

**PATTON – FULLER COMMUNITY HOSPITAL
EMPLOYEE EVALUATION FORM**

Check one

- 90 Day
- Six Months
- Annual 2003
- Promotion

Department: Environmental Services

Employee Name: Dawn Sage

Job Title: Environmental Aide

GENERAL EVALUATION

Rate (1-3) 1=Unacceptable 2=Acceptable 3=Exceptional

A rating of 1 or 3 must have a comment

- 1. Attendance:** 2
- 2. Grooming:** 2
- 3. Attitude:** 2
- 4. Dependability:** 2

JOB SPECIFIC EVALUATION

Rate the essential functions of the job utilizing the Job Description. Identify each essential function and provide a rating of 1, 2, or 3

1= Unacceptable 2= Acceptable 3=Exceptional

Provide examples to justify a rating of 1 or 3. Provide appropriate guidance to the employee for improvement

- 1. Cleans assigned areas adhering to the 10 point cleaning protocol.**
Rating: 2
- 2. Maintains Infection Control Policies and Procedures to avoid the spread of disease and infections.**
Rating: 2
- 3. Properly returns equipment after use.**
Rating: 2

4. **Maintains proper body mechanics when lifting or moving objects to avoid personal injury.**

Rating: 2

5. **Handles sharps per policy and procedure.**

Rating: 2

6. **Disposes of waste per infection control protocols keeping hazardous waste separated from routine waste.**

Rating: 2

7. **Observes patient privacy and confidentiality.**

Rating: 2

Total the rating scores and divide by number of items scored this will equal the overall evaluation average score: **2.0**

Merit increases will be awarded as follows for 12 month annual evaluations:

No merits are given for 90 day or 6 months.

Promotion evaluations are for the personnel file only

- Average score of 3 = 5% increase
- Average score of 2 = 3% increase
- Average score of 1 = 0% increase

An average score of 1 will require a written plan for improvement in consultation with Human Resources and another evaluation in 3 months.

Recommended merit increase for this evaluation period: 3%

Evaluator Signature and Date:

Merlin Spinney 3/20/2003

Director of EVS

Employee Signature and Date:

Dawn Sage Mar. 20, 2003