



PATIENT CARE SERVICES CAREER FAMILY CLASSIFICATION DESCRIPTIONS

January 1, 2007

UMHS Human Resources is pleased to announce the completion of the revised Patient Care Services Classification descriptions. They are now available for Managers and Staff as a resource.

- **Non-Nursing Patient Care Services Career Family Classification Descriptions** ([alphabetical listing](#))
- **Nursing Job Classification Descriptions** ([link](#))
- **Non Patient Care Career Family Job Descriptions** ([link](#))

The university classification descriptions for market titles in the Patient Care Services career family were revised as a result of the implementation of the new classification system, changes to JCAHO regulations, and changes as a result of the implementation of CPOE (Computerized Provider Order Entry System). To comply with JCAHO requirements, a statement was added in the “Qualification” section that identifies whether a classification requires Primary Source Verification. This statement is used when licensure, certification, or registration is required by the state or the institution to perform the essential duties of the classification. In compliance with ADA regulations, the new descriptions have a section titled, “Physical Requirements” to assist in defining the physical demands of a classification. In addition, the format and font were revised to increase the overall effectiveness of the classification description.

The classification description is a written statement that describes the main objective of a job, its essential and nonessential functions, job qualification, and other information about the job. Classification descriptions are collective in that they cover one or more positions that involve performing work of a similar nature, a comparable level of complexity and responsibility, and a comparable level of qualifications.

Classifications descriptions are an important resource for many reasons; they help define relationships between individuals, departments, etc. Classification descriptions help the jobholder and applicant understand the responsibilities of the job and they can provide a basis for job evaluation, wage and salary surveys, training, performance evaluation, etc.

Another resource for classification descriptions is the Career Family Navigator. The Patient Care Services market title descriptions listed on this site are derived from market pay surveys and give a brief overview of the responsibilities of the job. The web address for the Career Family Navigator is <http://careernavigator.umjobs.org/>.

If you have any questions regarding the classification descriptions, please e-mail us at UMHS-Compensation@med.umich.edu.

