STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
6/1/14

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

Agency: Oregon Department of Corrections

Facility: Health Services -

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Nurse Practitioner/Physician Asst	**b.** Classification No:	C6255 /7
c. Effective Date:		**d.** Position No:	
e. Working Title:	Nurse Practitioner/Physician Asst	**f.** Agency No:	29100
g. Section Title:		**h.** Budget Auth No:	
i. Employee Name:		**j.** Repr. Code:	

k. Work Location (City – County):

l. Supervisor Name:

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 services. 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 Division. 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 biennial budget for the Health Services section exceeds $200 million dollars.

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:

Participate in the program and provide medical care and treatment to inmates during incarceration. This includes providing medical services to inmates at the Department of Corrections institutions including examination, diagnosis of medical complaints, prescription of treatment, and performance of specialized procedures that are within the licensee's scope of practice. Participate as a member of the health care team. Treatment is provided in a setting that ranges from ambulatory or clinic care to Infirmary or bedside care. These people also coordinate care with other DOC physician's and medical specialists in the community or hospitals as necessary.

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, in an effort to strengthen work performance, and contribute to a positive, respectful and productive work atmosphere.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with 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 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 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.

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".*			
		E	Provides primary or specialty health care, including medical or mental diagnosis, treatment, prescription, patient counseling and consultation with other clinical staff in their area of specialty. Performs comprehensive health evaluations of inmates including review of medical information obtained by other health care providers; completes history of previous medical, psychiatric, dental treatment, and immunizations; review of laboratory and other diagnostic tests; physically examines the inmate for present pathology; establishes a diagnosis for medical problems, prescribes treatment and a follow-up plan; documents normal and abnormal findings in the medical record; prescribes treatment for inmate's medical conditions on the physician order form.
		E	Includes further diagnostic procedures, monitoring of vital signs, pharmacotherapeutic agents; Recommends admission to Infirmary or emergency room; initiates referrals to physicians.
		E	Documents results of physical examinations, diagnoses and treatment in the individual inmate's medical record, in accordance with rules, regulations, recommendations of the state professional boards, Oregon rules and regulations, and DOC Health Services Policy and Procedures using the problem-oriented charting format. Assures the maintenance of medical confidentiality and complies with Department of Corrections and other statutory requirements concerning release of medical information.
		E	Obtains written informed consent, according to Department of Corrections Rule, from inmate prior to administration of any medically diagnostic or treatment procedure which poses a material risk of substantial pain or harm to the inmate. Provides information and consultation to inmates about medical findings and prescribed treatment.
		E	Provides medical information to health care providers as necessary, to assure continuity of prescribed treatment and programmatic function of the inmate and to help maintain the safety and security of the institution.
		E	Participates with other members of the health care team in the development of, and implementation of, individualized inmate treatment plans requiring close medical supervision, and for resolution of identified problems with medical care and the service delivery system.

		E	Provides expert clinical advice and training to institution and health service employees regarding occupational injury, communicable disease control, safety, sanitation, and management of medical care in the institutional setting.
		E	Performs emergency medical interventions; assists in the preparation of staff and equipment for emergency medical response; maintains certification in cardiopulmonary resuscitation procedures.
		E	Participates in the development and annual review of institution health services operational procedure, protocols and department formulary; quality assurance and peer review meetings.
		E	Performs work according to guidelines and procedure for maintenance of a secure environment in the correctional setting.
		E	Participates in the development of CQI projects and makes recommendations to the appropriate program area for improvement or necessary change. Participate in PEER Review, Quality Assurance, Continuous Quality Improvement, and Utilization Review activities.
		E	Maintains medical and technical competence appropriate for the position, the setting, and the assigned population.
		E	Maintains the ability to provide care and treatment for the patient in an objective and non-judgmental manner, with compassion and respect for the patient's privacy and dignity.
		E	The ability to work well with others including the patient, the other health care team members and administrative staff.
		E	Demonstrates behavior that reflects high moral, ethical, and professional standards
		E	**MINOR DUTIES:** Assumes responsibility for professional growth and continued education. Represents Department of Corrections in court as determined necessary by the Attorney General's Office concerning health care delivery. Emergency assignment to assist security staff in times of inmate disturbance. Maintains knowledge of and performs work according to Health Services Division Rules, Policies and Procedures, institution rules and regulations, and departmental policy and procedures. Attends and participates in mandatory in-service training, according to Dept of Corrections and Health Services Division standards. Other Duties as assigned.
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.

