



Competency-Based Job Description Instructions

- I. Job Title:** Fill In UMDNJ Job Title
Department: Fill In Department
Division/Section: Fill In Division/Section if Applicable
Operating Unit: University Hospital
Reports To: Fill In UMDNJ Title That This Position Reports To
Approved By: Final Job Descriptions must be approved by Compensation Services – Human Resources
Approved Date: Date Job Description is Approved by Compensation Services

II. MISSION STATEMENT

(Specific to each Operating Unit – University Hospital’s Mission Statement is already on Template)

III. SUMMARY

(Briefly, state the overall job responsibilities in fifty (50) words or less. Refer to the generic job description library for suggested language. Differentiate this job from others in the department. Focus on the central purpose of the job using action verbs such as provides, performs, researches, coordinates and plans. Age/Patient Population(s) Served statements that are specific to the patients receiving care must be included within the job summary of the position.) Feel free to contact Compensation Services if you need examples that are not on the CompToolKit.

IV. AGE/PATIENT POPULATION(S) SERVED DEFINITION

This section should be included in all patient-care job descriptions if appropriate. Identification of the population and ages served within the job description offers the new employee the opportunity to assess his or her skills and desire to work with the age and population defined. Competency as it relates to various age-specific components of assessing, evaluating, treating, and providing care to patients is The Joint Commission’s expectation. Select the appropriate age related or population related code. There may be more than one code in the Key that you select. Be inclusive of all populations served in your Key selection. The Age/Patient Population Served Key corresponds with the Competency-Based Template’s Key. Place an “X” in the box(es) for all that apply.

*Example I: C – Pediatric (1-12 yrs)
Example II: M – All Populations)*

Age/Patient Population(s) Served
Double Click on Box(es) for Your Selection;
Select Checked; Click OK for All that Apply

AGE/PATIENT POPULATION(S) SERVED KEY

<u>Age of Patient Population Served</u>	<u>Population</u>
<input type="checkbox"/> Neonate (birth - 28 days)	<input type="checkbox"/> Bariatric Patients: BMI greater than 40, or greater than 35 with weight related comorbidities
<input type="checkbox"/> Infant (29 days – less than 1 year)	<input type="checkbox"/> Patient with exceptional communication needs
<input type="checkbox"/> Pediatric (1 - 12 yrs)	<input type="checkbox"/> Patient with developmental delays
<input type="checkbox"/> Adolescent (13 – 17 yrs)	<input type="checkbox"/> Patient at the end of life
<input type="checkbox"/> Adult (18 – 64 yrs)	<input type="checkbox"/> Patient under isolation precautions
<input type="checkbox"/> Geriatric (65 yrs & older)	<input type="checkbox"/> All Populations
<input type="checkbox"/> Nonage Specific Task (N/A)	

V.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(List the top eight (8) or ten (10) critical duties in order of importance and frequency that must be performed by the incumbent. When considering these critical duties, focus on what must be accomplished within the department. Duties performed less frequently should be included towards the end of the list.) These should be the essential duties that are required in order for the employee to perform the task satisfactorily.

Integrate responsibility and expected practice. Define those tasks that are necessary to the fulfillment of the position. Talk with employees that are currently serving in the role to ensure the job description and requirements match the actual job.³

VI.

PERFORMS OTHER RELATED DUTIES AS ASSIGNED

Establish the premise that the job's essential duties list is not all inclusive, and other functions may be added dependent upon certain situations. Include expectations such as committee membership, required education/classes, and preceptorship as appropriate.

VII.

ADA COMPLIANCE

- 1. Essential Duties of a Position:** *The essential duties of a position are defined by ADA as job duties that are so fundamental to the position that the individual cannot do the job without being able to perform them. A function is considered to be essential if the performance of this function is the reason the job exists, there are a limited number of other employees who could perform the function, or if the function is specialized and the incumbent is hired on the basis of his or her skill/ability to perform the function.*
- 2. Employer's Judgment:** *ADA gives consideration to the employer's judgment as to what functions of a position are essential. A written job description is considered evidence of the essential duties of the position and should be developed before advertising or interviewing applicants for the position.*
- 3. Reasonable Accommodation:** *ADA requires employers to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment unless this would cause an undue hardship. The employee still has his or her responsibility to be able to perform the essential duties of the position. "Undue Hardship" means significant difficulty or expertise would be incurred and focuses on the resources and overall circumstances of the employer in terms of the cost or difficulty in providing a specific accommodation.*

VII.

CORPORATE COMPLIANCE RESPONSIBILITIES

(Must be on All Job Descriptions; make appropriate selections from the following and list as part of the Essential Duties and Responsibilities.)

