	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Member Guidelines-</i> Annual Performance Evaluation – Compensated Members	SOG #101-016A
	Approved: Chief Christopher J. Reynolds	Initiated: May 2023 Revised: N/A

Annual Performance Evaluation : Compensated Members

Member Name: _____
 Member Appraisal Date: _____
 Period of Evaluation : From: _____ To: _____
 Member Position: Position _____

Performance will be scored for each objective listed using the performance scale as noted:

Scale:

- 1- Objective Not Met 2- Adequate Performance (Needs improvement)
 3- Solid Performance 4- Exemplary Performance

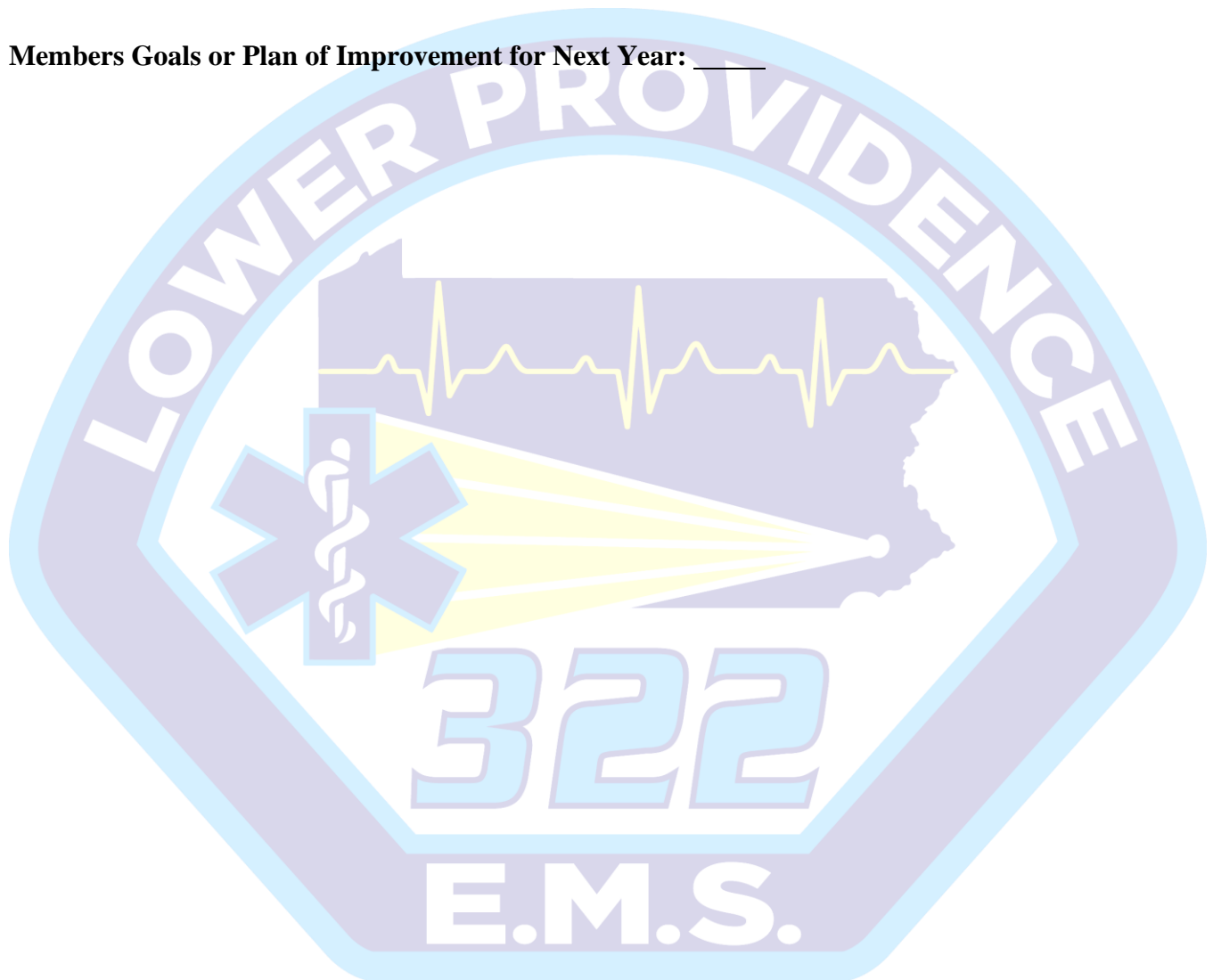
Responsibilities /Objectives	Self-Evaluation	Management Evaluation
1. Member supports the mission, policies, and guidelines established by LPEMS.	-	-
2. Interacts effectively and respectfully with others in the organization, other public figures, and patients.	-	-
3. Maintains a professional appearance while providing patient care and adheres to uniform and grooming standards.	-	-
4. Member completes all PCRs in accordance of LPEMS & PA DOH policies and guidelines.	-	-
5. Member maintains a clean, safe, and well stocked unit and station during their assigned shift(s)& completes all shift documentation in accordance with LPEMS Policies and Guidelines.	-	-
6. Member reports to work in a timely manner and assists with opening and callouts when available.	-	-
7. Member responds in a timely manner to calls for service and assigned stand-by's in accordance with LPEMS policies and guidelines.	-	-
8. Member responds in a timely and constructive manner to QA comments in accordance with the LPEMS Quality Improvement Plan.	-	-
9. Member can effectively and satisfactorily follow LPEMS guidelines in the absence of direct supervision.	-	-
10. Member is receptive to constructive criticism and suggestions for performance improvement.	-	-
Section Total	_____	_____

