

STATE OF OREGON

EXECUTIVE DEPARTMENT
Personnel and Labor Relations Division

POSITION DESCRIPTION

This position is:

- Mgmt Service-Supv
- Mgmt Service-Conf
- Classified
- Unclassified
- Executive Service

** PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM **

New Revised

SECTION 1. POSITION INFORMATION

- a. Class Title: Nurse Practitioner
- b. Class No.: C6255
- c. Effective Date:
- d. Position No.:
- e. Working Title: Psychiatric Nurse Practitioner
- f. Work Unit: Health Services – Counseling & Treatment Services
- g. Agency No.: 29100
- h. Agency Name: Dept. Of Corrections
- i. Employee Name:
- j. Work Location (City-County):

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- k. Position: Permanent Seasonal Limited Duration Academic Year
 - Full Time Part Time Intermittent Job Share
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- l. FLSA: Exempt Non-Exempt
 - m. Eligible for Overtime: Yes No
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SECTION 2. PROGRAM/POSITION INFORMATION

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

The program in which this position exists is the Behavioral Health Services of the Oregon Department of Corrections. The purpose of this program is to provide treatment at each of the Department's institutions for offenders who are mentally ill, developmentally disabled, sex offenders, or who are chemically addicted. State and federal laws have established that inmates are entitled to mental health services during incarceration. Mental health treatment services must be consistent with the standards and quality of such services in the community in order to meet the legal obligation the state has to incarcerated persons. This means that each inmate must be evaluated to identify those inmates who are mentally ill, developmentally disabled, sex offenders, or who are chemically addicted and then traced to ensure that appropriate treatment services are made available by properly credentialed professionals in settings that are equipped and designed for the deliver of treatment.

The basis of the work in the DOC is a strong belief regarding the importance of staff-to-inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. The goal is to move inmates from anti-social to pro-social citizens. It is recognized that staff interactions with inmates on a daily basis are the most powerful tool to reinforce pro-social behavior. The nature of staff relationships and communications with inmates are the core to success. Since relationships and respect are built through repeated experiences and communications about those experiences, what staff do and say to inmates are key to achieving long-term public safety. Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support this behavior through their day-to-day interactions with others.

The Counseling and Treatment Services is comprised of an administrative unit which sets policy and long term direction and several operational units that provide treatment for the targeted service populations. Operational units include evaluation, case management, residential treatment, day treatment, outpatient treatment, referral services, and discharge treatment planning. Operational units are responsible for delivering treatment services to inmates at each of the Department's institutions consistent with policy established by the Counseling and Treatment Services Administrator. The average daily population for whom services must be available was over 14,000 inmates by the end of 2010.

- b. Describe the purpose of this position, and how it functions within this program, by completing this statement:

The purpose of this job/position is to Medication Management to mentally ill inmates at Department of Corrections, ~~Oregon State Penitentiary~~, including examination, diagnosis, prescription of treatment, and performance of specialized procedures that are within the scope of practice of the licensed nurse practitioner, with referral to physician when determination is made that illness or treatment is beyond that scope of practice. Treatment is provided in a setting that ranges from ambulatory or clinic care to Infirmary or Special Management Unit.

SECTION 3. DESCRIPTION OF DUTIES

List major duties. Note percentage of time duties are performed. If this is an existing position, mark "N" for new duties or "R" for revised duties.

% of Time	N/R	DUTIES
40%	R	Performs comprehensive mental health evaluations of inmates including review of information obtained by other mental health care providers; completes history of previous psychiatric treatment, review of laboratory and other diagnostic tests; examines the inmate for present pathology; establishes a diagnosis for mental health problems, prescribes treatment and a follow-up plan; documents findings in the medical record.
5%	R	Includes further diagnostic procedures, monitoring pharmacotherapeutic agents; recommends admission to Special Management Unit; initiates referrals. Provides medical information to health care providers as necessary, to assure continuity of prescribed treatment and programmatic function of the inmate and to maintain the safety and security of the institution.
15%	R	Documents results of examinations, diagnoses and treatment in the individual inmate's medical record, using the SOAP charting format. Assures the maintenance of medical confidentiality and complies with Department of Corrections and other statutory requirements concerning release of medical information. Obtains written informed consent, according to Department of Corrections Rule, from inmate prior to administration of any diagnostic or treatment procedure which poses a material risk of substantial pain or harm to the inmate. Provides information and consultation to inmates about findings and prescribed treatment.
10%	R	Participates with other members of the mental health and health care team in the development of individualized inmate treatment plans requiring close supervision, and for resolution of identified problems.
5%	R	Performs work according to guidelines and procedure for maintenance of a secure environment in the correctional setting.
5%	R	Participate in the development of Continuous Quality Improvements (CQI) projects and makes recommendations to the appropriate program area for improvement or necessary change.
20%	R	Participates in on-call coverage for assigned institutions.

