

University of Medicine and Dentistry of New Jersey Competency-Based Job Description

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

MISSION STATEMENT:

"To improve the quality of life for all those we touch through excellence in patient care, education, research and community service."

SUMMARY (*Basic purpose of the job*):

The primary purpose of the **Fill in UMDNJ Job Title** position is to

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)	

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. (*List Essential Duty Responsibility Statements.*) *Core Competency is the demonstrated ability to carry out the primary responsibilities of the job which should be reflected in the essential duties section of the job description.*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
8. Performs other related duties as assigned.

UNIVERSITY CORPORATE COMPLIANCE RESPONSIBILITIES

(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.)*

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.

- Credential Required: *(Specify for Clinical Positions)*
- Primary Source Verification: *(Specify for Clinical Positions)*

(Specify Significant Physical Demands and Work Environment Conditions in the Job Requirements Section. Keep copies of the ADA Physical Demands and Work Environment Documentation Check Off Lists in your files.)

PHYSICAL DEMANDS:

WORK ENVIRONMENT:

EMPLOYEE ACKNOWLEDGEMENT

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

Employee's Signature

Date: _____

Supervisor's Signature

Date: _____