Responsibilities /Objectives

Members Comments: _____

Evaluator Comments: _____

Members Goals or Plan of Improvement for Next Year: _____



Scale:

- 1- Objective Not Met 2- Adequate Performance (Needs improvement)
 3- Solid Performance 4- Exemplary Performance**

Job Knowledge- Training /Objectives	Self-Evaluation	Management Evaluation
1. Member demonstrates knowledge and proficiency in driving an ambulance in emergency and non-emergency situations.	-	-
2. Member practices safe lifting and moving techniques, utilizing proper equipment when necessary.	-	-
3. Member establishes early care and interventions on medical emergencies by providing treatment and obtaining initial vitals within 10 minutes of arrival.	-	-
4. Member uses and wears appropriate safety equipment in the workplace.	-	-
5. Member demonstrates knowledge of Universal Precautions and Infection Control practices in preventing the spread of disease/infections among member, patients, family members, and other health care providers.	-	-
6. Member provides service in a patient first manner displaying compassion and empathy.	-	-
7. Member demonstrates knowledge of proper procedures for immobilization and patient packaging in according to Protocols.	-	-
8. Member has solid understanding and knowledge of ALS/BLS Protocols.	-	-
9. Member strives to maintain and increase job related skills and knowledge by attending in service and educational opportunities provided by the organization.	-	-
10. Member promotes and provides positive interaction with other agencies.	-	-
Section Total		
ALS Only		
Member IV Success Rate		
Member Intubation Success Rate		

E.M.S.

Job Knowledge- Training /Objectives

Members Comments: _____

Evaluator Comments: _____

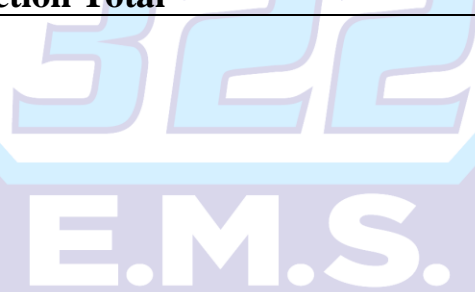
Members Goals or Plan of Improvement for Next Year: _____



Scale:

- 1- Objective Not Met 2- Adequate Performance (Needs improvement)
 3- Solid Performance 4- Exemplary Performance**

Interpersonal/Performance – Relations/Objectives	Self-Evaluation	Management Evaluation
1. Member initiates and promotes effective working relationships by utilizing appropriate Interpersonal communication skills with all staff members.	-	-
2. Identifies and initiates resolution of conflict with self and others using appropriate Channels of communication.	-	-
3. Demonstrates a positive attitude toward supervision, instruction and is cooperative with implementing new and/or revised policies and procedures.	-	-
4. Promotes patient privacy and maintains confidentiality of patient and employee Information by complying with the Confidentiality policy.	-	-
5. Assumes responsibility for personal growth and accountability by identifying own Strengths and weaknesses.	-	-
Section Total		
Attendance/Punctuality	Self-Evaluation	Management Evaluation
1. Member reports to work as scheduled and works scheduled shifts.	-	-
2. Members absences are infrequent and for just reason(s) with no unexcused absences.	-	-
3. Member attends staff and committee meetings unless excused by Chief or Committee Head.	-	-
4. Member notifies appropriate Officer and/or completes proper LPEMS form for vacation requests, call outs, and late PCR completion.	-	-
Section Total		



Interpersonal/Performance – Attendance/Punctuality

Members Comments: _____

Evaluator Comments: _____

Members Goals or Plan of Improvement for Next Year: _____

Member Signature: _____ Date: _____

Chief Signature: _____ Date: _____

----- ADMIN USE ONLY -----

Section	Self-Evaluation Section Total	Management Section Total	Total Possible	Self-Evaluation Percentage	Management Percentage
Responsibilities			40		
Job Knowledge			40		
Performance			20		
Attendance			16		
Total			116		

Merit Increase Parameters

0% - 50% Objectives Not Met (0%) 51% - 69% Needs Improvement (1%) 70% - 79% Adequate (2%)

80% -94% Solid Performance (3%) 95% - 100% Exemplary (4%)

Merit Increase: _____% Date entered into Payroll System: _____

New Pay Rate: _____