**ANNUAL PERFORMANCE APPRAISAL TEMPLATE**

|  |  |
| --- | --- |
| **Employee Name / Number:** |  |
| **Role:** |  |
| **Manager / Reviewer Name:** |  |
| **Date:** |  |

**RATING GUIDE:**

|  |
| --- |
| **Not Met**  *Overall performance and/or behaviour does not met the established requirements for the position. Tasks are not completed in the time or manner expected. Performance is below the minimum acceptable standard for the position.* |
| **Partially Met**  *Overall performance and/or behaviour is inconsistent with the established requirements for the position. Expected results are sometimes achieved.* |
| **Met**  *Overall performance and behaviour consistently meet the established requirements for the position. Expected results are regularly achieved in a timely and acceptable manner.* |
| **Exceeded**  *Overall performance and behaviour significantly and consistently surpasses all requirements established for the position. There is sustained excellence and accomplishments which are substantially above usual expectations.* |

At Northern Health we have a commitment to supporting your development and growth. We encourage all team members to meet with their Manager at least once a year to review and celebrate achievements and set goals for the following 6 – 12 months.

***“Challenge yourself. Growth begins at the end of your comfort zone”.***

**SECTION 1: REFLECTING ON THE LAST 12 MONTHS**

**PERFORMANCE EXCELLENCE**

***What have been your most valuable achievements (up to 5) in the past 12 months?***

|  |  |
| --- | --- |
| **Achievement** | **What did you do and how did you do it? What impact did this achievement have?** |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |

|  |
| --- |
| **Manager Feedback:** |

|  |  |
| --- | --- |
| **Self-rating** |  |
| **Manager rating** |  |

**KNOWLEDGE, SKILLS AND ATTRIBUTES:**

***Thinking about your key achievements and notable challenges, what are your key strengths, and how have they enabled you to perform over the past 12 months?***

|  |  |
| --- | --- |
| **Key Strengths** | **How did you demonstrate this strength? What impact did it have on your role performance and responsibilities?** |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |

|  |
| --- |
| **Manager Feedback:** |

|  |  |
| --- | --- |
| **Self-rating** |  |
| **Manager rating** |  |

**LIVING THE NORTHERN HEALTH VALUES**

***How have you positively lived and demonstrated the Northern Health Values in the past 12 months?***

|  |  |
| --- | --- |
| **Value** | **How did you live the Value?** |
| **Safe**  *We provide safe, trusted care for our patients.*  *We are inclusive and culturally safe, celebrating the diversity of our staff and community.* |  |
| **Kind**  *We treat everyone with kindness, respect and empathy.*  *We provide patient-centred and compassionate care.* |  |
| **Together**  *We work together with our staff, patients, consumers and health system partners.* |  |

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| --- |
| **Manager Feedback:** |

|  |  |
| --- | --- |
| **Self-rating** |  |
| **Manager rating** |  |

**SECTION 2: PLANNING FOR THE YEAR AHEAD**

**AGREED ACTIONS – GOALS FOR THE NEXT 6 – 12 MONTHS**

|  |  |  |
| --- | --- | --- |
|  | **What do I want to achieve in the next 6 - 12 months?** | **How will I know I have achieved my goal?** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |

|  |  |
| --- | --- |
| **What one Value (Safe, Kind, Together) do you want to focus on over the next 6 – 12 months?** | **What will you do differently to practice living this Value?** |
|  |  |

**SECTION 3: PLANNING YOUR DEVELOPMENT & CAREER GOALS**

**MY DEVELOPMENT PLAN**

***This section provides you with the opportunity to drive your personal and professional development in the year ahead.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **My focus area/s** | **Action I will take** | **My target date** | **Resources / Support I need** | **My measure of success** |
|  |  |  |  |  |

***This section provides you with the opportunity to drive your personal and professional development in the next 2-5 years.***

|  |  |
| --- | --- |
| **What are your longer term work or career goals?** | **How can you and Northern Health take steps toward these goals?** |
|  |  |

**GENERAL COMMENTS / FEEDBACK:**

|  |
| --- |
| **Employee:**  **Manager:** |

**APENDIX 1 - SCOPE OF PRACTICE (Clinical Staff to complete)**

|  |  |  |
| --- | --- | --- |
|  | **Yes / No** | **Comments** |
| Has there been in change to your Scope of Practice in the last 12 months? |  |  |
| If yes, has your Scope of Practice been assessed and endorsed? |  |  |

**MANAGER CHECKLIST**

*Managers please ensure you cover the following in your Performance Appraisal conversation:*

* Does the team member have a **Secondary Role?**
* Are there any **Declarations of Interest** required?
* Mandatory Training (complete and up to date)
* Excess Annual Leave & Planned Leave

**APPENDIX 2 - MYLEARNING (LMS) COURSE CATALOGUE**

**Purpose:** This document provides a list of all currently available Courses and Learning Hubs accessible via myLearning (our Learning Management System) for our staff. At Northern Health we have a commitment to supporting your development and growth.

