



# Rancho Los Amigos National Rehabilitation Center PHYSICAL THERAPY DEPARTMENT POLICY AND PROCEDURE

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## PROCEDURE FOR PROCESSING PERFORMANCE EVALUATIONS

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### PURPOSE:

1. The online Performance Management system tracks required Performance Evaluations. Clinical Manager/Supervisor are to track upcoming “Annual Performance Evaluations” in the system and complete them prior to due dates.
2. The Office manager will provide packets consisting of if needed by the Clinical Manager/supervisor:
  - **Job Description Performance Evaluation** cover sheet (Attachment B)
  - **Generic Job Description Work Sheet** (Attachment C)
  - **Age-Specific Criteria** form (Attachment D)
  - **Special Activities and Skills** form (Attachment E)
  - **Self-Assessment/Goals Worksheet** (Attachment F) and either a:
    - **Clinical Competence Scale** form (Physical Therapist I and II’s only) (Attachment G) or an
    - item-specific **Performance Evaluation** form (all other levels) (Attachment H)

(NOTE: Clinical Specialists (Supervisor I’s and Instructors) will get **BOTH** a **Clinical Competence Scale** form and a “**Performance Evaluation for Senior Therapists**” form).
3. The Clinical Manager/Supervisor will receive **annual** and **6-month probationary** performance evaluation forms packets approximately eight weeks before final evaluation is due in Human Resources. For **3-month probationary** evaluations, **ONLY** the **Job Description Performance Evaluation** cover sheet (Attachment B) will be sent out approximately one month in advance; please use the evaluation tool in the employee’s new employee orientation notebook as your reference.
4. Performance evaluations with ratings of “Outstanding” must be reviewed by HR to ensure adequate evidence exists to support the “outstanding Rating.” It is also recommended that managers consult HR on performance evaluations with a rating of “needs improvement” to ensure adequate evidence exists to support the rating. Suggested revisions or additions provided by HR should be considered to ensure the performance evaluation is acceptable.

5. Complete evaluation (including narrative summary) must be submitted into the Performance Management system or if in paper form, returned to the P. T. Office for formatting/typing **prior to the Human Resources due date** as indicated in the Performance Management system or in the upper right hand corner of ***Job Description Performance Evaluation*** form.
6. The Office Manager notifies the Clinical Manager/Supervisor when the evaluation packet is formatted/typed ready for pick-up or made available in the S-drive. The completed evaluation packet is then reviewed by the Clinical Manager/Supervisor. If any changes are required for the narrative summary or any other aspect of the evaluation, the Clinical Manager/Supervisor will make the revisions **at that time** and print the new or revised forms.
7. The Clinical Manager/Supervisor will schedule a meeting with the employee to present the evaluation. The evaluation will be reviewed and signatures obtained on all required documents when the evaluation is presented to the employee. This meeting should take place before the evaluation is due in Human Resources.
8. The reviewed, completed and signed evaluation packet (with all corresponding attachments) will be returned to the Office Manager for processing and delivery to Human Resources.
9. The online performance evaluation is submitted in Performance Management system and a copy can be printed once all signatures have been completed electronically.



Director, Physical Therapy Department