

Methodist Health Services Corporation & UnityPoint Health Methodist Proctor  Laboratory 7000  ADMINISTRATION	Page # 1 of 4	Section: UPPIA LA: Personnel/HR	Policy #: 01.004 Formerly: A-04	
	Approved by: see signature block at end of document		Date: 01/16/16	
	Revised: 1/16/16, 1/14/14, 2/16/12, 2/24/11, 2/10/10, 1/23/08, 1/7/03, 8/7/01, 5/10/00, 12/28/95, 12/1/95, 5/17/06			
	Reviewed: NA			
	Policy/Revision Submitted by:		Richard Borge	
	CAP Standard: NA			
<b>POLICY GUIDELINE ON: Filling Job Vacancies</b>				

**I. POLICY:**

Job vacancies will be filled according to need and following Personnel Policies.

**II. PURPOSE:**

To clarify procedure for filling job vacancies and to ensure consistency throughout the Department of Pathology at both campuses

**III. POLICY SCOPE:**

This policy applies to all laboratory staff at both Methodist and Proctor Hospitals.

**IV. GENERAL INFORMATION:**

- A. It is the Medical Center’s policy to select qualified individuals to fill job vacancies if it is deemed necessary when the request is within budgetary allocations or if there is an addition to the staff.
- B. Current employees will be given first consideration whenever a job opening occurs.
- C. The overall responsibility for coordinating the recruitment process is placed with the HRS Department, the Administrative Director and the Managers..

**V. PROCEDURE:**

- A. When a job vacancy occurs, ultimately the Director must obtain approval from CFO and FTE committee before this position can be filled.
  - 1. The Manager should submit a brief request to the Director to justify for refilling this position.
  - 2. The position should be reviewed at this time to determine if any changes should be made in job description, shift, hours, PRN availability, etc.
  - 3. Productivity of the department will be reviewed to see if targets have been met.
  - 4. The hiring manager will then submit the request into Lawson and the Director will approve.
- B. When requesting an addition to staff, a thorough justification must accompany the request.
  - 1. It will adhere to the following format:
    - a. Introduction
      - The job requested, when it is needed, and section where needed.
    - b. Rationale
      - Which program(s) will be supported and why the position is needed.
    - c. Analysis
      - Projected expense, current staffing levels, effects on productivity, anticipated volume of testing, and other pertinent information and statistics
    - c. Alternative
      - Impact if request is denied
    - e. Summary

- Summarize profitability and payback
- Final request for approval to proceed with recruitment.

- C. Positions available in the laboratory are internally posted and notification of the posting is emailed to all staff.
1. Interested employees must fill out a hospital transfer application available online.
  2. The manager, coordinators, leads, possibly fellow employees and will interview qualified candidates.
  3. The candidate (employee) that best fits the department's needs will be selected.
  4. If internal transfer is made, then that subsequent opened position will be posted in the laboratory.
  5. If internal transfer, the date of transfer will depend upon training of replacement personnel and needs of each department.
- D. After postings are made externally, the Director of Laboratory or manager will work with the HR Business Associate and Recruiter.
- E. The HRS Department, the Director of Laboratory or a Manager, Coordinator, Lead or a combination will conduct interviews on external applicants.
1. Qualified applicants may be interviewed by other personnel if deemed necessary.
- F. Applicant who best meets criteria will fill position.
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**V. MAINTENANCE AND STORAGE**

- A. All policies and procedures are reviewed every two years, (except for Safety procedures which are yearly) by Laboratory Administration and or the Medical Director of the Laboratory or designee when there are changes in practice standards, or requirements.
- B. All policies and procedures are reviewed every two years (except for Safety procedures which are yearly) by staff or at the time new or revised ones are put in effect.
- C. All policies are retained 8 years after being discontinued or revised.
- D. All procedures are retained 2 years after being discontinued or revised

REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
1	Combined policies to reflect both campuses, added portion regarding business partner involvement in the hiring process	R. Borge	1/16/16

Reviewed by

Designee	Date	Laboratory Director	Date
		<i>Richard J. Borge</i>	1/16/16