



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
03/01/2025

Agency: Oregon Health Authority

Division: Oregon State Hospital

☐ New ☒ Revised

This position is:

- ☒ **Classified**
☐ **Unclassified**
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc – Confidential

SECTION 1. POSITION INFORMATION

- a. Classification Title: Licensed Practical Nurse
- b. Classification No: C6135 c. Effective Date: _____
- d. Position No: _____
- e. Working Title: LPN
- f. Agency No: 44300
- g. Section Title: _____
- h. Employee Name: _____
- i. Work Location (City — County): _____
- j. Supervisor Name: _____
- k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
- l. FLSA: ☐ Exempt If Exempt: ☐ Executive ☐ Professional ☐ Administrative
☒ Non-Exempt
- m. 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.

OHA values health equity, service excellence, integrity, leadership, partnership, innovation, and transparency. OHA's health equity definition is "Oregon will have established a health system that creates health equity when all people can reach their full potential and well-being and are not disadvantaged by their race, ethnicity, language, disability, age, gender, gender identity, sexual orientation, social class, intersections among these communities or identities, or other socially determined circumstances. Achieving health equity requires the ongoing collaboration of all regions and sectors of the state, including tribal governments to address: the equitable distribution

or redistribution of resources and power; and recognizing, reconciling, and rectifying historical and contemporary injustices.” OHA’s 10-year goal is to eliminate health inequities.

The Oregon State Hospital (OSH) is aligned with the Oregon Health Authority’s core values of partnership, service excellence, leadership, integrity, health equity, innovation, and transparency. In our practice, these values are expressed through:

Service Excellence:

- Understanding and responding to Oregon public health needs and the people we serve
- Pursuing our commitment to innovation and science-based best practices
- Fostering a culture of continuous improvement

Leadership:

- Building agency-wide and community-wide opportunities for collaboration
- Championing public health expertise and best practices
- Creating opportunities for individual development and leadership

Integrity:

- Working honestly and ethically in our obligation to fulfill our public health mission
- Ensuring responsible stewardship in public health resources

Health Equity:

- Eliminating health disparities and working to attain the highest level of health for all people
- Ensuring the quality, affordability, and accessibility of health services for all Oregonians
- Integrating social justice, social determinants of health, diversity, and community

Partnership:

- Working with stakeholders and communities to protect and promote the health of all Oregonians
- Seeking, listening to, and respecting internal and external ideas and opinions
- Exploring and defining the roles and responsibility of public health staff and partners

Innovation:

- We are not satisfied with the status quo if there are new and better ways to meet the needs of the people we serve. We bring creativity, experience, and openness to our search for solutions to problems. We pursue opportunities to develop new evidence to evolve our practices.

Transparency:

- We communicate honestly and openly, and our actions are upfront and visible. We provide open access to information and meaningful opportunities to provide input and participate in our decision-making.

OSH provides direct psychiatric hospital care to adults from throughout Oregon who are unable to be served in a community setting. The mission of OSH is to provide therapeutic, evidence-based, patient-centered treatment, focusing on recovery and community reintegration, all in a safe environment.

At OSH, we put the patient first, and employees play an essential role in achieving the hospital’s vision to be a psychiatric hospital that inspires hope, promotes safety, and supports recovery for all. OSH uses the Collaborative Problem Solving® model as its foundation of care across all disciplines, including nursing and direct-care unit staff.

At maximum capacity, OSH Salem and Junction City will be able to serve patients on up to 30 treatment units and residential suites. Services include psychiatric evaluation, diagnosis, and treatment, in addition to community outreach and peer support.

- 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:**

Assist in determining and providing the medical/psychiatric nursing care and treatment for patients at Oregon State Hospital, under the supervision of the RN. This involves providing nursing care and treatment to patients who are elderly, people with behavioral illness or histories and physically compromised. In addition, this position assists in providing a safe, secure environment and contributes to the maintenance of a therapeutic milieu.

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.

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

% of Time	N/R/NC	E/NE	DUTIES
65%	NC	E	A. PATIENT CARE - Medical: 1. Administer and document routine medications and treatments according to OSH Nursing Policies and Procedures. a. Administer medication by any route except IV. b. Independently administer PRN medications with a current provider order. 2. Administer nursing procedures such as oxygen administration, oral and nasotracheal suctioning, colostomy care, tracheostomy care, sterile and clean dressing changes, blood glucose testing, catheterization, nasogastric tube insertion, tube feeding, specimen collection, intake, and output monitoring. 3. Provide complete personal and hygienic care to patients. 4. Recognize and initiate appropriate action in actual or potential psychiatric/medical emergencies. 5. Observe and report changes and trends in patient conditions, both obvious and subtle, to the RN. 6. Report situations and patient conditions to a provider and may receive verbal or telephone orders. 7. Provide care for patients whose conditions are stable or predictable under minimal supervision of the Registered Nurse or licensed provider. 8. Monitor and/or assist patients in activities of daily living such

as bathing, feeding, grooming, and dressing.

