

# Health Service Establishment Protocol - Competence and Performance

## Corporate Policy

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Departments: Geelong

Standards: Standard 1 Clinical performance and effectiveness

Key Search Words: Protocol

1 **Competence & Performance**

Processes for continually assessing the competence and performance of each all practising at the health service establishment;

2 **Reference**

The Hader Clinic geelong is guided by the Australian Nursing and Midwifery Federation document "Performance Review"

3 **Performance & Development Plans**

Performance review and development systems play an important role in enhancing employee performance, identifying and strengthening staff development activities, developing employee skills, knowledge and job performance.

3.1 These processes cultivate management and staff relationships, and assist with identifying career development opportunities for nurses, midwives and assistants in nursing\*

4 **Review Frequency**

All staff will have a Performance and Development review within one month commencement and annually there after

4.1 A review can be requested by either party to help resolve any agreed performance issues

4.2 Initial review will focus on developing a Professional Learning and Development plan

4.3 Annual reviews will incorporate a performance measure for the past 12 months and a plan for future development

5 **Review Distribution**

A copy of the signed performance review will be placed on the employees personnel file and a copy provided to the employee

6 **Structure**

Performance and Development consists of three sections

6.1 Performance review where both employee and reviewer assess performance from the last 12 months

6.2 Performance Summary where challenges and opportunity for improvement are identified

6.3 Professional learning and development plan that sets actions, goals and timelines for agreed development strategies

2. **Additional Documents**

G\_Performance\_review.pdf

P&D.xlsx