Job Title: Nurse  
Group: Corrections Services  
Reports to: Team Leader Nursing  
Location: Prisons  
Date: October 2003 (Reformatted December 2012)

Organisational Overview

The Department of Corrections is a core part of New Zealand’s Justice sector and manages custodial and community-based sentences imposed by the Courts.

Our vision is to create lasting change by breaking the cycle of re-offending.

Our goal is to reduce re-offending by 25% by 2017.

Our four priorities, within our Department’s Strategic Business Plan “Creating Lasting Change” are public safety; reducing re-offending; better public value and leadership.

On any given day the Department manages more than 8,500 prisoners, and 40,000 offenders serving sentences and orders in the community.

The Department employs approximately 8,000 people nationally and is structured into four groups, Corrections Services, Service Development, Finance, Technology and Commercial, and Corporate Services.

More information on Corrections can be found on our website at www.corrections.govt.nz.

Role Purpose

The Nurse is accountable to the Team Leader Nursing to provide prisoners with access to a normal range of health services, while targeting ‘at risk’ inmates for special coordinated services, which contribute to the achievement of sentence management plans.

Key responsibilities are:

- Providing quality primary health care to prisoners, including assessment and treatment within the scope of nursing practice and contracted-in-services and referral to appropriate agencies where necessary.
- Contributing to the development and implementation of management plans for the “health at risk” prisoners.
- Contributing to the development and implementation of prisoner management.
- Contributing to initiatives to enhance the healthcare provision with prisons, and
- Providing emergency treatment for prisoners and staff.
## Key Accountabilities

### Key Accountability Areas:

### Prison Health Service Delivery

- Provide full range of primary nursing services including triage and primary mental health care as required under the Prison Health and Disability Support Service Specifications and PPM.
- Utilise a holistic framework for assessment and delivery of nursing care.
- Complete initial health screens and reception assessments within required timeframes.
- Assess prisoners health needs comprehensively and accurately.
- Develop and document prisoner treatment plans.
- Provide a range of comprehensive assessment and clinical activities within the scope of practice.
- Ensure health care is culturally safe.
- Provides clinical on call service for custody and health staff in conjunction with other health staff and the Regional Health Services manager.
- Contribute to the development and implementation of prisoner sentence management, ensuring that significant health matters are integrated into individual plans. Evaluate outcomes of health care delivered.
- Validate and document decisions based on nursing knowledge and clinical experience.
- Monitor, promulgate and promote ‘best practice’ in the delivery of health services and the management of health service resources.
- Build and maintain effective relationship with relevant external individuals and agencies, including external service providers, with a view to developing opportunities for enhancing Public Prisons Services Health Service Manager.
- Contribute to the development and implementation of prisoner sentence management, ensuring that significant health matters are integrated into individual plans. Evaluate outcomes of health care delivered.
- Validate outcomes of health care delivered.
- Validate and document decisions based on nursing knowledge and clinical experience.
- Monitor, promulgate and promote ‘best practice’ in the delivery of health services and the management of health services resources.
- Build and maintain effective relationship with relevant external individuals and agencies, including external service providers, with a view to developing opportunities for enhancing Public Prisons Services Health Services.
- Make appropriate referrals to other health team members and/or support personnel e.g. social workers, chaplain, psychologist, forensic mental health team.
- Provide prisoners and where appropriate custodial staff with relevant and timely health information.
- Ensure privacy and confidentiality are maintained according to the Privacy Act.
- Provision of selected public health measures.
- Advocate for prisoner health needs.
- Deliver emergency care to prisoners and staff with work-related accidents and incidents.
- Provides immunisation service as required.
- Holds portfolio management responsibilities as required.

### Security
**Key Accountability Areas:**

- Take appropriate security measures to protect themselves, the health centre and health equipment and supplies.
- Wear personal alarm or radio while on duty.
- Request custody support for potentially risky situations.
- Challenge unsafe practice in an appropriate respectful manner.
- Ensure infection control principles are maintained.
- Administer medication in a safe manner as prescribed by a medical officer. Document all medication delivered.
- Check stock for expiry dates.
- Keep emergency and routine equipment in good working order.
- Report and document actual and potential risks or concerns.

**Administration**

- Use resources in a cost-effective manner.
- Contribute to initiatives which provide increased efficiencies.
- Assist in formulating and reviewing standards, policies and procedures.
- Participate in activities which monitor and/or audit delivery of prisoner care.
- Accurate completion of all documentation and referrals for allocated prisoners.
- Assists with the smooth functioning of the health care centre, for example ordering supplies, stock control, faxing of prescriptions etc.

