



MEDICAL TEACHING INSTITUTION MMC Mardan



PERFORMANCE REVIEW

MEDICAL/ CLINICAL STAFF

Form No: _____

ISSUE DATE: _____

APPRAISAL PERIOD: Jan 2025 – Dec 2025

SUBMISSION DATE: _____

Personal No:		Employee Name:	
Designation:		Department:	
Employment Type: (civil/MTI)		Current Place of Duty:	

Excellent (05 Points), Good (04 Points), Average (03 Points), Needs Improvement (02 Points), Poor (01 Point).

<i>Evaluation Factors</i>		Evaluation score Supervisor Evaluation.
Core job performance	1. Accurately assesses, triages, and documents emergency cases during assigned shifts and provides immediate care for trauma, cardiac, respiratory, and other emergencies	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	2. Independently performs diagnostic and treatment procedures which he is authorized to do in accordance with his clinical privileges.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	3. Competent in emergency procedures such as resuscitation, wound management, initial trauma assessment, and stabilization under consultant supervision.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	4. Keeps senior staff informed of critical cases and collaborates effectively with nurses, paramedical staff and other department	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	5. Accurately documents patient progress, effectively communicates case details and promptly actionizes recommendations from consultant during ward round.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	6. Examine all patients in assigned shifts, demonstrates sound independent clinical judgment appropriate for their level.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	7. Initiates appropriate and timely interdepartmental referrals in consultation with supervisors.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	8. Maintains accurate, legible, and timely patient documentation, including admission record, progress notes, treatment plan and discharge summaries.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	9. Engages actively in departmental teaching, case discussions, and quality improvement processes.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	10. Remain physically present in the ward or assigned area during scheduled shifts and ensures a complete handover before departure.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Work Behavior	11. Maintains a calm, positive, and professional attitude under pressure.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	12. Communicate politely with patients and their attendants.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	13. perform assigned task in timely manner, responds promptly to instructions, accepts feedback positively and demonstrates growth,	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	14. Punctual, reports on duty on time, avoid unnecessary absenteeism follow.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	15. Behave professionally and respectfully with supervisor, colleagues, and subordinates	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Policy Adherence & Compliance:	16. Strictly adheres to all institutional rules, regulations, and policies, medico-legal protocols, departmental SOPs, infection control measures, waste management, safety protocols, confidentiality of sensitive data or any other applicable to the role.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	17. Compliance to special duty during emergency and public holidays.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	18. Demonstrates trustworthiness and handles hospital property responsibly	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	19. Wears the prescribed uniform clean, tidy, and with ID card at all times.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	20. Any Other Task Assigned as per Approved JDs.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

Total Score (Out of 100) _____

Any addition degree/diploma/certificate attained by employee	
Degree/Diploma/Certification Title	Status (E.g., Completed, In Progress)

Areas for Development & Improvement if any: <input type="checkbox"/> Yes , <input type="checkbox"/> No	
Training Area	Reason for Training (Choose based on discussion)

Disciplinary actions recorded during the tenure, if any, mention no. of explanation, show cause or any other critical incident in which the employee may involve:

Any Comments/Remarks/Suggestion (Supervisor):

Supervisor Name: _____ *Designation:* _____

Supervisor/HOD Evaluator Sign: _____

HR Department Comments/Remarks/Suggestion:

HR DEPARTMENT

COMPETENT AUTHORITY

EVALUATION RATING			
Outstanding 81-100	Satisfactory 61-80	Need Improvement 41-60	Not acceptable Below 40