

Methodist Health Services Corporation & UnityPoint Health Methodist Proctor Laboratory 7000 Administration	Page #	Page 1 of 3	Section:	UPPIA LA Personnel/HR	Policy #: 01.006 Formerly: A-06
	Approved by:			see signature block at end of document	
	Revised: 1/27/16, 6/20/13, 7/6/11, 1/23/08, 5/10/06, 8/25/04, 1/7/03, 12/13/2001, 11/28/2001, 6/20/2000, 12/20/95				
	Reviewed:				
	Policy/Revision Submitted by:			Richard Borge	
	CAP Standard: NA				
POLICY GUIDELINE ON: Performance Evaluation					

I. POLICY:

As a result of employee surveys, the department has standardized the review process done electronically.

II. PURPOSE:

To standardize the 360 review process for all employees within the Department of Pathology and Laboratory Medicine.

III. SCOPE

This policy applies to evaluations for laboratory staff at both campuses.

IV. GENERAL INFORMATION:

A. The following rating guidelines will be used for the evaluation:

1. **Outstanding (5)**
2. **Very Good (4)**
3. **Good (3)**
4. **Fair (2)**
5. **Poor (1)**

See rating definitions attached.

- B. 1. For hourly employees and salaried non-management 40% of the review is based on adherence to our six values, 50% on technical/clinical requirements, and 10 % based upon goals completion
2. For Leadership 20% of the review is based on adherence to our six values, 40% to our technical/clinical requirements, and 40% based on goals.

C. Orientation reviews are due no later than 90 days after the start date. The orientation review will consist of:

1. Input from appropriate individuals who are assessing the competencies.
2. An employee orientation check list.

D. The yearly review (done in performance manager) consists of:

1. Completion of a self review
2. Distribution of peer performance review forms to at least 3 peers by the manager or coordinator. (Peer reviews are optional).

3. Manager/Coordinator evaluation
 4. If applicable, customer feedback forms may be sent to appropriate customers. Customers will be determined jointly by manager/employee.
 5. Review of goals
- E. All reviews will be conducted prior to due dates unless there is some unforeseen incident that causes a delay.
- F. Yearly reviews of hourly and salaried non-management employees are due in Human Resources by December 1.

V. PROCEDURE:

- A. In determining the employee's performance rating, the reviewer can use direct observation, peer input, customer feedback, external and internal proficiency testing results, and review of problem logs and/or complaints.
- B. The reviewer will ensure that the Compliance and Safety have been completed. HRS provides quarterly audits. .
- C. Goals must be entered by the reviewer prior to review being sent for self review
- D. Both the Position Description/Performance Review & Development Plan and the Employee Education and Competency Summary Form must be signed electronically by the employee and the reviewer..
- E. For Orientation reviews, the Orientation Checklist must also be returned in addition to Orientation Review Form. Orientation reviews are due 90 days after start date. These are kept in the employees file.
- F. Director or Manager will send review, electronically to HRS A hard copy may be placed in the department working file but necessary..

V. MAINTENANCE AND STORAGE:

- A. All policies and procedures are reviewed every two years by Laboratory Administration and or the Medical Director of the Laboratory or designee.
- B. The Laboratory Administration and Medical Director review policies and procedures when there are changes in practice standards, or requirements.
- C. All policies and procedures are reviewed every two years by staff or at the time new or revised ones are put in effect.
- D. All policies are retained 8 years after being discontinued or revised.
- E. All procedures are retained 2 years after being discontinued or revised.

REVISION HISTORY (began using 2011)			
Rev	Description of Change	Author	Effective Date
2.	Updated maintenance, every 2 years per CAP regulations. Added revision history chart	R. Borge	7/11/11
3.0	Changes to percentages that reviews are evaluated upon. Added policy scope.	R. Borge	8/02/13
4.0	Reviewed to combine policy for both campuses. Added section on Goals sent to employee prior to self-review	R. Borge	1/27/16