

UW Medicine - Pathology

100-04-01-04

Performance Evaluation / Competency Assessment Policy

Adopted Date: 06/23/11 Reviewed Date: 6/11, 5/13 Revision Date: 9/4/13, 9/10/13

PURPOSE

Performance Evaluation & Competency assessment can be defined as an objective measurement of an individual's ability to perform his or her job duties and daily responsibilities against the established department standard. All candidates performing test as defined by CLIA to be; high complexity, moderate complexity and/or non-waived testing, are screened for proper credentials: reviewed for education, licensure, any required certification, experience in similar positions and work history for respective positions. Performance evaluations to assess and monitor staff performance are conducted annually.

SCOPE

All department personnel performing high complexity, moderate complexity and non-waived testing.

POLICY

Competency Assessment:

The competency of each person to perform his/her assigned duties is to be assessed prior to the person performing patient testing (*initial competency*). *During the first year of an individual's duties, competency must be assessed at least seminannually* (6 months & 1 year). After an individual has performed his/her duties for 1 year, competency must then be assessed annually. Retraining and re-assessment of employee competency must occur when problems are identified with employee problems. All Employee competency assessment reports will be held in their departmental personnel file.

Elements of competency assessment include but are not limited to:

1. *Direct observations of routine patient test performance, including, as applicable, patient identification and preparation; and specimen collection, handling, processing and testing*
2. *Monitoring the recording and reporting of test results, including, as applicable, reporting critical results*
3. *Review of intermediate test results or worksheets, quality control records, proficiency testing results, and preventive maintenance records*

4. *Direct observation of performance of instrument maintenance and function checks*
5. *Assessment of test performance through testing previously analyzed specimens, internal blind testing samples or external proficiency testing samples; and*
6. *Evaluation of problem-solving skills*

Annual Performance Evaluation:

Supervisors / managers will conduct performance evaluations and competency assessments at least annually for each hourly, classified, and professional staff employee to record and review with the employee the extent to which his/her performance has contributed to the fulfillment of job criteria and performance expectations. The due date for the evaluation is based on the month of the employee's most recent UW date of hire. Annual training must be up-to-date (i.e. within the past twelve months) as of the evaluation due date.

Impact of Leave of Absence (LOA) on Performance Evaluation Due Date:

Performance evaluations must be completed within 60 days following the date of return to work from a LOA. In the event a subsequent LOA commences for either the employee or manager prior to the conclusion of the 60 day period and the performance evaluation has not yet been completed, the evaluation will become due no later than 60 days following the completion of the subsequent LOA period.

Impact of Employee Transfer on Performance Evaluation Due Date:

When an employee accepts a new job, the responsibility for completing his/her performance evaluation is outlined as in the table below:

When the Transfer Effective Date is:	Then the Responsibility to Complete the Evaluation Falls To:
60 days or more before the employee's anniversary of most recent UW date of hire	RECEIVING (new) manager completes the evaluation for the current year.
1-59 days before the employee's anniversary of most recent UW date of hire	SENDING (former) manager completes the annual evaluation.

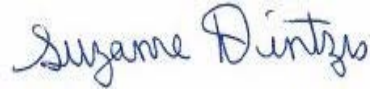
REFERENCE

CAP Checklist

RELATED DOCUMENT

Competency Assessment Documents: <S:\CAP\Lab Competency Assessment Forms>

UWMC Pathology Chief of Service:
(Signature and Date)



9/17/13

Suzanne Dintzis, MD, PhD

HMC Pathology Chief of Service:
(Signature and Date)



9/17/13

Stephen Schmechel, MD, PhD

Written by:
(Signature and Date)

Kim Simmons 6/2011

Revised by:
(Signature and Date)

Maureen Griffo 9/4/2013