**Application:** We encourage all managers and employees when completing **Section 3: Planning Your Development & Career Goals** **– MY DEVELOPMENT PLAN** of the annual Performance Appraisal template, to review this catalogue and identify any Courses or Learning Hubs that would provide you with the opportunity to drive your personal and professional development in the year ahead.

**Can’t find what you need?**If a specific individual training need is identified and a targeted Course or learning opportunity is not yet available, please contact our Organisational Capability team [learning@nh.org.au](mailto:learning@nh.org.au) to discuss your needs further and we can support you in finding a suitable learning solution.

**Mandatory & Role Specific Training:**If you are not currently a member of the allocated Audience in myLearning for any of these courses and believe you require access please complete the following form: [**HR – myLearning – RPL and Audience Exception Request**](https://system.prompt.org.au/download/document.aspx?id=52913013&code=F12FDC4D72EC79BB651E0D57CD95C029)

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# MANDATORY TRAINING

|  |  |
| --- | --- |
| [Aboriginal Cultural Awareness Training](https://mylearning.nh.org.au/course/view.php?id=263) | [Handling Hazardous Substances & Dangerous Goods](https://mylearning.nh.org.au/course/view.php?id=233) |
| [Aboriginal Cultural Awareness Manager Training](https://mylearning.nh.org.au/course/view.php?id=231) | [Manual Handling / No Lift\*](https://mylearning.nh.org.au/course/view.php?id=239) |
| [Advanced Life Support (Basic) – Refresher](https://mylearning.nh.org.au/course/view.php?id=258) | [Medication Safety Training](https://mylearning.nh.org.au/course/view.php?id=248) |
| [Antimicrobial Usage, Judicious Prescribing](https://mylearning.nh.org.au/course/view.php?id=250) | [Medication Safety Training for Nurses](https://mylearning.nh.org.au/course/view.php?id=225) |
| [ANTT](https://mylearning.nh.org.au/course/view.php?id=230) | [NeoResus First Response Theory\*](https://mylearning.nh.org.au/course/view.php?id=255) |
| [Basic Life Support (Adult) – Initial\*](https://mylearning.nh.org.au/course/view.php?id=262) | [NeoResus First Response Practical – Initial\*](https://mylearning.nh.org.au/course/view.php?id=257) |
| [Basic Life Support (Adults) – Refresher\*](https://mylearning.nh.org.au/course/view.php?id=261) | [NeoResus First Response Practical – Refresher\*](https://mylearning.nh.org.au/course/view.php?id=256) |
| [Basic Life Support (Peadiatric) – Initial\*](https://mylearning.nh.org.au/course/view.php?id=260) | [Occupational Violence and Aggression](https://mylearning.nh.org.au/course/view.php?id=79) |
| [Basic Life Support (Paediatric) – Refresher\*](https://mylearning.nh.org.au/course/view.php?id=259) | [Person Centred Care](https://mylearning.nh.org.au/course/view.php?id=236) |
| [Blood Safe: Receipt, Collection & Transport](https://mylearning.nh.org.au/course/view.php?id=253) | [Personal Protective Equipment (PPE) – Clinical\*](https://mylearning.nh.org.au/course/view.php?id=221) |
| [Blood Safe: Clinical Transfusion Practice](https://mylearning.nh.org.au/course/view.php?id=242) | [Personal Protective Equipment (PPE) – Non-Clinical](https://mylearning.nh.org.au/course/view.php?id=223) |
| [Blood Safe: Transporting Bloods](https://mylearning.nh.org.au/course/view.php?id=243) | [Preventing and Managing Pressure Injuries](https://mylearning.nh.org.au/course/view.php?id=240) |
| [Bushfire Safety for Workers (CFA)](https://mylearning.nh.org.au/course/view.php?id=251) | [Preventing Falls and Harms from Falls](https://mylearning.nh.org.au/course/view.php?id=241) |
| [Children at Risk – Working with Vulnerable Children](https://mylearning.nh.org.au/course/view.php?id=246) | [Privacy and Confidentiality Training](https://mylearning.nh.org.au/course/view.php?id=238) |
| [Clinical Risk Management Education – In-depth Case Review](https://mylearning.nh.org.au/course/view.php?id=244) | [Respecting One Another](https://mylearning.nh.org.au/course/view.php?id=234) |
| [Clinical Risk Management Education – Open Disclosure](https://mylearning.nh.org.au/course/view.php?id=245) | [Safe Home Visiting](https://mylearning.nh.org.au/course/view.php?id=254) |
| [Cyber Safety Awareness Training](https://mylearning.nh.org.au/course/view.php?id=252) | [Safe Medication Administration – Get it Right!](https://mylearning.nh.org.au/course/view.php?id=247) |
| [Fire & Emergency](https://mylearning.nh.org.au/course/view.php?id=237) | [Safe Medication Administration Nursing Assessment](https://mylearning.nh.org.au/course/view.php?id=249) |
| [Hand Hygiene](https://mylearning.nh.org.au/course/view.php?id=235) |  |
| ***\*Denotes Blended Learning (including Face-to-Face Sessions and Online Theory)*** | |

