



# Job Description Form

## Registered Nurse

### Offender Management, Health Services

#### Position details

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Classification Level: Registered Nurse (RN) Level 1

Award/Agreement: Department of Corrective Services Registered Nurses (ANF)  
Industrial Agreement

Position Status: Various

Organisation Unit: Offender Management, Health Services

Physical Location: Various

#### Reporting relationships

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Responsible to: Clinical Nurse Manager – SRN Level 3 or 4

**This position: Registered Nurse (RN) - Level 1**

Direct reports: NIL

#### Overview of the position

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The Health Services Branch provides a range of primary care services across WA to patients in custody. Services encompass interventions to identify and manage acute and chronic conditions (diabetes, cardiovascular disease, kidney disease, asthma); infectious diseases; sexually transmissible diseases and blood borne viruses; mental health and alcohol and drug addiction services; and referral to specialist and tertiary services. Population focussed health improvement initiatives are also provided including health protection; disease prevention; infection control; communicable disease outbreak management; and immunisation.

The Health Services Branch ensures that clinical effectiveness, consumer focus and quality improvement are embedded to assist Department of Justice provide high quality, cost effective, safe and patient centred care.

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 and prepare discharge plans.

## **Job description**

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As part of the Health Services team, 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.

## **Role specific responsibilities**

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### **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.

### **Staff Development:**

- Actively participate in unit based orientation.
- Accept responsibility for own professional development through continuing education and performance review.
- Facilitates other staff and students in development of clinical skills.
- Liaise with line manager 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.

### **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.

### **Job related requirements**

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In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

#### **Shapes and Manages Strategy**

The ability to; understand the reasons for decisions and how they are related to their work, understand the work environment and identify issues that may impact own achievement and contributes to team planning, draw on information from a range of sources and to use common sense to analyse what information is important, anticipate issues that could impact on tasks and identify risks and uncertainties in procedures and tasks are all important for this role.

#### **Achieve Results**

The ability to; monitor progress against performance expectations to ensure deadlines are met, communicate outcomes to supervisor, apply and develop capabilities to meet performance expectations, demonstrate knowledge of new programs, products or services relevant to the position, work to agreed priorities, outcomes and resources and be responsive to changes in requirements are fundamental to this role.

### **Builds Productive Relationships**

The capacity to; build and maintain relationships with team members, other teams, colleagues and clients, share information with team members, seek input from others, contribute to team discussions and ensure that others are kept informed, maintain an awareness of personalities, motivations and diverse qualities, treat people with respect and courtesy and an ability to act on constructive feedback.

### **Exemplifies Personal Integrity and Self-Awareness**

An ability to; listen when own ideas are challenged, provide accurate advice to colleagues and clients and to check and confirm the accuracy of information prior to release, take responsibility for mistakes and learn from them, acknowledge when in the wrong, seek advice and assistance from colleagues and supervisor when uncertain. Engage with risk by providing accurate information, seeking guidance when required and reporting potential risk issues to supervisor.

### **Communicates and Influences Effectively**

A demonstrated ability to; structure messages clearly and succinctly orally and in writing, focus on gaining a clear understanding of others comments by listening and questioning for clarity, check that own views have been understood, listen to differing ideas to develop an understanding of the issues are essential in this role.

## **Role Specific Criteria**

### **Essential:**

- Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia and Australian Health Practitioner Regulation Agency (AHPRA).
- Demonstrated clinical skills according to level of experience using a problem solving approach to nursing practice within a primary care corrections setting.
- Demonstrated effective communication and interpersonal skills across a wide range of cultures.
- Demonstrated knowledge and application of continuous Quality Improvement process.
- Demonstrated ability to work as a team member and leader.
- Demonstrated knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### **Desirable:**

- Possession of tertiary qualification or willing to work towards post basic qualification, Mental Health, Addictions or relevant areas.
- Demonstrated computer skills and information technology as it relates to Nursing.

**Special requirements/equipment**

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Nil

**Certification**

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

<Delegated Authority title>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR certification date: \_\_\_\_\_