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. Patients may vary in socioeconomic, cultural, emotional, and/or physical needs and may be confused, disoriented, aggressive or hostile. Some settings may involve exposure to communicable diseases, lifting and moving patients or equipment weighing up to 50 pounds. Requires walking or standing for long periods, requires climbing and descending stairs; exposure to chemicals, radiation, communicable diseases or other hazards inherent in a health care and correctional setting. Supervision and control of inmates is an inherent responsibility.

Daily decisions made in medical services and care involving significant responsibility for the life, health, safety of the patient. May need to work hours that exceed regular shift. May be assigned to any facility.

You must have a valid driver's license and a good driving record or be able to provide an acceptable alternative method of transportation.

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.

- Department of Corrections Administrative Rules and Procedures
- Oregon Revised Statutes, in the subject areas of prison/jail medical care, professional practice acts, confidentiality, patient rights, medical care, communicable disease reporting.
- Professional associations practice standards and Administrative Rules for the discipline.
- Operating Procedure Manuals, Protocols, and Prescription Formulary for the Health Services Division.

b. How are these guidelines used?

- Establishes guidelines, direction and standards for work performed in the correctional setting; used as the primary reference document to respond to requests for information, reviewing complaints and resolving problems with service and delivery.
- Establishes the scope of lawful practice for each professional discipline; is the review standard for continued license to practice and assignment of liability; defines protocol for certain aspects of health care delivery such as informed consent, confidentiality, and communicable disease reporting. Necessary to articulate and comply with practice limitations.
- Reference documents that describe more specifically the nature of practice allowable by statute, levels of supervision required for certain tasks.
- Defines how specific medical interventions are to be carried out by auxiliary medical personnel; defines the scope of treatment that may be initiated by auxiliary medical personnel prior to physician intervention. These documents must comply with statute, administrative rule, professional association practice standards and the individual assessment of the skills and ability of auxiliary medical personnel to perform work delegated via the physician's order. The formulary must be specific to the treatment needs of the population and be cost effective.

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".*			
Health Service Mgr	Phone & Direct	Exchange Information	Daily
Nurse Mgr	Phone & Direct	Consultation	As needed

Physician – CMO	Phone & Direct	Exchange Information	Daily
Inmate Families	Phone & Direct	Answer questions/ gain information	As needed
Security	Phone & Direct	Coordinate care for special needs inmates	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Evaluates inmate complaints, diagnoses medical illness, designs treatment plans, prescribes treatments/medications as necessary. Multiple decisions made daily about the medical service and care of a human being, involving significant responsibility for the life, health, safety of the patient. Refers inmates to physician specialists and community facilities as necessary.
Referring inmates to community facilities as necessary. Referring inmates to physician when problem beyond personal scope of practice.

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".*

Physicians			As Needed	Review clinical documentation and treatment plans and discusses cases.
Health Service Mgr			As Needed	On-Site - Discussion and review of reports.

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?

- ☐ 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:

In order to ensure quality patient care, the following are important requirements:

- Medical and technical competence appropriate for the position, the setting, and the assigned population.
- Medical and technical competence such that the quality of inmate health care is consistent with standards of quality in the community.
- The ability to provide care and treatment for the patient in an objective and non-judgmental manner, with compassion and respect for the patient's privacy and dignity.
- The ability to work well with others, including among others; the patient, the other health care team members, administrative staff, custody staff, other program staff, etc.
- Behavior that reflects high moral, ethical, and professional standards.

The persons in this position work within a prison setting and are responsible for maintaining security and supervision of inmates. The demands of the work environment are chaotic. This position requires the ability to complete all job assignments including climbing stairs, walking long distances, running and carrying heavy equipment.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:
Oregon Nurse Practitioner License or Oregon Physician Assistant License
Prescription License
Oregon Driver's License
CPR Card

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".*

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