

Veterinarian Performance Appraisal

Rating Guide

- 1 UNSATISFACTORY:**
 Many job requirements have not been achieved; needs unusually high level of supervision. If improvement not met within specified time period, job termination may result.
- 2 PARTIALLY MEETS EXPECTATIONS:**
 Has not achieved all job requirements; requires more than normal amount of supervision. Employee and owner should develop plan to improve performance
- 3 MEETS EXPECTATIONS:**
 Basic job requirements performed satisfactorily; requires normal supervision and encouragement.
- 4 EXCEEDS EXPECTATIONS:**
 All basic job requirements in this section mastered. Exceeds expectations in most areas; requires minimal supervision.

Job Skills	Rating
PROFESSIONAL COMPETENCE	
PROFESSIONAL KNOWLEDGE -Medicine: Possesses knowledge to perform routine medical examinations, selects appropriate and cost effective diagnostic procedures, and establishes appropriate therapeutic protocols.	
PROFESSIONAL KNOWLEDGE -Surgery: Possesses knowledge to perform routine and specialized surgeries. Knows when to ask for advice and / or assistance.	
PROFESSIONAL KNOWLEDGE - Laboratory Analysis: Demonstrates ability to recommend and use medically appropriate and cost effective laboratory testing to assist in establishing diagnoses. Possesses knowledge to interpret these tests properly.	
PROFESSIONAL KNOWLEDGE - Radiology: Demonstrates ability to properly recommend radiographic procedures as an aid in establishing diagnoses. Possesses knowledge to properly interpret radiographs.	
TREATMENT PLANNING: Demonstrates thoroughness and accuracy in planning treatment regimes.	
PROFESSIONAL RESPONSIBILITIES	
PATIENT CARE: Demonstrates humane treatment, compassion, and concern for the well-being of the patients. (Evaluation by hospital technicians.)	
RECORD KEEPING: Maintains accurate records. Uses modified SOAP, especially D dx, T dx and plan or recommendations.	
RECORD COMPLETION: Completes case records and associated client charges in a timely fashion	

Job Skills	Rating
PROF. RESPONSIBILITIES Cont'd	
CASE FOLLOW-UP: Demonstrates a concern for the welfare of patient through case follow-up communications with the client.	
HOSPITAL POLICIES: Knows, understands, and follows the established rules and policies which govern the normal operation of the hospital.	
CLIENT-RELATED SKILLS	
CLIENT ACCEPTANCE: Perceived as a competent and compassionate veterinarian by the average client; clients happy to make future appointments with this veterinarian. (Evaluation by hospital receptionists.)	
CLIENT COMMUNICATIONS: Actively listens. Able to express thoughts clearly so client understands recommendations for the patient. Expresses empathy and compassion.	
CLIENT SERVICE: Maintains client satisfaction. Conveys to clients the impression that they have received an honest value for the cost of services rendered. (Evaluation by hospital receptionists.)	
CLIENT ESTIMATES: Makes use of estimates, when appropriate, to inform clients of their projected expenses before services are rendered.	
HOSPITAL MANAGEMENT	
LEADERSHIP: Communicates objectives, motivates others, promotes teamwork, builds and maintains morale. Demonstrates "take charge" capabilities. Takes an active role in hospital staff meetings.	
INTRA-STAFF RELATIONS: Promotes cooperative working environment. Understands the value of teamwork and shows an enthusiasm and willingness to perform as necessary to help the hospital function as a unit.	

Job Skills	Rating
PROFESSIONAL/PRACTICE GROWTH	
PROFESSIONAL GROWTH: Maintains currency in professional literature; attends local, state and/or national continuing education meetings.	
INTERNAL PRACTICE PROMOTION: Promotes to clients the role that quality veterinary care can play in the health of their pets; keeps clients informed of new advances in the profession; takes an active role in developing and encouraging projects which promote the practice; assists in the production of client information handouts.	
COMMUNITY ACTIVITIES: Involved in community activities which directly or indirectly promote the practice, ie, service organizations, Scouting, 4-H, community educational system, etc.	

Job Skills	Rating
HOSPITAL MANAGEMENT Cont'd	
EMPLOYEE DEVELOPMENT: Performs an active role in the in-hospital training and education of the support staff. Encourages and assists support staff in learning new concepts related to the profession.	
PERSONAL QUALITIES	
INITIATIVE: Seeks out new assignments and responsibilities.	
JUDGMENT: Identifies essential facts and evaluates alternatives. Makes timely decisions.	
APPEARANCE: Maintains neatness and dresses in accordance with the professional nature of the position.	

This individual has demonstrated positive performance of growth and development in the following areas:

Areas where improvement in performance and effectiveness can be shown by this individual:

PLAN OF ACTION / GOALS TO ATTAIN

Employee _____ Date _____
 Signature (Acknowledgement of appraisal only)

Employee _____ Date _____
 Signature of person conducting appraisal

Date of Next Appraisal _____