

# **CHAPTER 3**

## **Duty Statements and Staff Distribution**

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### **I. DUTY STATEMENTS**

This chapter shall contain copies of the Duty Statements for each health care services classification in your institution.

### **II. STAFF DISTRIBUTION**

Each institution shall develop a staff distribution chart to account for each post and each individual that specifies position number, length of shift hours, full time or part time status, and any other pertinent comments helpful in providing optimum coverage. The information shall be filed in this chapter.

Post orders and duty statements shall be updated annually and shall be signed by the employee and the supervisor. The master copy of all duty statements shall be filed in the Personnel office. The master copy of all health care post orders shall be filed and shall be controlled by the Health Care Manager. Both duty statements and post orders shall correspond to budgeted positions.