

Applies To: Non-Clinical Staff Department: Obstetrics and Gynecology Revised: Effective Date: 10/1/2016
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Title: Review of Non-Clinical Staff Positions		Policy			
Patient Age Group:	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> All Ages	<input type="checkbox"/> Newborns	<input type="checkbox"/> Pediatric	<input type="checkbox"/> Adult

POLICY STATEMENT

To outline the process for periodic review of non-clinical staff positions.

PURPOSE:

The non-clinical staff positions within OB-GYN are integral to the department’s success. Over time, positions evolve to meet changing business needs. While positions are reviewed when they become vacant, regular review is also necessary when an incumbent is in the position for an extended period of time. A regular review allows for documentation of current tasks and workload. Additionally, it ensures that the position is properly classified for the current duties. This type of position review differs from the annual performance review in that it seeks solely to document current duties and confirm job classification. The annual performance review evaluates an employee’s performance throughout the year.

DEFINITION OF NON-CLINICAL STAFF:

Non-clinical staff positions within the OB-GYN department are defined as positions with numbers beginning with “S” or “OC” that are funded by unrestricted indices. Additionally, these positions are not involved in the direct delivery of patient care. Non-clinical restricted staff positions will be reviewed per funder guidelines or at the request of the PI or supervisor

PROCEDURES

- Positions will be reviewed at least every three years. Timing will be calculated based on the fiscal year of hire or last review, whichever is more recent.
- Administration will keep a list of all non-clinical staff positions and a schedule in which they are to be reviewed.
- At the discretion of the Department Administrator or Operations Manager, or at the request of the position supervisor, positions may be reviewed more frequently.
- When a position is due for review, the Operations Manager will notify the incumbent and their supervisor.
- The incumbent will complete the OB-GYN Position Review Questionnaire by the assigned deadline.
- The Operations Manager will review the questionnaire in consultation with the Department Administrator and position supervisor.
- After the review is complete, the Operations Manager will meet with the incumbent to discuss the review.
- If it is found that the duties and responsibilities have shifted from the original hire or last review, a formal PRQ with HR may be completed to ensure proper position classification.

DOCUMENT APPROVAL & TRACKING

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Approval: 

10/6/2016

Chair, Department of Obstetrics and Gynecology

Date

SOP # / Version #	Effective Date	Supersedes	Review Date	Summary of Change(s)

Title: _____
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