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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 IndependentlyN/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. |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 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* |  |  |  |  |  |