STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date: **8/12/14**

This position is:
- ☐ Classified
- ☐ Unclassified
- ☐ Executive Service
- ☒ Mgmt Svc – Supervisory
- ☐ Mgmt Svc – Managerial
- ☐ Mgmt Svc - Confidential

Agency: Oregon Department of Corrections

Facility: Health Services - Admin

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Prin. Exec. Mgr F	**b.**Classification No:	X7010
c. Effective Date:		**d.**Position No:	6024003
e. Working Title:	Westside Asst Administrator	**f.**Agency No:	
g. Section Title:	Health Services - Medical	**h.**Budget Auth No:	
i. Employee Name:	Vacant	**j.**Repr. Code:	
k. Work Location (City – County):	Salem - Statewide		
l. Supervisor Name (Optional):	Health Services Administrator		

m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

n. FLSA: ☒ Exempt ☐ Non-Exempt

If Exempt: ☐ Executive ☐ Professional ☒ Administrative

o. Eligible for Overtime: ☐ Yes ☒ No

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.

The program in which this position exists is the Health Services section of the Oregon Department of Corrections. The purpose of this program Is to provide health care to inmates at each state institution operated by the Department of Corrections. State and federal laws have established that inmates are entitled to health care during incarceration. Health care services available to inmates must be consistent with health care provided in the community in order to meet the legal obligation the state has when persons are incarcerated. This means that all types and levels of health care must be provided in a clinically appropriate manner by properly credentialed professionals in settings equipped and designed for the delivery of health care. Health care includes medical, dental and psychiatric/mental health services.

The Health Services section is comprised of an administrative unit which sets policy and long term direction and a series of operational units representing the health care program at each facility or a division wide clinical service. The health care program at each of the correctional institutions operated by the Department is responsible for delivering health care to inmates consistent with policy established by the Section. The average daily population for whom the entire range of services must be available is 14,500 inmates. The Health Services section employs more than 500 health care personnel and manages a

number of agreements with health care organizations in communities throughout Oregon and the surrounding states in order to deliver constitutionally adequate health care. The biennialbudget for the Health Services section exceeds $210 million dollars.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with the security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of DOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors: redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of OAM.

In support of the OAM and the Department's Affirmative Action goals, all Management and Executive Services employees are expected to recognize the value of individual and cultural differences. Employees are expected to consistently treat customers, stakeholders/partners and co-workers with dignity and respect creating a work environment where individuals' differences are sought and valued.

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 primary purpose of this position is to administratively oversee the comprehensive health care delivery programs of Oregon Department of Corrections institutions located throughout the state. The ODOC currently serves approximately 14,500 inmates with over 500 Medical Services positions located in 14 minimum, medium and close custody institutions throughout the state. This position directly supervises the Medical Service Managers by developing program standards and best practices to ensure that health care is being delivered in accordance with Administrative Rules, ODOC Policies, Health Service Policies, and standards set forth by the National Commission on Correctional Health Care (NCCHC) in such a manner that the care delivered is timely, efficient, clinically appropriate and meets community standards. Due to the size of the overall operation, as well as the geographical locations, the direct supervision of the Medical Service Managers is divided between 2 administrative positions who divide their duties across the state. This position directly supervises several institutions located on the west side of the state. This position shares in the administrative authority of all licensed nursing staff and is responsible for their nursing practice within the institution. This position shares in the ultimate responsibility for hiring, promoting, demoting, terminating, and deciding on levels of formal discipline for Medical Services staff within the institutions. This position is responsible for ensuring that budgeted health care positions are allocated appropriately to the institutions and if there is a need for change, appropriate administrative and budgetary steps are taken. This position is a member of the Health Services Executive team and works closely with the other Health Services Administrators through participating in the planning of short and long range strategies and goals, writing and updating division wide policies and procedures for all areas and sections within Medical Services, and advocates for improvements in the delivery of quality health care based on program reviews and continuous quality improvement activities. This position participates in new prison construction planning to ensure the physical plant needs of the Medical Services section are met. This position then determines the staffing requirements based on the size and complexity of the facility as well as the types of care that will be made available. This position works in partnership with other ODOC administrators to problem solve and develop strategies for operational improvements. This position serves as a liaison with the Oregon State Board of Nursing, the Oregon Health Division, the Oregon Department of Justice, and the Employee Relations Board. And finally, this position is responsible for establishing and/or maintaining accreditation of Institution Health Care sections by the National Commission on Correctional Health Care.

