



## The Johns Hopkins Home Care Group Human Resources Policy Manual

Subject: Performance Appraisals

Policy Number

HR-101

Effective Date

01/06/05

Revised

Replaces

Page 1 of 4

### 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

**Michael Hoelscher**



## **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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**Handbook of Modern Hospital Safety** William Charney,1999-03-12 As the need for attentive health care becomes more important than ever on the job risks to physicians nurses and related professionals have continued to relentlessly increase Ever changing technology new and unforeseen hazards the dramatic shift to managed care and a lack of skilled workers have only heightened the difficulties of maintaining safe environments for caregivers and patients alike For guidance on health care worker protection safety specialists have found definitive advice and guidance in William Charney s Essentials of Modern Hospital Safety Volumes I to III introduced by Lewis Publishers during the early 1990s Charney now offers all the important details of that three volume series combined with an additional volume s worth of information in a convenient single volume Handbook of Modern Hospital Safety It s a tragic irony the industry dedicated to healing and recovery has now become the second highest compensable injury sector even more hazardous than manufacturing Make sure your health care professionals have the skills tools and awareness to protect themselves and in turn their patients with the Handbook of Modern Hospital Safety      Clinical Engineering Handbook Joseph Dyro,2004-09-15 As the biomedical engineering field expands throughout the world clinical engineers play an evermore important role as translators between the medical engineering and business professions They influence procedure and policy at research facilities universities as well as private and government agencies including the Food and Drug Administration and the World Health Organization The profession of clinical engineering continues to seek its place amidst the myriad of professionals that comprise the health care field The Clinical Engineering Handbook meets a long felt need for a comprehensive book on all aspects of clinical engineering that is a suitable reference in hospitals classrooms workshops and governmental and non governmental organization The Handbook s thirteen sections address the following areas Clinical Engineering Models of Clinical Engineering Practice Technology Management Safety Education and Training Design Manufacture and Evaluation and Control of Medical Devices Utilization and Service of Medical Devices Information Technology and Professionalism and Ethics The Clinical Engineering Handbook provides the reader with prospects for the future of clinical engineering as well as guidelines and standards for best practice

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Kentucky Administrative Regulations Service ,1990 *Management in Physical Therapy* Mr. Rohit Manglik,2024-03-24 Explores management principles in physical therapy focusing on clinical operations patient care and practice efficiency *Long-term Care Facility Administration: Case Study Manual* United States Community Health Service,1970 **NHSQIC Annual Bibliography** National Health Standards and Quality Information Clearinghouse (U.S.),1981

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