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.

SECTION 4. WORKING CONDITIONS

Describe special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions.

- Hazards involving contact with inmates in a correctional setting.
- Works in a position in which the control or supervision of inmates is inherent responsibility.
- Exposure to chemicals, radiation, communicable diseases, or other hazards inherent within a health care and correctional setting.
- May be assigned to any facility.

SECTION 5. GUIDELINES

- a. List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.

Established guidelines used to do this job...

1. Department of Corrections Administrative Rules, Policies and Procedures
2. Oregon Revised Statutes on Professional Practice Acts
3. Oregon Revised Statutes on Patient Rights, Confidentiality
4. Health Services Institution Operations Procedures, Nursing Procedures, Nursing Protocols
5. Federal and State Regulations for Pharmaceuticals and Classified Drugs
6. Oregon Board of Nursing guidelines

- b. How are these guidelines used to perform the job?

1. 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.
2. 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.
3. Reference documents that describe more specifically the nature of practice allowable by statute, levels of supervision required for certain tasks.
4. 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 this position regularly come in contact?

<u>Who Contacted</u>	<u>How</u>	<u>Purpose</u>	<u>How Often?</u>
Chief Psychiatrist	Telephone, direct Contact, electronic	supervision, consultation	As needed

Pharmacists, pharmacy technicians	Telephone, direct contact, electronic	medication issues	As needed
Mental Health Clinical Supervisor	Telephone, direct contact, electronic	Exchange Information	As needed
BHS Administrator	Telephone, direct contact, electronic	Consultation	As needed
Special Management Housing Managers	Telephone, direct contact, electronic	Exchange Information coordinate clinical care	As needed
Inmate Families	Telephone, direct contact, electronic	Answer questions/gain information	As needed
Psychiatric/Mental Health Professionals	Telephone, direct contact, electronic	Arrange care	As needed
Security	Telephone, direct contact, electronic	Coordinate care for special needs inmates.	As needed

SECTION 7. JOB-RELATED DECISION MAKING

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decisions where possible.

Evaluating inmate complaints, diagnosing, designing treatment plan, ordering treatment/medications 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 this position? (List classification title and position number.) How? How often? Purpose of the review?

WHO: Chief Psychiatrist

HOW: Review of clinical activities, prescribing practices, and documentation

HOW OFTEN: Formal yearly review
Intermediate reviews as needed

PURPOSE: Clinical supervision

WHO: Principal Executive Manager E
Mental Health Services Supervisor

HOW: Review documentation and treatment plans and discussion of cases.

HOW OFTEN: Weekly, monthly.

PURPOSE: Discussion and review of reports and clinical documentation.

SECTION 9. SUPERVISORY DUTIES TO BE COMPLETED ONLY FOR POSITIONS IN MANAGEMENT SERVICE

a. How many employees are directly supervised by this position? 0 Through Subordinate Supervisors? 0

b. Which of the following supervisory/management activities does this job perform?

- | | | |
|--|---|--|
| <input type="checkbox"/> Plans Work | <input type="checkbox"/> Responds to Grievances | <input type="checkbox"/> Hires/Fires (or Effectively Recommends) |
| <input type="checkbox"/> Assigns Work | <input type="checkbox"/> Disciplines/Rewards | <input type="checkbox"/> Prepares and Signs Performance Appraisals |
| <input type="checkbox"/> Approves Work | | |

SECTION 10. ADDITIONAL JOB-RELATED INFORMATION

Any other comments that would add to an understanding of this position:

The person in this position works within a prison setting and is responsible for maintaining security and supervision of inmates. The demands of the work environment are chaotic. This requires a willingness and ability to maintain a professional, sympathetic and understanding attitude toward inmate/patients in spite of an environment typically characterized as untrusting and non-sympathetic. Willingness and ability to work with mentally disordered inmates whose behavior is combative, unpredictable and dangerous.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

- Valid Oregon Drivers License with a good driving record.
- Unencumbered licensure as a Nurse Practitioner License by the Oregon State Board of Nursing.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds: Not applicable

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. See instructions for detail to be included on the chart.

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Employee Signature Date

Supervisor Signature Date

Appointing Authority Signature Date