SECTION 3. DESCRIPTION OF DUTIES

The employee in this position is expected to recognize their responsibility to act ethically at all times in accordance with the very highest standards of integrity.

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

The incumbent is expected to perform position duties in a manner which 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 good working relationships with division and agency staff and supervisors through active participation in cross-divisional group projects and in identifying and resolving problems in a constructive, collaborative manner; demonstrate openness to constructive feedback and suggestions, to strengthen work performance and contribute to a positive, respectful and productive work atmosphere.

The Oregon Accountability Model (OAM) depends upon a team approach with custody security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of ODOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interactions with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of the OAM.

Correctional Case Management (CCM), the critical next step toward implementation of the Oregon Accountability Model, is a proactive, collaborative, multi-disciplinary process. The CCM process unifies procedures and personnel to balance departmental resources and an inmate's needs throughout his/her incarceration and community supervision.

Correctional Outcomes through Research and Engagement (CORE), is designed to monitor and measure the work we do every day. This allows DOC to identify opportunities to improve and/or streamline processes, use data to identify constraints, effectively use resources and, ultimately, promote public safety. CORE provides employees with opportunities to influence and improve the fundamental ways we do business.

The Oregon Department of Corrections has a zero-tolerance of sexual abuse and sexual harassment within it's Institutions/Administration Buildings/Facilities owned, operated, or contracted. The intent of the Prison Rape Elimination Act (PREA) is to ensure a safe, humane, and secure environment, free from the threat of sexual abuse and sexual harassment for all inmates and employee/volunteer/contact/intern workers.
All forms of sexual contact and sexual harassment between inmates and employees/volunteers/ contractors/interns are prohibited by Oregon Department of Corrections policy. Therefore, if you are aware of any such incidents, you have a duty to report them to your supervisor.

All Department of Corrections staff have a valuable role in the delivery of multi-disciplinary services. Despite differences in their training, culture, and job specific mission, they all have some common goals. When all DOC staff share appropriate information and assist in the case planning of inmates, both the quality of change and the safety of the correctional environment improve. Mutual respect, proper orientation and training, and ongoing communication and cooperation provide the foundation of correctional case management. All staff are expected to follow CCM principles and practices.

Managers and supervisors are expected to provide leadership that contributes to the establishment of a working environment that is positive, productive and free from harassment and discrimination. As part of this effort, managers and supervisors are expected to participate in and encourage others to participate in the

agency's activities that support affirmative action. This includes recruiting, selecting, retaining and promoting individuals with diverse background who are committed to the mission and values of the Department.

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 curser at end of a row (outside table) and hit "Enter".*
15%			**Planning** Plans for the delivery of health care services to offenders at all institutions. Ensures the statewide service delivery plan is consistent with the standards for services required by the state and federal Constitution, regulatory policies established by the Health Services Division and recent data depicting the target populations.
35 %			**Directing** Uses a broad nursing-management background to plan, organize staff, direct, and control a comprehensive institution nursing program statewide. They participate with institutional leadership in the development of goals, policies, quality management and budget. The emphasis is on setting the institution's nursing leadership and management standards, by coaching, mentoring, and tutoring subordinate managers. Assists in the review and revision of policies and procedures on an ongoing basis to meet changing needs and compliance with current regulations. Leads subordinate staff in the implementation of the statewide services delivery plan to meet the performance objectives, time frames, and various standards. Is accountable for decisions about the nature and scope to carry out the daily work of the medical sections. Directs the statewide delivery of service to ensure that health care to inmates is consistent with the standards for services required by the state and federal constitution, the accreditation standards of the National Commission on correctional Health Care and recent data depicting the health care status of the population. Assists other Health Services Administrative and Institution Health Services Management staff in assuring that the professional practice and services of each type of health care professional employed by the section is within the scope of Department of Corrections rules, policies, procedures and guidelines. Oversees the direction of the day-to-day operations for the statewide healthcare clinical system by providing team leadership to clinic managers and staff and clinical services to patients and by monitoring patient and clinic workflow to ensure efficient patient care and cost effective operation of the clinics. Responsibilities include scheduling and staffing needs; training; developing and Implementing policies and procedures to ensure compliance with regulations and quality

