



JOB DESCRIPTION

Title	Prescription Drug Overdose Coordinator	Created	Nov 2017
Department	Public Health	Revised	
Job Class	A 16 O 3	Safety Sensitive	Yes
Labor Union	Oregon Nurses Association	FLSA	Non-Exempt

Purpose

Responsible for implementing Prescription Drug Overdose (PDO) activities through regional and community partnerships in Clatsop County, Columbia County and Tillamook County. Work is structured around a regional coordinating committee and numerous topic specific work groups. This position is time constrained to manage the PDO grant and deliverables.

All duties are performed in compliance with organization's policies and procedure, contractual obligations, and within federal and state laws and guidelines including HIPAA, OSHA, and Waste Fraud and Abuse regulations. Protects the dignity, privacy and confidentiality of members and their families, as well as co-workers and others.

Essential Functions

- Responsible for the development, implementation, and management of the activities, work plans, and outcomes for the PDO grant.
- Develops vision and scope of project, manages all aspects of the PDO multi-year project, assigns and supports work of multiple external stakeholders, works with Portland State University and Oregon Health Authority (OHA) to ensure evaluation activities are conducted, develops assessment design and implementation, and develops/oversees several matrixed teams working on health improvement plans, evaluation, epidemiology study, data gap analysis, and community engagement.
- Responsible for data reporting efforts on the harms of opioids and capacity to provide pain care and medication assisted treatment. The data is used for program development and evaluation.
- Manages PDO project grant deliverables while being considerate of grant budget.
- Directs efforts to identify gaps in and areas of potential collaboration for effort designed to reduce the harms and overdose deaths from opioids, improve the quality of life for people with chronic pain, and improve the quality of life for people with opioid use disorder.
- Other tasks as assigned by supervisor.
- Responsible for strategic planning, building relationships in the era of Health Care Transformation
- Convenes or strengthens an existing Interdisciplinary Action Team (IAT) charged with coordinating efforts and identifying/addressing gaps to reduce misuse and harm from opioids in Clatsop County, Columbia County and Tillamook County. Relevant stakeholders represent public health, medical, behavioral health, payer, academic, and patient communities.



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- Organizes and directs work groups focused on clinician education, access to pain care, regional monitoring, etc.
 - Engages external partners and supports them to ensure their ability to keep in-kind commitments in order to reach outcomes outlined in project master plan.
 - Carries forward initial relationships started by the work of the local opiate workgroup, the CPCCO's Pain Guidance Group and community health needs assessment groups to ensure a wide array of stakeholders involved in efforts that can affect opioid-related overdose, improve the quality of life for people living with chronic pain, and improve the quality of life for people with opioid use disorder.
 - Facilitates the sharing of data and recognition to the Public Health department in Clatsop County, Columbia County and Tillamook County.
 - Promotes prescriber enrollment and adoption of the Prescription Drug Monitoring Program (PDMP) and state opioid prescribing guidelines. Works within the North Coast region toward a goal of enrolling 95% of the top controlled substance prescribers in the region in PDMP over the funding period.
 - Works with leadership groups in multiple stakeholder organizations to identify efforts underway, desired areas for collaboration and growth, and interest in engaging in regional work.
 - Accomplishes movement toward building or strengthening a community network within the region that contributes to reducing problematic prescribing, improving coordination of patient care for patients with opioid use disorder, increasing the use of non-opioid treatment for chronic non-cancer pain, and evolving a more interconnected community-level network of services.
 - Convenes and facilitates leadership meetings to discuss, draft, and adopt items like charters, assessment data, opportunities for collaboration, and policy role.
 - Develops agendas and materials corresponding to master project plan timeline. Manages/develops work plans resulting from meeting decisions.
 - Completes an approved Community Response Work Plan and provides quarterly progress reports to meet yearly deadlines.
 - Implements PDO prevention activities in accordance with approved Community Response Work Plan.
 - Cooperates with OHA on program evaluation throughout the duration of the grant, as well as with final project evaluation. Such activities may include, but are not limited to, meeting with a state level evaluator to help inform the OHA evaluation plan, collecting data and maintaining documentation throughout grant period, responding to evaluator's requests for information and collaborating with OHA on final reports to highlight the outcomes of the work.
 - Complies with and achieves performance measure goals.
 - Serves as the primary point person for national and local presentations.
 - Increases community level data-informed awareness of PDO and, in partnership with Western Oregon Advanced Health's (WOAH) branding team, disseminates local data or stories to promote public awareness of the burden and preventability of PDO.
 - Facilitates cross-county public health meetings to share progress and identify areas to coordinate, manages report/presentation/dashboard development county and
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regional data measuring the harms of opioids, as well as efforts/outcomes of pain care and opioid use disorder treatment.

