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### POSITION DESCRIPTION

### Workday Position # P\_\_\_\_\_\_\_\_\_\_

| Name *(if applicable)* :  |  | Date: |  |
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| Suggested Working Title of Position: State Title:FLSA Status(choose one): [ ]  Exempt [ ] Non Exempt  |

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| *Indicate the* ***Title*** *of who this position reports to:*  |
| Does this position have supervisory responsibility? [ ]  Yes [ ]  No |  If so, how many do they supervise?  |
| **Position Summary** (briefly describe the general purpose of the position)  |
| The University of Arkansas for Medical Sciences (UAMS) has a unique combination of education, research, and clinical programs that encourages and supports teamwork and diversity. We champion being a collaborative health care organization, focused on improving patient care and the lives of Arkansans.  All UAMS employees will treat others with **Dignity and Respect**. We communicate and **share** complete and unbiased **information**, assuring our colleagues receive timely, complete, and accurate information in order to make informed decisions. We **participate** in institutional initiatives and **encourage** the **participation** of others. We **collaborate** in policy and program development, implementation, and evaluation using **best practices** in delivering quality service. All duties will be performed in accordance with the UAMS Core Concepts of Patient and Family Centered Care set forth by UAMS. These core concepts allow for an approach to health care that shapes policies, programs, facility design and staff day-to-day interactions. It leads to better health outcomes and wiser allocation of resources, and greater patient and family satisfaction. The core concepts of patient and family centered care consist of Dignity & Respect, Information Sharing, Participation, and Collaboration.  |
| [ ] **Close Supervision:** | Is assigned duties according to specified procedures and receives detailed instructions. Work is checked frequently. |
| [ ] **Supervision:** | Performs a variety of routine work within established policies and procedures, and receives detailed instructions on new projects and assignments. |
| [ ] **General Supervision:**  | Normally receives little instructions on day-to-day work and receives general instructions on new assignments. |
| [ ] **Direction:** | This position establishes methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals. Only the final results of work are typically reviewed. |
| [ ] **General Direction:** | This position exercises wide latitude in determining objectives and approaches to critical assignments.  |
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| **KEY RESPONSIBILITIES** (list primary functions of the position with the percent of time generally allocated to each; percent of time must equal 100%)**Other duties as assigned.** |
| **Customer Service:** Interacts with and assists the public in a professional and friendly manner as needed. Demonstrates effective communication skills; communicates accurate and complete information; maintains strict confidentiality when necessary. Demonstrates positive working relationships with co-workers, management team, and ancillary departments; follows the Core Concepts of Patient and Family Centered Care and the Basic Code of Conduct Guidelines. Assist internal and external stakeholders as needed with exceptional customer service. |
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**CORE COMPETENCIES (List only if these have been developed for Performance Management)**

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**Machines or equipment used regularly in your work.**

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| **Minimum Qualifications (Essential for the job – the applicant must possess at the time of hire)**  |
| Education, general: |  |
| Education, special or professional: |  |
| Experience, length in years and kind: |   |
| Licenses, certificates, or registration |  |
| Special knowledge, abilities and skills: |   |
| Physical Requirements |  |
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**Preferred Qualifications (Non-essential for the job –the applicant may possess at the time of hire)**

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| --- | --- |
| Education, general: |  |
| Education, special or professional: |  |
| Experience, length in years and kind: |  |
| Licenses, certificates, or registration |  |
| Special knowledge, abilities and skills: |  |

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| **Essential Physical Requirements** **Stand (choose one):** [ ]  Never [ ] Occasionally [ ] Frequently [ ] Continuously**Sit (choose one):** [ ]  Never [ ] Occasionally [ ] Frequently [ ] Continuously**Walk (choose one):**  [ ] Never [ ] Occasionally [ ] Frequently [ ] Continuously**Bend, crawl, crouch, kneel, stoop, or reach overhead (choose one):**   [ ] Never [ ] Occasionally [ ] Frequently [ ] Continuously**Lift/Carry (choose one):** [ ] 10lbs or less [ ] 10-25lbs [ ]  26-50lbs [ ] 51-99lb [ ] 100lbs+**Push/Pull (choose one):** [ ] 10lbs or less [ ] 10-25lbs [ ]  26-50lbs [ ] 51-99lb [ ] 100lbs+**Use hands to touch, handle or feel (choose one):**  [ ] Never [ ] Occasionally [ ]  Frequently [ ] Continuously**Talk (choose one):** [ ] Never [ ]  Occasionally [ ]  Frequently [ ] Continuously**Hear (choose one):**  [ ] Never [ ] Occasionally [ ] Frequently [ ] Continuously**Taste or smell (choose one):** [ ] Never [ ] Occasionally [ ] Frequently [ ]  Continuously**Read, concentrate, or think analytically (choose one):**[ ] Never [ ] Occasionally [ ] Frequently [ ] Continuously**Physical Environment (select all that apply):** [ ] Classroom Setting [ ] Inside Office Environment [ ] Inside Medical Facility Environment[ ] Outdoor Weather Conditions**Noise Level (choose one):** [ ] Quiet [ ] Moderate [ ] Loud**Visual Requirements (select all that apply):**[ ] Near visual acuity [ ] Far visual acuity [ ] Color discrimination [ ] Depth perception [ ] Peripheral vision [ ] Not required**Hazards (select all that apply):** [ ] None [ ] Biological [ ] Chemical [ ] Electrical [ ] Radiation [ ] Environmental [ ] Sharp Objects/Tools Dust Heavy Machinery[ ] Vibrations [ ] Extreme Temperatures [ ] Moisture/humidity [ ]  Potential for violence/physical altercations **Work Schedule****Days (select all that apply):**  [ ] M-F [ ] Weekends [ ] Nights [ ] Varies-if varies please explain:**Time:****Work Type** **(choose one):** [ ] Permanent [ ] Temporary (assignment is six months or less) [ ] PRN/Extra Help (ongoing employment works as needed)**(choose one):**  [ ] Full Time [ ] Part Time |
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| [ ] This position **WILL** have patient contact or other duties that will require: |
|  | [ ] Annual TB *(UAMS Policy 4.5.18)*[ ] Background Check *(UAMS & Medical Center Policy HR.3.02)*[ ] Drug Test *(UAMS Policy 3.1.14)* |

***Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time. Changes in duty and/or schedule can be made based on business needs with a two week notice to the employee.***

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| I have participated in the review of my job and agree with the above description and guidelines. [ ] Yes [ ] No |
| **COMMENTS:** |
| Employee Signature: |  | Date: |  |
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| As supervisor of this position, I have participated in the review and agree with the above job description and guidelines.[ ] Yes [ ] No **COMMENTS:** |
| Supervisor Signature: |  | Date: |  |
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**\*Please send all signed and dated Position Descriptions to your department HR Manager so the form may be saved in the employee’s personnel file**. \*

**UAMS is an Affirmative Action and Equal Opportunity Employer of individuals with disabilities and protected veterans and is committed to excellence.**