

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Job Descriptions and Shift Assignments

Policy Number: 507.03.05

Effective Date: 5/31/2023

Page Number: 1 of 2

Authority:
Commissioner

Originating Division:
Health Services Division
(Physical Health)

Access Listing:
Level I: All Access

I. Introduction and Summary:

Written Job Descriptions defining specific duties and responsibilities for contract vendor Health Care Personnel will be maintained at each Georgia Department of Corrections (GDC) facility. This procedure is applicable to all facilities that house GDC offenders to include private and county prisons.

II. Authority:

- A. NCCHC 2018 Adult Standard: P-C-07; and
- B. ACA Standards: 5-ACI-6B-03, 4-ACRS-4C-17, 4-ALDF-4D-03, and 4-ALDF-4D-05.

III. Definitions:

- A. **Health Care Personnel** - All staff engaged in the delivery of health care services within the correctional system.
- B. **Job Description** - A written description of duties and responsibilities assigned to an individual.

IV. Statement of Policy and Applicable Procedures:

- A. The Responsible Health Authority or designee for each facility will be responsible for ensuring there is a Job Description available for each member of the health care staff and that it includes qualifications, duties, and responsibilities.
- B. Job Descriptions are subject to annual review by the Office of Health Services and to administrative review by the facility Warden/Superintendent with respect to administrative duties or functions.
- C. Job Descriptions will be provided to each employee upon employment to review and sign as acknowledgement that he or she understands the duties and responsibilities.

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- D. A signed copy of the Job Description will be maintained in each employee file.
- E. All Health Care Personnel will be provided with a signed copy of his or her Job Description and will be provided an appropriate orientation to the duties and responsibilities required.
- F. All contract positions allocated for the delivery or support of health services will be dedicated to that function alone and will not be used to support such contractor functions as personnel administration, administrative support, accounting services, etc.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.