



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:

3/24/2025

Agency: Oregon Health Authority

Division: Oregon Public Health Division

New Revised

This position is (Service Type):

- Classified (C)
- Unclassified (U)
 - Executive Service (Z)
 - Supervisory
 - Non-Supervisory
- Management Service (X)
 - Mgmt Svc- Supervisory (MMS)
 - Mgmt Svc- Managerial (MMN)
 - Mgmt Svc- Confidential (MMC)

SECTION 1. POSITION INFORMATION

- a. Classification Title Public Health Nurse 2
- b. Classification No.: X6229
- c. Established Date: 9/12/2022
- d. Position No:000000140378
- e. Agency No: 44300
- f. Working Title: Newborn Screening Public Health Nurse
- g. Section Title: Oregon State Public Health Laboratory
- h. Employee Name enter text.
- i. Work Location (City/County): Oregon State Public Health Laboratory in Hillsboro
Oregon/Washington County
- j. Supervisor Name: Patrice Held
- k. Position: Permanent Seasonal Limited Duration Academic Year
 Full-Time Part-Time Intermittent Job Share
- l. FLSA: Exempt Non-Exempt
- If Exempt: Executive Professional Administrative
- m. Eligible for Overtime: Yes No

The Oregon Health Authority (OHA) is the organization at the forefront of lowering and containing costs, improving quality, and increasing access to health care in order to improve the lifelong health of Oregonians. OHA is responsible for most state health services and for implementing the health care reforms in House Bill 2009. The agency is comprised of eight divisions: Agency Operations, Equity and Inclusion, External Relations, Fiscal and Operations, Health Policy and Analytics, Health Systems, Oregon State Hospital and Public Health. The Oregon Health Policy Board (OHPB) serves as the policymaking and oversight body of OHA and is responsible for working towards comprehensive health reform in our state. The nine-member board is comprised of community members from across the state who have an interest in health and health care and have strong relationships with the communities they represent.

OHA Vision: A healthy Oregon.

OHA Mission: Ensuring all people and communities can achieve optimum physical, mental, and social well-being through partnerships, prevention, and access to quality, affordable health care.

To fulfill OHA's vision and mission, the agency is developing a strategic plan with a single overarching goal: eliminate health inequities in Oregon by 2030.

OHA definition for Health Equity:

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.*

Core Values:

- Health Equity
- Service Excellence
- Integrity
- Leadership
- Partnership
- Innovation
- Transparency

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.**

The Office of the State Public Health Director

The Office of the State Public Health Director (OSPHD) guides the strategy, operations, and policy of public health programs within the division, and assures an effective and coherent public health system for Oregon. This includes extensive interactions with a range of state and local agencies and organizations, health care providers, federal agencies, and the private sector.

The Division's work affects all Oregonians. Many of the programs overseen by the Office of the State Public Health Director are administered in collaboration with Oregon's 34 local health departments, healthcare systems and partners. The Division has approximately 700 FTE and is responsible for oversight of \$524.3 million biennially.

Under the leadership of the Office of the State Public Health Director, the Division is organized by three centers:

The Center for Health Protection

The Center for Public Health Protection protects the health of individuals and communities through establishing, applying and ensuring reliable compliance with regulatory and health-based standards. The Center's diverse programs work closely with other federal, state and local agencies, regulated entities and active stakeholder groups. The Center's work emphasizes continuous process improvement, technical assistance, scientific assessment, ongoing monitoring and risk communication to protect the health of all people in Oregon.

The Center for Prevention and Health Promotion

The Center for Prevention and Health Promotion houses community-oriented preventive clinical and community health services and supports the policy, systems and environmental changes that promote good health. This Center guides and supports healthy communities through data collection, analysis and reporting; by supporting the Governor's priorities around tobacco, obesity and early learning; and, by acting as a point of contact with the healthcare system on certain key clinical prevention practices. This center will work with many partners, including local public health, childcare facilities, schools, worksites, healthcare providers, transportation, and the private sector to ensure that we reduce preventable injury, illness, and death and promote good health. This Center's work affects all Oregonians. Many of the programs overseen by this Center are administered in collaboration with Oregon's 34 local health departments. This center has approximately 200 FTE. The total estimated biennial budget of this Center is \$348.8 million.

The Center for Public Health Practice

The Center for Public Health Practice provides services to prevent and control diseases, monitor vital events, and assure an effective statewide public health system. CPHP programs work closely with local and tribal governments, community partners, and the public to protect and improve the health of all people in Oregon. Special emphasis is placed on communicable diseases, including epidemiology, laboratory testing, immunization, and other community control measures. CPHP screens all newborn infants for biochemical disorders to prevent disability or death and collects and analyzes vital record data to monitor health trends. The quality of statewide public health services is assured through consultation, planning, review, and accreditation of state and local agencies.

