

**Standard Intent:**

Departmental and job specific orientation must be done at the level of each department to complete with the general orientation all the required orientation levels after which the employee should be able to work independently.

Contract workers and volunteer are also oriented to the organization and their specific assignment or responsibilities, such as patient safety and infection control.

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**HR.8 The hospital has a process for initial evaluation of the competency and conduct of the new employees.**

HR.8.1 The hospital has a process described in a policy or other document for initial evaluation of the competency of the new employees.

HR.8.2 All new employees go through a probationary period for competency evaluation. During this period, clinical staff can only work under direct supervision.

HR.8.3 Competency evaluation during the probationary period is a structured process that aims to assess and review the employee's knowledge, performance, capability, conduct, and suitability for the role.

HR.8.4 The competency evaluation is documented in the personnel file.

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**Standard Intent:**

New employees or employees who have moved into a new job will have performance evaluated early in the new assignment. The New Employee Performance Evaluation is an opportunity for the supervisor to review the employee performance prior to the end of the new hire (probationary) period to confirm a recommendation for continued employment or extend a probationary period.

The New Employee Performance Evaluation is an opportunity to reiterate goals and expectations with a new team member. Training and development needs are discussed and a plan is established as applicable. At this time, the new employee should determine if he/she is committed to continued employment.

New employees may have performance evaluated anytime during the new hire period as needed or appropriate. An employee who is consistently falling below expectations on duties or who falls below expectations on critical duties should not have continued employment confirmed.

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**HR.9 The hospital has a process for the regular evaluation of staff performance.**

HR.9.1 There is a policy describing the process used in the regular evaluation of staff performance.

HR.9.2 The performance evaluation is based on objective criteria and is linked with the job description.

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HR.9.3 The performance evaluation is a two-way process conducted at least annually.

HR.9.4 The outcome of the performance evaluation is used to set objectives for performance improvement and professional development.

HR.9.5 The performance evaluation is signed by both the employee and the supervisor and is documented in the personnel file.

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**Standard Intent:**

Annual performance reviews are a key component of employee development.

The performance review is intended to be a fair and balanced assessment of an employee's performance.

The objective of the annual review is to provide all employees and their supervisors an opportunity to; discuss job performance; set goals for professional development; establish objectives for contributing to the department's mission; and to discuss expectations and accomplishments.

Performance reviews require the combined signatures of the employee, the employee's supervisor and the supervisor's supervisor and/or HRD to ensure consistency and fairness.

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**HR.10 The hospital identifies the staff training and educational needs.**

HR.10.1 The hospital has a process in place for identification of the training and educational needs of the different categories of hospital staff.

HR.10.2 The training and educational needs are identified based on objective criteria that include, but are not limited to, the following:

HR.10.2.1 The hospital mission, vision and scope of services.

HR.10.2.2 Individual staff member's education and training history.

HR.10.2.3 Information from quality assessment and improvement activities.

HR.10.2.4 Needs generated by advancements made in the medical and healthcare management fields.

HR.10.2.5 Findings from department performance appraisals of individuals.

HR.10.2.6 Findings from peer review activities.

HR.10.2.7 Findings from the hospital's technology and safety management programs.

HR.10.2.8 Findings from infection control activities.

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