



## Job Description Form

### Department of Justice Purpose

To provide a safe, secure and decent justice service which contribute to community safety and reduced offenders' involvement in the justice system.

<b>Position title</b> Registered Nurse		<b>Special conditions</b>
<b>Effective date</b> May 2018	<b>Position number</b> Generic	<b>Level</b> ANF 1
<b>Division</b> Corrective Services	<b>Directorate</b> Offender Management	<b>Branch</b> Health Services

#### Divisional Outcomes

To reduce re-offending, protect the community and direct offenders towards the adoption of law-abiding lifestyles through custody and containment, care and well-being, reparation, rehabilitation and reintegration.

#### Directorate Outputs

Offender Management is responsible for the development and provision of programs and services that facilitate the rehabilitation of offenders. It includes the provision of health services to offenders in custody and the provision of programs, psychological assessment, counselling and support as part of an integrated offender management framework.

#### Branch Outputs

Health Services role is to work in partnership with Adult and Juvenile Custodial Services to provide a comprehensive range of health care services to patients in custody, at a standard comparable to that available in the general community.

This is achieved through assessing health determinants, delivering preventative health care, health screening, delivering acute care within a primary care context and assessing the effectiveness of health care delivery.

The majority of health care provided to patients in custody is based on a primary health care model and predominantly relates to the management of Chronic Disease, Communicable Disease, Co-morbidity (Alcohol and Drug Addiction Services and Mental Health Services) and Acute Care response as required. The branch is also responsible for establishing and maintaining policy and standards.

#### Role of the Position

The Registered Nurse provides direct care to patients by conducting nursing assessments and by providing nursing management of patients together with providing support to medical and other health care providers. The Registered Nurse will also undertake liaison with external health services, prepare discharge plans.

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Registered Nurse		
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May 2018	Generic	ANF 1
<b>Division</b>	<b>Directorate</b>	<b>Branch</b>
Corrective Services	Offender Management	Health Services

### Responsibilities of this position

As part of the Health Services, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation.
- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.

#### Clinical

- Demonstrate and deliver clinical skills in accordance with level of experience.
- Safely assess and treat patients in a clinic and custodial setting.
- Demonstrate adherence to legislation relevant to nursing practice.
- Respond to medical emergencies arranging timely interventions within the facility and transfer to tertiary care.
- Participate in development, promotion, evaluation and maintenance of Standards of Practice, guidelines and policies with the multi-disciplinary team.
- Provide appropriate risk management for patients identified at risk of self-harm.
- Collaborate with multi-disciplinary team from patient admission to discharge.
- Actively promote, participate and evaluate continuous quality improvement in clinical services.
- Promote philosophy of nursing services and the Health service.
- Maintain accurate, legible records of clinical care provided in all patient interactions
- Maintain patient confidentiality at all times.

#### Management

- Coordinate individualised patient / care services with Clinical Nurse Manager.
- Demonstrate effective utilisation human and material resources.
- Demonstrate effective communication skills with all team members.
- Actively participate in a multi-disciplinary nursing service.
- Provide supervisory support to team members dependent on level.
- Actively participate in unit performance management.

#### Staff Development

- Actively participate in unit based orientation / care with Clinical Nurse
- Accept responsibility for own professional development through continuing education and accept guidance from Clinical Nurse.
- Act as a role model / educator in development of clinical skills.
- Liaise with Clinical Nurse in identification of training needs.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

#### Security

- Maintain personal security by adhering to custodial policies and procedures.
- Perform nursing duties adhering to the security requirements of the custodial environment.

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### Responsibilities of this position

#### Ethical Behaviour

- Adheres to relevant Professional and Public Sector Codes of Practice and Ethics

#### Equity, Diversity and Occupational Safety and Health

- Applies and promote the principles of equity, diversity, occupational safety and health in the workplace and behaves and manages staff in accordance with relevant standards, values and policies.

