



MEDICAL TEACHING INSTITUTION MMC Mardan



PERFORMANCE REVIEW

NURSING 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. Provides complete nursing care and administers medications/treatments correctly.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	2. Maintains rigorous patient safety protocols, including correct patient identification.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	3. Demonstrates clinical vigilance by promptly recognizing and reporting changes in patient status.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	4. Accurately follows all pre- and post-operative orders and assists during procedures.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	5. Keeps the ward clean, tidy, and ensures all patient beds are properly made before rounds.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	6. Operates and maintains medical equipment according to established protocols.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	7. Ensures adequate stock of supplies and medications.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	8. Take proper charge at start of the shift and proper handover at the end of shift	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	9. Provides essential patient and family discharge counseling on medications and self-care management.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	10. Maintains accurate, timely, and complete patient documentation in all clinical records.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
Work Behavior	11. Maintains a calm, positive, and professional attitude under pressure.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	12. Communicate politely with patients and their attendants.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	13. Perform assigned task in timely manner, responds promptly to instructions, accepts feedback positively and demonstrates growth.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	14. Punctual, reports on duty on time, avoid unnecessary absenteeism follow.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	15. Behave professionally and respectfully with supervisor, colleagues, subordinates, visitors and patients	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
Policy Adherence & Compliance:	16. Strictly adheres to all institutional rules, regulations, and policies, SOPs, infection control measures, waste management, safety protocols, confidentiality of sensitive data or any other applicable to the role.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	17. Compliance to special duty during emergency and public holidays.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	18. Demonstrates trustworthiness and handles hospital property responsibly	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	19. Wears the prescribed uniform clean, tidy, and with ID card at all times.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	20. Any Other Task Assigned as per Approved JDs.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 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