# ROLE SPECIFIC TRAINING

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| --- | --- |
| [Airway Suction](https://mylearning.nh.org.au/course/view.php?id=81) | [Neonatal Feeding](https://mylearning.nh.org.au/course/view.php?id=276) |
| [Anaphylaxis](https://mylearning.nh.org.au/course/view.php?id=267) | [Neonatal Medication Calculation](https://mylearning.nh.org.au/course/view.php?id=264) |
| [Breastfeeding for Health Professionals](https://mylearning.nh.org.au/course/view.php?id=180) | [Orthopaedics](https://mylearning.nh.org.au/course/view.php?id=113) |
| [Delirium and Cognitive Impairment](https://mylearning.nh.org.au/course/view.php?id=120) | [Paediatric Talipes](https://mylearning.nh.org.au/course/view.php?id=84) |
| [Epidural Obstetrics (Initial & Refresher)](https://mylearning.nh.org.au/course/view.php?id=204) | [Prostin Administration](https://mylearning.nh.org.au/course/view.php?id=165) |
| [Epidural Obstetrics Practical Assessment (Face-to-Face)](https://mylearning.nh.org.au/course/view.php?id=205) | [Speculum by Midwife Learning Tool](https://mylearning.nh.org.au/course/view.php?id=212) |
| [Epidural Nursing (Initial & Refresher)](https://mylearning.nh.org.au/course/view.php?id=198) | [Suicide and Self Health (SASH)](https://mylearning.nh.org.au/course/view.php?id=274) |
| [Epidural Nursing Practical Assessment (Face-to-Face)](https://mylearning.nh.org.au/course/view.php?id=203) | [Supportive Cancer Care](https://mylearning.nh.org.au/course/view.php?id=82) |
| [End of Life Essentials Training](https://mylearning.nh.org.au/course/view.php?id=75) | [Vac Therapy](https://mylearning.nh.org.au/course/view.php?id=85) |
| [Medication Calculations Nursing Assessment](https://mylearning.nh.org.au/course/view.php?id=72) | [Vestibular Physiotherapy in ED](https://mylearning.nh.org.au/course/view.php?id=97) |
| [National Standard Medication Charts 2019](https://mylearning.nh.org.au/course/view.php?id=73) |  |
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# LEARNING HUBS

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| --- | --- |
| [Central Venous Access Devices (CVAD) Hub](https://mylearning.nh.org.au/course/view.php?id=167) | [Manager Induction Hub](https://mylearning.nh.org.au/course/view.php?id=174) |
| [COVID-19 Immunisation Hub](https://mylearning.nh.org.au/course/view.php?id=266) | [Mentoring for Success](https://mylearning.nh.org.au/course/view.php?id=265) |
| [COVID-19 Medical Education](https://mylearning.nh.org.au/course/view.php?id=164) | [New Tower Building Learning Hub 2021](https://mylearning.nh.org.au/course/view.php?id=226) |
| [Clinical Deterioration and Resuscitation Hub](https://mylearning.nh.org.au/course/view.php?id=190) | [NSQHS Leaders @ NH](https://mylearning.nh.org.au/course/view.php?id=172) |
| [Diabetes Hub](https://mylearning.nh.org.au/course/view.php?id=211) | [Office 365 – Microsoft Teams @ NH Hub](https://mylearning.nh.org.au/course/view.php?id=271) |
| [Emergency Department Learning Hub](https://mylearning.nh.org.au/course/view.php?id=159) | [Pandemic Community of Practice (PCoP) Hub](https://mylearning.nh.org.au/course/view.php?id=200) |
| [Employee Orientation Hub](https://mylearning.nh.org.au/course/view.php?id=156) | [Pharmacy Orientation Learning Hub](https://mylearning.nh.org.au/course/view.php?id=214) |
| [End of Life Care Hub](https://mylearning.nh.org.au/course/view.php?id=273) | [Practical Obstetric Multi-Professional Training (PROMPT)](https://mylearning.nh.org.au/course/view.php?id=207) |
| [Enteral Feeding Hub](https://mylearning.nh.org.au/course/view.php?id=270) | [Post Graduate Learning Hub](https://mylearning.nh.org.au/course/view.php?id=153) |
| [Graduate Nurses Learning Hub](https://mylearning.nh.org.au/course/view.php?id=151) | [Respiratory STEP Hub](https://mylearning.nh.org.au/course/view.php?id=191) |
| [Learning HUB Course Owners](https://mylearning.nh.org.au/course/view.php?id=193) | [Telehealth Hub](https://mylearning.nh.org.au/course/view.php?id=178) |
| [Lifelong Learning & PD Hub](https://mylearning.nh.org.au/course/view.php?id=150) | [Thinking Online?](https://mylearning.nh.org.au/course/view.php?id=175) |
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# PROFESSIONAL DEVELOPMENT – GENERAL

