



## INODAYA Hospitals - Kakinada

Documentation code:  
INH/HRM.Doc.No:02

### Policy on Job Descriptions & Specifications

Prepared date: 11/11/2025

Reference: HRM.01.d.NABH Standards – 6<sup>th</sup> Edition

Issue Date: 11/11/2025

Issue no: 01

Review No: 0

Review date: 11/11/2026

#### 1.0 Objective:

- To specify the Qualification required for the job.
- To describe the experience required to do the job.
- To specify the skills/competencies required to perform the job
- To ensure all employees are aware of the roles and responsibilities expected out of them to provide excellence in patient care

#### 2.0 Scope:

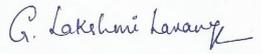
The scope of this policy shall be limited to **INODAYA Hospitals, Kakinada**

#### 3.0 Policy:

1. Employees at the time of joining shall be provided with a copy of the Job Description
2. The job description shall be revised based on either of the following conditions:
  - In case of change in technology.
  - In case of change in process.
  - In case the employee is promoted to the next level in the Hierarchy wherein his/her responsibilities change.
  - In case of departmental change.

#### Key Points to note:

- Only the current Job Description will be filed in the Personnel files.
  - The Job Description need to be duly signed by both the employee and the head of the respective department.
3. Each staff member's role and responsibility shall be defined in the Job Description including the healthcare professionals not permitted to practice independently.
  4. The job description shall be based on job specific duties, expectations and qualifications.
  5. The role and responsibility of health professionals with managerial role or with dual clinical and managerial roles shall be defined in the current job description.

Prepared by: 	Verified by: 	Approved by: 
Ms.Lalitha.N	Dr. M. Gowtham Krishna	Ms.Lakshmi Lavanya
HR	Medical director	Accreditation Coordinator



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6. The job description shall include the clinical responsibilities of the independent practitioners learning new role/ skills and/or when they are not authorized to practice independently.
7. Current job descriptions for all post graduate students shall include defining what can be done independently and what cannot be done or needs to be done under supervision, at each level of their training.
8. Annual job evaluation shall be done for each clinical and non-clinical staff member working under a job description.
9. Human Resource Department shall be responsible for updating the Job Description.
10. Doctors and other clinical staff's job responsibilities shall be maintained at clinical administration.
11. Nursing staff's job responsibilities shall be maintained by the nursing administration.

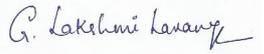
#### 4.0 PURPOSE:

The purpose of the policy is to ensure that the job responsibilities of all the staff members are clearly defined so that the appointed staff of the hospital shall clearly understand and shall realize their job responsibilities for proper functioning of the system

#### 5.0 DEFINATIONS

**JOB DESCRIPTION:** It entails an explanation pertaining to duties, responsibilities and conditions required to perform a job

A Summary of the most important features of a job, including the general nature of the work performed (duties and responsibilities) and level (i.e., Skill, effort, responsibility and working conditions) of the work performed. It typically includes Job specifications that include employee characteristics required for competent

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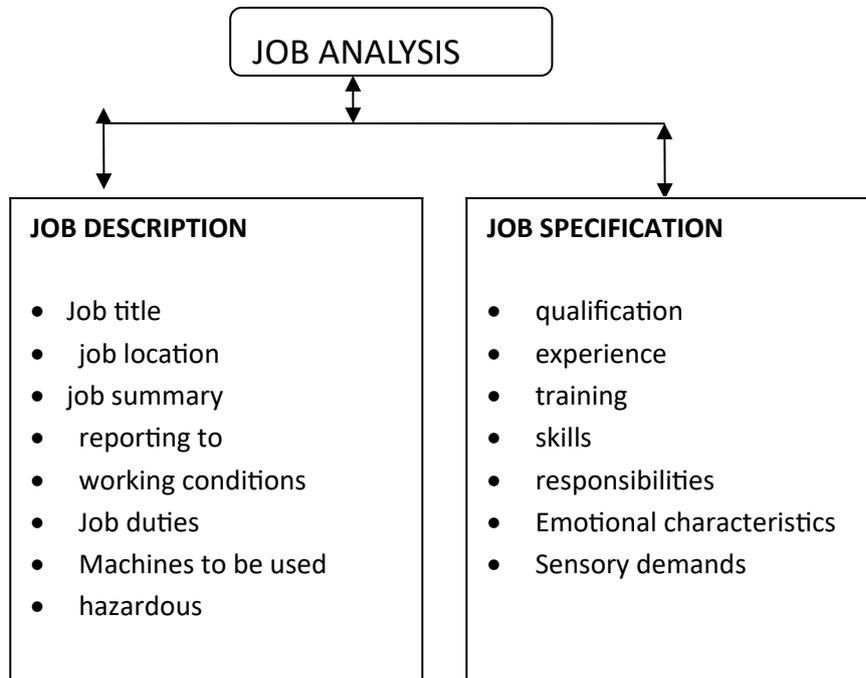
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performance of the job. A job description should describe and focus on the job itself and not on any specific individual who might fill the job.

**JOB SPECIFICATION:** The qualifications / physical requirements, experience and skill required to perform a particular job/task.

A Statement of the minimum acceptable qualifications that an incumbent must possess to perform a given job successfully



**6.0 DISTRIBUTION:**

Human Resource Dept., all HODs & Managing Director, Medical Director.

**7.0 ABBREVIATIONS:**

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**HR:** Human Resource

**HOD:** Head of the Department

#### 8.0 RESPONSIBILITY:

HR & HOD's

#### 9.0 RECORDS AND FORMATS:

Employee Personnel files

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