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| **Annual Competency Assessment**  **Mail Carrier – Driver A** | | | | | | | | | | | | | | | |  |  |  |  |  |  |
| Employee Name | | | |  | | | | | | | | |  | | | |  | | | | |
| Job Title | | | |  | | | | | | | | |  | | | |  |  |  |  |  |
| Department | | | |  | | | | | | | | |  | | | |  | | | | |
| Prepared By | | | |  | | | | | | | | |  | | | |  | | | | |
| Date | | | |  | | | | | | | | |  | | | |  | | | | |
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| ***Note:*** *All performance standards with a rating of N require evaluator comments and a Performance Development Plan.* | | | | | | | | | | | | | | | | | | | | | |
|  |  | *Y = Can Perform Skill Independently* | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | *N = Cannot Perform Skill Independently N/A = Not Applicable (Ratings of N/A must be entered in the "Comments" column rather than the "Rating" column)* | | | | | | | | | | | | | | | | | | | |
| ***Annual Competency - Clinical / Non-Clinical*** | | | | | | | | | | ***Comments*** *(short sentence)* | | | | | | | | | | | **Rating** |
| **Attendance and Punctuality:** Understands and complies with the departmental and positional expectations of attendance and following time schedule of the position. Demonstrates a consistent and reliable work ethic/attendance. | | | | | | | | | |  | | | | | | | | | | |  |
| **Driving Reliability:** Demonstrates competency in safe driving. Maintains the vehicle to expected and lawful standards. Understands the legal and institutional rules governing the use of the vehicle. | | | | | | | | | |  | | | | | | | | | | |  |
| **Delivery of Parcels:** Understands the schedule and delivery locations. Is able to determine what needs\* to be delivered and the handling procedures\*\*. Knows who and when to contact regarding questions. • Needs may include time sensitivity, temperature sensitivity, and understanding which parcels are intended for transport. • Handling procedures may include biohazardous specimen transport handling, temperature sensitive parcels, heavy and/or oversized parcels, and additional, related techniques. | | | | | | | | | |  | | | | | | | | | | |  |
| **Confidentiality:** Understands and adheres to the institutional and positional rules governing confidentiality • This includes, but is not limited to IT information, patient/subjects information, confidential employee information, sensitive documentation, heard/observed personal information (especially in clinical settings). | | | | | | | | | |  | | | | | | | | | | |  |
| **Customer Service:** Understands how this position impacts the work of the institution and individual locations. Demonstrates a professional attitude towards all contacts. Actively communicates with contacts regarding the work and any changes that would impact the established delivery expectations. Actively seeks information from contacts and co-workers to improve and modify work to optimize efficiency and customer service. • This may entail adjusting schedule and being able to effectively do so (not compromising the other deliveries). | | | | | | | | | |  | | | | | | | | | | |  |
| Is familiar with Laboratory Medicine-Virology aspects necessary for position. | | | | | | | | | |  | | | | | | | | | | |  |
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|  | I have observed that the above-named employee has demonstrated competency in providing care and/or other services for the typical age ranges of patients as designated above. | | | | | | | | | | | | | | | | | | | | |
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|  | I have observed that the above-named employee requires further education to provide care and services to age ranges indicated. Scheduled Date of Re-review: | | | | | | | | | | | | | |  | | | | | |  |
| ► |  |  |  |  |  |  | |  |  |  |  |  |  | ► |  |  |  |  |  |  |  |
| *Evaluator's Signature* | | | |  | | | |  |  |  |  |  |  | *Evaluation Date* | | |  |  |  |  |  |