

Medical Teaching Institution
Khyber Teaching Hospital, Khyber Medical College and Khyber College
of Dentistry, Peshawar

Performance Evaluation Report

Department _____ **Service/ Group:** Civil Servant / Institutional / MTI
Office _____ **Cadre:** Teaching / General

For the Period: 01/01/_____
Starting

To period: 31/12/_____
Ending

Instructions for Writing the Performance Appraisal Report

1. The purposes of this annual performance evaluation are to promote communication and provide useful feedback about job performance, to facilitate better working relationships, to provide a historical record of performance, and to contribute to professional development. Continuous feedback on employee performance is an important aspect of a job. By providing constructive feedback regularly, the administration is giving the employee information about work performance and, if needed, allowing appropriate time to make corrections in performance and/or behavior.
2. Please fill the forms clearly in legible handwriting.
3. Wherever applicable and necessary, support your performance dimensions with documentary evidence attached as annexures.

Form- A

TO BE FILLED IN BY THE OFFICER REPORTED UPON

Name (in Block Letters) _____

Personnel Number _____

Date of Birth _____

Date of Entry in Service _____

Post held during the _____

Reporting period (with BPS if applicable)

Academic Qualifications _____

Supervisor for your Appraisal _____

The term "Supervisor" means, your Unit or Section Incharge and for Section or Unit Incharge, it means the Head of Department. For Heads of Departments, the supervisor means Medical Director on the Clinical Side and Respective Dean on the Basic Sciences side.
Your designated Supervisor Must be in supervisor Role for at least 03 months.

What was your Main Job Description/Tasks for the Reporting Time Period

Form- A

Self-assessment form and provision of documentary evidence of performance

Instruction: The first part of this form does not carry any marks, while the second form carries 40% marks out of total 100. The information you provide is essential for annual appraisal process. complete forms need to be returned to the Human Resources Department (Training & Development Section).

Form-A1: Please provide the following details honestly and candidly.

1	Has the past year been good/bad/satisfactory or otherwise for you, and why?
2	What elements of your job do you find most difficult?
3.	What elements of your job interest you the most?
4.	What do you consider to be your most important aims and tasks in the coming year?
5.	What action could you take to improve your performance in your current position?
6.	What action could your supervisor take to improve your performance?

Form- A-2: Please Provide the Following Details for the Reporting Time Period. Attach Documentary Evidence in support of your Activities as annexures. Write NA if not applicable. Don't write in the column for QA/HR Section. This part of your performance will be independently verified by Quality Assurance and Human Resources department of the MTI KMC/KTH. This section will carry 40% weightage.

Performance documents with evidence (40%)		No. (attach evidence as annexures)	Marking scheme		Marks attained	For QA/HR only
1	Number of CPSP Exams Conducted (if Applicable)		4	For 2 exams		
			2	1 exam		
			0	None		
2	Number of KMU Exams Conducted		4	For 2 exams		
			2	1 exam		
			0	None		
3	Number of Published articles in indexed journals		<ul style="list-style-type: none"> One mark for each article (maximum 4 marks) 4 marks for one article in Impact factor journal 			
4	Posters/Presentations at local/international forums		4	2 posters / presentations		
			2	1 posters / presentations		
			0	No poster/ presentation		
5	Research Studies/Clinical Trials being conducted		1 mark for each (Max. 4 marks)	Accepted proposal for descriptive studies		
			2 marks for each (Max. 4 marks)	Accepted proposal for RCTs		
6	Hours of CME attended		4	20 CME hours		
			3	15 CME hours		
			2	10 CME hours		
			1	5 CME hours		
			0	Less than 5 hours		
7	Hours of CME delivered		4	10 CME hours		
			3	6 CME hours		
			2	4 CME hours		
			1	2 CME hours		
			0	Less than 2 hours		
8	Number of Clinical / educational/teaching Audits conducted / Supervised		4	4 audits		
			3	3 audits		
			2	2 audits		
			1	1 audit		
			0	0 audits		
9	Number of trainees under your supervision (if applicable)		4	Yes		
			0	No		
10	No. of teaching sessions (with undergraduate / postgraduate students) conducted		4	>100 teaching sessions		
			3	50-99 teaching sessions		
			2	30-49 teaching sessions		
			1	15-29 teaching sessions		
			0	<15 teaching sessions		
Marks obtained (Max. 4 marks for each section)						
Total marks						40

