



**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: Nurse Manager
- b. Classification No: X6241 c. Effective Date: \_\_\_\_\_
- d. Position No: \_\_\_\_\_
- e. Working Title: Hospital Level of Care Unit Nurse Manager
- 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:**

Nursing Services is part of the professional interdisciplinary team that plans and provides patient care. The Nurse Manager supervises nursing care personnel assigned to their designated unit while carrying out the duties assigned to them. The primary duties of this position include, but are not limited to: responsibility for the nursing care and services provided on a specific unit 24 hours per day/7 days per week; hiring, evaluation, disciplinary action, and/or termination of nursing personnel; participation in resolution of nursing staff and patient grievances; providing nursing input to the interdisciplinary team regarding patient care; facilitation and collaboration of unit and interdisciplinary team communication; monitoring and oversight of staff training and orientation; monitoring and oversight of nursing care, patient and staff teaching and education; and providing input on nursing, program, and hospital policy and procedure.

### 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	<p><b><u>MANAGEMENT DUTIES:</u></b></p> <ol style="list-style-type: none"> <li>1. Oversight and management of all nursing staff (RN, LPN, MHT series) assigned to unit.</li> <li>2. Covers for other Nurse Managers in program and other programs during planned/unplanned absences.</li> <li>3. Participates in interviews/hiring of all unit staff.</li> <li>4. Participates in Human Resources (HR), Office of Training, Investigation and Safety (OTIS), and Equity and Inclusion (E&amp;I) Division processes and investigations as appropriate.</li> <li>5. Collaborates with Treatment Care Plan Specialist as appropriate in solving patient grievances at step 1.</li> <li>6. Participates with HR and Director of Nursing Services (DNS) in solving staff grievances at step 1.</li> <li>7. Oversees and coaches nursing staff regarding work performance and completes nursing staff quarterly performance feedback.</li> <li>8. Ensures adequate staffing, problem-solving staffing needs, and authorizing/processing leave and overtime requests.</li> <li>9. Ensures nursing personnel adhere to established nursing standards of practice, program standards, as</li> </ol>

			<p>well as nursing and hospital policy and procedure.</p> <p>10. Collaborates with Unit Administrator on incident and accident reports.</p> <p>11. Coordination of transfers in and out of the unit with UA, DNS, Program Director and physician.</p> <p>12. Nursing liaison between the treatment mall and unit.</p> <p>13. Collaborates with UA to ensure dissemination of pertinent information through inter-shift meetings/reports, staff meeting, and community meetings.</p> <p>14. Participates in staff meetings. Assumes responsibility and accountability for communicating nursing care issues and changes in policy/procedure across shifts.</p> <p>15. Facilitates with UA, team response to critical incidents and submission of reports according to hospital policy and procedure.</p> <p>16. Collaborates with UA and Learning and Development Department to develop and conduct in-service training with appropriate team members on safety/security issues, new nursing, program, and hospital policies and procedures, changes in unit rules and expectations, etc.</p> <p>17. Serves on nursing, program and/or hospital committees, as assigned.</p>
30%	NC	E	<p><b><u>CLINICAL NURSING SUPERVISION:</u></b></p> <ol style="list-style-type: none"> <li>1. Oversight of nursing staff training/orientation associated with unit.</li> <li>2. Ensures nursing staff competencies are completed as required.</li> <li>3. Promotes, teaches, and supports critical thinking skills of nursing staff.</li> <li>4. Ensures all nursing assessments and nursing documentation are done in accordance Nursing and Hospital policy and procedures.</li> <li>5. Ensures that RNs develop individualized nursing care plans that are integrated into the patient's treatment care plan.</li> <li>6. Reviews chart notes to ensure that they reflect implementation of patient treatment care plans/nursing care plans.</li> <li>7. Oversight of nursing staff in fulfilling their responsibilities related to treatment care plans and delegated tasks; provides training and instruction as needed.</li> <li>8. Utilizes API, Avatar, Omnicell, and other computer-based programs.</li> <li>9. Assists unit nursing staff with their duties on occasion, such as passing medications, completing nursing</li> </ol>