The Oregon State Public Health Laboratory (OSPHL) is an integral part of the Center for Public Health Practice. With close to 100 employees, the OSPHL performs 10.7 million tests on 399,393 human specimens biennially. This includes clinical testing for communicable diseases and newborn bloodspot screening, which performs two screening panels for 44 medical conditions (and counting) for all infants born in Oregon. In addition, the OSPHL also performs newborn screening for New Mexico as well as service military bases, Indian Health Service/ Navajo Nations, Guam Memorial Hospital and Commonwealth Health Center – Saipan.

The lab's specimens come from 33 local health departments and 61 hospital and clinical labs in Oregon, as well as 3,000 individual medical practitioners in Oregon. In addition, OSPHL also provides surveillance testing and whole genome sequencing to support public health programs performing infectious disease control and outbreak investigations. OSPHL is responsible for coordinating emergency laboratory response to emerging pathogens and biological or chemical threats throughout Oregon. OSPHL's Laboratory Compliance section oversees certification of clinical laboratories and accredits environmental laboratories. This includes laboratories that monitor the safety of drinking water, cannabis, psilocybin, and the environment in Oregon.

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 Newborn Screening Section of the Oregon State Public Health Laboratory performs testing to detect over 45 congenital disorders in newborn babies, including: PKU, Sickle Cell Disease, Congenital Hypothyroidism, and Severe Combined Immunodeficiency. The purpose is to provide timely testing and follow-up care coordination to enable early treatment and prevention of mental or physical impairments or even death.

This position primarily performs follow-up for babies at high risk of disease. This includes contact with providers in hospital/clinics settings and community birth providers to communicate the laboratory results, order the appropriate confirmatory testing, and transition the baby into the care of specialists. These tasks are performed following established protocols. This position will also provide education on screening conditions and test result interpretations to health care providers..

This position is considered essential and may be required to work during inclement weather or other hazardous conditions.

SECTION 3. DESCRIPTION OF DUTIES

Regular attendance is an essential function required to meet the demands of this job and to provide necessary testing or testing adjacent services. Employees will do the following:

Perform position duties in a manner that aligns with the agency's core values and promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors and other work-related associations. Develop positive working relationships with agency, division, center and section staff and managers through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance. Contribute in a positive, respectful, and productive work atmosphere.

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.

Percentages should not be fractions (e.g. 7.5% and not less than 5%).

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%	N	E	<p>Perform Case Management (Short-term Follow-up) for the Newborn Bloodspot Screening Program (65%)</p> <ul style="list-style-type: none"> • Maintain knowledge of clinical symptoms and treatment for all conditions on the Oregon newborn screening panel. • • Develop working knowledge of newborn screening tests performed and the diagnostic testing needed to identify and confirm the presence of disease in a newborn. • Provide consultation to providers on the screening test results and necessary follow-up actions. • In collaborate with medical consultants and NBS program manager, assess risk and initiate next steps for all presumptive positive test results. • Coordinate with primary care physicians, individual state newborn screening coordinators, and other medical professionals (or parents, when necessary) for the follow-up of infants with presumptive positive test results.

% of Time	N/R/NC	E/NE	DUTIES
			<ul style="list-style-type: none"> • Maintain records of diagnostic laboratory results and case determination outcomes. Generate final diagnosis case closure communications. • Ensure that appropriate follow-up steps are documented and completed for all positive test results following established protocols.
15%	N	E	<p>Education and Outreach (15%)</p> <ul style="list-style-type: none"> • Assist in the creation of disease specific educational material specifically designed for families whose newborn screened positive for a condition on the panel. • Assist in the creation of disease specific educational material for providers that communicate appropriate next steps when screening results are out of range, including the necessary diagnostic testing, signs and symptoms of disease, treatments, and expected outcomes. • • Engage with disease specific advocacy groups to learn about ways to better support families whose child has been diagnosed with a screened condition. • Strengthen partnerships with other OHA programs that serve children with special needs. • Assist with updates and changes to the practitioner’s manual and website that provide information to program partners and families.
15%	R	E	<p>Program administrative functions (15%)</p> <ul style="list-style-type: none"> • Help monitor metrics that assess the effectiveness of the program, including the timely reporting of test results and follow-up care. • Help monitor metrics that assess the accuracy of screening results comparing the number of screened positive cases to the number of confirmed cases and false positives.

