



# MEDICAL TEACHING INSTITUTION MMC Mardan



## PERFORMANCE REVIEW

Form No: \_\_\_\_\_

### Senior Clinical Technician/ Clinical Technician

ISSUE DATE:

APPRAISAL PERIOD: Jan 2025 – Dec 2025

SUBMISSION DATE:

Personal No:		Employee Name:	
Designation:		Department:	
Employment Type:		Current Place of Duty:	

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

Evaluation Factors		Evaluation score Supervisor Evaluation.
<b>Core Job Performance</b>	1. Demonstrates comprehensive knowledge and skills to perform all job functions with a high degree of precision.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	2. Proactively and accurately ensures all required materials and equipment's are prepared and organized in advance, facilitating efficient and error-free procedures.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	3. Performs quality control checks and follows standardized protocols to ensure accurate results and outputs.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	4. Implements appropriate safety measures and ensures patient comfort during all procedures and tests.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	5. Conducts routine maintenance, calibration, and cleaning of technical equipment.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	6. Effectively manages inventory by: monitoring supply levels to prevent shortages, maintaining proper stock, and reporting expired/damaged items	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	7. Maintains precise records of procedures, results, maintenance logs, and inventory.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	8. Report equipment malfunctions/fault/damage and clinical emergencies timely.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	9. Applies current knowledge and stays updated with latest procedures and guidelines.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
<b>Work Behavior</b>	10. Maintains a calm, positive, and professional attitude even under pressure	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	11. Actively seeks, accepts, and incorporates constructive feedback from supervisors and seniors	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	12. Reports on duty on time, avoid unnecessary absenteeism	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	13. Treats all patients, visitors, with dignity, courtesy, and cultural sensitivity.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	14. Behave respectfully and professionally with senior, colleagues, and subordinates work well with team and other.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
<b>Policy Adherence &amp; Compliance:</b>	15. Compliance to Special Duty	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	16. Maintains strict confidentiality of sensitive information and records and never discloses privileged information to unauthorized individuals.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	17. Consistently follows all established institutional policies, procedures, and safety protocols.	<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. Performs all tasks as outlined in the job description and as assigned by management.	<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:**

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**Any Comments/Remarks/Suggestion (Supervisor):**

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*Supervisor Name:* \_\_\_\_\_ *Designation:* \_\_\_\_\_

*Supervisor/HOD Evaluator Sign:* \_\_\_\_\_

**HR Department Comments/Remarks/Suggestion:**

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\_\_\_\_\_  
HR DEPARTMENT

\_\_\_\_\_  
COMPETENT AUTHORITY

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