

## VUMC Job Description Database – Quick Reference Guide

### Logging In:

Use your VUMC Single Sign On credentials: VUNet ID and Password.

### Home Screen or “User Dashboard”:

The screenshot displays the VUMC User Dashboard. At the top, it shows the Vanderbilt University Medical Center logo and the user name 'vumc\_guest'. Below the 'User Dashboard' header, there is a 'Welcome Message' section with a message: 'Welcome to the VUMC Job Description Database'. A navigation bar shows 'All Jobs' and 'My Jobs' tabs. Below this are four summary cards: 'Approved' (2170), 'In Progress' (0), 'Not Started' (30), and 'All Jobs' (2200). Each card has a 'VIEW MORE' link. The main section is titled 'Dashboard Jobs' and includes a 'Compare Jobs' button, a 'Records per page' dropdown set to 10, and a search bar (circled in red). Below the search bar is a table of job descriptions.

	Job Code	Job Title	Jobs Owner	Jobcode Family	Step	Status	Job Stream Level Code	Workflow	Job Stream Description	Date Created	Modified Date	Template	Job Code Effective Date
<input type="checkbox"/>	1584	Manager IT Project Management	VUMC vumc	Information Technology	2 of 2	Approved	M2	VUMC Workflow	Management	May 09 2017	May 10 2017	VUMC	2014-10-03
<input type="checkbox"/>	6620	System Support Specialist I	VUMC vumc	TBD	2 of 2	Approved	T	VUMC Workflow	TBD	May 09 2017	May 10 2017	VUMC	2015-09-20

### Search Functionality:

Users are able to search and view all approved job descriptions. To find an approved job description, utilize the search bar located at the top right of the Dashboard Jobs section of the screen.

Users will be able to search on key identifiers including Job Code, Job Title, etc.

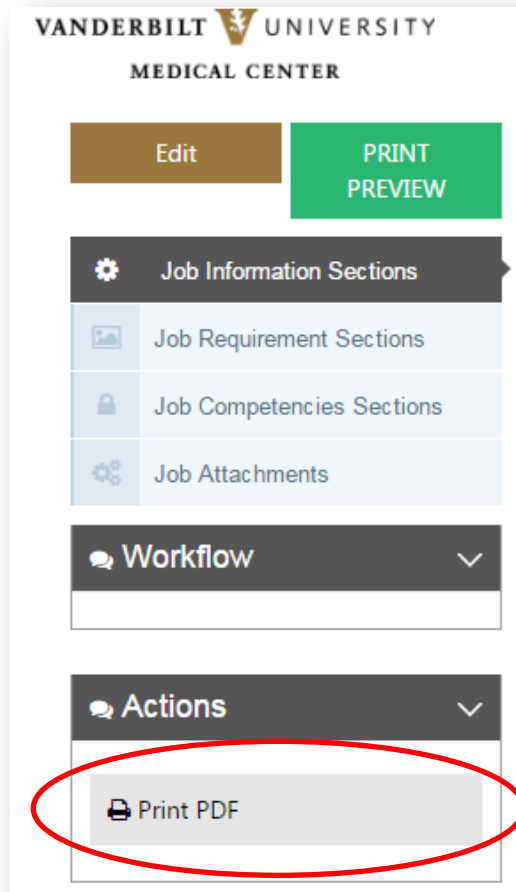
### Viewing a Job Description:

To view a job description, click on the job title hyperlink in the Dashboard Jobs section of the Home Screen. The website will be redirected to the new job description view.

## Printing a Job Description

A new function with the Job Description Database allows the user to print any job description in PDF format. Follow these steps.

1. Click on your preferred Job Title hyperlink on the Home Screen to get to the Job Description View for that job.
2. On the left side of this screen, you will see the following options. Click on the “Print PDF” button.



3. To open the document, click the “Open” button located at the bottom of the screen or on the pop-up screen. Users may also save a copy of the job description to his/her computer.



## Additional Functionality in the Job Description Database System:

You can also view all of the job description information within the database. Click on your preferred Job Title hyperlink on the Home Screen to get to the Job Description View for that job. You can then click through the following tabs:

### Job Information Section:

The screenshot displays the 'Job Information Sections' tab selected in the left-hand navigation menu. The main content area shows details for Job Code 6643, Status Active, and Job Title REGISTERED NURSE 2. Two numbered tabs are visible: '1 Service Delivery' and '2 Compensation'. The 'Job Code Information' section lists: Title: Registered Nurse 2, Job Code: 6643, Jobcode Family: NURSING, Job Sub-Family Description: Registered Nurse, and FLSA Status Description: Nonexempt. The 'Job Summary' section describes the nursing process and patient care. The 'Key Responsibilities' section lists several duties, including collaborating on care plans, analyzing patient information, and evaluating progress.

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Edit PRINT PREVIEW

★ Job Code > 6643 Status > Active REGISTERED NURSE 2

1 Service Delivery 2 Compensation

Job Information Sections

Job Requirement Sections

Job Competencies Sections

Job Attachments

Workflow

Actions

Print PDF

Job Code Information

Title : Registered Nurse 2

Job Code : 6643

Jobcode Family : NURSING

Job Sub-Family Description : Registered Nurse

FLSA Status Description : Nonexempt

Job Summary

Applies the nursing process to plan and implement the care of patients, including patient and family education and continuum of care planning. Effectively communicates pertinent patient/family information to the health care team. Collaborates in establishing patient goals and evaluates progress to ensure effective outcomes. Furthers professional growth by engaging in learning activities according to the Board of Nursing standards.

