

**Staff
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Performance Development Form

Annual	Triennial	Trial <input checked="" type="checkbox"/>	Probationary
Please Print			
Name: KEN GREEN		Position Title: Lab Technologist II	
Department/Program: Laboratory		Site: ITSC	
Date Started in Current Position: Apr 09/02		Length of Time	
Total Years of Service: 23 years		Reporting to Manager: 3 months	
Evaluation Period From: Apr 26/02 To: June 26/02		Other Contributors: MARY BUTLER PEGGY WELSH	
Next Evaluation Date: June 26/03			

We constantly strive to improve our personal performance.

Mission

We, as a regional health care organization with unique provincial responsibilities, are dedicated to the health and wellness of all persons, families and communities through the provision of comprehensive health care services, education and research in partnership with government, health-related agencies and the community.

Vision

We are committed to a strong health care system.

Values

The Health Care Corporation of St. John's believes in and promotes the following statement of values. We will be guided by these values in our decision making and in all our activities.

- Respect for Person** - We respect the dignity of all persons.
- Caring Community** - We believe that care is shown by the attitudes and actions of our health care community.
- Justice and Fairness** - We are committed to most equitable allocation of available resources.
- Collaboration** - We believe that communication, teamwork and partnerships are essential.
- Pursuit of Excellence** - We are committed to providing the highest standard of care delivered in a learning environment.

Form B

Health Care Corporation of St. John's Generic Competencies	
<p>Client Centered – <i>Provides care/service which is centered on the client.</i></p> <ul style="list-style-type: none"> ⇒ identifies the clients served by the individual, group or team ⇒ identifies the needs and expectations of clients ⇒ monitors outcomes of care or service ⇒ evaluates how well the care or service provided meets the needs of clients 	<p>Learning and Development – <i>Uses a planned approach to improve the performance of self and others.</i></p> <ul style="list-style-type: none"> ⇒ identifies learning and development needs ⇒ participates in continuing education and training ⇒ maintains the knowledge, skills and abilities necessary to perform job responsibilities ⇒ seeks, uses and provides informal and formal feedback ⇒ shares new knowledge and skills
<p>Communication – <i>Openly and respectfully exchanges information in a way that promotes mutual understanding.</i></p> <ul style="list-style-type: none"> ⇒ provides relevant information that is timely, accurate, understandable and complete ⇒ maintains confidentiality of clients, staff and the Health Care Corporation ⇒ actively listens ⇒ demonstrates understanding by accurately restating the communications of others ⇒ obtains accurate and complete information for clients, co-workers, members of the public, and others ⇒ respects the knowledge and opinions of others 	<p>Quality Focus – <i>Continuously strives to meet and exceed client expectations.</i></p> <p>The eight dimensions of quality provide a framework for the quality focus competency. The eight dimensions of quality are continuity, safety, competence, acceptability, effectiveness, appropriateness, efficiency, and accessibility.</p> <ul style="list-style-type: none"> ⇒ looks for ways to improve processes for identifying and meeting client needs ⇒ shows a concern for the safety and well-being of clients, visitors, coworkers and self ⇒ provides safe and respectful care/service ⇒ maintains a safe work environment
<p>Decision Making – <i>Makes decisions and/or solves problems based upon analysis, experience and judgement.</i></p> <ul style="list-style-type: none"> ⇒ demonstrates a willingness to make decisions (and/or solves problems) within one's scope of responsibility ⇒ gathers factual information from a variety of sources ⇒ makes decisions (and/or solves problems) in a timely manner ⇒ evaluates the effectiveness of decisions and solutions to problems ⇒ accepts responsibility for decisions 	<p>Resilience – <i>Demonstrates an ability to adjust and move forward when faced with challenging circumstances.</i></p> <ul style="list-style-type: none"> ⇒ demonstrates a receptiveness to change ⇒ maintains composure and ability to perform in stressful situations ⇒ demonstrates an openness to new ideas and new ways of doing things
<p>Dependability – <i>Demonstrates reliability.</i></p> <ul style="list-style-type: none"> ⇒ demonstrates punctuality ⇒ uses time responsibly ⇒ recognizes the importance of and practices good attendance ⇒ consistently fulfills obligations 	<p>Team Work – <i>Works collaboratively with others to achieve shared goals and objectives.</i></p> <ul style="list-style-type: none"> ⇒ participates in the development of the goals and objectives of the team ⇒ works towards achieving the goals and objectives of the team by sharing expertise and experience ⇒ supports the efforts of the team by being open to and giving constructive feedback ⇒ manages conflicts within the team ⇒ demonstrates a respect for the thoughts and opinions of team members ⇒ supports the decisions of the team ⇒ positively reinforces team members
<p>Financial Responsibility – <i>Uses available resources in an efficient, appropriate and cost-effective manner.</i></p> <ul style="list-style-type: none"> ⇒ delivers care/service in a way that minimizes effort, waste and cost while maintaining quality and achieving desired results. ⇒ uses the right resources to deliver the care/service needed ⇒ shares resources with others 	

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See Definition of Competencies.

* To be initialed by staff member and manager

Competencies	Discussed *	Competencies	Discussed *
1) Client Centered: Is focused on providing client centered care or service.	✓	2) Communication: Is open and respectful.	✓
3) Decision Making: Is undertaken based on analysis, judgement, and experience.	✓	4) Dependability: Attends work, uses time well, is punctual, and fulfills obligations.	✓
5) Financial Responsibility: Uses resources efficiently, appropriately, and cost-effectively.	✓	6) Quality Focus: Strives to meet client's expectations.	✓
7) Resilience: Is able to adjust and move forward facing challenges and change.	✓	8) Learning and Development: Plans and works to develop job performance.	✓
9) Team Work: Works with others to achieve goals.	✓		
Job Specific Skills Reviewed: As per discipline/department policy. FNA, NEURO, TUMOR, GROSS, ENDOCRINOLOGY, and IMMUNOLOGY	Discussed * ✓	Attendance Average: Program _____ Corporate _____ Employee _____	Discussed * ✓
Strengths:			
Needs improvement:			

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Plan for development:

Manager's Comments:

Employee's Comments:

Peer Reviewer(s) Comments:
(If applicable)

Signatures:

Employee Signature

Dates:

Date:

June 27 / 2002

Peer Reviewer(s) Signature (If applicable)

Date:

Immediate Manager Signature

Date:

July 08/02

Next Level Management Signature

Date:

July 8/02

*Please return to the Director,
Human Resources Development & Planning*