Form- B

Students` feedback form

(This form will be filled by one of the students (postgraduate students for clinical faculty and undergraduate students for basic sciences faculty))

Instructions: Please rate your assessment of this doctor honestly, being as accurate as you can. Students` evaluation will be given 10% weightage of the annual appraisal aggregate. Completed forms need to be returned to the Human Resource Department (training and development sections). This form will be filled by 2 students (postgraduate year 1 and 4 for clinical faculty and undergraduate year 3 and 5).

Use the rating scale given below.

Rating scale: 1 = Poor, 2= Inadequate, 3= Good, 4= Excellent

S. No	Performance Dimensions	Poor 1	Inadequate 2	Good 3	Excellent 4
	Marks for each item	0.25	0.5	0.75	1
1	The consultant`s / teacher`s knowledge in the relevant specialty field was				
2	The organizational efficiency of this consultant / teacher was				
3	The consultant / teacher used to explain the basis of clinical decisions / educational concepts in a manner which was				
4	The degree to which this consultant / teacher facilitated my acquisition of technical / learning skills (e.g. Surgical, laboratory, diagnostic, clinical) was				
5	The degree to which this consultant / teacher encouraged self-learning and independent thinking was				
6	The degree to which this consultant delegated appropriate patient care in a multidisciplinary manner was*				
7	The category to which this consultant / teacher can good role model is				
8	The degree to which this consultant / teacher displayed a positive attitude towards house-staff, paramedics and support staff was				
9	The degree to which this consultant / teacher modeled a humane and caring attitude towards patient / students was				
10	The degree to which this consultant / teacher managed and encouraged cost effective use of drugs / other resource was				
Total marks obtained					
Maximum score					10

*not applicable for basic sciences faculty

Form- C
Supervisor`s feedback form
(to be filled 1st reporting officer)

(This form will be filled by your immediate Supervisor/Unit Incharge / HOD as defined below:

- 1) For Assistant and Associate Professors, the immediate reporting officers will be Professor of the unit and MD of the hospital (Vice dean for basic sciences departments)
- 2) For Professors of the units, the immediate reporting officers will be the Chairperson of the department and Vice Dean / Dean.

S. No	Performance Dimensions	Poor 1	Inadequate 2	Good 3	Excellent 4
	Marks for each item	0.5	1	1.5	2
1	<p>Administration: Meets departmental service standards and participate in quality management, committee works, meeting attendance. Work as HOD or Incharge where applicable include contribution to special projects.</p> <p><i>*Provide evidence of the following as annexures</i></p> <ul style="list-style-type: none"> • Numbers of committees joined • Evidence of committees' meetings attended 				
2	<p>Patient care:</p> <ol style="list-style-type: none"> a) Quantum of clinical work b) Adherence to hospital protocols c) Quality of clinical work d) Quality of record keeping e) Clinical judgment f) Behavior towards patients and staff <p>*For basic sciences:</p> <p>Student teaching:</p> <ol style="list-style-type: none"> a) Quantum of educational work b) Adherence to college protocols c) Quality of teaching d) Behaviors towards students and staff 				
3	Team Spirit: Exhibit team spirit in the performance of duties to achieve overall common objectives				
4	Decision Making: Takes rational, sound and timely decisions based on relevant information and facts				
5	Developing staff: Identifies and motivates other to improves their capabilities and standard of performance				
6	Punctuality: Punctual and rarely absent				
7	Interpersonal skills: Builds persuasive arguments on logic/merit without hurting others feelings.				
8	Leadership: Develops in subordinates the will and desire to work towards common objectives				
9	Efficiency and orientation: Looks for the best use of resources, actively seeks ways to improve current systems, method and structure. Demonstrate deep concern and is judicious with hospital / college funds, property and interest.				
10	Adaptability: Able to alter behavior and opinions in the light of new information and respond to changing situation				
Total marks obtained					
Maximum score					20

