

# Algoma

## *Nurse Practitioner-Led Clinic*

### **Performance Review and Development Plan**

#### **Form for Leadership and Board HR Committee to complete**

It is the policy of the Algoma NPLC that each employee participate in a performance review and development plan according to a predetermined schedule utilizing the following areas of performance and your position descriptions as a guide. Please comment or give examples in the spaces provided.

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Employee's Name:

Date of Appraisal:

Employment Date:

Current Position/Title:

Other Roles/Responsibilities:

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The Employee Performance Appraisal (PA) lists the behavioural competencies and job specific criteria against which you must rank yourself and will be ranked by the Board HR Committee. The Algoma NPLC considers these performance factors to be critical to the success of personal and organizational goals.

You are required to obtain peer feedback, using the attached form.

You are required to document specific learning and performance goals.

In each section of the PA rate yourself according to the table below. Be sure to add comments, thoughts, and observations as these are important to the evaluation process. Once all data has been collected please submit to the Board HR Committee for evaluation.

You are required to submit the completed PA form on the date specified before your scheduled PA.

A performance appraisal meeting will be scheduled to review the evaluation and determine objectives and goals for the upcoming performance period. Objectives and goals from the previous performance period will also be assessed at this time and will be factored into the performance review meeting.

At the conclusion of the performance review meeting both the Board HR Committee and employee will be required to sign and date the performance review with a copy to be given to the employee and one to be kept in the human resource personnel file.

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### SECTION A: Use this Rating Scale to rank yourself in respect to the identified performance indicator

1. Needs Immediate Improvement – Consistently fails to meet job duties and expectations, immediate and extensive improvement needed to meet job requirements.
2. Needs Improvement – Occasionally fails to meet job duties and expectations; considerable improvement needed to meet job requirements.
3. Meets Expectations – Performs job duties at a satisfactory level according to job description, under normal supervision and direction.
4. Exceeds Expectations – Often exceeds job requirements; consistently meets goals and objectives; accomplishments occasionally made in areas outside normal job role.
5. Superior – Consistently exceeds job requirements; top performer in all areas; frequently makes accomplishments in areas outside normal job role.

<b>Accountability</b>		
Takes personal ownership and responsibility for the quality and timeliness of work commitments. Follows organizational guidelines, professional standards, regulations and principles. Demonstrates reliability and integrity on a daily basis.		
	<b>Self Evaluation</b>	<b>Supervisor Evaluation</b>
<b>Unacceptable</b>	<b>1</b>	<b>1</b>
<b>Needs Improvement</b>	<b>2</b>	<b>2</b>
<b>Meets Expectations</b>	<b>3</b>	<b>3</b>
<b>Exceeds Expectations</b>	<b>4</b>	<b>4</b>
<b>Superior</b>	<b>5</b>	<b>5</b>
Employee Comments:		
Board HR Committee Comments:		

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### Communication

Expresses and transmits information with consistency and clarity; using active listening techniques in order to effectively understand and provide feedback; summarizing information according to the audience in order to promote engagement and increase understanding.

	Self Evaluation	Supervisor Evaluation
<b>Unacceptable</b>	1	1
<b>Needs Improvement</b>	2	2
<b>Meets Expectations</b>	3	3
<b>Exceeds Expectations</b>	4	4
<b>Superior</b>	5	5
Employee Comments:		
Board HR Committee Comments:		

### Decision Making

Makes concrete, well-informed and thought out decisions that support the overall organization. Has the ability to make quick effective decisions even when data and details are limited. When making unfavourable decisions that might have negative consequences will examine the impacts and potential implications to ensure that the decision is valid for the situation.

	Self Evaluation	Supervisor Evaluation
<b>Unacceptable</b>	1	1
<b>Needs Improvement</b>	2	2
<b>Meets Expectations</b>	3	3
<b>Exceeds Expectations</b>	4	4
<b>Superior</b>	5	5
Employee Comments:		
Board HR Committee Comments:		

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<b>Leadership</b>		
Maintains a professional and positive manner even under changing or uncertain conditions. Works well with a wide range of individuals to provide, support, coaching, encouragement and direction. Engages others in order to accomplish organizational and departmental goals and strategies.		
	<b>Self Evaluation</b>	<b>Supervisor Evaluation</b>
<b>Unacceptable</b>	<b>1</b>	<b>1</b>
<b>Needs Improvement</b>	<b>2</b>	<b>2</b>
<b>Meets Expectations</b>	<b>3</b>	<b>3</b>
<b>Exceeds Expectations</b>	<b>4</b>	<b>4</b>
<b>Superior</b>	<b>5</b>	<b>5</b>
Employee Comments:		
Board HR Committee Comments:		

