

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.

OHA's single overarching goal is to eliminate health inequity in Oregon by 2030.

OHA Core Values: Health Equity, Service Excellence, Integrity, Leadership, Partnership, Innovation, and Transparency.

Oregon State Hospital is a Joint Commission-accredited and CMS-certified public psychiatric hospital which provides services on two campuses to persons committed by the Oregon courts as part of the state mental health system.

OSH Vision: We are a psychiatric hospital that inspires hope, promotes safety and supports recovery for all.

OSH Mission: to provide therapeutic, evidence-based, patient-centered treatment focusing on recovery and community reintegration, all in a safe environment.

OSH is led by a Superintendent and Executive Team. Leadership and oversight of clinical treatment is provided by the Clinical Administrative Team, which is comprised of the Chief Medical Officer, clinical Discipline Chiefs, Chief Nursing Officer, Deputy Superintendent and the Program Directors for the Salem and Junction City campus programs. OSH uses the Collaborative Problem Solving® model as its foundation of care across all disciplines, including nursing and direct-care unit staff.

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 Chief of Psychology provides executive direction and leadership to the Psychology Department. The Chief of Psychology directs psychology services program development and evaluation, budget administration and review, regulatory compliance activities and establishment of policies/procedures to guide equitable, inclusive and trauma-informed psychological and workplace practices.

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%	R	E	<u>Clinical Leadership:</u>

			<ul style="list-style-type: none"> • Provides executive direction, leadership and oversight of psychology service and department operations to ensure the delivery of high-quality, trauma-informed, and culturally and linguistically appropriate psychological care and services to patients. • Delegates clinical tasks appropriately, monitors performance, and follows up to ensure equitable results. • Establishes and effectively communicates clinical standards, objectives, and policies/procedures for Psychology program services in accordance with state and national standards; professional licensing standards including the APA Guidelines; and evidence-based and emerging best practices of psychological care. • Assures regulatory compliance of all psychological services within the framework of constant readiness for review by CMS, the Joint Commission, and other state and national regulatory bodies. • Coordinates clinical psychology practices with other clinical disciplines under the direction of the Chief Medical Officer to assure active treatment for all patients. • Fosters a patient-centered, recovery-focused, trauma-informed, team-oriented culture by active collaboration with other medical, clinical and therapeutic disciplines to promote and ensure optimal service and equitable outcomes. • Provides direction and leadership in the use of Collaborative Problem Solving for direct patient care and management behavior. Maintains and advances own and subordinates' knowledge and practice of the Collaborative Problem Solving model with patients and co-workers at all levels. • Ensures there is a system to provide and monitor communication of continuity-of-care information between practitioners and to monitor clinical effectiveness and cultural responsiveness of psychology interventions at all levels of the organization. • Provides consultation for complex or high-risk patient care or patient transfer situations. • Perform direct psychological care to patients sufficient to meet the requirements of the Psychology Peer Review Committee and maintain clinical privileges.
45%	R	E	<p><u>Administrative Leadership:</u></p> <ul style="list-style-type: none"> • Plans, organizes, and assigns the work of Associate Chiefs, including the development of subordinate structures and performance of management tasks.

			<ul style="list-style-type: none">• Delegates administrative tasks appropriately, monitors performance and follows up to ensure desired results personally and through the Associate Chiefs of Psychology.• Directs all recruiting, interviewing, selecting, onboarding, training and professional development of Psychologists, Psychology Residents, and Behavior Health Specialists. Ensures that management practices support the recruitment, retention and promotion of a qualified, diverse workforce in the Psychology Department.• Directs and oversees managers' conduct of effective personnel practices of coaching, performance feedback, disciplining and termination of subordinates.• Makes rounds as necessary to ensure leadership presence in direct care areas, and to assure ongoing activities are in place in all areas to address identified opportunities for improvement.• Provides goal setting and ongoing performance feedback to direct reports. Completes annual performance and position description reviews. Provides feedback regarding the performance of subordinates as required for credentialing through the Medical and Allied Health Professional Staff.• Maintains and encourages equitable personal and professional growth through pursuit of education and training and participation in relevant professional organizations.• Provides administrative direction for psychological education/development/training programs, including those which qualify psychology interns for graduation and psychology residents for licensure as a qualified provider of psychological care.• Participates as assigned on the executive body, clinical and administrative committees, and other internal and external groups to accomplish the organization's Mission and Vision.• Collaborates with Information Technology professionals and other clinical and non-clinical departments as appropriate to oversee the ongoing management of the electronic health record and successfully implement other technological solutions as needed, ensuring ADA accessibility of technology products is prioritized.• Builds collaborative, productive professional relationships with clinical facilities, advisory boards, psychology programs and other departments within and outside of the agency.
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			<ul style="list-style-type: none"> • Establishes and maintains respectful and productive working relationships with collective bargaining unit agents and representatives. • Supports problem-solving, decision-making, and issue resolution at the appropriate level and in a timely, fair and equitable manner. • Engages department staff in assessment, planning, implementation and evaluation of inclusive, equitable and trauma-informed services, practices and outcomes.
20%	R	E	<p><u>Fiscal Management:</u></p> <ul style="list-style-type: none"> • Monitors and manages the financial performance of the Psychology Department to ensure budgetary requirements are implemented and maintained. • Estimates necessary quantity of time, costs and materials or personnel required for the accomplishment of psychology department assignments and goals. • Monitors and manages expenditures from the current biennium approved budget and consults with the hospital CFO regarding expenditure needs outside the budget. • Develops and reviews budgetary reports relative to areas of responsibility, including agency services and overtime use. • Identifies opportunities to improve efficiency, reduce expenses and improve overall financial performance in accordance with the mission, vision and values and goals of OSH and OHA. • Negotiates and administers direct-service contracts for psychological care services as necessary, in consultation with the hospital CFO.
			<p><u>Values:</u></p> <ul style="list-style-type: none"> • As an employee of Oregon State Hospital, demonstrates awareness, understanding and alignment of service delivery with the OHA strategic plan and OSH and OHA Core Values.
			<p><u>Cultural Responsiveness:</u></p> <ul style="list-style-type: none"> • Consistently treats customers, patients, consumers, stakeholders, community partners, vendors, and colleagues with dignity and respect. Demonstrates recognition of the value of individual and cultural difference; creates a work environment that is respectful and accepting of diversity where talents, abilities and experiences are valued. • Proactively creates and maintains an inclusive work environment for all staff, including those from diverse backgrounds.

