



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
4/20/2021

Agency: Oregon Youth Authority

Facility/Operational Area: Health Services/MYCF

New Revised

This position is (Service Type):

- Classified €
- Unclassified (U)
 - Executive Service (Z)
 - Supervisory
 - Non-Supervisory
- Management Service (X)
 - Mgmt Svc – Supervisory (MMS)
 - Mgmt Svc – Managerial (MMN)
 - Mgmt Svc – Confidential (MMC)

SECTION 1. POSITION INFORMATION

<p>a. Classification Title: <u>Supervising Registered Nurse</u></p> <p>c. Effective (Established) Date: <u>12/06/2021</u></p> <p>e. Working Title: <u>Supervising RN</u></p> <p>g. Section Title: <u>MacLaren Youth Correctional Facility</u></p> <p>i. Employee Name: _____</p> <p>k. Work Location (City/County): <u> / </u></p> <p>l. Supervisor Name: _____</p>	<p>b. Classification No: <u>X6240</u></p> <p>d. Position No: _____</p> <p>f. Agency No: <u>41500</u></p> <p>h. Budget Auth No: _____</p> <p>j. Union Repr. Code: <input type="checkbox"/> AFSCME (ACC) <input type="checkbox"/> SEIU (OXNI) <input type="checkbox"/> SEIU (OAI)</p> <p>m. Position: <input type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share</p> <p>n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Administrative</p> <p>o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
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p. Eligible for PERS Police and Fire Designation per **ORS 238.005**: Yes No

ORS 238.005(19)(t) Employees at youth correction facilities as defined in ORS 420.005 (Definitions) whose primary job description involves the custody, control, treatment, investigation or supervision of juveniles placed in such facilities.

OR

ORS 238.005(19)(u) Employees of the Oregon Youth Authority who are classified as juvenile parole and probation officers. Yes No

The mission of the Oregon Youth Authority (OYA) is to protect the public and reduce crime by holding youth in custody accountable and providing opportunities for reformation in safe environments. We accomplish this mission by providing or contracting for evidence-based and research-informed treatment, classroom education, vocational education, and opportunities for community engagement.

Our vision is that all youth who leave OYA go on to lead productive, crime-free lives. This vision reflects our philosophy that it is important for youth not only to remain crime-free, but also to build positive lives for themselves, their loved ones, and their communities. By becoming productive and contributing members of society, youth can help create a safer, healthier world, and give back to their communities.

The core values that guide us are integrity, professionalism, accountability, and respect. As stewards of the public trust, we display ethical and honest behavior in all that we do. We practice unwavering adherence to professional standards and perform our work competently and responsibly. We conduct our jobs in an open and inclusive manner, and take responsibility for the outcomes of our performance. We treat others with fairness, dignity, and compassion, and we are responsive to their needs. These values support our culture of positive human development, which provides supportive relationships, offers meaningful participation and community connection, and sets high expectations in a safe and opportunity-rich setting where engagement, learning, and growth occur.

We oversee the care and custody of youth ages 12 through 24 who commit crimes prior to their 18th birthday. We exercise legal and physical custody of youth committed to OYA by juvenile courts, and physical custody of youth who have been sentenced in adult courts and, due to their age, are placed with OYA. To serve youth, we operate 11 close-custody facilities throughout Oregon and oversee a range of community-based probation and parole options that include residential treatment programs and certified foster care homes. In total, we are responsible for the care and custody of approximately 1,600 youth at any given time. Of those youth, approximately 600 live in close-custody facilities, with the remainder located in community-based settings.

The agency is organized into several key service areas that contribute to the success of the youth we serve. Operational service areas are Community Services, Facility Services, and Health Services. Support service areas are the Director's Office, Business Services, and Development Services. We employ approximately 1,000 staff and operate with a biennial budget of approximately \$391 million Total Funds, of which approximately \$292 million is General Fund.

