



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: Mental Health Registered Nurse
- b. Classification No: C6208 c. Effective Date: _____
- d. Position No: _____
- e. Working Title: MHRN
- 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:**

Using a therapeutic relationship, the basis for psychiatric nursing is the recognition and identification of patterns of response to mental health problems using the nursing process of assessment, diagnosis, outcome identification, care planning, implementation, and evaluation in an interdisciplinary, collaborative manner. The MHRN is responsible for their practice under the guidelines of the Oregon Nurse Practice Act, the ANA Standard of psychiatric/Mental Health Clinical Nursing Practice, and the hospital regulatory agencies, using a holistic, biopsychosocial model of care. The RN is responsible for planning, implementing, and supervising the care of people with behavioral illness or histories in such a way as to establish a safe and therapeutic milieu that promotes patient healing and staff professional growth. The MHRN provides direct oversight and supervision of clinical tasks of the MHT/CNA/LPN staff on their assigned work shift, per OSBN/ONPA.

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
30%	NC	E	A. LEADERSHIP: <ol style="list-style-type: none"> Function as a Lead RN for the program in the absence of a Supervising Nurse, as assigned. <ol style="list-style-type: none"> Serve as a resource for nursing practice and clarification of policies and procedures. Ensure quality patient care within the scope of nursing practice. Participate in conflict resolution between staff. Ensure minimum staffing needs are met for current and on coming shift. Implement policies and procedures regarding employees injured on the job Direct and coordinate patient care, including delegation and supervision of duties to ancillary nursing personnel within the scope of their license, certification, and job description. Adhere to accepted nursing practice standards and hospital policies and procedures. Demonstrate sound judgment in all decision making. Work with peers to facilitate a collaborative, productive work effort, to achieve shift and unit goals. Provide input for performance evaluations on other

			<p>nursing personnel.</p> <ol style="list-style-type: none"> 7. Serve as leader, role model and resource to other staff. 8. Maintain professional boundaries with staff, patients, and families. 9. Work with others to accomplish team objectives as a nursing leader for the shift. 10. Conduct self in a professional manner. 11. Maintain an acceptable attendance record. 12. Identify and prioritize work and effectively use time to accomplish assignments in an organized, timely manner. 13. Produce expected level of work while maintaining quality both in regular work activities and additional assigned special work/projects. 14. Assume professional responsibility for clinical decision-making in all situations reported to them. 15. Assume responsibility in problem solving unplanned unit staffing needs for current and on coming shift. 16. Attend and participate in nursing meetings. 17. Participate in committees as assigned. 18. Inform Nurse Managers about pertinent nursing staff performance issues. 19. Act as the Fire/Emergency Building Coordinator as assigned. 20. Provide accurate, relevant, information to treatment team, peers, and supervisors. 21. Participate in reviewing and discussing operational procedures at unit coordinating meetings. 22. Support and utilize unit organizational plan for lines of authority, communication, and relationships. 23. Report or correct potential safety hazards in relation to patients, staff and environment.
60%	NC	E	<p>B. CLINICAL:</p> <ol style="list-style-type: none"> 1. Initiate/coordinate appropriate action in actual or potential psychiatric/medical emergencies. Accept responsibility for those actions. 2. Assess changes and trends in the patient condition, both physical and mental, obvious and subtle, and report to physician in a timely manner. 3. Serve as the primary nurse for assigned patients. 4. Complete nursing assessments at the time of admission and at periodic intervals according to OSH Nursing Policy and Procedure. 5. Based on the nursing assessment, develop an individualized nursing care plan that is integrated into the patient's treatment care plan. 6. Write clear, concise progress notes that reflect implementation of the patient treatment care plan (TCP), which includes behavior, intervention, and outcome, when applicable.

