


Scotland and Northern Ireland EQA Scheme in General Histopathology

EQAM03 PERFORMANCE REVIEW PROCEDURES

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Review and Amendment History			
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Feb 2021	3.0	1 Page (Front)	<u>Updated</u> : location of copies (front pg)

SCOTLAND AND NORTHERN IRELAND EQA SCHEME

PERFORMANCE AND DEVELOPMENT REVIEW SCHEME

The main purpose of the scheme is to:

- All staff members of the Executive Team are required to have an annual performance and review.
- Review how individuals are applying knowledge and skills to meet the demands of their current posts.
- Review the development needs and update of competencies of the individual member of staff.
- Identify the development that the individual needs over the next period of time.
- Plan how and when this development will take place and the date of the next review.

1. Documentation and Procedure

The documentation comprises two forms, Preparation for Review (PDR1) and Performance and Development Review (PDR2). PDR1 is for an optional self-assessment by the staff member concerned, and may be used by him/her simply as an aide memoir at the Performance review. PDR2 is for review of the staff member's work performance and the production of a development plan for the following year, the terms of which should be broadly acceptable to both staff member and manager. PDR1 will form the basis for discussion at a Performance and Development review. If it is not possible to agree the terms of the review in PDR2, the staff member will have the right to have form PDR1 (self-assessment) formally considered along with PDR2 (interview) by another member of the scheme Executive Team.

The object of the review is to identify such problems as may exist and to examine together how they may be overcome. Where appropriate, measures to be taken to improve the staff member's work performance and assist his/her development within the next review period and in the longer term, will be recorded on form PDR 2 as a minute to be agreed by the staff member and manager. The results of the review will be retained in the staff member's personnel file.

2. Organisational Relationships

All executive team staff members will be encouraged to complete the self-assessment form PDR 1. The review form PDR 2 completed by the person to whom they are currently responsible i.e.:- the scheme secretary, and data administrator will be reviewed by the quality manager. The quality manager will be reviewed by the scheme administrator. The scheme administrator and scheme chairperson will have their role within the EQA scheme reviewed as part of their individual appraisal within their respective departments.

3. Guidance Notes

Self-Assessment Form PDR 1

Completion of the self-assessment form PDR 1 is optional but is encouraged. In completing PDR 1 (and when preparing for review), the staff member should consider carefully how they would answer some or all of the questions on the form (taking account of the job-description of the post held and the associated level of responsibility).

Appraisal Form PDR 2

Prior to completing the Performance and Development form PDR 2, the responsible appraiser is expected to discuss with the staff member concerned the review of his/her work performance in respect

of some or all of the following abilities and attributes (taking account of the job-description of the post held, the associated level of responsibility and the completed self-assessment form PDR 1). The completed Review and Development form PDR 2 will be agreed by the staff member concerned and the responsible manager.

- a) Ability to work within guidelines and follow established working practices.
- b) Ability to work in a team.
- c) Ability to maintain good relationships with colleagues/supervisors/other staff groups.
- d) Ability to adapt to changing circumstances/new technologies.
- e) Ability to work without supervision.
- f) Ability to communicate orally and in writing.
- g) Initiative/resourcefulness/constructive ideas.
- h) Technical/scientific expertise and professionalism.

Performance and Development Review Interview

In conducting a review and completing form PDR2, the appraiser should aim to achieve some or all of the following objectives, taking account of the job description of the post held and the associated level of responsibility, and the quality objectives set for the scheme.

- a) Provide an overall assessment of the work performance of the staff member based on the review forms PDR 1 and PDR 2; any special circumstances that could have affected performance; and progress, as judged by comparison with previous performance reviews.
- b) Where appropriate, congratulate the staff member on his/her work performance.
- c) Advise the staff member on steps to be taken to correct any deficiencies or failings.
- d) Identify measures to be taken to develop the staff member's strengths and abilities.
- e) Identify educational and/or development needs that require to be met within the next review period, and in the longer term and jointly produce a Personal Development Plan. Agree goals for the year ahead that are realistic and achievable.
- f) Where appropriate, advise the staff member of any impediment to his/her professional development/career progression.
- g) Advise the staff member on the direction of his/her career progression.