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.**

This position exists in the Health Services department. The purpose of the Health Services department is to provide medical, psychiatric, psychological, dental and nursing services to youth in OYA close custody facilities. The Health Services department consists of physicians, psychologists, dentists, nurses, and administrative staff. The department also manages a number of health care contracts for health care services provided to the youth. The program functions under the principle that youth need to be healthy in mind and body in order to actively participate in reformation programs.

- 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 Supervising RN is responsible for overseeing the provision of comprehensive health care services to youth offenders. This position assumes primary responsibility for oversight of direct professional nursing care provision to youth having physical and mental health complaints and as needed provides direct patient care services to youth offenders.

This position is located in a close custody facility which requires, as a primary responsibility, strict adherence by each employee to security measures at all times to assure custody, control, and supervision of youth offenders. Security and control take priority over all responsibilities. The employee in this position must be constantly vigilant and aware of potential breaches to safety or security and is required to initiate immediate and appropriate response to such breaches.

Primary responsibility for every OYA employee is for the safety, health and well being of youth offenders.

Contribute and promote a positive work environment that enables all employees to contribute to their fullest potential free from intimidation, harassment and/or discrimination and are treated with dignity and respect. Recognize value of individual and cultural differences, and create an work environment where individuals' differences are valued.

Promote and support the value the agency places on EEO, AA, Diversity and Cultural Competency Principles through individual actions and dealings with employees, applicants, stakeholders, community partners, clients or youth.

SECTION 3. DESCRIPTION OF DUTIES

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services. Employees will do the following:

Perform position duties in a manner that aligns with the agency's core values and promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop positive working relationships with agency staff and managers through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful, and productive work atmosphere.

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" € or "Non-Essential" (NE) function.

Percentages should not be in fractions (e.g., 7.5%) and not less than 5 %.

Note: *If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.*

% of Time	N/R/NC	E/NE	DUTIES
60%	NC	E	<p>Supervisory:</p> <p>Responsible for the operation of the Health Services section including interviews, selects and assigns nursing staff; schedules; the supervises, coordinates and reviews work of subordinate personnel; evaluates employees' work and counsels staff regarding work performance issues.</p> <p>Responsible for oversight of supply, medications and immunization acquisition.</p> <p>Responsible for the nursing practice of nursing staff and other ancillary personnel; ensures staff performance is in accordance with personnel policies, collective bargaining agreements and standards of OYA.</p> <p>Oversees facility-specific Health Services Continuous Quality Improvement (CQI) program; supervises, interprets and acts on quality assurance,</p>

% of Time	N/R/NC	E/NE	DUTIES
			<p>utilization and risk management aspect of nursing care and take action as indicated.</p> <p>Collaborates with subordinates, peers and supervisors when making decisions regarding Health Services operations.</p> <p>Coordinates multi-disciplinary care for youth offenders; serves as Health Services liaison to facility-specific administration.</p> <p>Acts as a resource person for nursing practice and clarification of policies and procedures.</p> <p>Assists with the development and implementation of OYA and Health Services policies and procedures.</p> <p>Ensures compliance with the National Commission for Corrections Health Care (NCCHC) standards.</p> <p>Processes, analyzes and tracks billing for clinic purchases, contractor vouchers, pharmacy billings, miscellaneous billings, and YA3100 vouchers for youth off-campus care.</p> <p>Other supervisory duties as assigned by OYA Nurse Manager.</p>
20%	NC	E	<p>Clinical Duties:</p> <p>Provides emergency and routine health care as required, holds routine (daily) sick-call and as-needed evaluations, performs comprehensive observations and assess offender's mental and physical condition, develops nursing care plans when appropriate.</p> <p>Initiates appropriate health care intervention according to health care priorities identified in procedure and standing order protocol.</p> <p>Performs admission screening according to standard procedure.</p> <p>Evaluates youth returning from unauthorized absence and parole violations according to OYA policy and procedure.</p> <p>Provides emergency and first aid evaluations and treatment, as required, sustaining vital functions and refers patients to appropriate medical provider.</p> <p>Assists medical, dental, psychiatric and psychological providers with examination and reports.</p> <p>Performs discharge planning functions to ensure continuity of care; ensures youth education regarding health conditions, health care needs and medication prior to discharge.</p> <p>Carries out physician/dentist/nurse practitioner orders, ensures orders are appropriate by observation and feedback from staff members, youth and youth's family; evaluates effectiveness of care and adjusts accordingly to ensure consistent application of evidence-based best practices.</p>