			<ol style="list-style-type: none"> 7. Evaluate and document plan effectiveness. 8. Participate in developing individualized Treatment Care Plans with other treatment team members. 9. Ensure the diversity needs of each patient is addressed. 10. Communicate pertinent information regarding patient status and response to other members of the treatment team, and staff on other shifts, to maintain continuity of patient care. 11. Sign off, verify in EMAR, and implement physician's orders. 12. Report patient conditions/situation to the physician. Record and process any verbal or telephone orders that may be received. 13. Administer and document medications and treatments according to OSH Nursing Policy and Procedure, competently. 14. Clean and maintain supplies for medication/treatment cart and room. 15. Order medication from the pharmacy and maintain emergency supplies. 16. Oversee the administration of oral and topical medications and treatments. 17. Assess medication or food allergies. Monitor patient response to and tolerance of medication. 18. Demonstrate a working knowledge of commonly used medications, both psychiatric and medical. 19. 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 insertion and feeding, seclusion and/or restraint, and IV therapy. 20. Directly manage the therapeutic milieu. 21. Participate in and oversee behavior precautions. 22. Demonstrate and implement sound psychiatric nursing practice. 23. Display knowledge of common psychiatric diagnoses, behavior modifications and current psychiatric treatment modalities. 24. Assess patients need for movement restriction, seclusion and/or restraint, and behavior precautions. 25. Monitor emergency equipment function in work area. 26. Participate in providing complete personal and hygienic care to patients. 27. Assist physician/nurse practitioner with physical examination or monitor ancillary staff performance of same duties. 28. Prepare patient for tests, examinations and/or treatments. Collect specimens. When indicated plan for scheduled lab testing. 29. Coordinate and conduct patient/family education. 30. Build rapport with residents individually or as group, providing counseling, health teaching, therapy groups.
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			<p>31. Float to other units to provide license nursing staff coverage as assigned.</p> <p>32. Provide nursing coverage for various off-unit activities such as community outings.</p> <p>33. Help facilitate the use of interpreters and consultants to assist with health service needs of a culturally diverse population.</p> <p>34. Demonstrate sensitivity for cultural differences among staff, patients, and their families.</p> <p>35. Use Hospital computers to complete work as assigned.</p> <p>36. Other duties as assigned.</p>
10%	NC	E	<p>C. EDUCATION:</p> <ol style="list-style-type: none"> 1. Assist and participate in the orientation of new staff. 2. Contribute to the learning of nursing staff. 3. Provide training as assigned. 4. Supervise the clinical experience of students in nursing and other health related fields. 5. Demonstrate initiative and take responsibility for improving practical knowledge and skills in working effectively with patients and co-workers. 6. Complete annual mandatory education and competency trainings. 7. Participate in educational opportunities for personal growth.
At all times	NC	E	<p>D. CULTURAL COMPETENCY AND DIVERSITY:</p> <ol style="list-style-type: none"> 1. Consistently treat clients, patients, residents and co-workers with dignity and respect. 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>E. 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	F. COLLABORATIVE PROBLEM SOLVING: <ol style="list-style-type: none"> 1. Develops and demonstrates competencies and practice of the Collaborative Problem-Solving model through formal coaching, training, and development opportunities. 2. Applies the Collaborative Problem-Solving model with patients and staff at all levels of the organization.
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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
Oregon State Hospital nursing standard of work
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	Phone/In person	Appointments for patients	Daily
Other patient care units.	Phone/In person	Coordination of activities	Daily
OSH Support Services	Phone/In person	Maintenancerepairs	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:

Evaluate skill levels of staff to make appropriate functional assignments. Determine whether nursing standards have been met and take corrective action, as appropriate. Evaluate quality and appropriateness of patient nursing care. Decide to use techniques of prevention and management of aggressive behavior in redirecting and/or intervention in the event of an escalating or volatile episode. May need to decide method of intervention in the event of a medical emergency.

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		Observation	Daily	For work assignments and performance appraisals

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"/> 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.

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

Valid Oregon Registered 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