Key Responsibilities

- Collaborates in establishing the plan of care, coordinates and implements care delivery while anticipating patient care needs across the continuum.
- Analyzes comprehensive information pertinent to the patient's care and management to determine nursing diagnosis.
- Continually utilizes the nursing process to evaluate patient's progress towards goals and applies appropriate interventions to ensure effective outcomes.
- Employs strategies to promote health and a safe and healthy environment.
- The responsibilities listed are a general overview of the position and additional duties may be assigned.

This tab will show you job code information (relevant information pulled from PeopleSoft), the job summary, key responsibilities, and the core accountabilities for jobs that have gone through the Job Architecture Initiative.

## Job Requirements Section:

The screenshot shows the 'Job Requirement Sections' tab selected in the left-hand navigation menu. The main content area displays two progress indicators: '1 Service Delivery' and '2 Compensation'. Below these, there are four expandable sections: 'Education', 'Experience', 'Physical Requirements/Strengths Needed', and 'Physical Demands'. The 'Physical Demands' section is currently expanded, showing a list of requirements under the 'Movement' tab.

**Job Code > 6643**   **Status > Active**   **REGISTERED NURSE 2**

**1** Service Delivery   **2** Compensation

**Education**

- Graduate of an approved discipline specific program (Required)

**Experience**

- 1 year relevant experience < (Required)

**Physical Requirements/Strengths Needed**

- "Heavy Work" category requiring exertion of 50 to 100 lbs. of force occasionally and/or up to 20 to 50 lbs. of force frequently and/or up to 10 to 20 lbs. of force continually to move objects.

**Physical Demands**

Movement   Sensory   Environmental Conditions

- Occasional :Sitting: Remaining in seated position
- Occasional :Lifting over 35 lbs: Raising and lowering objects from one level to another, includes upward pulling over 35 lbs, with help of coworkers or assistive device
- Occasional :Carrying under 35 lbs: Transporting an object holding in hands, arms or shoulders, with help of coworkers or assistive device.
- Occasional :Bending/Stooping: Trunk bending downward and forward by bending spine at waist requiring full use of lower extremities and back muscles
- Occasional :Climbing: Ascending or descending stairs/ramps using feet and legs and/or hands and arms.
- Occasional :Kneeling: Bending legs at knees to come to rest on knee or knees.
- Occasional :Crouching/Squatting: Bending body downward and forward by bending legs and spine.Reaching above shoulders: Extending arms in any direction above shoulders.

This tab will show you some specifications required for an employee entering the role. These include: minimum education, minimum experience needed, physical requirements/strengths needed, physical demands, licensure/certifications needed for the role, and additional qualification information.

## Job Competencies Section

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Edit PRINT PREVIEW

★ Job Code > 6643 Status > Active REGISTERED NURSE 2

1 Service Delivery 2 Compensation

Job Information Sections  
Job Requirement Sections  
**Job Competencies Sections**  
Job Attachments

Workflow Edit

Actions  
Print PDF  
Print Word  
Email Job

Core Capabilities

### Supporting Colleagues

- Develops Self and Others: Invests time, energy and enthusiasm in developing self/others to help improve performance and gain knowledge in new areas.
- Builds and Maintains Relationships: Maintains regular contact with key colleagues and stakeholders using formal and informal opportunities to expand and strengthen relationships.
- Communicates Effectively: Recognizes group interactions and modifies one's own communication style to suit different situations and audiences.

### Delivering Excellent Services

- Serves Others with Compassion: Seeks to understand current and future needs of relevant stakeholders and customizes services to better address them.
- Solves Complex Problems: Approaches problems from different angles; Identifies new possibilities to interpret opportunities and develop concrete solutions.
- Offers Meaningful Advice and Support: Provides ongoing support and coaching in a constructive manner to increase employees' effectiveness.

### Ensuring High Quality

Technical Capabilities

VUMC

### Nursing Patient Assessment & Evaluation (Novice)

- Possesses sufficient fundamental proficiency to successfully demonstrate the ability to assess and evaluate patients in practical applications of moderate difficulty. Conducts primary care patient interviews and physical examinations.

For jobs that have been completed as part of the Job Architecture Initiative, this section will be populated based on the stream and level the job has been placed. This section will appear blank if the job has not been completed with the Job Architecture Initiative. Sections on this page include core capabilities and technical capabilities.

## Frequently Asked Questions

Q. Can I edit a job description?

A. To streamline this process and remove some administrative work for leaders, human resources has the ability to edit job descriptions. All updates and changes should be discussed with your leader. Leaders will discuss with their HR Business Partner, and HR will make the approved updates to this system.

Q. Who has access to this system?

A. All employees with VUnet IDs are able to log into this system.

Q. Can employees still see their job description in C2HR?

A. Yes, the links in C2HR have been updated to direct employees into this system. In C2HR, please be sure to click on the "VUMC Job Description Database" link. You will then be able to search for your job description within the database.

Q. Will this job description be available when I post a new Requisition in Talent Central?

A. Yes, this system feeds updates into the Talent Central system nightly.

Q. Who can I speak to for additional help?

A. Please contact the Employee Service Center (615.343.7000 or [human.resources.vumc@vanderbilt.edu](mailto:human.resources.vumc@vanderbilt.edu)) for help navigating through the system. If you want to make changes to a job description, please contact your HR Business Partner.