9. Lift, turn, move, and ambulate patients utilizing proper body mechanics.
10. Complete assignments such as patient laundry, unit cleaning tasks and making beds.
11. Participate in the admission, transfer, and discharge of patient.
12. Set up and serve meals and/or nourishment to patients.
13. Take and record patient vital signs.
14. Use applicable infection control techniques.
15. Prepare patients for tests, examinations and treatments, clinic and outside appointments and assist provider with physical exams.
16. Participate in developing individualized treatment care plans (TCP) with other treatment team members.
17. Contribute to the collection of data, assessment, and evaluation of plan effectiveness.
18. Write clear, concise progress notes that reflect implementation of patient treatment care plans.
19. Sign off, verify in EMAR, and implement provider orders.
20. Participate in educating patients.

PATIENT CARE – Engagement & Behavioral Support:

1. Support a therapeutic environment by being an integral part of maintaining a therapeutic milieu.
2. Incorporate components of behavioral management in monitoring all patients including those with a potential for violence or those who are vulnerable:
 - a. Ensure that interventions follow hospital and program policies and procedures.
 - b. Interact with patients to develop rapport.
 - c. Intervene with patients using the least restrictive means for imminent harm behavior under the direction of the provider, nurse, or other designated professional.
 - d. Recognize and use appropriate interventions for each of the major diagnostic groups.
 - e. Recognize and use therapeutic communication techniques in staff and resident interactions:
 - 1) Demonstrate active listening principles.
 - 2) Use appropriate non-verbal communications.
 - 3) Cope with anxiety, conflict, and confrontation in an appropriate manner.
 - f. Demonstrate professional behavior with both patients and staff.
 - g. Maintain awareness of individual patient's overall goals and TCP, and support and assist patients in meeting goals.
 - h. Participate in activities with patients to enhance overall patient care.
 - i. Understand and apply psychiatric rehabilitation values

			<p>and process in all interventions with patients.</p> <ul style="list-style-type: none"> j. Understand psychiatric rehabilitation diagnosis, planning and intervention process and support patients' involvement in this process. k. Perform leadership or co-leadership of skill building and/or other related groups. l. Participate in the utilization of the focused assessments with assigned patients. m. Assist with coordination of unit activities. n. Transport and provide supervision for patients who are off campus for extended time periods, for example, pass to discharge, acute care hospital stays, etc. o. Participate in and support the Treatment Mall.
15%	NC	E	<p>B. LEADERSHIP:</p> <ul style="list-style-type: none"> 1. Serve as a leader, role model and resource to MHT staff, which may include providing direction to MHT's as indicated. 2. Work closely with RN's and MHT's to build team relationships. 3. Conduct self in a professional manner. 4. Promote good working relationships with co-workers and other members of the treatment team. 5. Perform duties in an organized timely manner. 6. Float to other units to provide licensed nursing coverage as assigned. 7. Attend and participate in nursing meetings. 8. Provide training as assigned. 9. Supervise the clinical experience of students in nursing and other health related fields.
5%	NC	E	<p>C. SAFETY MEASURES:</p> <ul style="list-style-type: none"> 1. Recognize and report potential safety hazards in relation to patients, staff, and the environment. 2. Reinforce expectations of healthy relationships between patients. 3. Facilitate privacy for patient masturbation. 4. Be observant of patients' verbal and nonverbal behavior and intervene to avert aggression and facilitate social interaction. 5. Observe for and maintain safety and security according to policies and procedures. 6. Protect patients from others who present a threat to safety. 7. Closely monitor patients needing enhanced precautions as assigned, for example, suicide, seclusion/restraint, movement restriction and behavioral precautions. 8. Execute fire and emergency procedures pertaining to evacuations, threat to life or medical emergencies.

