

The Leamington United Mennonite Home and Apartments

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Administration	<b>SUBJECT:</b> Human Resources	<b>SECTION:</b> H <b>POLICY:</b> 5
<b>DATE:</b> September, 2004	<b>Signature:</b> _____ ADMINISTRATOR	

**HUMAN RESOURCES**

**POLICY:**

LMH is desirous of providing responsive, compassionate care to all its residents, by ensuring adequate staffing according to program and service requirements.

LMH shall provide written job descriptions for all staff positions, as well as ensuring an appropriate staffing plan, evaluation and response to that plan.

**PROCEDURE:**

1. The Leadership Team/Department Leaders shall annually evaluate staffing needs according to program and service requirements.
2. LMH's policies, procedures and work routines shall be followed in the provision of care, in all Departments. Staff shall be re-instructed as necessary and as determined by Department Leaders.
3. Written job descriptions detailing responsibilities and scope of function shall be available for all staff positions at LMH. The job descriptions shall be prepared by Human Resources based upon job routines, Ministry of Health requirements, and Departmental information. All Department Leaders will review written job descriptions prior to their implementation.
4. A staffing plan shall annually be reviewed, and staff shall be allocated according to resident care needs, facility design and resources.