



## Performance Appraisal Policy

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|-----------------------|---------------|---------------------|------------|
| <b>Std Reference:</b> | AA 020        |                     |            |
| <b>Revision No:</b>   | 1             | <b>Written By:</b>  | S Scanlan  |
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# AA020 Performance Appraisal Policy

## 1.0 Scope

This policy is intended for use for all staff in Bridhaven Nursing Home.

## 2.0 Associated Documents

HIQA (2009) National Standards for Residential Care Settings for Older People in Ireland. Standard 24: Training and Supervision. Please refer to specific details in standard 24.7

## 3.0 Policy

Performance appraisals are conducted annually with all staff at Bridhaven with the aim of helping to develop individuals, improve organisational performance, and feed into the strategic and operational planning of the organisation. Performance appraisals are essential for the effective management and development of staff.

## 4.0 Procedure

- All staff shall undergo an initial probation period of 6 months upon employment with Bridhaven.
- A competency appraisal shall be undertaken during the initial 6 month period. The probationary period may be extended to 11 months at the discretion of the Management Team at Bridhaven.
- All staff shall undergo a Performance Appraisal on an annual basis thereafter or as required. The Performance Appraisal shall be undertaken by a Senior Manager who has responsibility for direct line management of the staff member in conjunction with the HR Manager as required. (HIQA 2009, 24.7)
- Bridhaven shall use the appraisal process to achieve the following objectives:
  - Facilitate improvement of individual performance.
  - Enable personal and professional development of the employee.
  - Gain a deeper understanding of the role – both the staff member and the manager, to understand the nature of the job.
  - Refocus on the ethos of Bridhaven: Resident-centred care.
  - Improve communications between the employee and the manager.
  - Recognise achievements to date.
- A performance appraisal form shall be utilised during the appraisal process. A copy of the completed Performance Appraisal Form shall be placed in the staff members file. A copy shall be provided to the staff member if requested.
- The outcomes from the Performance Appraisal shall be used to determine the employee's training and professional development plan. (HIQA 2009, 24.7)

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### 5.0 Responsibilities

It is the responsibility of all staff to understand the Bridhaven policy on staff appraisal and professional development plans.

The Management team in conjunction with line managers shall conduct staff appraisals.

The Person in charge must approve this policy and procedure before circulation and ensure it is adhered to by all staff.

### 6.0 Audit

This policy and procedure shall be audited annually at a minimum or as required to ensure staff compliance.

### 7.0 References

HIQA (2009) National Standards for Residential Care Settings for Older People in Ireland

#### DOCUMENT REVISION RECORD

| Revision No: 0 | Reviewed By | Date:    | Changes Yes/No | Reason For Revision                                |
|----------------|-------------|----------|----------------|--|
| 0              | H Morley    | 21-04-15 | -              | New policy written in line with HIQA standard 24.7 |
| 1              | H Morley    | 03-02-16 | Yes            | Updated 4:0 Who will undertake the appraisal       |
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