



**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: Program 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:**

The Program Nurse Manager (PNM) is responsible for supervising, monitoring, and evaluating the performance of staff working on his/her shift, as well as, assigned Relief Pool staff. The PNM works in collaboration with unit and program management to establish and operationalize policies, procedures, and protocols to guide patient care/treatment and maintain compliance with state and federal law as well as applicable regulatory and accrediting agency standards.

This position works collaboratively with the Centralized Staffing Office and plans, organizes, schedules, supervises, and evaluates nursing services, activities, and programs to assure delivery of the highest quality mental health treatment and care by directing the allocation of staff resources based on acuity and available personnel.

### 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
45%	NC	E	<p><b>UNDER THE DIRECTION OF THE STAFFING DIRECTOR OF NURSING SERVICES AND ASSOCIATE DIRECTOR OF NURSING SERVICES:</b></p> <ol style="list-style-type: none"> <li>1. Directs, supervises, monitors, and evaluates nursing personnel performance on his/her shift and assigned Relief Pool staff.</li> <li>2. Ensures adherence to established nursing standards of practice, as well as unit, program and hospital policies and procedures. Counsels staff regarding work performance issues as needed.</li> <li>3. Serves as a role model for nursing staff. Works to establish and maintain an environment conducive to clinical excellence, creative thought, and innovation. Conducts self in a professional manner, performing duties in an organized, timely manner.</li> <li>4. Supports and appropriately utilizes established organizational structures and lines of communication.</li> <li>5. Identifies and evaluates nursing-related problems/issues, explores options, and takes action toward resolution as appropriate. Monitors environment for safety, security, and cleanliness. Takes action as needed to address problems.</li> <li>6. Participates in performance improvement initiatives.</li> <li>7. Assists Nursing Leadership in resolution of patient grievances and Incident Reports as appropriate.</li> <li>8. Participates in establishing performance criteria,</li> </ol>

			<p>selecting, and assigning shift nursing personnel.</p> <ol style="list-style-type: none"> <li>9. Completes assigned nursing staff quarterly performance feedback. Recommends and participates in personnel actions as needed.</li> <li>10. Collaborates with unit NM/Unit Administrators and provides consistent communication with nursing leadership regarding swing, night, and weekend nursing information.</li> <li>11. Communicates and collaborates with Central Staffing Office to ensure adequate shift staffing, problem-solving unplanned staffing needs, determining need for additional staff orientation/training.</li> <li>12. Collaborates with security staff to plan for patient emergency situations, such as Seclusion and Restraint events, alleged criminal acts, contraband, and transport to outside medical facilities.</li> <li>13. Takes action to address quality assurance, utilization, and risk management issues specific to shift.</li> <li>14. Participates in supervisory and staff meetings. Responsible for communicating nursing care issues and/or changes in policies/ procedures across shifts.</li> <li>15. Serves on nursing, program, and/or hospital committees, as assigned.</li> <li>16. Responds to all psychiatric and medical emergencies to ensure staff and patient safety, asses staffing needs, proper transportation needs are met, and complete all required documentation.</li> <li>17. Provides weekend, evening, and night shift nursing supervision as assigned.</li> </ol>
40%	NC	E	<p><b>CLINICAL NURSING SUPERVISION:</b></p> <ol style="list-style-type: none"> <li>1. Assures system quality by following OSH and nursing department philosophy, mission statement, policies and procedures.</li> <li>2. Ensures compliance with Joint Commission and CMS standards.</li> <li>3. Supports and utilizes all established organizational structure and lines of communication.</li> <li>4. Coordinates room/unit searches as needed.</li> <li>5. Works together with each shift to ensure continuity of care designed to meet the patients' needs in a consistent manner.</li> <li>6. Makes recommendations for policy revision or development as related to implementation of patient care programs.</li> <li>7. Implements and monitors established record keeping and reporting systems.</li> <li>8. Supports infection control practices.</li> <li>9. Oversees the nursing process, in all aspects, when the unit NM is not present.</li> </ol>

