



Списание за наука

„Ново знание“

ISSN 2367-4598 (Online)

ISSN 1314-5703 (Print)

Академично издателство „Талант“

Висше училище по агробизнес и развитие на регионите - Пловдив

New Knowledge

Journal of Science

ISSN 2367-4598 (Online)

ISSN 1314-5703 (Print)

Academic Publishing House „Talent“

*University of Agribusiness and Rural Development
Bulgaria*

<http://science.uard.bg>

ANALYSIS AND DESIGN OF POSITIONS IN THE HEALTH ORGANIZATION

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Abstract: In order to create an accurate description of a job position, an in-depth analysis must be performed to assess the need for it, as well as the way in which it will contribute to the work in the respective health institution. The projects of new job positions, in turn, provides high levels of control of employees, and also more opportunities for development and acquisition of new skills too.

Keywords: analysis, job description, design of work positions, employee.

АНАЛИЗ И ПРОЕКТИРАНЕ НА ДЪЛЖНОСТИТЕ В ЗДРАВНАТА ОРГАНИЗАЦИЯ

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If we think for a moment, how human resources reflect organizational strategy, it is important to note that the achievement of organizational goals cannot be done without human resources (Aleksiev, 2012). The right selection of human factor is essential for the success of any health institution. The selection itself consists of the evaluation of different candidates who best meet the requirements for the respective job position. In order to make the best selection of employees, each manager must make a detailed analysis of the respective job position:

- ✓ job description;
- ✓ job description - approach to the set work tasks, reaction of the employee in problematic situations;
- ✓ interviewing the candidates - it is necessary for the employer questions to be considered in advance and first of all to be understandable to the applicant;
- ✓ the answers of all candidates are summarized and the results are added to the analysis;
- ✓ monitoring - is carried out when the employer directly controls the activities of employees in the unit.

As a result of the conducted analysis, the job description so necessary for each employee is compiled. This is one of the best human resource management techniques in any healthcare facility. The analysis of the position ensures that the requirements for the loan are clearly stated.

The analysis of a position should be written in such a way as to provide all the information about the duty (in order of importance) that the employee will perform. It must accurately reflect all the responsibilities required of the employee, as well as the qualifications required of the candidate for the respective job position.

Once the job analysis is done, the next step is to start writing the job description. From the analysis of the work you need to understand what is the main purpose of the position. It depends on the good analysis whether the candidate will understand the mission of the organization and how he could contribute to the activities of the health institution.

The analysis of the job positions is necessary in order to see the strengths and weaknesses of the employees in the respective sector and to take measures with a view to the future development of the company.

As a result of the analysis, the need for designing work positions arises.

The design of the position is related to the need to optimize the labor process, which is vital for modern organizations (Kesov, 2021).

The object of the design may be the problematic positions and units that do not function well, a position that needs to be further developed or created. A group of specialists is created to design the required position. The newly designed position is in line with the goals and economic requirements of the organization and with the job description and personal satisfaction of the employee who will occupy it. Every employee must be motivated to achieve the desired results for the employer in the respective job position (Kesov, 2022).

The need for the design of a position is determined by the manager of the respective health institution. Most often, projects for new positions are developed when expanding the activity of the health institution or changing the activity of certain units in it.

The new position must be designed so that employees understand the importance of their positions in organizational strategy and the knowledge, skills and abilities needed to succeed. (Aleksiev, 2012)

The projects of each position are developed by a team formed for this purpose. In view of the goals that are expected to be achieved, the work of the team is subject to certain methods and techniques. Designed positions are reflected in job descriptions.

The trial period for the development of each newly designed position is for a period of 3 to 6 months, so that the manager of the health institution can assess the interest, the attitude to the newly set tasks by the employees. All employees can be involved in the work process. It is possible to seek the opinion of the employees themselves. Observing the experiment conducted in a real work environment can help to improve the job description and eliminate some gaps in its structuring (Smilkova, 2021).

The introduction of the newly developed positions is done with the permission or order of the manager of the health institution, which clearly reflects the responsibilities and obligations of the employees engaged in them (Dimitrov et al., 2018).

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