

ANNUAL DIRECT SUPPORT PROFESSIONAL EVALUATION

Employee's Name: Laura Warner

Location: Glenwood

Evaluation: 2022

STEPS for the Annual Review Process

1. PC completes the Annual Evaluation Form. Be sure to add employee name and location.
2. PC sends the completed Annual Evaluation Form to HR (do not meet with the employee until after HR reviews it)
3. HR reviews and completes their items on the Annual Evaluation Form
4. HR sends the completed Annual Evaluation Form to the PC
5. PC meets with the employee to review the Annual Evaluation Form together
6. PC and employee sign and date the Annual Evaluation Form
7. PC distributes the signed Annual Evaluation Form:
COPY: in employee's training book
ORIGINAL: send to HR

INSTRUCTIONS for completing the Annual Evaluation Form:

1. Please review the sections in the evaluation and, under the PC column, check the best answer of Yes, No or Needs Improvement (NI).
2. Please type a paragraph under Supervisor Comments responding to each area, explaining why you chose the answer you did, and if needed, how the employee could improve.

COMPETENCIES**PC**

- | | |
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| 1. Does the employee make good use of their time at work? | Yes |
| 2. Does the employee use the timeclock punch system as expected? | NI |
| 3. Does the employee have any tardiness or attendance concerns? | No |
| 4. If a staff meeting was missed, was the makeup packet completed in a timely manner? | No |
| 5. When completing documentation, incidents reports and behavior reports, is it objective, does it provide a clear picture of the event and does it document goal progress accurately? | Yes |
| 6. When using (client or house) money, employee consistently counts it at the beginning and end of their shift? | Yes |
| 7. Does the employee understand each IAPP for each person served and able to locate them in the homes? | Yes |
| 8. Does employee listen to the clients about their concerns? | Yes |
| 9. Does employee stay informed by reading the communication log, new goal or behavior changes? | Yes |
| 10. Does the employee seem to understand the difference between punishment and consequences? | Yes |
| 11. Is the employee careful about confidentiality such as which information can and cannot be released to others? | Yes |
| 12. Does the employee work within the scope of the Vulnerable Adult Act? | Yes |
| 13. Does the employee understand how to teach the client to be independent and provide effective training? | Yes |
| 14. Does the employee respond the same to each client without showing favoritism? | Yes |
| 15. Does the employee know the client's rights and advocate for them? | Yes |
| 16. Does the employee show competency in de-escalation techniques? | Yes |
| 17. Does the employee show competency in person centeredness? | Yes |
| 18. Does the employee complete the responsibilities expected of the shifts they work? | Yes |
| 19. Does the employee know, understand and support ORH policies and procedures? | Yes |
| 20. Does the employee contribute to ensuring the safety of other staff and clients by following safety policies and doing safety related responsibilities such as shoveling, use of ice melt, cleaning, etc? | Yes |
| 21. Is the employee a good role model for the clients and other staff by attitude, dress, work ethic, honesty, enthusiasm, etc? | Yes |
| 22. Are there concerns with medication passing? | Yes |
| 23. Are there any concerns relating to safety, property or use of vehicles? | No |
| 24. Did the employee have any disciplines over the last year? | Yes |
| a. If yes, provide in the comments section what the discipline was related to and have these concerns improved? | |

Overall Supervisor Comments:

22 & 24. Laura received a disciplinary for ignoring all warnings on Quick Mar and giving another client the wrong meds both the morning and afternoon meds. She was suspended from passing meds. She recently was retrained with RN and laptop was moved into the office and meds are to be passed in the office. The setup is to take place in the office without distractions of clients circling and hovering during it. It seems to be working.

#4 star services- ideally we were to work on our inservice material monthly and keep up on it. Laura did not make much attempt at this. Once again waited until October to do the majority. I constantly have to remind her to start it.

#2. She misses punches but has really improved now that her schedule is less confusing and coming in at 11 pm and leaving 9 am except her weekend.

Employee Questions to be discussed during the review (supervisor should record):

- 1. Does the employee enjoy their position and being a part of the house team? Why or why not? *yes - gives me something to do.*
- 2. What does the employee feel are their top 2 strengths? *Adapt easily, able & dependable*
- 3. What does the employee feel is an area that could use improvement? (goal for coming year) *Pass meds w/o error not to rush.*
- 4. What would you as an employee like to learn more about in your job? *Beginning computer class. Computer I struggle with*
- 5. Does the employee have any suggestions as to how to make the house run more efficiently? *NO*
- 6. Is there an area the employee feels has not been addressed? *NO*

Employee Acknowledgment: I have reviewed this document and discussed the contents with my supervisor. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with the supervisor evaluation.

Employee Signature: *Laura Warner* Date: *12-9-22*

Supervisor's Signature: *Cindy Fausch* Date: *12/9/22*

*** ORIGINAL COPY TO HR - ONE COPY TO EMPLOYEE BOOK ***