



Rancho Los Amigos National Rehabilitation Center

Communication Disorders Department Policy and Procedure

**SUBJECT: PERFORMANCE APPRAISAL
MONITORS AND EVALUATIONS**

**Policy No.: 213
Supersedes: January 1994
Revision Date: February 2022
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Purpose:

To outline processes of employee performance evaluations and monitors.

POLICY:

The Communication Disorders Department evaluates the performance of the employees according to County of Los Angeles and Civil Service regulations. Employees will be evaluated on performance based behaviors and standards specific to their job description.

PROCEDURES:

1. All support and clinical staff will be evaluated on at least an annual basis. In accordance with County of Los Angeles Code, all probationary employees will be evaluated after six months of service, or in accordance with the defined probationary period of the classification (e.g. 12 months in the case of Speech Pathology Clinical Fellows.)
2. All Clinical Fellows/Candidates for the Required Professional Experience will be evaluated on a three, six and nine month basis as required by the American Speech-Language and Hearing Association.
3. All staff will be evaluated on performance based behaviors specific to their job descriptions.
4. Competency assessment is completed during the performance appraisal process using the Performance Net System (See Communication Disorders Department Policy- Competency Assessment). This includes age-specific competencies for clinical staff.
5. Area supervisors or designee will verify mandatory requirements including licensure, CPR, annual physical, etc., in conjunction with the performance appraisal.

Source: ASHA Clinical Fellowship Skill Inventory

EFFECTIVE DATE: January 1994
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COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

Signature(s) on File.