



TVFHT Performance Review and Development Plan

Name: _____

Role: _____

Date of Review: _____

	Rating System
1	Exceeds Expectations. Results consistently exceed the defined expectations. Employee consistently demonstrates an ability to excel in the widest variety of assignments within the scope of the job. On new assignments, learning progress exceeds expectations.
2	Meets Expectations. Results consistently meet the defined expectations. All current job responsibilities are achieved. Employee requires little or no supervision.
3	Area for Development. Results do not consistently meet areas of the defined expectations. Job responsibilities and expectations are only partially achieved. Employee requires frequent supervision, attention and direction.
4	Does Not Meet Expectations. Performance level is below minimum requirement.
N/A	Please use this box if you feel as a reviewer that you do not have sufficient knowledge of the employee to rate them on this specific competency area.
<u>Definitions:</u> Colleagues: When we use the term colleagues, we are referring to site physicians, site physicians' staff, other site FHT staff, FHT staff from other sites, central office staff, and staff from other agencies you may interact with.	
In addition to placing an "X" in the appropriate box for each competency, remember that it is important to add comments and examples that explain the rating. To place an X in the box, place your cursor over the appropriate box and click once.	

TVFHT Value: Patient and Family Centered Care

We make a difference in people's lives by providing comprehensive, compassionate care that responds to the evolving needs of our patients and their families.

RATING	DEFINITION	COMMENTS/EXAMPLES
1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> N/A <input type="checkbox"/>	<ul style="list-style-type: none">➤ Demonstrates commitment to providing quality service through respectful, responsive and positive approach to interactions with colleagues and patients➤ Recognizes and identifies opportunities for improved patient care➤ When required, ensures appropriate support or advice has been obtained from colleagues before proceeding with a patient care encounter.➤ Maintains privacy and confidentiality	

TVFHT Value: Trust and Respect

Trust each other and mutual respect for the unique roles we play as colleagues and professionals is critical to our interdisciplinary model of patient care.

RATING	DEFINITION	COMMENTS/EXAMPLES
1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> N/A <input type="checkbox"/>	<ul style="list-style-type: none">➤ Solicits input from colleagues➤ Follows through on their commitments➤ Appreciates the knowledge and skills of all colleagues➤ Demonstrates a professional approach in conduct, word and demeanor	

TVFHT Value: Collaboration and Teamwork

In order to help our patients and families, we value working together as a team of professionals where the contribution of each team member is optimized in a professional atmosphere of camaraderie and collegiality.

RATING	DEFINITION	COMMENTS/EXAMPLES
1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> N/A <input type="checkbox"/>	<ul style="list-style-type: none">➤ Collaborates in team decision making and contributes to team priorities➤ Provides back up and assists team members as appropriate➤ Recognizes and supports broad organizational goals and objectives➤ Maintains positive working relationships with colleagues	

TVFHT Value: Honesty and Open Communication

We value open and honest dialogue which promotes information sharing and supports collaborative problem solving.

RATING	DEFINITION	COMMENTS/EXAMPLES
1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> N/A <input type="checkbox"/>	<ul style="list-style-type: none"> ➤ Demonstrates effective use of dispute resolution procedures ➤ Listens to what each person has to say ➤ Asks for input from colleagues ➤ Is engaged during team meeting discussions ➤ Offers and receives critical feedback tactfully ➤ Waits to fully hear and comprehend each other's contribution ➤ Is willing to have their perspective changed through the interaction of the group 	

TVFHT Value: Accountability

We accept our individual and team responsibilities and we meet our commitments. We take responsibility for our actions, our decisions and our performance as both team members and individual professionals.

RATING	DEFINITION	COMMENTS/EXAMPLES
1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> N/A <input type="checkbox"/>	<ul style="list-style-type: none"> ➤ Uses a logical approach to decisions where pre-existing policies are not available and uses them when they are ➤ Acknowledges when decision making is beyond scope of practice, position authority or skills and knowledge and seeks out appropriate guidance / support / training ➤ Displays a practical approach to problem solving 	

TVFHT Safety/Operational Responsibilities

RATING	DEFINITION	COMMENTS/EXAMPLES
1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> N/A <input type="checkbox"/>	<ul style="list-style-type: none"> ➤ Performs duties with own and others safety in mind ➤ Takes responsibility for knowing and understanding TVFHT policies and procedures ➤ Effectively plans, coordinates and implements responsibilities for efficient work flow ➤ Demonstrates effective use of available administrative and IT tools 	

TVFHT Duties and Responsibilities		
RATING	DEFINITION	COMMENTS/EXAMPLES
1 <input type="checkbox"/>	<ul style="list-style-type: none"> ➤ Works within scope of practice and proactively engages in professional development opportunities ➤ Seeks out help or guidance when task is outside of skills and/or experience ➤ Engages appropriate colleagues when requests are outside of scope of practice ➤ Good understanding of job description 	
2 <input type="checkbox"/>		
3 <input type="checkbox"/>		
4 <input type="checkbox"/>		
N/A <input type="checkbox"/>		

List what you believe to be employees key accomplishments with examples (up to three):

List what you believe to be the employees key areas for development with examples (up to three):

Supervisor's Summary Comments:

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Employee's Comments:

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I acknowledge that I have had a Performance Review and Development Plan meeting with my supervisor, and that I have read and received a copy.

Employee signature

Date

Supervisor signature

Date

Senior Director of Operations & Quality signature

Date

Executive Director's Signature

Date

Further follow-up required:

Yes

No

If Yes, specifics of required follow-up including dates of required actions:

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TVFHT Performance Development Plan

Name of Employee: _____

During the meeting, the employee and their supervisor together will create a development plan based on the areas for growth and development identified in the various components of the review. A maximum of 4 goals/objectives should be identified, and certainly part-time employees will want to choose fewer. It is the employee's responsibility to work to this plan, track progress against the plan, and initiate discussions with their supervisor if circumstances require a change to plan, or advice and assistance is needed.

Goal/Objective/Area for Development	Action Plan	Tools/Resources needed to support success (i.e. time, money, mentor etc.)	Date to be achieved by:	What does success look like?

We agree that the above performance development plan represents fair and appropriate goals for the next 12-24 months.

Employee's signature

date

Supervisor's signature

date