			<p>summaries, assessment of patients, completion of continuous rounds, enhanced supervision of patients, providing shift to shift nursing report, and other additional duties.</p> <p>10. Coordinates Nursing Quality Improvement projects related to unit.</p>
20%	NC	E	<p><b><u>TREATMENT TEAM RESPONSIBILITIES:</u></b></p> <ol style="list-style-type: none"> <li>1. Participates and reviews patient treatment care plans with interdisciplinary team and patients.</li> <li>2. Communicates nursing staff observations and makes recommendations to the treatment team.</li> <li>3. Participates/consults with other interdisciplinary team members in developing individualized treatment care plans.</li> <li>4. Reviews status of patients on enhanced precautions with other interdisciplinary team members.</li> <li>5. Evaluates data on restrictive events, patient aggression, patient and staff injuries to identify trends with nursing and make changes to the treatment care plan.</li> <li>6. Collaborates in ensuring patient treatment care plans are utilized to provide patient care and drive documentation.</li> <li>7. Assigns patient caseloads to nursing staff to ensure provision of nursing treatment interventions and the documentation of such.</li> </ol>
20%	NC	E	<p><b><u>UNIT LEADERSHIP RESPONSIBILITIES:</u></b></p> <ol style="list-style-type: none"> <li>1. Collaborates with UA and DNS to solve problems involving both patients and staff.</li> <li>2. Collaborates with UA and DNS to ensure all hospital policies, standards and guidelines are adhered to.</li> <li>3. Promotes a shared mission and vision of the unit, program, and hospital.</li> <li>4. Ensures that nursing utilizes the treatment care plan as the basis for patient care and documents accordingly.</li> <li>5. Facilitates joint problem-solving sessions with unit staff and patients.</li> <li>6. Collaborates with UA and Nursing leadership to facilitate employee growth and development for all unit staff.</li> </ol>
At all times	NC	E	<p><b><u>CULTURAL COMPETENCY AND DIVERSITY:</u></b></p> <ol style="list-style-type: none"> <li>1. Consistently treat clients, patients, residents and co-workers with dignity and respect.</li> <li>2. Demonstrate recognition and appreciation of the value of individual and cultural differences.</li> <li>3. Assure that service delivery is provided in a culturally competent way; advocate for the</li> </ol>

			<p>availability of printed materials in different languages as needed and/or in alternate format; bilingual services available and facilities are accessible for all consumers.</p> <p>4. Understand how to access OSH Cultural Diversity Manager with questions or practical assistance with service delivery.</p>
At all times	NC	E	<p><b><u>CORE VALUES:</u></b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Demonstrate awareness, understanding and alignment in service delivery with OSH Core Values of humanity, equity, wellness, partnership, transparency, and performance excellence.</li> </ol>
At all times	NC	E	<p><b><u>COLLABORATIVE PROBLEM SOLVING:</u></b></p> <ol style="list-style-type: none"> <li>1. Develop and demonstrate competencies and practice of the Collaborative Problem-Solving model through formal coaching, training, and development opportunities.</li> <li>2. Apply the Collaborative Problem-Solving model with patients and staff at all levels of the organization.</li> </ol>

## 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.**

Work involves daily interactions with psychiatric patients whom due to symptoms and lagging skills may present challenging behaviors that at times may include verbal and/or physical aggression. 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. Exposure to infectious disease. 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 change work schedule with little notice. May be required to work hours beyond regular schedule.

## 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?

Each of these documents provides guidance on how the professional nursing role should be carried out at Oregon State Hospital within the State and Federal statutes and rules. This position is responsible to carry out their professional responsibility using these guidelines to ensure that nursing staff provide patient centered care and treatment interventions.

## SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact? When applicable, please identify contacts that might be virtual/ in-person, or both.

*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	Provide assistance with patient care and treatment	Daily
Other patient care units	Phone/In person	Provide assistance with patient care and treatment	Daily
OSH Support Services	Phone/In person	Maintenance/repairs	Daily
Other OSH Departments	Phone/In person	Provide assistance with patient care and treatment	Daily

## SECTION 7. POSITION-RELATED DECISION MAKING

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

Provides input and implements nursing policies and procedures. Allocates resources and determines assignment of patient care for nursing staff assigned to the unit. Implements systems for monitoring the quality of care provided by staff and determines correctives systems for problems areas found. Makes decisions on nursing-related equipment, nursing-related patient care/treatment, staffing, and personnel actions.

## 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
Director of Nursing Services		Performance accountability feedback Formal and informal meetings Observation Documentation in staff records	As needed	To discuss trends, concerns, problems of program nursing services, identify and resolve problems, disseminate information, and address quality improvement issues related to patient care.

## SECTION 9. OVERSIGHT FUNCTIONS

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

How many employees are supervised through a subordinate supervisor? 0

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

- |                                                             |                                                                                |
|-------------------------------------------------------------|--------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Plan work               | <input checked="" type="checkbox"/> Coordinates schedules                      |
| <input checked="" type="checkbox"/> Assigns work            | <input checked="" type="checkbox"/> Hires and discharges                       |
| <input checked="" type="checkbox"/> Approves work           | <input checked="" type="checkbox"/> Recommends hiring                          |
| <input checked="" type="checkbox"/> Responds to grievances  | <input checked="" type="checkbox"/> Gives input for performance evaluations    |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" 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.**

Must be currently licensed by the State of Oregon to practice as a Registered Nurse.

Advanced degree in nursing is preferred.

Minimum 2 years' experience in psychiatric nursing with supervision as Charge RN or similar role.

Excellent leadership, role modeling, problem solving skills, written/verbal communication skills, and interpersonal skills.

Excellent knowledge of health care regulations and Oregon Nurse Practice Act.

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