% of Time	N/R/NC	E/NE	DUTIES
			<ul style="list-style-type: none"> • Assist with external communication of changes or updates to the program. • Assist with updates to policies or procedures for newborn screening follow-up. • Participate, support, or lead QA or QI projects for the newborn screening program.
5%	R	E	<p>Miscellaneous (5%)</p> <ul style="list-style-type: none"> • Participate in special projects, work groups as assigned. • Attend national conferences to maintain expertise with updates in newborn screening practice. • Participate in professional organizations to promote newborn screening awareness in Oregon. • Conduct presentations and tours of the Newborn Screening unit for laboratory visitors. • May volunteer or be asked to participate in Quality Assurance or Laboratory Safety Committee and perform work to advance and maintain these lab-wide systems. • May volunteer or be asked to participate in internal and external College of American Pathologist inspection activities, which could involve out of state travel and requires completion of training.
At All Times	NC	E	Consistently treat customers, stakeholders, partners, vendors and co-workers with dignity and respect. Create and maintain a work environment that is welcoming and respectful of diversity. Model expected professional behaviors.
100%			

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.

The typical work hours for this position are Monday through Friday from 8am to 5pm with a one-hour

lunch and two fifteen-minute breaks.

The position requires on-site work at the Oregon State Public Health Laboratory. Remote work cannot be accommodated.

The position is part of a rotating Saturday on call schedule for communication of critical test results, requiring availability once a month for a six-hour time period.

The employee must be able to access information from a variety of sources, including textbooks, professional journals, computer programs, internet, program-specific documents, and via consultation with subject matter experts. Work requires use of computers, printers, copy machines, fax machines, multi-line telephones, or personal data accessories (PDAs). Work requires ability to access various databases and other information systems.

There is a small risk for potential exposure to infectious and chemical agents and physical hazards as found in a biosafety level 2 and 3 clinical laboratory, including possible exposure to sera (blood and body fluids) and other specimens with potential for infection by hepatitis, HIV, and other bacterial, viral, rickettsial, and fungal pathogens and toxins.

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.

- DAS and OHA policies and procedures
- OSPHL policies and procedures
- Oregon Revised Statutes, Oregon Administrative Rules
- CAP requirements and CLIA regulations
- Federal regulations and guidelines
- Uses laboratory information management system.

b. How are these guidelines used?

To provide information and guidance needed to perform the work in accordance with federal and state rules and regulations and established DAS and OHA policies

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
General public	In person, letter, phone, fax, e-mail	Consultation	As required
Clinical laboratory personnel	In person, letter, phone, fax, e-mail	Collect data, share information, develop, and update procedures	As required
Other Health Authority staff	In person, letter, phone, fax, e-mail	Share information, planning, project management	As required
Information systems staff	In person, letter, phone, fax, e-mail	Consultation, planning, project management	As required
Physicians, nurses, and other medical personnel	In person, letter, phone, fax, e-mail	Collect data, share information	As required
Newborn screening officials in other states	In person, letter, phone, fax, e-mail	Develop protocols, share information	As required

SECTION 7. POSITIONS RELATED DECISION MAKING

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

Decisions are based on independent judgement and medical training regarding the urgency of the laboratory findings and defining the appropriate disorder within the endocrine, metabolic, hemoglobin, cystic fibrosis or other newborn screening program. Each program's follow up protocols and timelines vary significantly with the type of disorder identified. Error in judgement or decisions may result in mortality or serious, life-long medical consequences to the patient.

This position will also make decisions regarding outreach and training for medical staff throughout Oregon to promote appropriate and timely newborn screening for specimen collection, transport and result follow-up.

SECTION 8. REVIEW OF WORK

Who reviews the work of this 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
Newborn Screening Program Manager	0000276	In person individually in monthly meetings, in monthly NBS Follow-up meetings, and informally as needed	As needed	Review of tasks, any problems, and the accomplishment of work.

SECTION 9. OVERSIGHT FUNCTIONS- THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- 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 checked="" type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input checked="" 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 checked="" 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.

Registration in the Health Alert Network (HAN) to receive important public health alerts and emergency notifications. This position is designated as Essential Personnel in the event of a hazardous condition.

Budget constraints may require staff take unpaid furloughs at the direction of the Governor, Director of the Oregon Health Authority or the Public Health Director.

This job requires rigorous adherence to the highest standards of confidentiality regarding medical records. Interpersonal skills needed for working with a wide variety of ACDP staff, as well as staff from other state agencies and outside partners.

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

- Current driver's license required.
- Ability to travel overnight required.
- Rigorous adherence to the highest standards of confidentiality regarding patient information and information security is required.
- Applied professional experience in newborn screening specimen collection is required.
- Must have a valid license to practice as a registered nurse in Oregon.

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

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Operating Area	Biennial Amount (\$00000.00)	Fund Type

SECTION 11. ORGANIZATIONALCHART

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