<p>% of Time</p>	<p>N/R/NC</p>	<p>E/NE</p>	<p>DUTIES</p>
			<p>Collects laboratory specimens and samples for testing and analysis.</p> <p>Provides health care-related patient education.</p> <p>Coordinates health care received by youth by scheduling services for on-site and community-based services.</p> <p>Provides pharmacy services per written orders; assess allergies, dosages, intended effects of medication, side effects and drug interactions to ensure medications are administered safely.</p> <p>Ensures medications are administered according to the Medication Management in OYA Facilities Policy and Medication Administration Post Order.</p> <p>Delivers medication to living units on a daily basis.</p> <p>Maintains pharmacy records per applicable OYA, Oregon State Board of Nursing and Oregon Board of Pharmacy rules.</p> <p>Maintains security procedures per OYA and facility policies and procedures.</p> <p>Security checks are performed regularly during shift.</p> <p>Ensures custody of youth offenders by locking designated lock doors, maintaining security of keys, sharps and tools; being alert to offender behavior; alerting support services staff for assistance when necessary (indicating preparation for or execution of escape, or behavior that could escalate to assaultive or other dangerous incidents). Security, control and safety take priority over all assigned job duties.</p> <p>Maintains medical records and confidentiality in both paper and Electronic Health Record (EHR)</p> <p>Maintains accurate, legible and complete records of patient care including chart documentation, objective data collection, treatment provided, evaluation of treatment effectiveness, patient education provided; and the writing of nursing care plans.</p> <p>Maintains appointment schedules for health care providers.</p> <p>Maintains records security and confidentiality as per Oregon Revised Statutes (ORSs), Oregon Administrative Rules (OARs) and OYA policies.</p> <p>Releases medical records in accordance with OYA policy.</p> <p>Gathers health care and operational data for statistical analysis and CQI program.</p> <p>Enters essential youth-related health information into JJIS.</p>

% of Time	N/R/NC	E/NE	DUTIES
			<p>Monitors medical supply stock to ensure the availability of appropriate supplies.</p> <p>Operates equipment necessary for the provision of patient care and monitors equipment used in the health care areas; ensures equipment is maintained in good working order.</p>
10%	NC	E	<p>Training Duties:</p> <p>Ensures medication administration duty delegation to GLCs is completed in accordance with applicable OYA policies and procedures and Oregon State Board of Nursing (OSBN) rules.</p> <p>Assesses health-related staff training needs; develops and provides job or program specific training for employees.</p> <p>Arranges for new Health Services employee orientation and training.</p> <p>Provides Oregon Juvenile Justice Training Academy Health Services-specific training modules.</p>
10%	NC	E	<p>Other Duties:</p> <p>Chairs statewide OYA Health Services committee(s).</p> <p>Serves on OYA work groups as a Health Services representative.</p> <p>As assigned by OYA Nurse Manager</p>
Ongoing	NC	E	<p>Ensure custody of youth offenders by locking designated lock doors, maintaining security of keys and sharps, being alert to youth offender behavior, alerting security for assistance when necessary (indicating preparation for or execution of escape, or behavior that could escalate to assaultive or other dangerous incidents). Security and control take priority over all responsibilities.</p>
Ongoing		E E E E	<ul style="list-style-type: none"> • Understand EEO, AA, Diversity and Cultural Competency principles, and the agency's AA Plan goals and objectives. . • Review hiring, transfers, promotional, developmental/rotational or training practices and procedures. Engage in appropriate recruitment efforts designed to reach agency's goals and objectives. • Make hiring, transfer and promotional decisions in support of agency's goals and objectives including developmental, rotational and/or training opportunities for all employees • Promote and foster a positive work environment within Agency programs by ensuring employees are aware and follow agency policies and procedures, and address work-related issues and/or concerns immediately and take appropriate action if necessary. • Ensure information regarding EEO, AA and Americans with Disabilities Act (ADA) information is properly displayed on the appropriate boards at the worksite(s).