Appeals

In the event of any disagreement that cannot be resolved internally in the completion of Review and Development Form PDR2, the staff member concerned has the right of appeal to the Chairperson.

PREPARATION FOR REVIEW (PDR 1)

Review Period:

to:

PERFORMANCE OBJECTIVES

How well do you feel the agreed objectives have been met? – How have you judged this?
Were there any objectives that were not achieved? – If so what were the reasons (obstacles, limitations)?

GENERAL

Consider whether the best use is being made of your (post holder) Skills and abilities. If not what needs to be done?

What training or development can help you (the individual) to enhance performance?

PDR 1 contd. COMPETENCIES - Consider each of the Competency areas: Assess Performance giving supporting evidence

<p>Work Performance/Professional Technical Competence - Always works to an acceptable level of accuracy / Reliable, able to use initiative / Always meets required deadlines / Produces work of a high standard and has commitment to continued quality improvement / Accepts responsibility for results of decisions/work performance / Keeps self-up to date with relevant technical and or professional information / Meets any continuing professional development requirements / Attends all mandatory training as required</p>
<p>Customer Focus - Is attuned to the needs of others / Treats all staff with respect / has good working relationships with internal and external customers / the needs of other staff/departments are taken into account when making decisions/taking actions</p>
<p>Teamwork - Plans are set in line with overall corporate objectives and takes a long term view / Works well as a member of a team / Assist and supports other team members / Concentrates on meeting needs of the team / Understands where their role fits in to the organisation as a whole</p>
<p>Communications - Written communications are clear and legible / Communications contain all relevant information / has a polite, efficient telephone manner / Conveys necessary information to others who need it to plan their work. / Has effective listening skills / Exhibits a high standard of verbal communication</p>
<p>Change Management - Accepts and adapts to change within own area and organisation / Maintains personal control of emotions and remains accessible / Expresses views openly and assertively / Has self-confidence and resilience / Personally responds to new challenges / Manages changing priorities</p>
<p>Health & Safety - Has a responsible attitude towards themselves and others / maintains a safe and tidy working environment / Complies with Directorate health and safety procedures / has knowledge of and complies with Directorate health and safety procedures / Complies with directorates security procedures</p>
<p>Leadership - Establishes and maintains effective open and honest communications, actively involving staff and encouraging discussion. / Leads by example exhibiting behaviours consistent with organisations aim and values. / Provides regular feedback to individuals; encourages innovation and sees mistakes as learning opportunities. / Supports staff in their development and coaches where necessary. Displays continuous self-development. / Regularly works with his/her team to clarify objectives, solve problems and share information.</p>
<p>Additional Competencies</p>

PERFORMANCE & DEVELOPMENT REVIEW (PDR 2)

Part 1: PERSONAL DETAILS

Name:

Job Title:

Reviewer:

Reviewers Manager:

Review Period:

Monitoring Meeting 1

Monitoring Meeting 2

PART 2: PLANNED PERFORMANCE OBJECTIVES -

[These should reflect the key job responsibilities]

Discuss and agree objectives stating expected outcomes and timescales

1.

2.

3.

4.

CONTINUE ON SEPARATE SHEET IF NECESSARY

Part 3: PERSONAL DEVELOPMENT PLAN

Training & Development Need	Action to Be Taken & Date	Desired Outcome

PART 4: MONITORING MEETINGS

Record notes on progress
Record notes on progress

PART 5: REVIEW COMPETENCIES

Please record discussion about achievement within each heading

Work Performance/Professional Technical Competence	Customer Focus
Teamwork	Communications
Change Management	Health & Safety
Leadership	Additional Competencies

PART 6: REVIEW PERFORMANCE OBJECTIVES

Comment on extent to which post holder has achieved their objectives. Detail outcomes achieved and any constraints variables preventing satisfactory achievement.

PART 7: GENERAL REVIEW

General comments relating to Performance and Relationships – Future role of individual / directorate

Evaluation of development activities undertaken (Refer to Personal Development Plan)

PART 8: SIGNATURES

Reviewees' comments:

Signed:

Date:

Reviewers' comments:

Signed:

Date: