

# Competency- Based Job Description Template

Job Title

Reports To

Department

Approved By

Division/Section

Approved Date

Position Number(s) and/or Employee Name(s) to which Job Description Applies

Basic Purpose of job

Age/Patient Population(s) Served  
 Check Box(es) for Your Selection

- |   |  |
|---|--|
| <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 yr) | <input type="checkbox"/> Patient with exceptional communication needs  |
| <input type="checkbox"/> Pediatric(1-12yrs)             | <input type="checkbox"/> Patient with developmental delays   |
| <input type="checkbox"/> Adolescent(13-17yrs)           | <input type="checkbox"/> Patient at the end of life  |
| <input type="checkbox"/> Adult(18-64yrs)                | <input type="checkbox"/> Patient under isolation precaution  |
| <input type="checkbox"/> Geriatric(65yrs & older)       | <input type="checkbox"/> Non-Human Primates  |
| <input type="checkbox"/> Nonage Specific Tasks(N/A)     |  |
| <input type="checkbox"/> All populations                |  |

Essential Duties and Responsibilities include the following. Other duties may be assigned. 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. Use the pull down menus below to select essential duties . Additional duties not listed in the pull down menu may be typed in the fields below.

1.
2.
3.
4.
5.
6.
7.
8.
9.

# EVMS Compliance Responsibilities

Please select all that apply. Space is available for additional compliance responsibilities

- Understands and adheres to EVMS' compliance standards as they appear in EVMS Compliance Policy, Code of Conduct and Conflict of Interest Policy.
- Keeps abreast of all pertinent federal, state and EVMS regulations, laws, and policies as they presently exist and as they change or are modified.
- Ensures that the staff are trained and evaluated on their knowledge of and adherence to compliance policies and procedures specific to their jobs
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Credential Required		Primary Source Verification	
Credential Required		Primary Source Verification	

## Documenting Physical Demands in a job description ensures ADA compliance.

### PHYSICAL DEMANDS:

Be sure to specify significant Physical Demands in the job requirements section of the job description. Be certain that lifting weights, physical activities and/or strength, mobility and agility required to perform the job effectively are included when it is important to perform an essential duty. Clarify how much on-the-job time is spent on the physical activities such as standing, walking, sitting, using hand to finger, handle, or feel; reaching with hands and arms; climbing or balancing; stooping, kneeling, crouching or crawling; talking or hearing; and tasting or smelling. Use the chart below to develop your description of physical demands.

How much on-the-job time is spent on the following physical activities? Show the time by checking the appropriate boxes.				
Amount of time				
	None	Under 1/3	To 2/3	Over 2/3
Stationary Position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transverse/Move	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detect/Distinguish different flavors/smells	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate/Activate/Place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ascend or Descend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move in multiple positions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate or Converse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Must be able to exchange accurate information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes.

	<b>Amount of Time</b>			
	<b>None</b>	<b><i>Under</i> 1/3</b>	<b><i>To</i> 2/3</b>	<b><i>Over</i> 2/3</b>
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*i.e., Position requires lifting 1/3 of the time up to 10 pounds.*

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

Specify below the essential job duties that require the physical demands indicated above.

Any special physical demands should be clearly communicated to any applicants applying for this position and all employees occupying this position.

**WORK ENVIRONMENT:**

Be sure to specify significant Work Environment Conditions in the job requirements section of the job description. How much exposure to environmental conditions does the job require? Wet or humid conditions (non-weather); working near moving mechanical parts; working in high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions, etc. How much noise is typical for the work environment for the job? i.e., very quiet; quiet; moderate noise; loud noise; and very loud; exposure to blood-borne pathogens that requires use of personal protective equipment.

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes.

Environment	Amount of Time				Environment	Amount of Time			
	None	1/3	2/3	2/3		None	1/3	2/3	2/3
Wet/Humid conditions (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lasers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high precarious places	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Human blood/body fluid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lab Animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Respirator Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Risk of electrical shock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How much noise is typical for the work environment of this job? Check the appropriate level below.

- Very quiet conditions (examples: forest trail, isolation booth for hearing test)
- Quiet conditions (examples: library, private office)
- Moderate noise (examples: business office with computers and printers, light traffic)
- Loud noise (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud noise (examples: jack hammer work, front row at rock concert)

**Specify below the essential job duties that require the work environment conditions indicated in previous section**


**EMPLOYEE ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
**Employee's Signature**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Supervisor's Signature**

**Date:** \_\_\_\_\_

For HR use only

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