**Health Education and Promotion**

- Provide education on health issues, formally and informally, to prisoners and staff in a culturally appropriate manner as required under Department policies and procedures and the Prison Health and Disability Support Service Specifications.
- Assist in compiling resource material for educational purposes.
- Network within and outside the prison service.
- Acts as a resource person for other health services staff including nursing students.
- Maintenance of immunisation and screening registers as appropriate and in accordance with Department policies and procedures and the Prison Health and Disability Support Service Specifications.
Relationships

Key Working Relationships:

Internal:
- Regional Health Services Manager
- Regional Clinical Quality Assurance Advisor
- Team Leader Nursing
- Regional Health Team
- Prison Managers / other Custody staff
- Inmate Services Manager
- Administration staff

External:
- Contracted Medical Officers
- Contracted Service Providers
- 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:

Technical Competencies
- Deliver high quality nursing care.
- Have proven clinical nursing skills. Some mental health and/or emergency department experience would be an advantage.
- Current vaccination certificate including Mantoux desirable.

Qualifications
- Qualified as a Nursing Council of New Zealand registered Nurse.

Other requirements
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## Core Competencies

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<th>COMPETENCY</th>
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<td><strong>Professionalism</strong></td>
<td>• Work within the regulations of the Nursing Council of New Zealand. &lt;br&gt;• Practices in accord to relevant legislation and NZ Health and Disability Strategies. &lt;br&gt;• Ensure professional boundaries are maintained. &lt;br&gt;• Recognise ethical dilemmas and discuss ethical principles. &lt;br&gt;• Have a professional non-judgemental approach. &lt;br&gt;• Be assertive, decisive and confident. &lt;br&gt;• Able to work autonomously within local and national standards, policies and procedures.</td>
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<td><strong>Communication</strong></td>
<td>• Provide accurate and timely written and verbal communications. &lt;br&gt;• Complete all health documentation. &lt;br&gt;• Act in a non-judgmental manner towards prisoners and staff. &lt;br&gt;• Foster effective interpersonal skills. &lt;br&gt;• Attend meetings which affect prisoner outcomes and contribute to health centre functioning. &lt;br&gt;• Action as necessary all requirements of internal/external correspondence. &lt;br&gt;• Use counselling skills to support prisoner through crisis in a manner that is culturally appropriate. &lt;br&gt;• Foster teamwork within the unit and institution by means of accurate or timely verbal and written communications with nursing staff, prison staff and other professionals and agencies. &lt;br&gt;• Be able to communicate with different cultural groups.</td>
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<td><strong>Relationship Management</strong></td>
<td>• Influence others to gain commitment and support for views, actions and recommendations. &lt;br&gt;• Encourage and support the achievement of team goals. &lt;br&gt;• Act as a role model and lead by example. &lt;br&gt;• Encourage others to accept personal responsibility and to use their initiative. &lt;br&gt;• Develops and maintains networks with health providers. &lt;br&gt;• Actively builds and maintain positive working relationships with prisoners, custody and other Department staff.</td>
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<td><strong>Decision-making and Problem Solving</strong></td>
<td>• Reach well reasoned decisions, supported by available information consistent with previous decisions, the views of others and Department policies and procedures and the Prison Health and Disability Support Service Specifications. &lt;br&gt;• Utilise peers and other health team members for problem solving. &lt;br&gt;• Accept responsibility for problem-solving and for developing workable solutions. &lt;br&gt;• Make decisions in the absence of guidelines or rules. &lt;br&gt;• Stand by decisions whilst retaining flexibility.</td>
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| **Commitment and Self Management** | - Organises and prioritises own workload safely.  
- Identify opportunities and accept responsibility for making things happen.  
- Maintain a balance between developmental and business as usual activities.  
- Accept responsibility for own development and seek feedback from others on own performance including feedback on cultural competency.  
- Formulate goals for ongoing knowledge base through self learning, professional journals, attending relevant internal and external education and training as required. |
| **Supporting Organisational Values** | - Endorse, support and defend the Department’s goals and values.  
- Acts fairly and impartially in all dealings with prisoners, staff and service providers.  
- Act with integrity at all times.  
- Proactively identify opportunities to improve service delivery. Adjust to changing demands and requirements.  
- Promote EEO policy and incorporate EEO principles into work practice.  
- Work to ensure a safe physical and psychological environment, |
| **Cultural Responsiveness** | - Acts fairly and impartially in all dealings with others.  
- Demonstrates an understanding and respect for Māori values and beliefs.  
- Demonstrates a desire to understand and respect Pacific Peoples’ and other ethnic groups’ values and beliefs.  
- Demonstrates a commitment to the Principles of the Treaty of Waitangi.  
- Demonstrates a basic understanding of Tikanga Māori concepts and practice comprising of Karakia, Powhiri, Karanga, Mihimihi, Tangihana and Koha.  
- Demonstrate an ability to involve and work with whanau in a culturally appropriate manner.  
- Endorse and support the Department’s policy of providing a culturally responsive service to offenders, and initiatives that are designed to achieve this goal. |
| **Health and Safety** | - Work towards ensuring a safe, secure and humane environment.  
- Identify unsafe situations and implement immediate action to maintain safety standards.  
- Be familiar with the hazards identified in the Hazard Register, take necessary precautions and follow required procedures. |