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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% |  |  |
|  |  |  |  |
| **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:**

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| --- | --- |
| Proposed Dates | Type of leave |
|  |  |

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