

DWK13

Performance Appraisal & Development Agreement

Name: DrJayant Patel		Employee ID:	
Position: Director of Surgery		Classification	
Facility / Work Unit: BBH			
Supervisor	<input checked="" type="checkbox"/> Initiate Agreement	<input type="checkbox"/> 6 Month Review	<input type="checkbox"/> 12 Month Appraisal
	Date completed: <u>30 / 12 / 20</u> Initials: <u>JP</u>	Date to be conducted: ____ / ____ / ____ Initials:	Date to be conducted: ____ / ____ / ____ Initials:
Supervisor's Comment – 6 Month Review:			
Employees Comment – 6 Month Review:			
Performance Results:			
12 Month Appraisal:		<input type="checkbox"/> Exceeds requirements	<input type="checkbox"/> Meets all requirements
		<input type="checkbox"/> Meets some requirements	<input type="checkbox"/> Does not meet requirements
Conduct: 12 Month Appraisal:		<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
Supervisors Comment – 12 Month Appraisal:			
Employees Comment – 12 Month Appraisal:			
Upon Completion	6 Month Review	12 Month Appraisal	
Employee	Name: Signature:	Name: Signature:	
Reporting Officer	Name: Signature:	Name: Signature:	
Reviewing Officer (as required)	Name: Signature:	Name: Signature:	
Date Review Completed	____ / ____ / ____	____ / ____ / ____	
1. Supervisor to retain original. Employee to retain copy. 2. Copy to be forwarded to the Human Resource Management Unit & the Reviewing Officer.			

Please refer to Positions Descriptions when setting key performance responsibilities and targets.

Performance Plan

Key Responsibilities	Performance Targets	Timeframe
1. Lead BHSD surgical services to meet corporate goals and deliver high standard of care.	<ul style="list-style-type: none"> Achieve annual emergency and elective surgery activity targets. Continue to reduce Surgical OPD Waiting Lists. 	<ul style="list-style-type: none"> Ongoing
2. Participate in appropriate forums.	<ul style="list-style-type: none"> Contribute to improved functioning of ASPIC CSF. 	<ul style="list-style-type: none"> Jun 04
3. Play active role in training of assigned personnel.	<ul style="list-style-type: none"> Implement teaching program for RCS students in 2004. 	<ul style="list-style-type: none"> Feb 04
4. Lead and support quality improvement activities in Dept of Surgery.	<ul style="list-style-type: none"> Develop and implement M&M program for Dept of Surgery. 	<ul style="list-style-type: none"> Apr 04
5. Manage financial performance of relevant cost centres.	<ul style="list-style-type: none"> Budget integrity for accountable cost centres is achieved. 	<ul style="list-style-type: none"> Ongoing, Jun 04

Development Plan

Skills & Knowledge Required	Developmental Activities	Timeframe
1. Progress AMC/RACS specialist recognition application.	<ul style="list-style-type: none"> Complete and forward application to MAC/RACS. 	<ul style="list-style-type: none"> 31 Dec 03
2. Contribute to increased use of surgical quality measures for evaluation.	<ul style="list-style-type: none"> Develop protocol for laparoscopic cholecystectomy day-stay procedure. 	<ul style="list-style-type: none"> Feb 04

Sign off on Performance and Development Plan

Employee Name: Jayant Patel Date: 30.12.03
 Signature: [Signature]

Reporting Officer Name: D. Kemp Date: 31/12/03
 Signature: [Signature]

Reviewing Officer Name: _____ Date: _____
 (as required) Signature: _____