

# Annual Performance Development Plan discussion: Nurses & Midwives

**NURSING+  
MIDWIFERY**



## Introduction to Annual Performance Development at Western Health

All nurses and midwives are required to have an annual discussion with their manager or delegate about how the past year has gone and about work priorities and improvement opportunities in the coming year. This is part of the organisational system for ensuring we can continue to deliver Best Care to our community. It is also part of the system which seeks to engage employees and provide a satisfying work and employment experience.

The annual performance development discussion aims to encourage:

- A focus on development and delivering the best service we can
- Two way, outcomes focused discussion
- Consideration of both what we do and how we do it
- Joined up individual and team efforts
- Learning from the past and planning for the future

## What does it mean for me?

Both you and your manager (or delegated reviewer) must participate fully in this process for it to be useful. For more information on how to participate effectively in this process, see the performance development employee checklist and toolkit on the intranet or ask your manager (or People and Culture Consultant) for help.

## Discussion and Paperwork

A mandatory Performance Development process “makes a space” for a longer term reflection and planning discussion which might otherwise not occur in the busy working calendar. The paperwork is intended to help facilitate the discussion, ensure there is clarity of feedback and to create a record and reminder of agreed goals. This document provides a template which covers the domains contained within the Nursing & Midwifery Professional Practice Framework and essentials of the Performance Development conversation at Western Health. If you are using other forms, they must contain these essentials.

## How to use this template:

This Template is confidential. Once completed it should be kept in a secure location. This is a 5 part form:

1. Organisational Requirements
2. Living the Western Health Values
3. Nursing & Midwifery Domains of Practice
4. Comments and Feedback
5. Leave Planning and Attendee Management

You need to complete all parts ahead of sending this to your manager/reviewer.

Draft your Development Goals for the next 12 months before the meeting and finalise during the meeting, in discussion with your manager. How you will demonstrate success may be agreed upon at this point with your manager.

At or after your meeting – both you and your manager summarise your discussion of achievements and performance during the previous 12 months and sign to say that both the review of last year and plan for next year are complete.

Both you and your manager keep a copy for your personal record. (Managers to upload signed copy to [SharePoint PDP Recording Tool Portal](#)).

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Ensure, in conjunction with your Manager, that your Position Description has been reviewed and in the current template

**Please note:** Mandatory organisational requirements, including mandatory training, have now been included in the template and must be completed as part of your annual review. These requirements will differ depending on the role and should be clarified and established with your manager. You are now required to indicate on the template whether these mandatory requirements have been met.

## Professional Practice Framework:

The Professional Practice Framework seeks to:

- make explicit the expected and aspirational standards for our nurses and midwives when working and learning
- provide a consistent and objective method for you to assess your capability, and review and measure your performance and achievements.
- provide support to formulate and guide future development plans and advance your career goals.



## Professional Assessment Behaviour Level Reflection:

- When reflecting on your practice over the past 12 months against each of the 5 professional practice domains, what behavioural skill that you are demonstrating against **your** Position Description?
- What is required to achieve the desired care goals or outcomes against **your** Position Description?

NOVICE	ADVANCED BEGINNER	COMPETENT	PROFICIENT	EXPERT
Works within a <b>known and stable context</b> , consulting when abnormalities arise <b>before taking action</b>	Works within a <b>known and stable context</b> , consulting when abnormalities arise	Acts <b>independently</b> in <b>routine</b> situations within scope, and responds to <b>known dilemmas</b>	Acts independently in <b>complex situations</b> within scope, and responds to <b>unknown dilemmas</b>	<b>Provide vision and direction</b> and shape and implement strategies and initiatives that <b>enable others</b> to perform as required