



JOB DESCRIPTION

Job Title:	Registered Nurse
Group:	Corrections Services
Reports to:	Health Centre Manager
Location:	Prisons
Date:	October 2003 (Reformatted December 2012) Reviewed October 2018

ORGANISATIONAL OVERVIEW

At the Department of Corrections our goal is to reduce re-offending, and underlying this is a strong commitment to public safety.

Our people care about our communities and want to make New Zealand a safer place to be. We do this by helping people lead crime-free lives, which means fewer victims and safer communities.

Corrections' core role of managing the custodial and community-based sentences imposed by the Courts gives us the opportunity to change lives and shape futures. Of the 9,000 people who work at Corrections, the majority work directly with offenders in a variety of roles including probation officers, corrections officers, case managers, programme facilitators, nurses, community work supervisors, instructors and psychologists.

The Department of Corrections manages 18 prisons located from Northland to Invercargill and 160 Community Corrections sites in towns and cities across New Zealand where probation staff manages people serving non-custodial sentences and orders such as community work, home detention or parole.

The vast majority of the offenders the department works with live in the community, and most of those sentenced to a term of imprisonment will be released at some stage. Therefore it is in all our interests to ensure that when people leave Corrections they have the support and skills they need to live a crime-free life. We do this through targeted rehabilitation and reintegration, treatment, education and trade-training opportunities for offenders that will reduce the likelihood of re-offending.

You can help change lives and shape futures too.

For more information go to www.corrections.govt.nz.

ROLE PURPOSE

Registered nurses in prisons provide day to day health care through the provision of comprehensive assessment, treatment and management of emergencies and acute health care needs, managing long term conditions, undertaking universal screening and assessments and promoting improved health outcomes through education and prevention activities. Corrections Health Services are primarily nurse led. The registered nurse is the health practitioner most people being cared for in prison will see most often. They often practise with little supervision

but also work side by side with contracted medical practitioners, dentists and other regulated and non-regulated allied health providers in the multi-disciplinary health team. The registered nurse is required to be flexible and comfortable dealing with ambiguity, have strong communication skills and a well developed understanding of professional boundaries when working with a vulnerable population.

KEY ACCOUNTABILITIES

Key Accountability Areas:

Professional Responsibility

- Practising nursing to comply with:
 - the Nursing Council of New Zealand competencies and codes for registered nurses
 - all relevant legislation
 - professional codes
 - organisational policy.

Includes:

- Developing and maintaining respectful therapeutic relationships with people in prison
- Providing primary health care for people in prison, including screening, assessment, treatment and health promotion/education interventions
- Planning and implementing care to improve health and reduce health disparity
- Upholding and advocating for the rights of people in prison as health consumers
- Contributing to clinical governance activities to improve the quality of health care offered to people in prison
- Facilitating, participating in and maintaining professional relationships with health team colleagues, others in the prison setting and with external service providers
- Providing respectful care where people in prison are encouraged to participate as partners in decision making and, as far as possible, in self management of their health condition(s)
- Safely directing and delegating care provided by enrolled nurses or health care assistants
- Taking responsibility for maintaining own professional development
- Reflecting to improve practice
- Mentoring and supporting less experienced nurses.

Health Service Delivery

- Demonstrate advanced clinical assessment and decision making skills
- Work safely and confidently with minimal supervision
- Complete universal health screens and assessments within required timeframes
- Document health care delivery and planned care to comply with best practice, professional and organisational standards, including meeting standards for coding health care to improve data
- Meet legal and organisational standards for accessing and storing electronic health information
- Accurately enter data in national health databases, such as the National Immunisation Register and the Cervical Screening Register
- Administer prescribed medicines to comply with Corrections Health Services policy
- Comply with Corrections Health Services policy when administering and supplying medicines using standing orders
- Provide on call health service when rostered

Key Accountability Areas:

- Refer people in prison to other health team members and/or support personnel e.g. medical officers, social workers, chaplain, mental health and addiction providers, psychologists, forensic mental health team
- Contribute to release planning and ensure people leaving prison receive the information and (if necessary) the medicines they need
- Provide emergency care to people in prison and staff when needed
- Provide preventative health interventions including universal screening and immunisation to improve the health of the prison population as a whole
- Challenge the status quo to ensure people in prison receive health care to the required standard
- Participate in and/or lead quality improvement activities in the health service.

