



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
8/1/2020

Agency: Oregon Department of Education

Facility: Oregon School for the Deaf

New Revised

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc - Supervisory
Mgmt Svc - Managerial
Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

Form fields for Section 1: Classification Title, Effective Date, Working Title, Section Title, Employee Name, Work Location, Supervisor Name, Position, FLSA, Classification No, Position No, Agency No, Budget Auth No, Repr. Code, Eligible for Overtime.

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

OSD provides direct 24-hour educational and residential services to approximately 120 students who are Deaf or Hard of Hearing, kindergarten through age 21. The programs and departments at OSD include: Administration, Clerical, Classroom, Residential, Nutrition Services, Athletics, Educational Support Services, Maintenance/Custodial, and Student Health Services.

Health services are a support service to the student population. The program provides nursing care, medical screening, diagnosis, treatment, and follow-up care as needed. The nursing staff provides 24 hour infirmary care to protect, promote, and improve the health of

school age children. Nurses at OSD will utilize ASL for interactions with staff, students and parents. Sign language communication is essential to communicate at OSD.

**b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:**

The LPN is a member of the student health services team and cares for the physical and emotional well-being of the students. LPNs work with the supervising nurse in carrying out prescribed orders to meet the students' medical needs.

**SECTION 3. DESCRIPTION OF DUTIES**

**List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.**

% of Time	N/R/NC	E/NE	DUTIES
-----------	--------	------	--------

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

5%	R	E	Responds to all medical emergencies of the students, including responding to their medical needs at sports events that are taking place during the shift time. Provides emergency medical care for all students on campus. Examples of emergency situations that might occur are: (1) status epilepticus, (2) respiratory distress/arrest, (3) choking, (4) injury through reactive hallucination, (5) diabetic crisis, (6) drug toxicity.
10%	NC	E	Direct care of the students health care needs of both verbal and nonverbal students who may or may not be able to demonstrate illness and/or injury through traditional methods (i.e., talking, writing, signing and fingerspelling and pointing) and communication with staff and parents of students. Uses ASL to communicate with deaf students at OSD.
15%	R	E	Medication management. Perform narcotic count. Prepare, dispense and document prescribed medications. Perform prescribed treatments per verbal/written/signed orders of students PCP or parent authorization. Communicate w/family or PCP for order clarification and medication supply needs.
20%	R	E	Nursing documentation, maintenance of medical records, paperwork (field trips, screenings, filing, etc.). Give and receive shift reports.
5%	NC	E	Participates in the formulation, development, implementation and evaluation of health care plans for the students and other nursing as necessary for the safety and well-being of the students.

5%	R	E	Performs receptionist duties (i.e., answers the telephone and videophone, signs in students, transports students, makes appointments, attends staff meetings, in-service programs, and committee meetings as assigned).
10%	N	E	Assist with coordination of health education to students and staff through creation of bulletin boards, newsletters, videos, 1:1 and group teachings.
5%	NC	E	Assists in the orientation of new staff by mentoring the staff during your regularly scheduled shift. This may include locating supplies and resources, answering questions, giving tours of campus and introducing to school and dorm staff.
5%	R	NE	Survey of supplies, prepare requests for purchase of needed supplies and restocking monthly.
20%	R	NE	Assists housekeeping duties as needed, cleaning (i.e. Maintains examination room, patient care areas, laundry), dorm coverage and other duties as assigned.

#### SECTION 4. WORKING CONDITIONS

**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

Duties require possible daily exposure to infectious, communicable, contagious diseases/conditions. Potential injury due to aggressive student behavior on an intermittent basis. On rare occasions LPN will be **required** to fill a shift which may not be their primarily assigned schedule. Nurses at OSD will utilize ASL for interactions with staff, students and parents. Sign language communication is essential to communicate at OSD.

#### SECTION 5. GUIDELINES

**a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

1. Oregon Nurse Practice Act
2. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).
3. I.D.E.A. (105-17)
4. Oregon Department of Education Policies and Procedures and pertinent federal policies
5. Parent Handbook, Staff Handbook
6. Student Health Services Standard Operating Procedures
7. OSD program guidelines, Vision 24/7

**b. How are these guidelines used?**

1. Identifies scope of practice in duties performed.
2. Federal law that protects the privacy of student education records.

3. Used by the supervisor to interpret and delegate required care in arranging health care services.
4. ODE/federal policies and procedures are used to interpret requirements in meeting the educational and support services for OSD students
5. Explains OSD guidelines and rules.
6. Explains procedures of the total student health program.
7. Serves as a directive for all OSD programs.

## SECTION 6. WORK CONTACTS

**With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?**

Who Contacted	How	Purpose	How Often?
---------------	-----	---------	------------

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

Students	Person/phone/VP	Information/nursing care	Daily
Parents	Person/phone/VP	Information/nursing care	Daily
Dormitory staff	Person/phone/VP	Information/nursing care	Daily
Educational staff	Person/phone/VP	Information/nursing care	Daily

## SECTION 7. POSITION RELATED DECISION MAKING

**Describe the typical decisions of this position. Explain the direct effect of these decisions.**

Offers input on formation, development, implementation, and evaluation of health care for the students. Concerns and opinions may impact the final decision regarding delivery of health services.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
----------------------	-----------------	-----	-----------	-------------------

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

X6240 - Supervising RN	0000.394	Periodic Conferences	Daily	The supervision received varies according to the clinical needs of the students. The position requires independent nursing practice with
------------------------	----------	----------------------	-------	------------------------------------------------------------------------------------------------------------------------------------------

				direct supervision and in-direct supervision.

**SECTION 9. OVERSIGHT FUNCTIONS**      **THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

a. How many employees are directly supervised by this position? \_\_\_\_\_  
 How many employees are supervised through a subordinate supervisor? \_\_\_\_\_

- b. Which of the following activities does this position do?
- |                                                  |                                                                   |
|--------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Plan work               | <input type="checkbox"/> Coordinates schedules                    |
| <input type="checkbox"/> Assigns work            | <input type="checkbox"/> Hires and discharges                     |
| <input type="checkbox"/> Approves work           | <input type="checkbox"/> Recommends hiring                        |
| <input type="checkbox"/> Responds to grievances  | <input type="checkbox"/> Gives input for performance evaluations  |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

**SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION**

**ADDITIONAL REQUIREMENTS:** List any knowledge and skills needed at time of hire that are not already required in the classification specification:

The employee in this position is required to pass a criminal history background and fingerprint-based criminal history record check as required by ORS 326.603 and OAR 581-022-0716. Knowledge of pediatric nursing and ability to work as a team member. Ability to give emotional support to the students. Possession of valid Oregon practical nurse license, Oregon Driver’s License, first-aid certificate and CPR card. OSD-based nurses are required to use sign language at OSD. The expected sign language level for this position is Level 2 on the ASLP1 within 6 months of employment.

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
----------------	------------------------------	-----------

**Note:** If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.


## SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

## SECTION 12. SIGNATURES

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date