- Openly, clearly and respectfully shares and receives information, opinions, concerns and feedback in a supportive manner.
- Works collaboratively by mentoring new and existing co-workers, building bridges and creating rapport with team members across the organization.
- Provides excellent customer service to all internal and external customers, which includes team members, members, students, visitors, and vendors, by consistently exceeding the customer's expectations.
- Assists identified providers to sign up via remote (web-based) training on using the Oregon Prescription Drug Monitoring Program and PDMP guidelines.
- Remains current with opioid safety and best practice standards.
- Recognizes new developments in the field and anticipates organizational modifications.
- Advances personal knowledge base by pursuing continuing education in order to enhance professional competence.
- Promotes individual and organizational integrity by exhibiting ethical behavior to maintain high standards.
- Personal commitment to the organization's philosophy and core values:
 - a. Non-judgmental attitude
 - b. Ability to report to work as scheduled
 - c. Support and contribute to effective safety, quality, and risk management efforts by adhering to established; policies and procedures, maintaining a safe environment, promoting accident prevention, and identifying and reporting potential liabilities
 - d. Valid Driver's License, proof of auto insurance, and reliable transportation
- Must be able to work under conditions of frequent interruption and be able to stay on task.
- Attends the CPCCO Community Advisory Council meetings in Clatsop County:
 - a. Participates in the Prevention Community Health Improvement Plan (CHIP) Sub-committee
 - b. Attends all PDO meetings reasonably required by OHA
 - c. Attends other meetings that pertain to opioids in Clatsop County as requested by supervisor
 - d. Willingness to work a flexible schedule including weekends and evenings when needed

Mandatory Qualifications

- Bachelor's degree in public health, nursing or other field of social sciences preferred.
 - Minimum 3 years' experience in complex project management, group facilitation, collaboration and organization, and/or applied health research. Pertinent work experience in lieu of formal education will be considered.
 - Knowledge of current opioid safety and best practice standards. Strong project
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management skills are required.

- Medical office experience or knowledge of medical office protocols and procedures.
- Strong knowledge of medical terms.
- Strong knowledge of provider prescribing protocols, procedures and requirements for all prescribing provider types.
- Knowledge of pharmacy laws and regulations regarding controlled substances.
- Literature review experience is also helpful.
- Knowledge of OSHA, HIPAA, Waste Fraud and Abuse.
- Knowledge and experience in the execution of communication and public relations.
- Knowledge of community health assessment and community health improvement planning
- Excellent group facilitation skills demonstrated by experience
- Strong conflict resolution skills
- Strong skills in evaluation and quality improvement
- Strong writing skills are a necessity. Ability to be self-directed and work independently
- Strong ability to develop a project with little or no direction
- Demonstrated ability to establish and maintain cooperative and effective working relationships with those connected in the course of the work
- Adept in research design, data collection, analysis and reporting.
- Must have and maintain current driving privileges in the state of Oregon.

Desired Qualifications

Master's degree in public health, nursing or other field of social sciences preferred.

Physical Demands

Physical demands of the position are minimal involving moving materials, books, files, etc., weighing up to 15 pounds.

Working Conditions

Typical office environment. May require infrequent lifting of materials weighing up to 25 pounds. Travel up to 50% of the time.

Supervisory Responsibility

Supervision is not a responsibility of this position.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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