	patient care. Responsible for direct and Indirect management, supervision and coordination of clinic activities on a continuing basis. May work in partnership with the Medical Director, Medical Services Managers or other superior positions to achieve clinic goals.
25%	**Managing**
	Evaluates performance of subordinate personnel. Assists in facilitating the development of skills and abilities of clinical personnel. Initiates and carries out progressive discipline to improve deficient performance. Establishes and implements methods to orient new personnel or contractors to how work is performed by the section. Acts as liaison between the Institution and Pharmacy/Stores operations.
5%	**Budgeting**
	Monitors clinical expenditures and recommends actions necessary to achieve agreed upon service levels and remain within allocated funds. Contributes to the preparation of agency clinical budget requests for Medical Services. Evaluates and re-evaluates the cost and effectiveness of different means and methods to deliver clinical services and selects products and services to deliver the most value for the cost.
10%	**Evaluation**
	Facilitates and assists each Health Services section for accreditation by the National Commission on Correctional Health Care. Maintains accreditation files and correspondence with the NCCHC regarding standards compliance and annual maintenance reports. Assists in correcting deficiencies cited by the NCCHC when surveyed for accreditation. Provides documentation of an action plan for correction and evidence that correction has been accomplished. Establishes and conducts evaluations in collaboration with the Medical Services Managers on a regular basis. Evaluation includes comparisons of actual performance against performance objectives; the quality, efficiency and effectiveness of clinical services provided by the Section.
10%	**Team Building**
	Collaborates with Superintendents and other personnel for space and operational support for Health Services. Facilitates relationships between Health Services and the other institution personnel. Minor Duties Be available for emergencies after hours of business and on weekends. May be required during staff shortage /emergencies to provide direct

	patient care as specified in the Institution Registered Nurse position description.

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.

The person is this position will be expected to share the mission, vision, and core values of the department; requires being a role model of pro-social behavior and having an attitude that conveys dignity and respect in the treatment of others; must be able to acknowledge that everyone is capable of positive change; requires walking or standing for long periods, requires climbing and descending stairs. This position may be required to perform nursing duties at an institution due to emergency situations which would require interactions with inmates and possible encounters with abusive and/or hostile inmates who pose the risk of physical injury. This position requires frequent long hours and may necessitate the need to work weekends. You must be able to travel to any and all of the Department of Corrections institutions so you must have a valid driver's license and a good driving record or be able to provide an acceptable alternate method of transportation. This position requires being on call 24 hours per day, 7 days per week.

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.

X Oregon Department of Corrections Administrative Rules and Procedures
X Health Services Policies and Procedures. Nursing Protocols
X Accreditation Standards for the National Commission on Correctional Health Care
X Oregon Revised Statutes concerning prison medical care, professional practice acts, confidentiality of medical information, patient rights, etc.
X Oregon Administrative Rules promulgated by state licensing boards describing the scope of practice for physicians, dentists, nurses, radiology technicians, Pharmacists, etc.
X Collective Bargaining Agreements
X Professional service contracts, agency service contracts and interagency Letters of Agreement
X HIPAA Standards for Correctional Institutions

b. How are these guidelines used?

X To resolve problems with service delivery, and to prepare for litigation in state and federal court
X Describes more specifically the standards for specific health care activities in correctional settings; used to train employees, contractors and agency personnel in specific procedures and decision-making; guides the performance of work; used to evaluate performance and service delivery; used in the preparation for litigation in state and federal court.
X Used as a reference document when determining the types and levels of health services to be provided: for the development of administrative rules, policies, procedures and treatment protocols; to evaluate service delivery and performance; to prepare for accreditation.
X Used as a resource when assigning work to licensed or certified professionals.
X Used to determine the scope of work to be performed by certain classifications, to assign work and required supervision for tasks performed by licensed or certified health care professionals, and to evaluate deficient performance and determine if the regulatory board must be notified.