#### Other

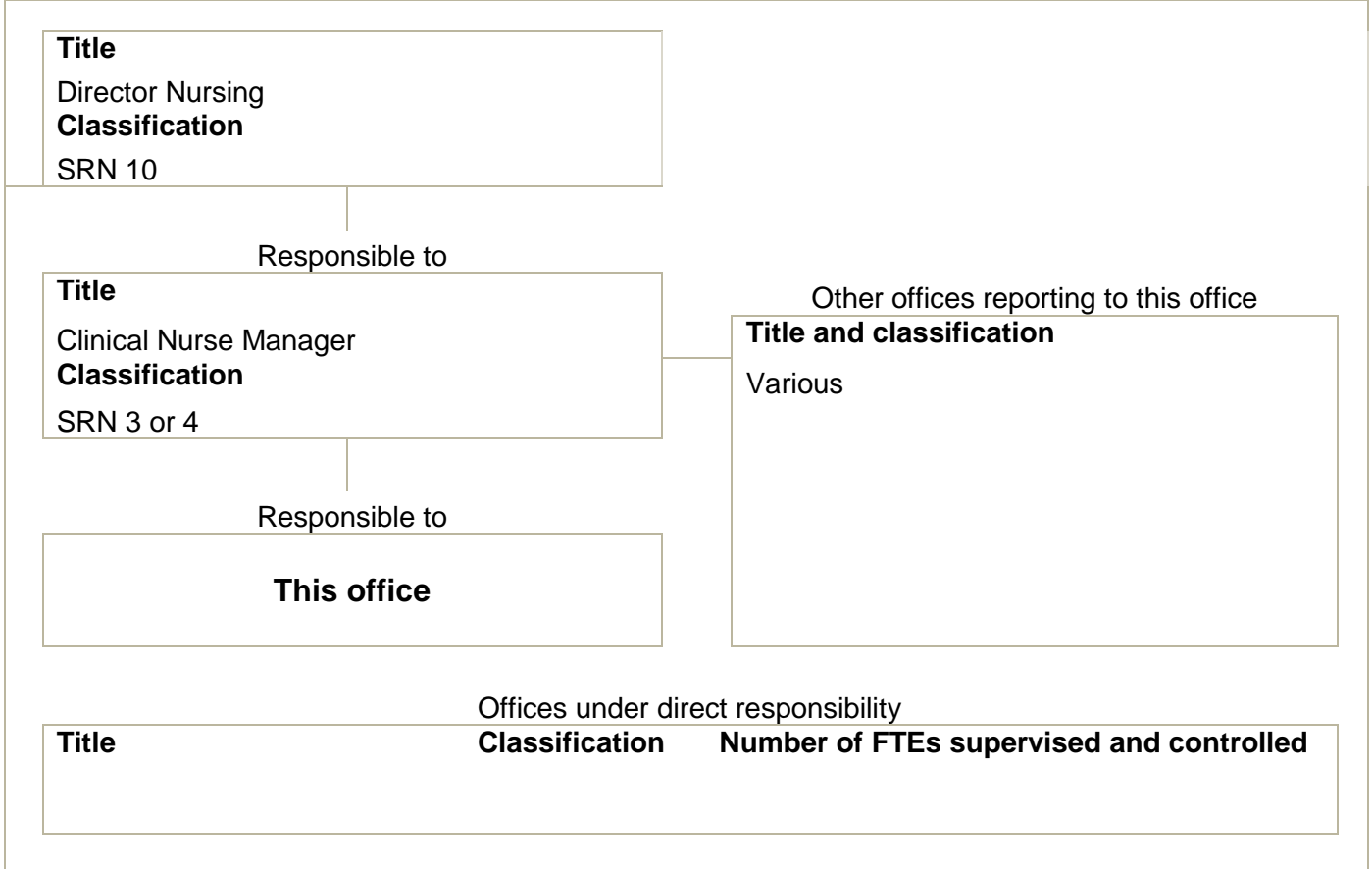
- Other duties as required or directed.

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<b>Work related requirements (Selection Criteria)</b>	<b>Context within which criteria will be applied and/or general standard expected</b>
<b>Essential</b>	
1. Eligibility for registration in the category of Comprehensive Registered Nurse by the Nursing and Midwifery Board of Australia and Australian Health Practitioner Regulation Agency (AHPRA).	
2. Demonstrated clinical skills according to level of experience using a problem solving approach to nursing practice within a primary care corrections setting.	
3. Demonstrated effective communication and interpersonal skills across a wide range of cultures.	
4. Demonstrated knowledge and application of continuous Quality Improvement process.	
5. Demonstrated ability to work as a team member and leader.	
6. Demonstrated knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.	
<b>Desirable</b>	
7. Possession of tertiary qualification or willing to work towards post basic qualification, Mental Health, Addictions or relevant areas.	
8. Demonstrated computer skills and information technology as it relates to Nursing.	
<b>(Note:</b> When applying for vacant positions, applicants are required to address the Work Related Requirements in the left-hand column only. The context and standards only provide general guidelines within which the Work Related Requirements will be applied).	

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**Reporting relationships**



**Location and accommodation**

Location

Accommodation

**Allowances / special conditions**

The Contract of Employment specifies conditions relating to this position.

**Certification**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**Delegated Authority Approval**

Signature	
Date	/ /