



The GEO Group Australia Pty Ltd.

## POSITION DESCRIPTION

<b>Position Title</b>	<b>REGISTERED NURSE / METABOLIC MONITORING</b>
<b>Reference Number</b>	PD105
<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 910 adult prisoners (or up to the capacity of available beds) 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>Provide quality nursing services to the inmate population.</p> <p>This position is responsible to ensure that Metabolic Monitoring occurs on patients who fit the criteria outlined by NSW Justice Health &amp; Forensic Mental Health Network in the 'Psychotropic Medication Guidelines', May 2020</p>

## Key Accountabilities

- Defines and maintains the standard of nursing practice within the Correctional Centre.
- Initiates and maintains compliance with standards for accreditation.
- Develops nursing care plans for patients. Refers medical problems to the Medical Officer for evaluation.
- Liaises with other health professionals and key stakeholders when case planning.
- Initiates appropriate treatment and/or medication in emergency situations within the guidelines of nursing protocols and professional capabilities.
- Ensures that the medical officer's orders are implemented.
- Uses problem oriented medical record system to document in medical record using the Subjective, Objective, Assessment, and Planning (SOAP) format.
- Documents all patient occasions of service, refusal of service, non-attendance and contacts.
- Maintains confidentiality of medical records.
- Review patient's medication compliance and refer any concerns around same to the Medical Officer.
- Applies knowledge of drugs and therapeutics when discussing a patient's medication with them.
- Maintains security while attending care and is continually cognisant of potential hazard of drug hoarding and trafficking among patients.
- Applies universal precautions and properly destroys and disposes of all needles/syringes and hazardous waste.
- Prepares regularly scheduled reports and special reports as necessary.
- Participates in continuing education and in-service training.
- Participates in health promotion and educational programmes as directed by the Health Service Manager or delegate
- Participates in continuous quality improvement of health services.
- 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, inmates, contractors and visitors under the employee's supervision. Comply with the employer's policy and procedures enabling compliance with the WHS Act 2011.
- Cooperate 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.
- Performs other duties and responsibilities as designated.
- Ensure compliance with all Company Policies and Procedures and the Governance, Risk and Compliance Manual.

**Key Selection Criteria:**

- Completed Nursing Degree and/or General or Psychiatric Registered nurse training.
- Current registration with APHRA.
- Minimum one years of professional postgraduate experience as a registered nurse.
- Competence in the performance of the following functions: Medical emergencies, Physical assessment, Crisis intervention, Medical & Psychiatric nursing care, Venepuncture.
- Ability to work without direct, immediate supervision in performing nursing diagnosis, and providing appropriate care planning and treatment as required.
- The registered nurse will maintain a current copy of their registration on file in the Centre at all times.

**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/Manager Approval**

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.

EMPLOYEE’S NAME	SIGNATURE	DATE

**Director/Manager Approval (of Position Description)**

NAME	SIGNATURE	DATE
R. Heycock		09.07.21

Master copy lodged with HO (SLT only)

Master copy lodged with department monitor