

OKANOGAN COUNTY COMMISSIONERS'

RESOLUTION 150 -2022

A resolution creating a Washington Health Care Authority-Medication for Opioid Use Disorder grant funded Registered Nurse position

WHEREAS, the Washington Health Care Authority (HCA) allocated funding to the Okanogan County Jail, Okanogan County Sheriff's Office for a Registered Nurse to serve as the Nurse Care Manager to identify opioid specific substance use disorders and to manage the care of identified, affected inmates at the jail; and

WHEREAS, the fiscal period December 2021 through June 2023, HCA allocated funding for a Registered Nurse; and

WHEREAS, the Okanogan County Jail has received a grant for the purpose of funding this position from December 2021 through June 30, 2023; and

WHEREAS, the Registered Nurse (RN) Nurse Care Manager is a professional level position that independently provides nursing care, care program management, and assistance to engage those individuals incarcerated in the Okanogan County Jail with medication assisted treatment (MAT) as prescribed by a licensed health care provider/physician

WHEREAS, the nature of responsibility to provide required licensed medical support to prescribing physicians, nursing assessments, documentation, care planning, stabilization, observation and maintenance, coordination of post incarceration follow-up care, relapse prevention, and support for individual self-management, the position of RN Nurse Care Manager should be classified at a rate not to exceed \$50.28 per hour.

NOW, THEREFORE, BE IT RESOLVED by the Board of Okanogan County Commissioners that effective this date, the position of "RN Nurse Care Manager" be created as a non-exempt/hourly position, and classified a Grade 53a.

BE IT FURTHER RESOLVED that this position will be fully funded from grant proceeds and authorized as long as funding is available. Should grant funding for this position be withdrawn, the position will not be funded from the general fund and will terminate.

Dated at Okanogan, Washington this 17 day of October, 2022.



ATTEST:


Lalena Johns, Clerk of the Board

**BOARD OF COUNTY COMMISSIONERS
OKANOGAN, WASHINGTON**


Andy Hover, Chairman


Chris Branch, Member

ABSENT
Jim DeTro, Member



The job description is intended to describe the general nature and level of work being performed by the incumbent, and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

Job Title: RN Nurse Care Manager

Division: Corrections

Reports to: Medical Officer

Collective Bargaining: No

FLSA: Nursing Non-Exempt/Hourly

Version: 10/14/22

Wage Comp: \$50.28 per hour (Grade 53a)

Pages: 1 – 5

PRIMARY ACCOUNTABILITY: Works with Okanagan County Jail Leadership and Staff in conjunction with program Medical Providers and the recovery navigators to ensure quality, comprehensive and coordinated care is delivered to patients in the jail population who qualify for the MOUD Program. The RN Care Manager (RNCM) will also provide medical support to the prescribing clinicians. The duties of the RNCM include; individual screening, Medication Assisted Treatment (MAT) education, assisting with MAT inductions, taking vital signs, drug testing, lab work, ongoing nursing assessments, documentation, care planning, stabilization, observation and maintenance, coordination of post incarceration follow up care, relapse prevention and support for the individual's self-management. The RNCM is also responsible for assisting jail staff with data collection activities.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Communicates health information to providers, patients, support staff, and team members
 1. Able to problem solve using critical thinking skills, clinical judgement abilities, visionary capabilities, creativity, patience and flexibility.
 2. Successful in managing complex situations; ability to perform triage functions and take substance abuse and medical history
 3. Assessment and Monitoring of patients in the induction, stabilization, and maintenance phases of treatment while incarcerated and assists with planning for release.
 4. Ongoing review and revision of patient's plan of care with the MAT provider team as needed to address patient needs and issues
 5. Ongoing management of patients receiving MAT in the jail.
 6. Assessment of signs and symptoms of opioid withdrawal using the COWS (Clinical Opioid Withdrawal Scale)
 7. Education and support of patients in all phases of treatment including nursing visits, urine toxicology screens, routine labs and as needed, medication teaching, monitoring, pill counts, observed dosing, and medication refills
 8. Collect pertinent data using appropriate assessment techniques
 9. Linkage to other community services including addiction, mental health and primary care as needed
 10. Assess, document, and implement actions required to meet patient needs
 11. Able to work with Corrections Officers, jail staff/leadership and recovery coaches required to provide supportive services

12. Able to relate to and work with ill and disabled patients of all ages, non-English speaking patients, emotionally distressed patients and families
13. Able to cope with varying and unpredictable situations tactfully and respectfully
14. Assists in the management of Office-Based Opioid Treatment (OBOT) patients following established protocols and systems for disease management in collaboration with prescribers
15. Utilizes patient communication strategies, such as motivational interviewing and trauma informed care methods
16. Developing a plan of care, goals and other specific measures pertinent to patient's health condition(s)
17. Assesses patient activation and readiness for change and collaborates with patient to develop self-management goals
18. Participate in program efforts to achieve established goals and quality metrics
19. Monitors and processes voicemail, EHR messaging and email in a timely manner.
20. Works to the level of their license to maximize their contribution to Team Based Care.
21. Acts as a resource to Correction's Officers and assists with education around Medication Assisted Treatment and Opioid Use Disorder.
22. Acts as a leader in integrated teams to establish and maintain a positive work environment and strengthen relationships between teams, departments and organizations.
23. Functions as an RN Case Manager in direct patient care for all patients receiving Medication Assisted Treatment in the Okanogan County Jail.