% of Time	N/R/NC	E/NE	DUTIES
		E E	
100%			

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.

OYA is tobacco free environment.

Staff is exposed to communicable diseases on a regular basis.

Staff is expected to work during inclement weather conditions.

Staff will be in daily contact with youth offenders who may exhibit hostile, assaultive behavior. This position is located in a close custody facility which requires, as a primary responsibility, strict adherence by each employee to security measures at all times to ensure the custody, control and supervision of youth offenders. May need to physically restrain youths and may be subject to hostage situation.

Staff is expected to be a positive example and role model for other staff and youth offenders. The staff is to be supportive toward OYA policies and procedures. Being a positive role model includes, but is not limited to: reliability; dependability; regular and punctual attendance in order to provide consistent services and provide public safety; neat personal appearance; treating all humans with respect; and being a law-abiding citizen.

Staff will be in daily contact with youth who have a number of emotional, behavioral and mental health issues, and staff may also have contact with the family members of these youth.

Some travel is required. Must have a valid Oregon Driver's License, or acceptable means of transportation. May require some overnight travel.

All OYA employees are expected to work using safe work practices and to follow all policies regarding safe work practices.

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.

OYA policy manual, mission and values
Facility-specific procedure manual

Health Services policies, procedures and medical protocol manuals
 Physicians' Desk Reference
 Best practices of the nursing profession
 Rules governing conduct of staff and youth in OYA facilities
 State and Federal rules, guidelines and laws.
 Intergovernmental agreements and contacts
 NCCHC – National Commission for Corrections Health Care

b. How are these guidelines used?

As ongoing references in providing high quality medical care and treatment. Provide reference material for medical procedures and treatment courses. Provide clarification of policies, procedures and treatment alternatives. Define how services are delivered and who is responsible for what. To ensure that the practices fit within the agency vision.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?
Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Who Contacted	How	Purpose	How Often
Youth Offenders	In person/written	To provide open communication and medical care and treatment for all parties involved.	Daily
Agency Staff	In person/phone/written	To provide open communication and medical care and treatment for all parties involved.	Daily
Other medical professionals	In person/phone/written	To provide open communication and medical care and treatment for all parties involved.	Daily
Parents and legal guardians	In person/phone/written	To provide open communication and medical care and treatment for all parties involved.	As needed
State & county health departments	In person/phone/written	To provide open communication and medical care and treatment for all parties involved.	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

The Supervising RN makes final decisions regarding operation of the assigned Health Services Clinic and medication care of the youth, but defers to the OYA Nurse Manager regarding policy decisions with broad impact.

Participates in the decision-making process regarding appropriate physical, mental, emotional and crisis intervention care and treatment for youth and the management of their ongoing care. These are critical decisions regarding the care and treatment of youth and public safety. Decisions have both legal and political ramifications as well as impacting welfare of youth.

Determine what type of communication needs to be made and to whom regarding youth's medical treatment and care.

Orders medicine, medical supplies and maintains necessary medical inventory.

Determines appropriate course of action in dealing with irate youth offenders or other individuals or when safety, security, or control is in question.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position?

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Classification Title	Position Number	How	How Often	Purpose of Review
Nurse Manager X6241	0309003	Work is reviewed by e-mail, discussions via phone, in-person visits, review and analysis of documentation and reports. Performance appraisals will be discussed and administered.	Daily/Weekly/ Monthly/Annually	To ensure direct professional nursing care is being provided in accordance with OYA Standards within a safe and secure work environment.

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

a. How many employees are directly supervised by this position? 14

How many employees are supervised through a subordinate supervisor? 23

b. Which of the following activities does this position do?

- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares and 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:

Must hold a valid Oregon Registered Nurse's license.

Must hold a valid Oregon driver's license.

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

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Operating Area	Biennial Amount (\$00000.00)	Fund Type

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