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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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