Safety and Security

- Comply with organisational policy to protect own and others' safety
- Wear personal alarm or radio while on duty
- Work with custodial staff to manage potential health and safety risks for staff and people in prison
- Challenge unsafe practice
- Maintain infection control measures to comply with best practice and organisational policy
- Participate in organisational systems to ensure equipment is available and is in good working order
- Comply with organisational and professional standards for dress code and uniform
- Participate in the risk management system on site, report risks and clinical incidents and comply with risk management activities

Administration

- Comply with Corrections Health Service policies for requesting, transferring and storing health information
- Participate in systems and relevant processes for reviewing practice standards, policies and procedures
- Participate in activities to monitor and/or audit health service delivery
- Contribute to efficient and effective health service delivery by monitoring health centre supplies, checking equipment and ensuring the medication management system is functioning as per Corrections Health Service policy

GENERAL ACCOUNTABILITIES

Code of Conduct and Department Policy

- Familiarity and compliance with the Department's Code of Conduct and related documents and with Department policy and procedures relating to the functions of the position held.

Health and Safety

- Help maintain a safe working environment within Corrections by adhering to Department policy and procedures relating to the position held.

Other Duties & Responsibilities

- All employees are expected to perform other such other duties as can reasonably be regarded as incidental to their job description, and other such duties that fall reasonably

within their experience and capabilities as may be assigned from time to time to meet business requirements.

RELATIONSHIPS

Key Working Relationships:

Internal:

- Health Centre Manager
- Site health team
- Prison Director
- Regional Clinical Quality Assurance Advisor
- Regional Clinical Director
- Site custodial staff
- Health centre Administration Support staff

External:

- Contracted Medical Officers
- Contracted Mental Health and Allied Health Service Providers
- Regional Forensic Mental Health Services
- Department of Corrections Psychological Service
- Community Alcohol and Drug Services
- Health Providers in the Community
- Health Advocacy Agencies
- Families/Whanau/Caregivers

PERSON SPECIFICATION

To be successful in this position you will need:

- Good understanding of professional boundaries – ability to maintain appropriate relationships with patients.
- Strong understanding of the impact of socio economic determinants of health and wellbeing
- Some mental health and/or emergency department experience would be an advantage
- Computer literacy and preferably experience with MedTech or other electronic patient management system
- Commitment to ongoing post-graduate nursing education
- Current CPR certificate
- Current clean driver's licence

Qualifications

- Registered Nurse with a current practising certificate

COMPETENCIES

COMPETENCY	DESCRIPTION
Service Focus	<ul style="list-style-type: none"> • Maintains a helpful and courteous approach when dealing with others. • Clarifies expectations when providing a service and keeps client informed of progress. • Anticipates the needs/concerns of those to whom a service is being provided. • Prioritises and balances the needs of others in overall service provision.
Problem Solving	<ul style="list-style-type: none"> • Identifies and weighs up risk appropriately before taking action. • Discusses options with manager where appropriate. • Makes use of relevant and available information and consults others when developing workable solutions. • Recognises the importance of IOM and its impact on analysis and development of options.
Communication	<ul style="list-style-type: none"> • Listens to others and asks questions to clarify own understanding. • Responds politely and sensitively to queries and alternative points of view. • Is prepared to take on board others' ideas and suggestions. • Produces written communication that is clear, concise, logical and understood by the reader. • Communicates in a style appropriate to the recipient or audience.
Commitment	<ul style="list-style-type: none"> • Shares the responsibility to maintain a safe and healthy workplace, carries out work-related activities in accordance with safe procedures and reports all hazards, accidents and incidents. • Is familiar with the Code of Conduct and statutory confidentiality requirements. • Acts with integrity at all times. • Supports and models the organisation's values, taking responsibility for their own actions and decisions.
Responsiveness	<ul style="list-style-type: none"> • Acts fairly and impartially in all dealings with others, respecting their rights and needs. • Demonstrates an understanding and respect for Maori, Pacific peoples' and ethnic minorities' values and beliefs. • Incorporates cultural responsiveness, and EEO principles into work practices. • Promotes EEO policy to peers and others.
Teamwork	<ul style="list-style-type: none"> • Proactively shares information, ideas and experience with managers and peers. • Encourages and supports team members and others they are working with. • Promotes a work environment where others can exchange opinions and ideas. <p>Co-operates with other staff outside their own service or group.</p>
Self Management	<ul style="list-style-type: none"> • Proactively obtains feedback about their own performance from peers and managers so that they can improve their performance.

	<ul style="list-style-type: none"> • Accepts constructive criticism without becoming defensive. • Alerts manager when overloaded, stressed, or having difficulty with specific tasks or areas of responsibility. • Identifies and commits to learning and development opportunities.
Work Management	<ul style="list-style-type: none"> • Processes work to the required standards (quality and timeliness). • Identifies issues and problems and communicates these to Team Leader in a timely fashion. • Focuses on the task at hand and the work that needs doing without losing track of priorities. • Is alert to connections and interrelationships between own workload and that of others and consults as appropriate.