



Dear Vendor,

In order to be in compliance with Joint Commission, CHRISTUS Santa Rosa must have a signed job description and Job Specific Competencies for any Contract Workers assigned to our facilities.

- I. Job Description document provided to Santa Rosa must include the following information:
 - A. Job Summary
 - B. Essential Duties performed at Santa Rosa
 - C. Education Requirements
 - a. Education Requirements must be verified with Primary Source; verification copies must be provided to HR department.
 - D. Certification Requirements
 - a. Certification Requirements must be verified with Primary Source; verification copies must be provided to HR department.
 - E. Experience/Other Requirements
 - F. Job Description must be signed and dated by Contractor Worker.
- II. Job Specific Skill Competencies.
 - A. For Patient Care positions, Vendor must provide CHRISTUS Santa Rosa with proof of Initial Job Specific Competencies/training required to perform duties at our facility.
 - B. Initial competencies must be provided with initial Processing forms.
 - C. Annual Skill Specific Competencies are required for Patient Care Contract Workers working at our facility.
- III. Department Orientation
 - A. Contract Workers are required to be oriented into the department.

If you have any questions, please contact Ali Ludwig, HR Business Partner at (210) 704-2694 or via email at SR.HR.ContractWorkers@christushealth.org.