***[HOSPITAL NAME]***

**ADMINISTRATIVE POLICY**

CATEGORY: Organization and Responsibilities **CODE: A-3**

SUBJECT: Job Descriptions **EFFECTIVE:**

**COORDINATOR: Director of Human Resource**

1. All positions of *[Hospital Name]* will have a job description. This includes long term volunteers (1 year or more), IDE positions, and leadership positions.
2. A copy of the employee’s job description will be given to the employee and a copy will be placed the employee’s personnel file.
3. Job descriptions will contain the following sections:
4. Job title
5. The title of the individual who is the supervisor of the employee
6. The titles of other positions which are supervised by this employee, if any
7. The duties of the employee
8. The minimum qualifications which are required by individuals who fill this position.
9. Working conditions
10. Signature and date (Approved by and received by)

Approved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_