

the highest possible level of independence and promote social opportunities, which benefit the individuals and the community.

The program has 29 homes located in eight counties, over 650 employees and supports over 138 people. Each individual residing in the program has an Individual Support Plan (ISP) that emphasizes community integration, independence, and productivity, has daily implementation agendas, and is monitored by county case management.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement:

The primary purpose of this position which is under the supervision of a Nurse Supervisor is to ensure all nursing and medical needs of clients are met. This may include working closely with the primary physician, respiratory therapists, pharmacists, physician specialists, program team members, licensed practical nurses and direct care staff.

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.

The following are general expectations for performance of the duties listed below: establishes and maintains professional and collaborative working relationships with all contacts; contributes to a positive, respectful, and productive work environment for clients and staff; maintains regular and punctual attendance; maintains a valid driver’s license and the ability to drive; and follows SOCP “Code of Conduct”.

% of time	N/R/NC	E/NE	DUTIES
40%	R	E	<p>Ensure that all medical and related needs of clients are met as directed by:</p> <ul style="list-style-type: none"> • Collaboration with all physicians involved in the client care. • Collaboration with other health professionals such as dietitian, respiratory therapists, physical and occupational therapists, pharmacists and any other health professional involved in the care of the client. • Maintain continuous observation of client’s behavior/health needs and report any significant changes/concerns to supervisor followed by written documentation. • Arrange medical/dental appointments for clients including transportation. • Ordering of all medications and ensuring the medications are available when needed. • Following and revising as needed Nursing Care Plan for each client and communicating as needed with client’s primary physician. • Assisting with training of all staff regarding client’s medical/positioning/treatment needs per physician’s orders. • Ensure all prosthetic devices are used per physician’s orders and report any needs for repair to supervisor. • Perform other duties as assigned.

20%	NC	E	<p>Maintain individual medical files in a complete, accurate manner by including:</p> <ul style="list-style-type: none"> • Maintaining copies of all physician orders/physician visitation reports. • Obtaining and maintaining all physician phone orders and ensuring they are properly signed. • Documenting changes in status, concerns or information from all health care professionals. • Documenting seizures, intake/output, weights, menses, blood pressures, etc., as indicated for each client. • Maintaining Medication Administration Record for each client. • Ensuring all unused, discontinued or contaminated medications are properly disposed of and documented. • Ensuring all special diets have physician orders and are followed.
20%	NC	E	<ul style="list-style-type: none"> • Documenting and training staff on all medically related issues including Nursing Care Plan, writing and revising current medical protocols and any other healthcare related procedures or protocols. • Providing daily or assigned individual assistance for client to the degree necessary in the following areas: <ul style="list-style-type: none"> ○ ADL's, toenail and fingernail care, peri-care, tooth brushing as needed and/or training or delegating tasks to direct care staff as appropriate.
10%	NC	E	<ul style="list-style-type: none"> • Participate on the Individual Support Plan (ISP) Team as requested and ensure clients medical/treatment needs are incorporated into the ISP.
10%	NC	E	<ul style="list-style-type: none"> • Follow and remain knowledgeable of established policies, procedures and guidelines to support SOCP mission. • Must attend and participate in staff meetings and mandatory trainings.

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.

- Frequent daily lifting up to 75 lbs involving transferring, positioning and moving individuals.
- Frequent daily squatting, bending, and stooping.
- Exposure to infectious diseases and body fluids.
- Potential contact with behaviorally aggressive clients.
- Daily exposure to household strength cleaning agents, detergents.
- Exposure to a variety of work settings both within the home(s) and the community.
- Occasional exposure to inclement weather (example: accompanying clients to Dr. appointments).
- May be required to work overtime to provide necessary staffing and support for individuals -7 days a week/24 hrs. a day.
- May be required to transport individuals utilizing wheelchair accessible vehicles, passenger vans, mini vans and/or standard size cars. Must have the ability to drive a car/van. Must maintain a valid driver's license.
- Must maintain a valid State of Oregon Registered Nurse License.

- Must maintain 12 continuing educational units annually
- Must maintain up-to-date CPR
- Frequent contact with the public and other agency personnel.
- Annual BloodBorne Pathogen Training

The skills and certificates below will be trained by State Operated Community Program

- Oregon Intervention System Certification
- Current CPR/First Aid Certification
- Medication Administration Certification

SECTION 5. GUIDELINES

List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- OAR (Chapter 411, Division 325) Comprehensive 24-hour Residential Services for Children and Adults with Developmental Disabilities
- SOCP Policies and Procedures Manual
- DHS Rules, Policies, and Procedures
- Oregon Intervention System (OIS)
- SOCP Code of Conduct
- SOCP Medication Administration Procedures
- Fire Marshall Regulations
- State of Oregon Motor Vehicle Rules
- State and Federal Sanitation Requirements
- Health Insurance Portability and Accountability Act (HIPAA)
- State of Oregon Nursing Standards

a. How are these guidelines used?

To provide framework required to provide care, training, support and treatment for the individuals and to establish criteria for employee conduct.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

<u>Who contacted</u>	<u>How</u>	<u>Purpose</u>	<u>How Often?</u>
Individuals	Person	Instruct/Monitor/Support	Daily
Site Manager	Person/phone	Exchange information	Daily
Nurse Supervisor	Person/phone	Exchange information	Daily
Program Managers	Person/phone	Exchange information	As needed
County Case Mngr	Person/phone	Exchange information	As needed

Physician(s)	Person/phone	Exchange medical information	As needed
Other Healthcare Professionals	Person/phone	Exchange health information	As needed
Pharmacist	Person/phone	Exchange health information	As needed
Parent/Guardian	Person/phone	Exchange information	As needed
Public	Person/phone	Exchange information	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Decides and reports any special problems that occur to supervisor and brings concerns to supervisor. Decisions are generally situational and could impact the health and safety of individuals supported.

Oversee direct support staff regarding medically related needs of the clients.

Makes medically related decisions to ensure health of client. Identifying and taking action in the event of illness and/or injury, medication administration, etc.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

<u>Classification Title</u>	<u>Position Number</u>	<u>How</u>	<u>How Often</u>	<u>Purpose of Review</u>
Nurse Supervisor	6209	Verbally	As needed	To lend support for accomplishments and areas needing improvement. To ensure adherence to rules, policies, procedures.
Nurse Supervisor	6209	Written Evaluation	Yearly	To outline work performance for the year.

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?

<u> </u>	Plan work	<u> </u>	Coordinates schedules
<u> </u>	Assigns work	<u>0</u>	Hires and discharges
<u>0</u>	Approves work	<u>0</u>	Recommends hiring
<u>0</u>	Responds to grievances	<u>0</u>	Gives input for performance evaluations
<u>0</u>	Disciplines and rewards	<u>0</u>	Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIRMENTS: List any knowledge, skills, certificates and licenses needed at time of hire that are not already required in the classification specification:

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following: None

Operating Area _____ Biennial amount (\$00000.00) _____ 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, and employee name and position number.

SECTION 12. SIGNATURES

Employee Signature _____ Date _____ Supervisor Signature _____ Date

Appointing Authority Signature _____ Date

Updated October 22, 2008 (LDF and KL)
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