2. Patient Care

1. Provides professional nursing care for Okanogan County Jail patients following established standards and practices and acting within the scope of the RN license.
2. Interacts frequently with high risk patients regarding care plans, in the jail and in the clinical setting.
3. Acts as an educational resource for patients and jail staff.
4. Develops and discusses patient self-management plans in conjunction with PCP, and OTN providers and staff or patient's MAT provider of choice.
5. Follows up with patients to assess compliance and progress with identified goals.
6. Provides decision support and encourages treatment adherence both during and post incarceration.
7. Triage patients to level of employee licensure: assess patients as needed and provide appropriate nursing care.
8. Provides assessment data regarding treatment efficacy to physicians for treatment decision support.

3. Attendance

1. Ensures attendance and hours worked are accurately recorded in computerized timekeeping system
2. Properly manages PTO hours.

3. Responsible for regular, predictable attendance and to work hours as scheduled, which may include evenings or weekends

GENERAL DEVELOPMENT

1. Requires more advanced organizational skills, in order to organize projects or the work of others, both clinical staff and non-licensed/non-clinical staff.
2. Job duties require the ability to work independently and as part of a team
3. Job responsibilities require individual development of priorities for effective performance of duties, including re-prioritization in response to changes in circumstances.
4. Employees are expected to determine an effective response to situations encountered with established precedent.
5. Requires consideration of the impact of own work product on other employees involved in the workflow
6. This position exercises leadership over others, and includes some supervisory authority over the actions of Corrections Offices assisting with medication administration.

PROFESSIONAL & TECHNICAL KNOWLEDGE

Job duties require knowledge and training in the field of nursing typically acquired through a formal Associates or Bachelor degree. Job experience working with patients with Substance Use Disorder is desired. Previous care management experience preferred. Two years of recent clinical experience as an RN working in a clinic/outpatient setting preferred.

LICENSES AND CERTIFICATIONS

Must have an active Registered Nurse licensure with the State of Washington

TECHNICAL SKILLS

1. Ability to prepare basic correspondence and simple reports using computer.
2. Ability to create, send and manage email.
3. Ability to access web-based applications and other computer programs.
4. Fully functional in use of the Electronic Health Records (EHR) program.
5. Fully functional in use of Windows based programs.

COMMUNICATION SKILLS

- 1) Employee is required to effectively communicate using core communication values:
 - (a) **Respect**—using manners and appropriate language; maintaining a person's dignity and confidentiality; giving credit where due; asking others for their input and feedback
 - (b) **Empathy**—to show someone you understand what they are feeling without judgment; engaged listening with no distractions; acknowledgment and paraphrasing; eye contact
 - (c) **Genuineness**—tone of voice and body language are congruent; showing consistent behaviors over time; integrity (follow-through and follow-up); humility (admitting when a mistake is made)

(d) **Specificity**—what details can you give so someone knows what “excellence” looks like; models or samples; one-on-one mentoring; alternate plans

- 2) Job duties require employee to provide excellent customer service to all internal and external customers
- 3) Job duties require employee to effectively communicate complex and/or technical information to co-workers and others
- 4) Job duties require the effective communication of information in written (including electronic) correspondence
- 5) Duties require employees to effectively convey technical and clinical information to non-technical/non-clinical audiences

WORK ENVIRONMENT

Work is performed primarily in a County Jail setting.

TYPICAL PHYSICAL DEMANDS

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing				x	
Walking			x		
Climbing		x			
Sitting				x	
Stooping / Kneeling		x			
Lift/Carry up to 15 lbs.		x			
Lift/Carry up to 30 lbs.		x			
Lift/Carry up to 50 lbs.		x			
Push/Pull up to 25 lbs. of exertion		x			
Push/Pull up to 50 lbs. of exertion		x			
Work below waist level		x			
Work at waist to shoulder level					x
Work above shoulder level			x		
Reach further than arm's length				x	
Fingering					x
Grasping / Holding				x	
Talking					x
Hearing					x
Seeing					x
Work in confined spaces			x		
Exposed to extreme temperatures		x			
Operate tools or machinery (incl. office equip.)					x

Operate motorized vehicles/equipment			x		
Work at heights balancing	x				
Use/exposed to hazardous substances					x

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Signature below acknowledges that I have received a copy of my job description.

Employee Signature Date

Supervisor Signature Date