

SUBJECT: Performance Evaluations/Competency Evaluations	POLICY #9007
SECTION: Management of Human Recourses	PAGE: 1 OF: 2

PURPOSE:

- To monitor, assess and improve the knowledge base and competency of staff in order to maintain quality care and services by WellsBrooke Certified Home Health Care, Inc.
- To ensure that clinical staff adhere to the currently known applicable standards of practice, laws and regulations.

POLICY:

- It is the policy of WellsBrooke Certified Home Health Care, Inc. to periodically and routinely evaluate the job performance and competence of each employee.
- Proper documentation of each employee's job performance will be maintained and recorded on the appropriate form by the evaluator. This document will become a permanent portion of each employee's personnel file.
- Contracted organizations/personnel are expected to adhere to this timetable as part of their contractual agreement and to submit appropriate completed documentation of competency and performance evaluations to WellsBrooke Certified Home Health Care, Inc. Individuals designated by WellsBrooke Certified Home Health Care, Inc. may evaluate contracted personnel.

PROCEDURE- EMPLOYEE COMPETENCY AND PERFORMANCE EVALUATIONS:

- 90-Day Probationary Evaluation for New Employees:
 - This document is completed for each new employee and contracted personnel following three (3) months of employment and this report is intended to show either satisfactory or unsatisfactory completion of this period. The department manager/supervisor and employee shall use this report to determine the feasibility of continued employment as well as make recommendations for the direction of future performance.
- Performance Evaluation: This evaluation will be carried out according to the timetables described below and will be objectively based on criteria set forth in the job description for each position.
 - Three months (90 calendar days) after each new employee begins work;
 - One year from each employee's initial date of employment;

SUBJECT: Performance Evaluations/Competency Evaluations	POLICY #9007
SECTION: Management of Human Recourses	PAGE: 2 OF: 2

- "Progress Report" as deemed necessary by the Supervisor and/or Administrator.
- Performance Evaluation for all Employees: This is a comprehensive evaluation and shall be used by the department manager/supervisor and the employee to evaluate each area of the job, suggest improvements, set goals and objectives for the future and measure job performance for the time period stated. This performance evaluation is criteria based.

Competency Evaluations:

- Competency evaluations will be assessed by a qualified peer on or prior to staff's start date and annually, unless a new skill set or procedure is expected to be performed by the staff, to determine the employee's level of performance and to identify areas of improvement.
- The format of competency evaluations may include but is not limited to the following:
 - Demonstration
 - Direct observation/checklist
 - Video or audiotape review and written/oral test
 - Skills lab
 - Self-study and written/oral test
 - Patient home visit with the employee