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| [Broadmeadows Ophthalmology Infection Control Training](https://mylearning.nh.org.au/course/view.php?id=199) | [Module 2 – Non Invasive Ventilation](https://mylearning.nh.org.au/course/view.php?id=161) |
| [Clinical Risk Management Education – VHIMS](https://mylearning.nh.org.au/course/view.php?id=67) | [Module 3 – Intermittent Positive Pressure Ventilation](https://mylearning.nh.org.au/course/view.php?id=162) |
| [Communicating for Safety](https://mylearning.nh.org.au/course/view.php?id=78) | [myLearning Help and Support](https://mylearning.nh.org.au/course/view.php?id=46) |
| [Difficult Conversations in the Workplace – for managers](https://mylearning.nh.org.au/course/view.php?id=184) | [NDIS Worker Orientation Module “Quality, Safety and You”](https://mylearning.nh.org.au/course/view.php?id=157) |
| [Difficult Conversations in the Workplace – for employees](https://mylearning.nh.org.au/course/view.php?id=183) | [Northern Doctors Workshop](https://mylearning.nh.org.au/course/view.php?id=177) |
| [Emotional Intelligence](https://mylearning.nh.org.au/course/view.php?id=181) | [Nurse Initiated X-Ray (& Refresher)](https://mylearning.nh.org.au/course/view.php?id=209) |
| [Hand Hygiene Auditor Training](https://mylearning.nh.org.au/course/view.php?id=275) | [SHRFV – A Shared Understanding](https://mylearning.nh.org.au/course/view.php?id=152) |
| [Health Literacy Course](https://mylearning.nh.org.au/course/view.php?id=196) | [Skin to Skin](https://mylearning.nh.org.au/course/view.php?id=166) |
| [Hiring Employees](https://mylearning.nh.org.au/course/view.php?id=186) | [Teach Back](https://mylearning.nh.org.au/course/view.php?id=208) |
| [Introduction to Cultural Competence](https://mylearning.nh.org.au/course/view.php?id=173) | [Time Management](https://mylearning.nh.org.au/course/view.php?id=179) |
| [Managing Employees](https://mylearning.nh.org.au/course/view.php?id=187) | [Workplace Flexibility](https://mylearning.nh.org.au/course/view.php?id=189) |
| [Module 1 – Respiratory Assessment & Management](https://mylearning.nh.org.au/course/view.php?id=160) |  |
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# PROFESSIONAL DEVELOPMENT – ALLIED HEALTH

[Difficult Conversations with patients and families: Loss, Grief & Fear](https://mylearning.nh.org.au/course/view.php?id=195)

[Introduction to Student Supervision](https://mylearning.nh.org.au/course/view.php?id=119)

[Introduction to Staff Supervision – Module 1 Getting Started](https://mylearning.nh.org.au/course/view.php?id=117)

[Low Health Literacy Practical Solutions to a Complex Problem](https://mylearning.nh.org.au/course/view.php?id=123)

[Motivational Interviewing](https://mylearning.nh.org.au/course/view.php?id=124)

[Responding to Suicidal and Self Harm Ideation](https://mylearning.nh.org.au/course/view.php?id=127)

[Staff Supervision – Having Difficult Conversations](https://mylearning.nh.org.au/course/view.php?id=128)

[Successfully Starting and Completing Your Quality Project](https://mylearning.nh.org.au/course/view.php?id=129)

[Teaching Clinical Reasoning: Making Your Thinking Visible](https://mylearning.nh.org.au/course/view.php?id=130)

[Telehealth Think Tank](https://mylearning.nh.org.au/course/view.php?id=272)

[The Supervision Series](https://mylearning.nh.org.au/course/view.php?id=280)

[Understanding and Applying Research to Your Work](https://mylearning.nh.org.au/course/view.php?id=131)