**Healthcare Staff Performance Review Template**

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# Disclaimer

This **Healthcare Staff Performance Review Template** is a **structured evaluation tool** designed for medical offices, clinics, and hospitals to assess staff performance while ensuring compliance with **Ontario’s Ministry of Health, Ministry of Labour, OHSA, PHIPA, and healthcare regulatory standards**. This document does **not** constitute legal advice and should be tailored to reflect **specific job roles, industry requirements, and healthcare accreditation standards**.

# How to Use This Document

This performance review template is designed for **structured staff evaluations** in healthcare settings. Employers should:

* **Customize the evaluation criteria** based on staff roles (e.g., nurses, physicians, administrative personnel).
* **Ensure compliance** with **healthcare industry best practices, patient care standards, and OHSA requirements**.
* **Conduct performance reviews regularly** (quarterly, bi-annually, or annually).
* **Use this template for documentation** to support professional development and compliance audits.
* **Provide feedback constructively** and support employees with development opportunities.

# Introduction

At **[Healthcare Facility Name]**, we believe that continuous professional development and performance evaluation are key to providing high-quality patient care and operational efficiency. This **Healthcare Staff Performance Review Template** provides a structured approach to evaluating employee performance, ensuring alignment with **clinical, regulatory, and professional standards**.

The purpose of this review is to:

* Assess clinical and administrative competencies.
* Evaluate adherence to patient care and regulatory requirements.
* Identify opportunities for professional growth.
* Provide structured feedback and performance improvement plans where needed.

# Purpose & Scope

This template applies to **all healthcare staff**, including but not limited to:

* Doctors & Physicians
* Registered Nurses (RNs) & Practical Nurses (RPNs)
* Medical Assistants & Technicians
* Administrative & Front Desk Personnel
* Allied Health Professionals (e.g., physiotherapists, pharmacists)

**Performance reviews will:**

* Ensure compliance with healthcare regulations and professional standards.
* Identify strengths, areas for improvement, and professional development goals.
* Support ongoing education and licensure requirements.
* Align staff performance with organizational objectives and patient satisfaction goals.

# Performance Review Process

## A. Performance Evaluation Criteria

Employees will be evaluated based on the following key areas:

**Job Knowledge & Technical Skills** – Demonstrates competence in job-specific skills and stays updated on industry best practices.

**Patient Care & Safety Compliance** – Adheres to OHSA and Ministry of Health regulations to ensure high-quality care.

**Communication & Teamwork** – Effectively communicates with patients, colleagues, and supervisors. **Professionalism & Ethical Conduct** – Maintains professionalism, integrity, and confidentiality under PHIPA/HIPAA guidelines.

**Productivity & Efficiency** – Effectively manages workload and meets deadlines.

## B. Competency & Skills Assessment

Clinical staff must meet required certification, licensing, and continuing education requirements.

Staff must demonstrate competency in electronic health record **(EHR)** usage, infection control, and patient confidentiality.

Administrative staff should exhibit efficiency in scheduling, patient coordination, and regulatory documentation.

## C. Patient Care & Compliance Standards

Employees must strictly adhere to infection control, sanitation, and biohazard disposal policies.

Adherence to workplace safety protocols, emergency preparedness plans, and OHSA requirements is mandatory.

Compliance with PHIPA & HIPAA in handling patient information.

Maintaining a positive and patient-focused approach in all interactions.

# Review Ratings & Scoring System

Performance will be rated using the following system:

|  |  |
| --- | --- |
| **Rating** | **Description** |
| 5 - Outstanding | Exceeds all expectations, consistently delivers exceptional performance. |
| 4 - Exceeds Expectations | Performs above standard expectations in most areas. |
| 3 - Meets Expectations | Consistently meets required performance standards. |
| 2 - Needs Improvement | Requires additional support and improvement in specific areas. |
| 1 - Unsatisfactory | Does not meet job expectations; requires immediate corrective action. |

# Goal Setting & Professional Development

* Employees should set SMART Goals (Specific, Measurable, Achievable, Relevant, Time-bound).
* Encourage ongoing training, certification renewals, and skill enhancement.
* Provide mentorship and coaching opportunities.
* Align performance goals with patient care improvements and regulatory compliance.

# Performance Improvement Plans (PIP)

If an employee receives a rating of **2 (Needs Improvement) or 1 (Unsatisfactory)**, a **Performance Improvement Plan (PIP)** will be initiated.

The PIP will:

* Clearly outline areas for improvement.
* Set measurable performance targets.
* Provide additional training, mentorship, or support.
* Establish a timeline for re-evaluation (30, 60, or 90 days).
* Outline consequences for failing to meet improvement goals.

# Acknowledgment & Agreement

I, **[Employee Name]**, acknowledge that I have read, understood, and participated in the **Healthcare Staff Performance Review** at [Healthcare Facility Name]. I understand the feedback provided and agree to work towards continuous improvement and professional development.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor/Manager Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Final Notes

This Healthcare Staff Performance Review Template ensures a standardized, fair, and regulatory-compliant approach to evaluating healthcare personnel. Employers should regularly review and update

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