



HR and You: A Winning Team

The TRMC Department of Human Resources does far more than hire new staff. It is also responsible for functions such as providing support for performance evaluations and job descriptions, keeping abreast of the skills and knowledge required for each job, and providing development and training opportunities for staff. A primary goal of the management of human resources function is to identify and provide the appropriate number of competent staff to fulfill our mission and to meet patient needs. All hospital leaders perform these tasks and support the management of the human resources function.

The Role of Human Resources

The role of Human Resources is to provide guidance and support, including development and implementation of organizational policy and practice. This role includes planning, providing competent staff, assessing, maintaining and improving staff competence and promoting self-development and learning.

- **Planning:** The leaders' planning process defines the qualifications, competencies and staffing necessary to fulfill the organization's mission.
- **Providing Competent Staff:** Leaders provide for competent staff either through traditional employer-employee arrangements or through contractual arrangements with other entities. An initial assessment reviews applicants' credentials, qualifications, experience, and education. Employee skills/competencies are validated during orientation and annually thereafter.
- **Assessing, Maintaining and Improving Staff Competence:** An ongoing, periodic competency assessment evaluates staff members' continuing abilities to perform job duties throughout their association with the organization.
- **Promoting Self-development and Learning:** Leaders create a culture that fosters staff self-development and continued learning. Staff are encouraged to provide feedback about the work environment to leaders.

Take The Joint Commission Challenge: *True or False*

1. There exists a personnel policy on staff rights, which contains a mechanism which permits a staff member not to participate in an aspect of patient care if they object to a specific aspect of patient care due to cultural values, ethics or religious beliefs.
2. A policy for all forensic staff who interact with patients under legal or correctional restrictions is available within the TRMC Human Resources manual.
3. Competency may be determined through direct observation of skills, review of documentation or testing.
4. TRMC provides ongoing training to improve performance through tuition assistance, continuing education, in-service training and seminars.
5. Annual employee evaluations must be completed by March of each year or they will be considered late.