Understands and adheres to UMDNJ's compliance standards as they appear in UMDNJ's Corporate Compliance Policy, Code of Conduct and Conflict of Interest Policy. *(To be included in all job descriptions.)*

Keeps abreast of all pertinent federal, state and UMDNJ regulations, laws, and policies as they presently exist and as they change or are modified. *(To be included in all professional, supervisory and managerial job descriptions.)*

Ensures that the staff are trained and evaluated on their knowledge of and adherence to compliance policies and procedures specific to their jobs. *(To be included in all supervisory and managerial job descriptions.)*

VIII.

JOB REQUIREMENTS

Indicate the Minimum Requirements to Perform the Essential Duties of the Position in this section. (Indicate Minimum Education and/or Experience; Legal Compliance for Clinical Positions, any significant Physical Demands specifics or Work Environment Conditions in this section.) Consider the specific knowledge, skills and abilities required to perform the essential duties successfully. Relate each required qualification such as education and/or experience, computer application skills and communication skills, to the job and not the previous incumbent. Work Environment conditions impacting the job should be typed in the Template. The job requirements section of the job description consists of the following three categories. Fill in the appropriate information in this section.

³ Competency Assessment: A Practical Guide to the JCAHO Standards, Second Edition, page 40-41.

JOB REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed must be representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. EDUCATION and/or EXPERIENCE/QUALIFICATIONS

(Refer to the Human Resources Compensation Services CompToolKit for Assistance.) The qualifications should be consistent with the employee’s job responsibilities.)⁴

2. LEGAL COMPLIANCE FOR CLINICAL POSITIONS

Credential requirements and Primary Source Verification should be indicated in the job requirements section of the job description and is important for The Joint Commission Compliance. *The department head is responsible for defining the required qualifications and ensuring legal compliance in terms of credentials and updating requirements with Compensation Services when the regulations change.* Current credentials are required for all practitioners requiring a license, certification or registration to perform their job responsibilities. *When current licensure, certification, or registration is required by law or regulation to practice a profession, it is the responsibility of the hospital’s leadership to verify these credentials with the primary source at the time of hire and upon expiration of the credentials.^{*5}* All operating units who employ licensed, registered or certified professionals are responsible for verifying these credentials through primary source verification (certifying agencies) in accordance with state & other regulating agency’s regulations. Job requirements for these clinical positions must indicate the “specific current and active licensure, registration or certification” required “which must be maintained in good standing.” The practitioner will be responsible for maintaining the credential indicated in the requirements of the position, with the issuing/certifying agency. The operational unit is responsible for monitoring expiration dates and requesting a written “primary source” verification with the above stated agency no later than the expiration date of last primary source verification performed. “Healthcare professionals” include individuals licensed or authorized to practice a healthcare profession regulated by DCA (Division of Consumer Affairs) and other professional and occupational licensing boards including physicians; podiatrists; nurses; pharmacists; physical, occupational and respiratory therapists; nurses aids and personal assistants; psychologists; psychoanalysts; social workers; speech and language pathologists; optometrists; opticians; dentists; orthotics and prosthetic providers; marriage and family therapists; veterinarians and chiropractors; and acupuncturists. *When the hospital requires current licensure, certification, or registration that are not required by law or regulation, the hospital should verify the credential at the time of hire and upon expiration of the credential. The Director of Regulatory Affairs should be consulted with as required.*

PRIMARY SOURCE VERIFICATION and CREDENTIALS REQUIRED MUST BE INCLUDED IN THE JOB REQUIREMENTS SECTION OF THE JOB DESCRIPTION IF APPLICABLE:

- IE. - **Credential Required:** Professional Registered Nurse as a Staff Nurse
- **Primary Source Verification:** N.J. Division of Consumer Affairs, Board of Nursing

3. PHYSICAL DEMANDS

Physical Demands required to perform the Essential Duties of the Position. (The requirements of the job description should denote physical demands for ADA Compliance that would affect the ability to perform the job. Specify Physical Demands that may affect job performance in the requirements section of the job description. (See Physical Demands Addendum).

WORK ENVIRONMENT

Specify Significant Work Environment conditions in the job requirements. Keep copies of the ADA Physical Demands and Work Environment Documentation Check Off Lists in your files.

IX. EMPLOYEE ACKNOWLEDGEMENT

Employee acknowledgement is required for all Operating Units who have The Joint Commission Review for Accreditation. Employee must acknowledge receipt of his or her job description and a copy must be given to the employee. Supervisors are responsible for maintaining a signed copy for their records. When job descriptions are revised and approved by Compensation Services, a copy also must be given to the employee and acknowledged.

I, _____, Acknowledge Review of This Job Description.
(Employee’s Name - PRINT Name)

Employee’s Signature

Date: _____

Supervisor’s Signature

Date: _____

⁴ Comprehensive Accreditation Manual for Hospitals: The Official Handbook Update 2, May 2005, page HR-2.

^{*} Effective January 1, 2006

⁵ Comprehensive Accreditation Manual for Hospitals: The Official Handbook Update 2, May 2005, page HR-7.