			<ul style="list-style-type: none"> <li>10. Reviews and signs trip slips and photo releases when unit NM is unavailable and timing is critical.</li> <li>11. Tracks patients on Enhanced Supervision to ensure staffing coverage is adequate and reports any needed changes to the IDT.</li> <li>12. Reviews Seclusion and Restraint documentation.</li> <li>13. Ensures timely completion of documentation relating to patient care and nursing process.</li> <li>14. Provides support and direction to medication distribution or monitoring for units during swing, night, and weekend shifts.</li> <li>15. Participates in quality improvement activities and uses data to improve nursing care provided.</li> <li>16. Identifies nursing staff training needs, recommends and develops continuing education in conjunction with nursing services.</li> <li>17. Provides guidance for nursing staff and assists with patient teaching.</li> <li>18. Coordinates clinical training needs with Nursing Leadership.</li> <li>19. Participates in Human Resources (HR), Office of Training, Investigation and Safety (OTIS), and Division of Equity and Inclusion (E&amp;I) processes and investigations as appropriate.</li> </ul>
10%	NC	E	<b>EDUCATION:</b> <ul style="list-style-type: none"> <li>1. Facilitates and ensures orientation of nursing service personnel.</li> <li>2. Participates in providing education/training for staff/students.</li> <li>3. Identifies, coordinates and facilitates clinical training needs.</li> <li>4. Encourages, schedules and monitors staff participation in continuing educational activities.</li> <li>5. Monitors and completes annual mandatory proficiency training.</li> <li>6. Ensures completion of nursing staff competencies.</li> <li>7. Pursues additional knowledge and builds clinical and teamwork skills through practice.</li> </ul>
5%	NC	E	<b>OTHER</b> <ul style="list-style-type: none"> <li>1. Other duties as assigned.</li> </ul>
At all times	NC	E	<b>CULTURAL COMPETENCY AND DIVERSITY:</b> <ul style="list-style-type: none"> <li>1. Consistently treats clients, patients, residents, and co-workers with dignity and respect.</li> <li>2. Demonstrates recognition and appreciation of the value of individual and cultural differences.</li> <li>3. Assures that service delivery is provided in a culturally competent way; advocate for the availability of printed materials in different languages as needed and/or in alternate format; bilingual</li> </ul>

			<p>services available and facilities are accessible for all consumers.</p> <p>4. Understands how to access OSH Cultural Diversity Manager with questions or practical assistance with service delivery.</p>
At all times	NC	E	<p><b>CORE VALUES:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrates 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. Demonstrates 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>COLLABORATIVE PROBLEM SOLVING:</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. Regular work schedule includes "off shift" hours, e.g, swing, NOC, weekends, and holidays. 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?

Synthesis of laws, rules, standards and regulations is required in order to make sound judgments about patient care and supervision of staff.

## 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?
Nursing Office/Centralized Staffing Office	Phone/Email/In person	Clarify nursing standards, communicate and resolve staffing needs	Daily
Unit Nurse Managers/RNs	Phone/Email/In person	Coordination of patient services	Daily
OSH Support Services	Phone/Email/In person	Maintenance/repairs	Daily
Other OSH Departments	Phone/Email/In person	Coordinate patient services	Daily
Families of patients	Phone/In person	Explain care practices	Weekly

## SECTION 7. POSITION-RELATED DECISION MAKING

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

The Program Nurse Manager makes decisions regarding work operations during their shift. This includes, but is not limited to, making decisions about running units above or below acuity numbers. Most unit clinical and operational decisions are made in a collaborative, cooperative effort involving all members of the Nursing Leadership team.

## 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		Written performance appraisal Formal and informal meetings Observation Documentation in staff records	As needed	Performance feedback, goal setting, information sharing Continuity of care Standardized expectations
Associate Director of Nursing Services		Written performance appraisal Formal and informal meetings Observation Documentation in staff records	As needed	Performance feedback, goal setting, information sharing Continuity of care Standardized expectations

## 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 possess and maintain a current, unencumbered license 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