

APPENDIX C
PERFORMANCE APPRAISAL

Appendix C is for administration use only. The appraisal matrix set forth below sets forth the current key duties and priority levels that form the basis of annual appraisals for each Physician. Neither the matrix nor any of its parts is made part of or incorporated into the Agreement between Rutgers and Doctors Council, to which this matrix is appended. The University will notify Doctors Council in advance of any changes to these criteria and/or priority levels.

**RUTGERS UNIVERSITY
DOCTORS COUNCIL PERFORMANCE APPRAISAL
for Fiscal Year ____ - ____ (fill in)**

Employee Name:

Notes: Attach this form to the “Recommendation Worksheet” to support salary or bonus recommendations. For more detailed instructions, see the UHR website (<http://uhr.rutgers.edu/>) or call 848-932-3020.

SECTION 1: APPRAISAL MATRIX

1. List the three to five **Key Duties** (use a word or short phrase to describe the duty) of the position.
2. Indicate the **priority percentage** for each duty (should total 100%).
3. **Appraise each duty** in Sections 3 & 4 (the following page), then **transcribe the rating** to the column below.

<u>Key Duties</u>	<u>Priority Rating</u>
1. Patient Care Skills	40%
2. Documentation of patient care referral, labs, etc.	10%
3. Team Membership	40%
4. Professional Development	10%

SECTION 2: OVERALL ASSESSMENT

Based upon the appraisal rating for each key duty and its priority level, indicate the employee’s overall appraisal rating which reflects his/her performance during the past year by checking one of the categories below. Use the following rating scale and provide comments to explain your rating.

(Check only one.)

- D **Meets Standards.** This rating encompasses a range of performance from satisfactorily meeting job expectations to occasionally exceeding job expectations. Almost all APS employees perform their jobs efficiently and with professionalism, so it is expected that most will be rated in this category.
- D **Significantly and Regularly Exceeds Standards.** This rating is reserved for employees who have made exceptional contributions advancing the objectives of their departments and the university and who consistently exceed job expectations. It is intended to recognize substantial accomplishments above and beyond the employee’s regularly assigned responsibilities.
- D **Does Not Meet Standards.** Employees who do not satisfactorily meet job expectations and, overall, do not consistently perform their assigned responsibilities adequately will be given this designation. Employees rated in this category will be provided specific guidelines on how to improve performance and will be reevaluated in six months.

Note: Performance in the higher priority duties should have a greater impact on the overall assessment than performance in the lower priority areas.

Comments (add pages as necessary):

**RUTGERS UNIVERSITY
DOCTORS COUNCIL PERFORMANCE APPRAISAL
for Fiscal Year ____ - ____ (fill in)**

Employee Name:

Key Duty # 1: Patient Care Skills

Note: Please copy this page for each Key Duty and attach additional pages to the form as necessary.

SECTION 3: PERFORMANCE STANDARDS

For each key duty, describe the performance expectations for the **Meets Standards** level of performance. You may describe the performance expectations for the other levels if desired to more fully explain your performance expectations.

D Check here and detail on an attached page if standards are being modified for next year's evaluation process.

Meets Standards

**Elicits relevant history for specific problem; includes psychosocial, risky health behaviors.
Performs relevant physical examination for specific problem, including labs, x-ray, etc.
Organizes and makes a logical synthesis of all collected data and has a sound rationale for clinical decisions.
Implements a therapeutic plan consistent with identified needs of patient accepted standards of practice time limitations of Health Services.**

Significantly and Regularly Exceeds Standards

Considered by others in Health Services as a referral source, a leader, and skilled as a clinician. Is a creative thinker and a role model for positive changes.

Does Not Meet Standards

SECTION 4: APPRAISAL & DOCUMENTATION

Appraisal

Check only one rating level to appraise the employee's performance during the past year on the duty described above. Use the explanations for the rating scales described in Section 2.

- D Meets Standards**
- D Significantly and Regularly Exceeds Standards**
- D Does Not Meet Standards**

Support for Appraisal

Provide documentation and specific examples of performance or accomplishments to support your rating (attach pages as necessary).

**RUTGERS UNIVERSITY
DOCTORS COUNCIL PERFORMANCE APPRAISAL
for Fiscal Year ____ - ____ (fill in)**

Employee Name:

Key Duty # 2: Documentation of Patient Care Referral, Labs, etc.

Note: Please copy this page for each Key Duty and attach additional pages to the form as necessary.

SECTION 3: PERFORMANCE STANDARDS

For each key duty, describe the performance expectations for the **Meets Standards** level of performance. You may describe the performance expectations for the other levels if desired to more fully explain your performance expectations. **D Check here and detail on an attached page if standards are being modified for next year's evaluation process.**

Meets Standards

Writes legibly and charts data accurately – in an organized and concise format, with completion of charting in a timely manner.

Uses SOAP format consistently, including problem identification, fills in front cover of charts, and reviews and initials history forms.

Documents follow-ups of all patient contacts, abnormal diagnostic tests, and/or complex problems.

Demonstrates knowledge of policy and procedures of Health Services.

Other clinicians in Health Services are able to follow-up with client because all documentation is clear as to prescribed program of care.

Significantly and Regularly Exceeds Standards

Does Not Meet Standards

SECTION 4: APPRAISAL & DOCUMENTATION

Appraisal

Check only one rating level to appraise the employee's performance during the past year on the duty described above. Use the explanations for the rating scales described in Section 2.

D **Meets Standards**

D **Significantly and Regularly Exceeds Standards**

D **Does Not Meet Standards**

Support for Appraisal

Provide documentation and specific examples of performance or accomplishments to support your rating (attach pages as necessary).

RUTGERS UNIVERSITY
DOCTORS COUNCIL PERFORMANCE APPRAISAL
for Fiscal Year ____ - ____ (fill in)

Employee Name:

Key Duty # 3: Team Membership

Note: Please copy this page for each Key Duty and attach additional pages to the form as necessary.

SECTION 3: PERFORMANCE STANDARDS

For each key duty, describe the performance expectations for the **Meets Standards** level of performance. You may describe the performance expectations for the other levels if desired to more fully explain your performance expectations.

D Check here and detail on an attached page if standards are being modified for next year's evaluation process.

Meets Standards

Consults and collaborates with other professionals.

Shares information and knowledge with other members of health care team.

Makes appropriate patient referrals.

Participates in student teaching and training programs within the Health Services.

Treats others, including patients and other staff members, with respect and an attitude that is professional, calm, and reasonable.

Significantly and Regularly Exceeds Standards

Does Not Meet Standards

SECTION 4: APPRAISAL & DOCUMENTATION

Appraisal

Check only one rating level to appraise the employee's performance during the past year on the duty described above. Use the explanations for the rating scales described in Section 2.

D Meets Standards

D Significantly and Regularly Exceeds Standards

D Does Not Meet Standards

Support for Appraisal

Provide documentation and specific examples of performance or accomplishments to support your rating (attach pages as necessary).