



The GEO Group Australia Pty Ltd.

## POSITION DESCRIPTION

<b>Position Title</b>	<b>ENDORSED ENROLLED NURSE</b>
<b>Reference Number</b>	PD083
<b>Department</b>	HEALTH SERVICES
<b>Position Reports To</b>	HEALTH SERVICES MANAGER
<b>Positions Reporting To This Role</b>	NIL
<b>Work Location And Travel</b>	This position is located at <b>Junee Correctional Centre</b> on Park Lane, Junee, NSW 2663.
<b>Operating Environment</b>	<p><b>Junee Correctional Centre</b> is located in Junee, New South Wales, 40 kilometres north-east of Wagga Wagga.</p> <p>Junee has been continually managed by GEO on behalf of Corrective Services NSW since opening in 1993. It is New South Wales' largest regional correctional centre.</p> <p>Junee's primary role is to safely and securely house up to 853 adult prisoners and progress their sentence plans by delivering a comprehensive range of education, vocational training, reintegration and offending behaviour programs. Together, these lower a prisoner's risk of reoffending and increase the likelihood of successful community reintegration.</p> <p>The team at Junee achieves exceptionally high levels of prisoner engagement with its responsive interventions. This includes developing strategies that encourage and enable previously-marginalised prisoner groups such as Indigenous Australians and the chronically ill to participate.</p>
<b>Position Summary</b>	<p>The objectives of the position are to enhance provide quality nursing services to the Inmate population by the delivery of comprehensive, professional basic nursing care in a correctional setting while observing and maintaining security.</p> <p>The Administration of Schedule 2, 3 and 4 Medications will be a major component of the role.</p>

## Key Accountabilities

- Defines and maintains the standard of nursing practice within the centre. By practising nursing within the limits of professional knowledge and expertise.
- Maintain current knowledge and clinical proficiency in nursing care, in accordance with best practise, legal and professional standards.
- The need for PRN medications is to be determined by the registered nurse if there is no documented order on the medication sheet. An endorsed enrolled nurse may administer a PRN medication if it is charted on the medication sheet. The registered nurse may evaluate the effectiveness of the medication or delegate this function to the enrolled nurse as appropriate.
- An Enrolled Nurse who is required to open medications for the operator during the performance of a procedure but is not directly administering the medication is not classified as administrating medication.
- An Enrolled Nurse is not to administer Schedule 8 medications. This is a reflection of legislation and may be part of the process for checking correct medication against Medical Officers orders, correct dose, and correct patient.
- Carries out role within limits of competency, legislation and Centre/Company policy. This does not include the interpretation of assessment data or the development of nursing plans without the consultation of a Registered Nurse.
- To be familiar and compliant with infection control policies and procedures.
- Initiates and maintains compliance with standards for accreditation.
- Assists in the implementation of care to meet patient needs as directed by Registered nurses.
- Makes specific observations of the patient and reports any deviation from the normal parameters to the Registered Nurses.
- Promptly reports and documents accidents, incident and errors observed and in own practice.
- Assists with the screening of patients at sick parade and under the direction of the Registered Nurse, treats patients with problems within his / her professional capabilities and refers other medical problems to the Registered Nurse. Initiates appropriate treatment in emergency situations under the direct instruction of the Registered Nurse.
- Assists with minor surgical procedures as designated.
- Makes sure that the Medical Officers' orders are implemented. Uses problem orientated medical record system to chart using the S.O.A.P. format.
- Documents all inmate contacts and refusals and maintains confidentiality of medical records.
- Enrolled Nurses shall comply with the centre's Risk Management Policy (HRAT) however shall not determine self-harm risk in lieu of the role of the Registered Nurse
- The Enrolled nurse will at all times maintain a standard of dress and professional behaviour appropriate to the position.
- Evaluates symptoms, reactions, and progress of prisoners on a periodic basis, charts and reports problems to shift supervisor.
- Maintains confidentiality of medical records.
- Participates in health promotion and educational programs.

- Contributes to maintenance of secure and safe environment, supervises patients in the health service area.
- Performs other duties and responsibilities as designated.
- Co-operate 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, inmates, contractors and visitors under the employee's supervision. Comply with the employer's policy and procedures enabling compliance with the WHS Act 2011.
- Co-operate with the GEO Group Australia's efforts to establish, maintain and continuously improve the GEO Environmental Management System in accordance with the requirements ISO 14001, the GEO Quality Management System in accordance with the requirements of ISO 9001 and the integration of these systems. These GEO systems are based on best practice standards and where appropriate are also fully accredited.
- Ensure compliance with all Company Policies and Procedures and the Governance, Risk and Compliance Manual.

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### Key Selection Criteria:

- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- Medication endorsement by the Nurses and Midwives Board of Australia (NMBA)
- 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 unit.
- Demonstrated competence in written and verbal communication skills.
- Demonstrates basic level of computer literacy.
- Demonstrated knowledge of Equal Employment Opportunity, GEO's EOWA plan and Workplace Health and Safety principles.

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### Other Requirements of the Role

- Ability to work within a correctional setting, which will involve direct contact with prisoners.
- Valid and current full Australian driver's licence.
- Satisfactory completion of a National Criminal History Check.
- Ability to obtain and maintain a security clearance.
- Work outside of ordinary business hours may be required on occasion.

### Employee Acceptance

I acknowledge that the statements included in this position description are intended to reflect duties and responsibilities that I may 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.

NAME	SIGNATURE	DATE

Master copy lodged with HO (SMT only)

Master copy lodged with department monitor