			<ol style="list-style-type: none"> 9. Transport patients off the unit when indicated, maintaining safety and security procedures in transport. 10. Perform searches of patients for contraband on admission and when indicated. 11. Participate in and provide oversight of the Rounds, Census and Milieu (RCM) protocols as delegated / assigned. 12. Utilize safe containment procedures for patients in imminent danger to self or others with consultation by a registered nurse. 13. Participate in debriefing after an unusual incident has occurred, for example, patient accidents, seclusion and restraint, power failure and other equipment failure, etc. 14. Provide for safekeeping of patient's personal belongings.
2.5%	NC	E	D. PROFESSIONAL DEVELOPMENT/WORK EXPECTATIONS: <ol style="list-style-type: none"> 1. Attend all mandatory in-service trainings as required by OSH policies. 2. Identify personal training needs and participate in education opportunities for continued career development. 3. Serve as a preceptor for students and participate in orientation of new staff. 4. Maintain cultural competence through self-education and participation in hospital provided cultural diversity activities.
10%	NC	E	E. REPORTING AND RECORDING: <ol style="list-style-type: none"> 1. Receive and report pertinent information, both verbal and written. 2. Attend and participate in staff meetings, inter-shift report, and unit meetings. 3. Develop and maintain a working knowledge of the computer and enter or amend data as assigned. 4. Complete flow sheets, incident reports, and other documentation as directed. 5. Maintain confidentiality. 6. Display competence and adherence in all required OSH documentation.
2.5%	NC	E	F. OTHER DUTIES/WORK EXPECTATIONS: <ol style="list-style-type: none"> 1. Participate in committees as assigned. 2. Order supplies as assigned. 3. Perform other duties as assigned. 4. Perform responsibilities in accordance with level of credentialing.
At all times	NC	E	G. CULTURAL COMPETENCY AND DIVERSITY: <ol style="list-style-type: none"> 1. Consistently treat clients, patients, residents and co-

			<p>workers with dignity and respect.</p> <ol style="list-style-type: none"> 2. Demonstrate recognition and appreciation of the value of individual and cultural differences. 3. Assure that service delivery is provided in a culturally competent way; assures that printed materials are available in different languages as needed and/or in alternate format; bilingual services available and facilities are accessible for all consumers. 4. Understand how to access OSH Cultural Diversity Manager with questions or practical assistance with service delivery.
At all times	NC	E	<p>F. CORE VALUES:</p> <ol style="list-style-type: none"> 1. Demonstrate awareness, understanding and alignment in service delivery with the OHA Core Values of health equity, service excellence, integrity, leadership, partnership, innovation, and transparency. 2. Demonstrate awareness, understanding and alignment in service delivery with OSH Core Values of humanity, equity, wellness, partnership, transparency, and performance excellence.
At all times	NC	E	<p>G. COLLABORATIVE PROBLEM SOLVING:</p> <ol style="list-style-type: none"> 1. Develop and demonstrate competencies and practice of the Collaborative Problem-Solving model through formal coaching, training, and development opportunities. 2. Apply the Collaborative Problem-Solving model with patients and staff at all levels of the organization.

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.

Care of patients with mental illness that are a danger to self or others. Driving or accompanying patients in motor vehicles - occasionally. Exposure to infectious disease. Exposure to noise, bodily fluids, and intervening with behaviorally challenged patients including participating in manual/mechanical restraint is expected. Ability to perform manual/mechanical restraint techniques with control, stability, and proper form to avoid injury. Ability to frequently move various objects up to 20 pounds. Ability to occasionally move various objects up to 60 pounds in either vertical ascending or descending movements. May be exposed to the handling, administration, waste, and spill cleanup of hazardous medications, which may result in health impacts to the employee. May be required to work hours subject to change with little notice. May be required to work hours that exceed regular schedule, i.e., a double shift in addition to regular schedule. May include long periods of standing, repetitive twisting, bending, and squatting throughout shift.

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:

State Policies and Procedures
Oregon Revised Statutes
Oregon Administrative Rules
Oregon Health Authority mission, vision, goals, and principles
Oregon State Hospital mission, vision, goals, and principles
OHA management directives, policies, and procedures
Federal and state confidentiality laws, regulations, and policies

- b. How are these guidelines used?

Implementation of policies, rules, and standards for delivery of direct patient care.

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 below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Who Contacted	How	Purpose	How Often?
OSH Clinic staff	Phone/In person	Appointments for patients	Daily
Other patient care units	Phone/In person	Coordination of activities	Daily
OSH Support Services	Phone/In person	Maintenance/repairs	Daily
Other OSH Departments	Phone/In person	Unit support	Daily

SECTION 7. POSITION-RELATED DECISION MAKING

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

Proposes potential revision of the TCP to treatment team for consideration

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

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

Classification Title	Position Number	How	How Often	Purpose of Review
Nurse Manager/Unit Administrator		Observance, review of work	Daily	For work assignments and performance appraisals
MHRN		Observance, review of work	Daily	Delivery of quality patient care and daily work assignments

SECTION 9. OVERSIGHT FUNCTIONS

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

How many employees are supervised through a subordinate supervisor? 0

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"/> Prepare 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.

All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.

Valid Oregon Licensed Practical Nurse License required.

Shall maintain current certification in cardiopulmonary resuscitation.

Shall complete all annual mandatory training.

Shall participate in at least 1 Code Green Drill every month.

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

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

Operating Area	Biennial Amount (\$00,000.00)	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