			<ul style="list-style-type: none"> • Models inclusive and equitable recruitment, onboarding promotion and management practices to support advancement of OHA Affirmative Action Plan goals. • Demonstrates understanding, applying principles related to eliminating health inequity. Demonstration of effective delivery of culturally responsive, anti-racist, inclusive and trauma-informed services policies and practices, including evidence of ongoing development of personal cultural awareness and humility. • Assures that service delivery is provided in a culturally and linguistically responsive manner; assures that printed materials are available in different languages as needed and/or in alternate format; bilingual services are available and facilities are accessible for all patients, their families and community members. • Promote and foster a workplace free of discrimination and harassment.
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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.

Position requires the incumbent to work a professional work week where the hours of work may fluctuate on a daily or weekly basis. Work is primarily conducted in an office complex but includes time in public and high security settings and may include telework. Extensive use of computers and telephones is required. Position is subject to fluctuating workloads and priorities including highly complex, sensitive, confidential and/or political issues. Occasional contact with acutely agitated individuals (patients, employees, or members of the public) is expected. Local and in-state travel is required, particularly travel to both campuses.

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:

- Federal/State laws governing care/treatment of persons receiving psychological services
- Oregon Administrative Rules, OHA and DAS policies
- Joint Commission standards for inpatient psychiatric hospital and residential behavioral health

services
 Oregon Board of Psychology regulations
 Oregon Board of Licensed Professional Counselors and Therapists regulations
 Hospital and state licensing standards for inpatient and residential services
 Center for Medicare/Medicaid Services standards
 American Psychological Association standards of practice
 Culturally and Linguistically Appropriate Services (CLAS) standards
 REALD (Race, Ethnicity, Language and Disability) data collection standards

b. How are these guidelines used?

Laws, rules, regulations, standards, guidelines, policies and procedures provide a general framework for program development/management, hospital governance and daily operations. Interpretation, judgment, implementation, monitoring and compliance is required.

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?
Department Directors	Phone/In person/written	Exchange information/provide reports	Daily
Clinical Discipline Chiefs	Phone/In person/written	Exchange information/provide reports	Daily
DOJ Consultants	Phone/In person/written	Exchange information/provide reports	As needed
AFSCME and SEIU representatives	Phone/In person/written	Exchange information/provide reports/respond to inquiries	As needed
Oregon Board of Psychology	Phone/In person/written	Exchange information/provide reports/inquiries/coordination of services	As needed
Oregon Health Authority; DAS	Phone/In person/written	Exchange information/provide reports/respond to inquiries	As needed
Psychological Community Contacts	Phone/In person/written	Exchange information/provide reports/recruitment of staff	As needed
Oregon Board of Licensed Professional Counselors and Therapists	Phone/In Person/written	Exchange information/provide reports/recruitment of staff	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

Decisions generally relate to program operations, utilization of program resources, personnel management, productivity, the health and safety of patients and staff, public perceptions and fiscal solvency. Poor decisions could result in psychological harm, serious injury to patients and/or staff, fiscal insolvency and/or indefensible liability exposure.

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
Chief Medical Officer		Verbal/written	As needed/ monthly	Quantity and quality of psychiatry care, budget and staffing issues, administrative needs/ requirements

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 5

How many employees are supervised through a subordinate supervisor? 65

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 an unencumbered license to practice psychology in the State of Oregon
- * Because the Junction City campus can only be reached by vehicle, the incumbent must have a valid driver's license or alternate means of transportation.
- * Must be able to flex hours or work additional shifts when necessary to complete time sensitive projects or ensure the safe and efficient operation of the facility

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
Psychology Department	16,950,000.00	General Fund

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