<b>Networking and Relationship Building</b>		
Effectively builds constructive, friendly, professional relationships and networks of key contacts with people and colleagues, maintains partnerships that can provide information, assistance and support.		
	<b>Self Evaluation</b>	<b>Supervisor Evaluation</b>
<b>Unacceptable</b>	<b>1</b>	<b>1</b>
<b>Needs Improvement</b>	<b>2</b>	<b>2</b>
<b>Meets Expectations</b>	<b>3</b>	<b>3</b>
<b>Exceeds Expectations</b>	<b>4</b>	<b>4</b>
<b>Superior</b>	<b>5</b>	<b>5</b>
Employee Comments:		
Board HR Committee Comments:		

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### Organizational and Environmental Awareness

Shows commitment to the organizational vision and strategic goals by acting in accordance with organizational expectations and through having a solid understanding of the internal environment. Uses knowledge of organizational practices and procedures to solve issues and accomplish goals, complies with and enforces organizational policies, procedures and practices.

	Self Evaluation	Supervisor Evaluation
<b>Unacceptable</b>	<b>1</b>	<b>1</b>
<b>Needs Improvement</b>	<b>2</b>	<b>2</b>
<b>Meets Expectations</b>	<b>3</b>	<b>3</b>
<b>Exceeds Expectations</b>	<b>4</b>	<b>4</b>
<b>Superior</b>	<b>5</b>	<b>5</b>

Employee Comments:

Board HR Committee Comments:

### Planning and Organizing

Accurately estimates duration and level of difficulty of tasks and projects, setting out goals and objectives and work plans for completion.

	Self Evaluation	Supervisor Evaluation
<b>Unacceptable</b>	<b>1</b>	<b>1</b>
<b>Needs Improvement</b>	<b>2</b>	<b>2</b>
<b>Meets Expectations</b>	<b>3</b>	<b>3</b>
<b>Exceeds Expectations</b>	<b>4</b>	<b>4</b>
<b>Superior</b>	<b>5</b>	<b>5</b>

Employee Comments:

Board HR Committee Comments:

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<b>Problem Solving</b>		
Demonstrated ability to break a situation down into smaller pieces to identify key issues; figuring out cause and effect relationships in order to solve them using logic and analytical methods to come to a realistic solution.		
	<b>Self Evaluation</b>	<b>Supervisor Evaluation</b>
<b>Unacceptable</b>	<b>1</b>	<b>1</b>
<b>Needs Improvement</b>	<b>2</b>	<b>2</b>
<b>Meets Expectations</b>	<b>3</b>	<b>3</b>
<b>Exceeds Expectations</b>	<b>4</b>	<b>4</b>
<b>Superior</b>	<b>5</b>	<b>5</b>
Employee Comments:		
Board HR Committee Comments:		

<b>Service Orientation</b>		
Gives superior service to both internal and external customers and patients.		
	<b>Self Evaluation</b>	<b>Supervisor Evaluation</b>
<b>Unacceptable</b>	<b>1</b>	<b>1</b>
<b>Needs Improvement</b>	<b>2</b>	<b>2</b>
<b>Meets Expectations</b>	<b>3</b>	<b>3</b>
<b>Exceeds Expectations</b>	<b>4</b>	<b>4</b>
<b>Superior</b>	<b>5</b>	<b>5</b>
Employee Comments:		
Board HR Committee Comments:		

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<b>Teamwork</b>		
Works cooperatively and effectively with others to reach a common goal. Participates actively in group activities; fostering a team environment.		
	<b>Self Evaluation</b>	<b>Supervisor Evaluation</b>
<b>Unacceptable</b>	<b>1</b>	<b>1</b>
<b>Needs Improvement</b>	<b>2</b>	<b>2</b>
<b>Meets Expectations</b>	<b>3</b>	<b>3</b>
<b>Exceeds Expectations</b>	<b>4</b>	<b>4</b>
<b>Superior</b>	<b>5</b>	<b>5</b>
Employee Comments:		
Board HR Committee Comments:		

### **SECTION B: Performance Appraisal Summary**

What are your job related strengths?

What do you consider to be your most important achievements of the past year?

What do you consider to be your most important aims and tasks in the next year?

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What action could be taken to improve your performance in your current position by you, and the Board?

What are your most significant areas for improvement and what are you doing to improve them?

### **SECTION F:**

I have reviewed and discussed my Performance Review and Development Plan with The Board HR Committee

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Board HR Committee Signatures:

\_\_\_\_\_

\_\_\_\_\_