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| **Employee Name:** |  | **Reviewer’s Name:** |  |
| **Employee Number:** |  | **Review Date:** |  |
| **Role:** |  | **Ward/department:** |  |

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| **Part 1: REVIEW of past year** | |
| **What challenges did you encounter over the year that impacted your performance and/or level of satisfaction at work?** |  |
| **Over the past year, what actions have you taken to improve the engagement of your team / team culture?** |  |
| **Critical Partnerships – which one partnership have you spent time developing over the year and why?** |  |

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| **Part 2: Living the Western Health Values** | |
| **How did I demonstrate the Western Health values?** | **Examples and comments:** |
| **Compassion**  Consistently acting with empathy and integrity. |  |
| **Accountability**  Taking responsibility for our decisions and actions. |  |
| **Respect**  For the rights, beliefs and choice of every individual |  |
| **Excellence**  Inspiring and motivating innovation and achievement. |  |
| **Safety**  Prioritising safety as an essential part of everyday practice. |  |

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| **Part 3: Nursing & Midwifery Domains of Practice** | | | | | |
| **Work Goals – from previous year** | | | | | |
| Consider:   * How have I incorporated each domain into how I practice? * How did I do against my goals? * How did I do generally in the year? * What were the highlights and challenges of the year? * What were the challenges? * Where could I do things differently? * What help do I need to do a better job in future? | | | | | |
| **Behaviour Level Reflection:** | | | | | |
|  | **Measure of each Domain according to Behaviours** | | **Evidence of achievement** | **Development Goals** | **How will I demonstrate success:** |
| * Sharing of knowledge   **Leadership**   * Professional behaviour * Contributing to improvement * Representing the department | **Self-Assess**  Novice  Adv Beginner  Competent  Proficient  Expert | **Manager**  Novice  Adv Beginner  Competent  Proficient  Expert |  |  |  |
| * Generate knowledge through leading research   **Research**   * Collaborate in research * Participate in research * Read and learn from research to inform practice | **Self-Assess**  Novice  Adv Beginner  Competent  Proficient  Expert | **Manager**  Novice  Adv Beginner  Competent  Proficient  Expert |  |  |  |
| **Evidence-based Practice**   * Improve consumer outcomes * Planning and optimise systems * Support effective advocacy * Ensure safe, high quality care | **Self-Assess**  Novice  Adv Beginner  Competent  Proficient  Expert | **Manager**  Novice  Adv Beginner  Competent  Proficient  Expert |  |  |  |
| * Education of self, consumers, carers and families   **Education**   * Continuing profession development * Mandatory learning | **Self-Assess**  Novice  Adv Beginner  Competent  Proficient  Expert | **Manager**  Novice  Adv Beginner  Competent  Proficient  Expert |  |  |  |
| * Critical thinking and decision making   **Clinical Expertise**   * Contribution to local or organisational groups * Contribution to policy, standard and practice development. | **Self-Assess**  Novice  Adv Beginner  Competent  Proficient  Expert | **Manager**  Novice  Adv Beginner  Competent  Proficient  Expert |  |  |  |

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| **Part 4: KPIs** | | | | |
| **Domain** | **List Key Performance Indicators as nominated in Position Description** | **Target** | **Evidence of achievement** | **Comments (challenges if KPIs not met)** |
| **Leadership** | Number of staff mentored | 1 per annum |  |  |
|  |  |  |  |
| **Research** |  |  |  |  |
|  |  |  |  |
| **Evidence-based Practice** | Policies, Procedures, Guidelines in Date | >96% |  |  |
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| **Education** |  |  |  |  |
|  |  |  |  |
| **Clinical Expertise** |  |  |  |  |
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If you have staff reporting directly to you, also please complete:

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| **Manager Key Performance Measures as nominated** | **Target** | **Actual – Dec** | **Actual – June** | **Achieved Year End Yes/No** | **Comments**  **Use this column during the year, to note progress in achieving Plan deliverables.** |
| Minimum reduction on previous year results in employees with excess annual leave | 15%, and 100% of staff in excess have had a discussion about their wellbeing with their manager |  |  |  |  |
| Minimum reduction on previous year results for personal leave | 4.1% |  |  |  |  |
| Minimum % of staff immunised for influenza | 100% |  |  |  |  |
| Immunisation records of staff in high risk clinical areas have been reviewed | 100% |  |  |  |  |
| Annual Performance Reviews completed for direct reports | 100% |  |  |  |  |
| Expenditure within budget | Break-even |  |  |  |  |
| Gifts, Benefits and Hospitality Declared | 100% |  |  |  |  |
| **Compliance with targets set for staff participation in mandatory training:** | |  |  |  |  |
| Hand hygiene | >80% |  |  |  |  |
| Emergency training | >95% |  |  |  |  |
| Manual handling | >90% |  |  |  |  |

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| **Performance Evaluation** | | | |
| **Performance Level** | **Definition** | | |
| **Achieved** | * Consistently meets or exceeds job standards and delivers on financial accountabilities, business plan priorities * Consistently demonstrates and champions the Western Health Values and Behaviours, and the Code of Conduct * Has managed and delivered the KPI’s set * Has led Best Care across the Directorate through example in behaviour, actions and demonstrating WH Values. | | |
| **Partly** | * Partly meets job standards in both quantity and quality * Opportunity exists to improve performance in core responsibilities or annual goals * Generally, demonstrates the Western Health Values and Behaviours **Achieved**, and the Code of Conduct * Has partly delivered against KPI’s set * Have achieved only some aspects of providing Best Care though example in modelling, behaviour, actions and demonstrating WH Values | | |
| **Not Achieved** | * Overall work inconsistently meets minimum job standards for work quality and quantity * Requires additional counselling, training, experience, to meet standards in some areas of responsibility or has not responded   appropriately to areas identified for improvement   * Inconsistently demonstrates the Western Health Values and Behaviours, and the Code of Conduct * Has not achieved KPI’s set * Have fallen short in all aspects of providing Best Care through example in behaviour, actions and demonstrating WH Values | | |
| **Agreed Rating:** | **Achieved** | **Partly Achieved** | **Not Achieved** |
| **Individual Comments:** | (please comment on your achievements and some of your challenges) | | |
| **Manager’s Comments:** |  | | |

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| **Part 5: Career Pathway** |
| **Personal Development Objectives for career and longer-term development and Career Path planning** |
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| **Part 6: Leave planning and attendance management** |
| Discuss leave taken over past 12 months, and extent of outstanding leave.  **Planned leave for next 12 months:**   |  |  | | --- | --- | | Proposed Dates | Type of leave | |  |  | |

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| **Individual’s signature:** |  | **Date:** |  |
| **Manager’s signature:** |  | **Date:** |  |