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 curser at end of a row (outside table) and hit "Enter".			
Other Units within DOC			
Training	In Person/Electronic/Written	Schedule and give training	As Needed
Classification	In Person/Electronic/Written	Clear inmates for institution assignments	As Needed
Administrators	In Person/Electronic/Written		As Needed
Personnel	In Person/Electronic/Written	Personnel Actions	As Needed
Superintendents	In Person/Electronic/Written	Negotiate when, where, how medical treatment programs will operate, advise on medical and safety	As Needed
Institution Staff	Electronic	Notify staff of inmates cleared for assignments, special needs for housing, security, and safety issues.	Daily
Inmates & Families	In Person/Written		As Needed
Parole Officers		Resolve problems, give direction	As Needed
State/Federal Agencies			As Needed
Federal/County Corr. Facilities	In Person/Electronic/Written	Arrange for services	As Needed
Legislature	In Person/Electronic/Written	Respond to request for information and testify	During as needed legislative sessions
NCCHC	In Person/Electronic/Written	Schedule surveys, resolve problems	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Determine position allocation to ensure the institutions Medical Service sections are appropriately staffed to provide constitutionally mandated health care.

Determine when it would be necessary to submit a re-class package to either reclassify positions, or, to seek additional staff resources to ensure necessary and appropriate staffing.

Determine how to lead others to incorporate quality management strategies into the work environments to ensure the health care being delivered is of high quality and meets community standards.

Decide what expenditures will take place for program operations. Determine if alternatives are necessary to deliver the least costly and/or the most effective way to deliver health care. Decide what actions need taken to correct expenditure problems.

Determine when it is necessary to develop new strategies or policies based on acuity, administrative and/or operational changes and take the lead in the development.

Determine when violations in practice issues need reported to appropriate licensing boards.

Decide what type of discipline to enforce due to employee performance and/or behavior delinquencies. Ensure that the language negotiated and contained within the collective bargaining agreements are implemented and applied correctly to minimize grievances.

Determine when it is necessary for the HS administrator to advocate to the department's Director on behalf of patient care.

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 curser at end of a row (outside table) and hit "Enter".				
PEM H	9912058	Review	As Needed	Review of major decisions

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 7

How many employees are supervised through a subordinate supervisor? 75+

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

- ☒ Plan work
- ☒ Assigns work
- ☒ Approves work
- ☒ Responds to grievances
- ☒ Disciplines and rewards
- ☒ Coordinates schedules
- ☒ Hires and discharges
- ☒ Recommends hiring
- ☒ Gives input for performance evaluations
- ☒ 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:

Persons in this position are responsible for the orderly operation of all health care programs in each of the Department's correctional facilities on a daily basis and must be capable of taking direct command of any health care program on an emergency basis or in a disaster. Persons in this position must be able to move from one geographic location to another in order to direct and supervise the health care program and must be capable of performing patient care at any time. Persons in this position are on call every day at all hours. Persons in this position are responsible for the custody and supervision of inmates receiving health care services.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:
License to practice in Oregon as a Registered Nurse or Nurse Practitioner.
Three years supervisory experience in correctional health care.
Ability to communicate orally and in writing with a variety of Individuals ranging from health care professionals to lay persons.

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The Department of Corrections recognizes and respects the dignity, diversity and human rights of all persons. In support of those values DOC employees are expected to promote a respectful work environment that recognizes cultural diversity. Moreover, DOC upholds a zero-tolerance policy towards all sexual abuse.

Managers and supervisors are expected to provide leadership that contributes to the establishment of a working environment that is positive, productive and free from harassment and discrimination. As pal1 of this effort, managers and supervisors are expected to participate in and encourage others to participate in the agency's activities that support affirmative action. This includes recruiting, selecting, retaining and promoting individuals with a diverse background who are committed to the mission and values of the Department.

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 curser at end of a row (outside table) and hit "Enter".*		
Medical Services	$15,000,000	All – Personal Services, Services and Supplies and Capital Outlay funds.

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