Form- C
Supervisor`s feedback form
(to be filled by 2nd reporting officer)

(This form will be filled by your immediate Supervisor/Unit Incharge / HOD as defined below:

- 3) For Assistant and Associate Professors, the immediate reporting officers will be Professor of the unit and MD of the hospital (Vice dean for basic sciences departments)
- 4) For Professors of the units, the immediate reporting officers will be the Chairperson of the department and Vice Dean / Dean.

S. No	Performance Dimensions	Poor 1	Inadequate 2	Good 3	Excellent 4
	Marks for each item	0.5	1	1.5	2
1	<p>Administration: Meets departmental service standards and participate in quality management, committee works, meeting attendance. Work as HOD or Incharge where applicable include contribution to special projects.</p> <p><i>*Provide evidence of the following as annexures</i></p> <ul style="list-style-type: none"> • Numbers of committees joined • Evidence of committees' meetings attended 				
2	<p>Patient care:</p> <p>g) Quantum of clinical work h) Adherence to hospital protocols i) Quality of clinical work j) Quality of record keeping k) Clinical judgment l) Behavior towards patients and staff</p> <p>*For basic sciences:</p> <p>Student teaching:</p> <p>e) Quantum of educational work f) Adherence to college protocols g) Quality of teaching h) Behaviors towards students and staff</p>				
3	Team Spirit: Exhibit team spirit in the performance of duties to achieve overall common objectives				
4	Decision Making: Takes rational, sound and timely decisions based on relevant information and facts				
5	Developing staff: Identifies and motivates other to improves their capabilities and standard of performance				
6	Punctuality: Punctual and rarely absent				
7	Interpersonal skills: Builds persuasive arguments on logic/merit without hurting others feelings.				
8	Leadership: Develops in subordinates the will and desire to work towards common objectives				
9	Efficiency and orientation: Looks for the best use of resources, actively seeks ways to improve current systems, method and structure. Demonstrate deep concern and is judicious with hospital / college funds, property and interest.				
10	Adaptability: Able to alter behavior and opinions in the light of new information and respond to changing situation				
Total marks obtained					
Maximum score					20

Form- D Faculty performance appraisal review (to be filled by 2nd reporting officer / HOD / Chairperson / Dean)

Name of the Supervisor/chair/HOD		Designation	
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Instructions: Please refer to self-evaluation section of the employee while filling this section. Ensure that the information supplied by employee is correct in light of evidence attached and by QA/HR reports.

Aggregate Score

	Objective Assessment (form-A)	Student s` Feedback (form-B)	1 st reporting officer)	2 nd reporting officer	IBP*		Total
					10	Full time attendance	
					5	Irregular / part-time	
					0	No IBP	
Weightage	40	10	20	20	10		100
Scores obtained							

■ Not for basic sciences faculty except pathology

Overall Assessment of the Appraises (Tick Mark the Relevant Box)

Performance unacceptable-may continue with counselling	May continue on post, but performance is below optimum level	Satisfactory-achieved required objectives	Continued high level of performance in most aspects	Performed exceedingly well in nearly all aspects	Excellent in all phases of performance-A role model and a leader
Less than 40	40-49	50-59	60-69	70-79	80 and above

Chairperson`s Comments

Name & Signature

Date:

Medical Director Comments

Name & Signature

Date:

Vice Dean / Dean`s Comments

Name & Signature

Date: