

Sample Template Doctor Performance Review

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Employee Name:

Position:

Date of Hire:

Date of Review:

Review provided by:

1. Professional Appearance:

- a. Overall Appearance Score: 1 2 3 4 5 6 7 8 9 10
- b. Uniform/clothing are clean, wrinkle free and meet contract/hospital guidelines
 - i. *Never* *Sometimes* *Always*
- c. Meets grooming standards set forth by hospital guidelines
 - i. *Never* *Sometimes* *Always*
- d. Comments:

2. Professional Courtesy/Attitude

- a. Greets fellow employees with a smile and good morning:
 - i. *Never* *Sometimes* *Always*
- b. Ability to remain calm during stressful situations: 1 2 3 4 5 6 7 8 9 10
- c. Communicates effectively and appropriately with staff:
 - a. Front office: 1 2 3 4 5 6 7 8 9 10
 - b. Exam room nurses/assistants: 1 2 3 4 5 6 7 8 9 10
 - c. Technicians: 1 2 3 4 5 6 7 8 9 10
 - d. Managers/owners: 1 2 3 4 5 6 7 8 9 10
- d. Treats co-workers with respect: 1 2 3 4 5 6 7 8 9 10
- e. Comments:

3. Employee Communication/Leveraging

- a. Effectiveness with respect to delegation of tasks:
- b. Front office: 1 2 3 4 5 6 7 8 9 10
- c. Exam room nurses/assistants: 1 2 3 4 5 6 7 8 9 10
- d. Technicians: 1 2 3 4 5 6 7 8 9 10

- e. Clearly defines task expectations with support staff: 1 2 3 4 5 6 7 8 9 10
- f. Leverages support staff effectively in:
 - a. Exam rooms: 1 2 3 4 5 6 7 8 9 10
 - b. Treatment room: 1 2 3 4 5 6 7 8 9 10
 - c. Surgery: 1 2 3 4 5 6 7 8 9 10
- g. Clearly defines expectations with fellow doctors: 1 2 3 4 5 6 7 8 9 10
- h. Clearly communicates medical care plans with support staff: 1 2 3 4 5 6 7 8 9 10
- i. Listens to co-workers thoughts/concerns /opinions regarding cases: 1 2 3 4 5 6 7 8 9 10
- j. Listens to co-workers thoughts, concerns/opinions regarding
 - a. Work related issues: 1 2 3 4 5 6 7 8 9 10
 - b. Medical/surgical/anesthetic/pain management issues: 1 2 3 4 5 6 7 8 9 10
- k. Encourages co-workers to ask questions about cases: 1 2 3 4 5 6 7 8 9 10
- l. Encourages positive work environment: 1 2 3 4 5 6 7 8 9 10
- m. Preferred communication method: *Oral Written Equal*
- n. Communication style: *Discourages open dialog Encourages Open Dialog*
- o. Comments:

4. Managing Chaos

- a. Ability to handle multiple cases at a time: 1 2 3 4 5 6 7 8 9 10
 - a. Ability to delegate tasks to techs to facilitate this: 1 2 3 4 5 6 7 8 9 10
- b. Ability to handle stressful, emergency medical cases: 1 2 3 4 5 6 7 8 9 10
- c. Ability to handle stressful case load situations: 1 2 3 4 5 6 7 8 9 10
- d. Will see walk-in or call-in emergencies: *Never Sometimes Always*
- e. Ease with & effectiveness of communications when stressed: 1 2 3 4 5 6 7 8 9 10
- f. Comments:

5. Employee Education

- a. Willingness to teach new information: 1 2 3 4 5 6 7 8 9 10
 - a. Effectiveness teaching new information: 1 2 3 4 5 6 7 8 9 10
- b. Willingness to teach new skills: 1 2 3 4 5 6 7 8 9 10
 - a. Effectiveness when teaching new skills: 1 2 3 4 5 6 7 8 9 10
- c. Comments:

6. Client Education/Communication

- a. Uses written client communications appropriately & effectively: 1 2 3 4 5 6 7 8 9 10
- b. Uses oral communications appropriately and effectively: 1 2 3 4 5 6 7 8 9 10
 - 1. Uses language/terms understandable to clients: 1 2 3 4 5 6 7 8 9 10
- c. Understands how “Show & Tell” procedures affect compliance: 1 2 3 4 5 6 7 8 9 10
 - 1. Uses visual aids: *Never Sometimes Only When Deemed Necessary Always*
 - 2. Effectively uses visual aids. e.g.,
 - i. Ear/dental/heart models: 1 2 3 4 5 6 7 8 9 10
 - ii. Body condition score/body language of fear in dogs : 1 2 3 4 5 6 7 8 9 10
- d. Uses client handouts: *Never Sometimes Only When Necessary Always*
 - 1. Frequency of use of client handouts: 1 2 3 4 5 6 7 8 9 10
- e. Ability to handle difficult clients effectively: 1 2 3 4 5 6 7 8 9 10
- f. Comments:

7. Medical Notes & Records

- a. Completeness of overall medical notes: 1 2 3 4 5 6 7 8 9 10
 - a. Subjective – client interviews: 1 2 3 4 5 6 7 8 9 10
 - b. Objective - physical exams: 1 2 3 4 5 6 7 8 9 10
 - c. Assessments: 1 2 3 4 5 6 7 8 9 10
 - d. Plans: 1 2 3 4 5 6 7 8 9 10
- b. Completed and finalized w/in 24-48hrs: *Never Sometimes Much of Time Always*
- c. Regularly includes surgery notes or reports: 1 2 3 4 5 6 7 8 9 10
- d. Presumptive or tentative diagnoses: included 1 2 3 4 5 6 7 8 9 10
- e. Clearly defines medical care plan: 1 2 3 4 5 6 7 8 9 10
- f. Uses multiple exam templates: *Never Sometimes Always*
- g. Comments:

a. 8. Medical Competence

- b. Overall skills with medical cases: 1 2 3 4 5 6 7 8 9 10
- c. Overall skills with surgical cases: 1 2 3 4 5 6 7 8 9 10
- d. Overall skills with dental cases: 1 2 3 4 5 6 7 8 9 10
- e. Diagnostic/restraint skills feline: 1 2 3 4 5 6 7 8 9 10
- f. Diagnostic/restraint skills canine: 1 2 3 4 5 6 7 8 9 10
- g. Diagnostic/restraint skills small mammal: 1 2 3 4 5 6 7 8 9 10
- h. Diagnostic/restraint skills avian: 1 2 3 4 5 6 7 8 9 10
- i. Diagnostic/restraint skills reptile: 1 2 3 4 5 6 7 8 9 10

c. 3 adjectives co-workers use to describe me:

d. Goals for next review:

e. Final Comments:

Employee Signature: _____ Date _____ Supervisor Signature: _____ Date _____