

## **Standard SQE.01.01**

The hospital defines the responsibilities for every staff member in a current job description.

### **Intent of SQE.01.01**

Job descriptions are the basis for staff member assignments, orientation to their work, and evaluation of how well job responsibilities are fulfilled. Job descriptions may vary for each staff member and are based on a variety of factors. For other clinical staff members who are permitted by law and hospital policy to practice independently, there is a process to identify and to authorize the individual to practice based on education, training, and experience, and where a formal job description is replaced by other requirements such as the privileging process.

The requirements of this standard apply to all “types” of staff who require job descriptions (for example, full-time, part-time, employed, voluntary, temporary, contract). When a hospital uses national or generic job descriptions (for example, a job description for a “nurse”), it is necessary to augment this type of job description (such as an addendum or a set of competencies) with specific job responsibilities for the types of nurses; for example, intensive care, pediatric, or operating theatre nurse.

Individual clinical staff members who are not licensed to practice independently have their responsibilities defined in current job descriptions. For medical staff members and other clinical staff permitted by laws and regulations and the hospital to practice independently, thereby practicing under privileges, and not a formal job description, there may be circumstances in which some roles will require a formal job description. Examples of these circumstances include a managerial role, such as a department manager, learning a new clinical skill which requires supervision; participating in an educational or training program requiring supervision; or temporary staff. Regardless of the type of job description, it is the hospital’s responsibility to maintain a policy that specifies how frequently each job description is reviewed and updated and ensures that the job description complies with hospital policy.

### **Measurable Elements of SQE.01.01**

1. ⓐ Each staff member not permitted to practice independently has a job description.
2. ⓐ Each job description includes defined responsibilities for the staff member with this job.
3. Job descriptions and/or specified privileges are required for medical staff when present in the hospital for the following circumstances:
  - Serves in primarily a managerial role or in dual clinical and managerial roles, with the managerial responsibilities identified in a job description.
  - Has select clinical responsibilities for which they have not been authorized to practice independently.
  - Involved in an education program and under supervision.
  - Permitted to temporarily provide services in the hospital.
4. Job descriptions are kept current according to hospital policy. (*See also* SQE.01.04, ME 3)

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## **Standard SQE.01.02**

Leaders of hospital departments and services implement processes for the recruitment and retention of staff.

### **Intent of SQE.01.02**

The leaders of hospital departments and services implement processes for the recruitment and retention of all staff required to deliver the hospital’s scope of services to its patient populations. The hospital and its leaders provide an efficient, coordinated, or centralized process for the following:

- Recruiting individuals for available positions
- Evaluating the training, skills, and knowledge of candidates
- Appointing individuals to the hospital’s staff