



The Johns Hopkins Home Care Group Human Resources Policy Manual

Subject: Performance Appraisals

Policy Number

HR-101

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01/06/05

Revised

Replaces

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POLICY

All Johns Hopkins Home Care Group employees will be evaluated at periodic intervals based on his/her job description and not less than annually.

Purpose

To define the policy and procedure and guidelines of Johns Hopkins Home Care Group with respect to a common and consistent program of completing performance appraisals for all employees. To provide a consistent process, in compliance with JCAHO and HCFA standards.

Content

A performance appraisal is intended to document and maintain satisfactory performance as a part of an individual employee by:

- A. Providing a means of measuring an employee's effectiveness on the job.
- B. Identifying areas where an employee is in need of training or improving.
- C. Maintaining a high level of motivation through feedback and the setting of specific goals on the basis of this feedback.

Employees are responsible for working with their supervisors on an ongoing basis to develop and maintain a clear performance plan defining various performance expectations and their relative priority.

I. DEFINITIONS

- A. A performance appraisal is any judgement or decision that affects an employee's status in an organization regarding retention, termination, promotion, transfer, salary adjustment or admission into training programs.
- B. A performance appraisal is an assessment of the quantity, quality and value of an individual's contribution to Johns Hopkins Home Care Group based on performance of essential functions and/or responsibilities.
- C. Performance appraisals are based upon the employee's performance as it relates to his/her specific written job description.

Home Care Policies And Procedures Manual

**Marilyn D. Harris, Elissa Della
Monica, Pamela Boyd**



Home Care Policies And Procedures Manual:

Quality Assurance Policies & Procedures for Ambulatory Health Care Judith M. Bulau, 1990 This manual is a comprehensive quality assurance resource applicable for use in various health care systems such as ambulatory care settings HMOs PPOs and by primary care providers specialty providers and regulatory agencies Quality Assurance Policies Procedures for Ambulatory Health Care enables these ambulatory health care systems to develop appropriate quality assurance programs and assists them in reviewing supplementing or revising existing quality assurance programs Clear and concise with step by step procedures for implementing each policy It includes more than 100 sample forms reports letters job descriptions and other practical tools to save time and increase efficiency Handbook of Hospice Policies and Procedures Marilyn D. Harris, Elissa Della Monica, Pamela Boyd, 1999 PART OF THE NEW JONES BARTLETT LEARNING INFORMATION SYSTEMS SECURITY ASSURANCE SERIES Security Strategies in Linux Platforms and Applications covers every major aspect of security on a Linux system Written by an industry expert this book is divided into three natural parts to illustrate key concepts in the field It opens with a discussion on the risks threats and vulnerabilities associated with Linux as an operating system using examples from Red Hat Enterprise Linux and Ubuntu Part 2 discusses how to take advantage of the layers of security available to Linux user and group options filesystems and security options for important services as well as the security modules associated with AppArmor and SELinux The book closes with a look at the use of both open source and proprietary tools when building a layered security strategy for Linux operating system environments Using real world examples and exercises this useful resource incorporates hands on activities to walk students through the fundamentals of security strategies related to the Linux system Infection Control in Home Care Emily Rhinehart, Mary M. Friedman, 1999 Provides information to home care and hospice organizations for the prevention control and surveillance of infection Thirteen chapters cover topics including infection control as a health care discipline the infectious disease process patient care practices infection control in home infusion t *Home Care Nursing Practice* Robyn Rice, 2006-01-01 This text covers conceptual information leadership skills and current issues and trends It provides clear and concise information about the best practices and quality improvement for the most common clinical conditions seen in home care Cover *Psychiatric Home Care* Anita Ward Finkelman, 1997 Pharmacology *How To Structure Your Home Care Agency* Robin Kilby , 2021-12-16 Have you ever daydreamed about starting a non medical homecare agency Or have you begun the journey and have questions about the next steps in your journey This E book was specially designed for entrepreneurs homecare agency owners and aspiring homecare owners in mind What will you gain from this E book A wealth of information tips and resources that will be a guide in achieving your goals no matter where you are in your Homecare Building journey Starting a business can be challenging and rewarding all at the same time but this E book will point you in the right direction What You Will Learn Setting up your business structure and EIN Resources for Business Plan Templates Resources for Branding your

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