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# PRACTICAL 2    JOB DESCRIPTION

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## Structure

- 2.0 Objectives
- 2.1 Introduction
- 2.2 Definition of Job Description
- 2.3 Importance of Job Description
- 2.4 Elements of job Description
- 2.5 Points to Remember while Preparing Job Description
- 2.6 Methodology of Job Description
- 2.7 Criteria of Good Job Description
- 2.8 Guidelines for Job Description of Various Nursing Personnel
- 2.9 Let Us Sum Up

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## 2.0 OBJECTIVES

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After going through this practical, you should be able to:

- define job description;
- explain the elements of good job description;
- list the points to be remembered while preparing the job description;
- describe the methodology of the job description;
- state the qualities of Job description; and
- prepare the job description of various nursing personnel.

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## 2.1 INTRODUCTION

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This practical will give you some exercise in preparing the job description of various nursing personnel. Sample Job Description of nursing superintendent and assistant nursing superintendent will act as a guideline for you to follow and prepare the job Description of word sister and staff nurses in your working area.

The main focus of this practical is on developing skill and learning salient features of preparing the Job Description such as importance of Job Description, elements and methodology of Job Description. You will go through a sample of Job Description, which will enable you to prepare the job description of nursing personnel.

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## 2.2 DEFINITION OF JOB DESCRIPTION

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Job Description is a broad statement of the purpose, scope, duties and responsibilities of particular job. It provides the detailed actual information required by the candidate and selector alike in order to obtain a thorough knowledge of the requirements of a job prepared jointly by the personnel department and concerned departmental head.

A job description is exactly what it says i.e. it describes the job. It is written statement that lists the exact function of an employee.

A Job may be defined as a collection or aggregation of tasks, duties and responsibilities i.e. viewed as reasonable assignments to an individual employee.

Job Description is defined as "a broad statement of the basic purpose of the job, significant tasks, extent of authority and relationship necessary for a good performance of the job."

Dala Yoder states that a job description is a systematic outline information gained **from** notes and reports. It describes the work performed, the responsibilities involved, the skills or training required, the conditions under which the job is done, the type of person required for the job.

## 2.3 IMPORTANCE OF JOB DESCRIPTION

- 1) To have better understanding of the job.
- 2) It serves as a good supplement for developing questions for interview.
- 3) It avoids confusion and misunderstanding.
- 4) It reduces the drop out from the job as explains specific duties, work load, working condition and institutional demands.
- 5) It maintains the nursing standards, as employee is aware of expected behaviours.
- 6) It helps the employee to take appropriate decision to accept the job.
- 7) It avoids duplication of functions and minimizes misunderstandings.

## 2.4 ELEMENTS OF JOB DESCRIPTION

Elements of job description are as follows:

- 1) Job Title – It states the accurate description – position of the individual in the organization.
- 2) Department
- 3) Accountable/Accountability
- 4) Qualification
- 5) Job Duties–task oriented job specific demands job relationship
- 6) Experience
- 7) Job – Summary
- 8) Working Conditions

## 2.5 POINTS TO REMEMBER WHILE PREPARING JOB DESCRIPTION

- 1) Job Description should be prepared jointly by the personnel department and the concerned departmental head.
- 2) Job Description should describe the activities to be performed in order to achieve the objectives of the job.
- 3) Grouping of the activities needs to be organized into categories for better understanding. It should also relate these activities with one another.
- 4) It should demonstrate the content of nursing standards and what nurses must do to achieve these standards.
- 5) A periodic review is necessary in order to update the job description.

## 2.6 METHODOLOGY OF JOB DESCRIPTION

- 1) Job Description is prepared by obtaining required information job by observation of employees while performing the work e.g. the type of work actually done by the staff.
- 2) Thorough study of specially mentioned records, logbooks and diaries.
- 3) By reviewing the critical incidences in particular working conditions e.g. quick and correct decision making as required by a nurse to fulfil patient as needs of care after going through a critical situation.
- 4) By discussions with experts and experienced supervisors in the same field.
- 5) By discussing and exchanging of views with outside consultant and experts.

The following steps are carried out while preparing the job description:

Step-1: If someone is already doing the job, the first step is to elicit (gain) his cooperation for writing the job description. This is done by explaining why the job description is being attempted.

Step-2: Collecting information from employees. Prepare a sample form on which each employee must list her duties, based on his day-to-day experience of his Job and comments from a supervisor relating to her job activities she performed.

- Step-3: Prepare the summary of the job functions assigned to each employee and revise them to minimize the duplication and overlapping.
- Step-4: Prepare specifications for jobs having all requirements and standards that must be met by the applicant after discussion with the expert. They may add or delete the tasks listed by the respondent.
- Step-5: Prepare for each specific job depicting the duties and responsibilities. This should be given to employees and used in training new personnel. Note the date when the job description was prepared and the name of the person who prepared it.
- Step-6: Plan for implementation of the Job Description with staff members and help the staff to put them into action.
- Step-7: Evaluate the job description and review it again if needed/required.

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## 2.7 CRITERIA OF GOOD JOB DESCRIPTION

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- It should give a clear and concise picture of a whole Job, which is readily understandable.
- It should be stated in a simple, crisp and legible language.
- It should display minimum requirement of Job with flexibility of operations.
- It should list the main duties and responsibilities involved in the Job.
- It should indicate degree of direction and supervision given.

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## 2.8 GUIDELINES FOR JOB DESCRIPTION OF VARIOUS NURSING PERSONNEL

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### Form for Job Description

Job Title..... Department .....

Responsible/Accountable to\*..... Pay Scale: .....

(\*Here mention the job title of the individual responsible for the supervision of the job holder, e.g. matron in case of staff nurse, electrical engineer in case of an electrician, etc).

Job summary: .....  
 .....

- Job duties: 1)  
 2)  
 3)  
 4)  
 5) Any other duty assigned by the Departmental Head.

Qualification: .....

Experience: .....  
 .....

Working conditions: .....

### Activity

Prepare the Job Description of the ward sister in your area of work as per the guidelines produced to you.

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## 2.9 LET US SUM UP

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In this unit you have learnt the Job description and its importance. Main points we covered preparing Job description and methodology of Job description. We have also prepared a guidelines for Job description. So after learning the criteria of Job description you will be able to prepare Job description as per working personnel.