effective discharge planning for the prisoner transitioning from prison to community care including making appropriate referrals.
- 4.1.8 Provision of primary healthcare services and actively collecting and reporting data regarding the health and functional status of patients and accurately documenting care provision.
- 4.1.9 Implementing treatment regimes including immunisations (e.g. influenza vaccination, Hepatitis B), wound care, chronic disease management and performing minor procedures in accordance with Medical Officer's orders.
- 4.1.10 Taking pathology specimens and ensuring such activities are conducted in a safe manner and specimens collected for analysis are identified correctly.
- 4.1.11 Medication administration ensuring medications, including opioid substitutes are stored, recorded and dispensed as per local GEO Care procedures and in accordance with legislative and regulatory requirements.
- 4.1.12 Checking of diagnostic results against client symptoms and previous results.
- 4.1.13 Assisting with the organisation and coordination the primary and specialist healthcare clinics.
- 4.1.14 Liaising with correctional staff and other healthcare team members regarding health and functional status of patients, as appropriate.
- 4.1.15 Contributing to the health education of patients to maintain and promote health including providing relevant healthcare information to patients.
- 4.1.16 Establishing and maintaining collaborative relationships with the healthcare team to achieve identified outcomes for patients.
- 4.1.17 Supervising both enrolled and other registered nurses and students working in the Health Centre.
- 4.1.18 Overseeing the operation of the Health Centre in the absence of the HSM including supporting staff in the management of patient's with deterioration in physical and mental health status.
- 4.1.19 Assuming the role of HSM when delegated to do so and other nursing and administrative duties as directed by HSM.

(b) Psychiatric Endorsed Nurse

- 4.1.20 Conducting “at risk” assessments on prisoners referred to them and participation in Risk Review Team meetings as required.
- 4.1.21 Accurately documenting care provision using the Subjective, Objective, Assessment and Planning (SOAP) format.
- 4.1.22 Developing, implementing and evaluating suicide/self harm minimisation/psychiatric crisis prevention strategies and regularly assessing their effectiveness in reducing suicide, self harm and psychiatric crises in prison.

4.2 Safe practice and environment

Provide a safe environment for patients and colleagues by:

- 4.2.1 Acting appropriately to enhance the safety of individuals at all times.
- 4.2.2 Adhering to Infection control guidelines and standards to protect prisoners and all correctional facility staff from infection transmission.
- 4.2.3 Maintaining equipment safety standards.
- 4.2.4 Ensuring all registers are maintained in accordance with GEO Care policies and procedures e.g. Sharps Register, Drugs of Dependence Book and Emergency Equipment Registers.
- 4.2.5 Recognising, reporting and recording adverse incidents promptly and concisely.
- 4.2.6 Identifying, reporting and where possible remove environmental hazards.
- 4.2.7 Responding to non-clinical emergencies in accordance with specific roles and responsibilities outlined in the GEO Care Policy Manual and correctional facility’s local operating procedures.
- 4.2.8 Complying with Occupational Health and Safety and Equal Employment Opportunity legislative requirements.

4.3 Quality improvement, clinical incident and complaints management

Activities include:

- 4.3.1 Leading the investigation and successful resolution of complaints within the determined timeframes, as delegated by the HSM
- 4.3.2 Ensuring compliance with the procedures for reporting notifiable incidents including the utilisation of the electronic incident reporting system (RiskMan).
- 4.3.3 Identifying and implementing quality improvement initiatives and participating in accreditation activities.
- 4.3.4 Undertaking routine and other clinical data collection and reporting timely and accurate manner.
- 4.3.5 Participating in Justice Health quarterly quality audit activities and other audit and research activities being undertaken by the Health Centre

4.4 Ongoing professional development and team work

- 4.4.1 Maintains skills in cardiopulmonary resuscitation and other basic first aid.
- 4.4.2 Further develops competence and scope of nursing practice by participating in professional development activities and attending in-services, education and training sessions and when appropriate and share knowledge gained with colleagues.
- 4.4.3 Actively participating in own performance review and development.
- 4.4.4 Attending and contributing to healthcare team meetings, case review meetings and other meetings as required.
- 4.4.5 Demonstrating a high standard of professional conduct and appearance at all times.
- 4.4.6 Providing leadership to the healthcare team.

4.5 Financial Responsibility

- 4.5.1 Demonstrate awareness of the need to develop efficiencies pertaining to utilisation of consumable and non-consumable resources and waste generation.

- 4.5.2 Maintain an acceptable level of attendance and adhere to GEO Care policies pertaining to annual leave, sick leave and other leave as appropriate.
- 4.5.3 Ensure accurate and timely completion of time sheet.

4.6 Other Activities

- 4.6.1 Ensure confidentiality of patient information.
- 4.6.2 The delivery of an equitable standard of care regardless of patient's or colleague's differing values, beliefs, culture or social context.
- 4.6.3 Fulfilment of portfolio responsibilities as assigned by the HSM, such as staff rostering, quality improvement, OSTP management etc.
- 4.6.4 Participation in recruitment, performance appraisals and other functions as delegated by the HSM.

5 SELECTION CRITERIA – QUALIFICATIONS, SKILLS AND EXPERIENCE

5.1 Essential

- 5.1.1 Registered General Nurse qualification.
- 5.1.2 Registration with the Australian Health Practitioner Regulation Agency.
- 5.1.3 A minimum of three years post graduate experience.
- 5.1.4 Recent nursing experience in an acute, primary and/or mental healthcare setting.
- 5.1.5 Demonstrated capacity to meet the above accountabilities.
- 5.1.6 Superior communication, interpersonal and organisational skills and the ability to negotiate and influence stakeholders to achieve desired outcomes
- 5.1.7 Proven experience dealing with complaints and incident management and achieving successful outcomes.
- 5.1.8 Intermediate to advanced PC skills, including word processing and spreadsheet applications and other data bases as required.
- 5.1.9 Police check clearance.
- 5.1.10 Working with children's check clearance (DPFC and Tarrengower and other sites as required).

5.2 Desirable

- 5.2.1 Ability to participate in the "at risk" on-call roster if required.
- 5.2.2 A post graduate mental health qualification or equivalent.
- 5.2.2 Experience working in a correctional health environment.
- 5.2.3 Experience in both general and psychiatric nursing.

APPROVED BY	NAME	SIGNATURE	DATE
Health Services Manager			
General Manager-GEO Care			