

CONFIDENTIAL

Electro Diagnostics Unit

Document No. : ED/PER/02							
Title : Curriculum vitae and job description							
Effective Date :							
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Revision History : First version							
Training Requirements				A	B	C	D
✓							
A = New procedure requiring documented assessment of competence							
B = Modified procedure requiring documented reassessment of competence							
C = Familiarity with new procedure required (no assessment of competence necessary)							
D = Familiarity with changes required (no assessment of competence necessary)							
	Signature	Name (print)	Date				
Prepared by							
Reviewed and approved by							

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1. **INTRODUCTION**

- 1.1. Curricula Vitae can provide evidence of areas in which staff have previously gained experience and are therefore of relevance to training records.
- 1.2. Job descriptions indicate the type of tasks to be undertaken by staff. These, together with CVs and training records, help to demonstrate that staff are not being asked to perform tasks for which they are already competent or are being appropriately trained.
- 1.3. Collectively such records provide a level of assurance that staff are competent to work in a particular environment and will maintain appropriate quality standards.

2. **SCOPE**

- 2.1. This SOP applies to all staff working within the Electrodiagnostics Unit (EDU), University of XXXXXX.

3. **RESPONSIBILITIES**

- 3.1. Individuals are responsible for ensuring that their CV is accurate and current and that original signed version of each CV and job description is in their personal training record file.
- 3.2. It is the responsibility of line management to ensure that staff possess a current job description and that staff CVs are an accurate reflection of previous experience.

4. **RELATED DOCUMENTS**

- 4.1. CVs are normally documented using form ED/PER/F02.
- 4.2. A full Job Description should be provided for all staff in accordance with the University's HR policies
- 4.3. Training documentation is described in SOP ED/PER/001

5. **PROCEDURE**

- 5.1. Curricula Vitae:
 - 5.1.1. New staff will be asked by their line manager to complete a CV within the first month of their employment.
 - 5.1.2. Senior staff or staff employed for a finite period may provide their full CV rather than using Form ED/PER/F02

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- 5.1.3. Each member of staff will hold a copy of his or her CV with their training documentation. This documentation should be readily available for inspection by internal or external auditors or assessors.
- 5.1.4. Individual staff must ensure that their CV is revised and updated as necessary.
- 5.2. Job Descriptions:
 - 5.2.1. All staff require a job description. Line managers and individual job holders are collectively responsible for keeping job descriptions up-to-date.
 - 5.2.2. Job descriptions, which include the main duties and responsibilities, are required prior to any new position being advertised.
 - 5.2.3. Revisions / amendments to job descriptions are agreed and signed by the individual and appropriate line manager. The original signed version is held in the individuals training file and by the EDU manager.
- 5.3. Review of Curricula Vitae and Job Descriptions:
 - 5.3.1. CVs and job descriptions are reviewed at least once a year for staff employed by the University of XXXXXXX. This will normally take place during or around the time of staff performance review meetings.