

**I. GUEST RELATIONS**

	Evaluation						
	SELF	Evaluator	PT	V	PR	D	CEU
Adheres to UAMS Guest Relations Guidelines <a href="http://www.uams.edu/uh/policy/human_resources/hr103.htm">http://www.uams.edu/uh/policy/human_resources/hr103.htm</a>							
Uses appropriate communication (written & verbal)							
Availability/Responsiveness							
Respectful of others							
Takes proactive approach toward customers.							
<b>GUEST RELATIONS SCORE</b>	0	0					

Comments:

**II. SAFETY AND EMERGENCY PREPAREDNESS**

	Evaluation						
	SELF	Evaluator	PT	V	PR	D	CEU
Adheres to UAMS patient safety plan <a href="http://www.uams.edu/uh/policy/administration/a406.htm">http://www.uams.edu/uh/policy/administration/a406.htm</a>							
Complies with safety instructions							
Observes safe work practices							
Provides input on safety issues							
Promotes a safe work environment							
<b>SAFETY SCORE</b>	0	0					

Comments:

**III. INSTITUTIONAL/PROFESSIONAL STANDARDS**

	Evaluation						
	SELF	Evaluator	PT	V	PR	D	CEU
Adheres to UAMS Code of Conduct <a href="http://www.uams.edu/adminguide/win04401.html">http://www.uams.edu/adminguide/win04401.html</a>							
Adheres to Clinical Programs and Department policies <a href="http://www.uams.edu/uh/policy/pp-toc.htm">http://www.uams.edu/uh/policy/pp-toc.htm</a>							
Adheres to Clinical Program and Departmental dress code standards <a href="http://www.uams.edu/uh/policy/human_resources/hr204.htm">http://www.uams.edu/uh/policy/human_resources/hr204.htm</a>							
Works effectively with team/work groups and others to fulfill UAMS Mission							
Adopts practices to improve work processes, enhance guest satisfaction and reduce wastes and costs.							
Protects confidential information							
<b>STANDARDS SCORE</b>	<b>0</b>	<b>0</b>					

Comments:

**IV. PROCESS IMPROVEMENT**

	Evaluation						
	SELF	Evaluator	PT	V	PR	D	CEU
Participates in ongoing hospital performance assessment and process improvement. <a href="http://www.uams.edu/UH/policy/administration/a601.htm">http://www.uams.edu/UH/policy/administration/a601.htm</a>							
Ensures continuing department performance assessment and process improvement.							
Creates work processes to enhance customer satisfaction and reduce waste.							
<b>PROCESS IMPROVEMENT SCORE</b>	<b>0</b>	<b>0</b>					

Comments:

**V. PERFORMS ROLE OF Infection Control Practitioner**

	<b>SELF</b>	<b>Evaluator</b>	<b>PT</b>	<b>V</b>	<b>PR</b>	<b>D</b>	<b>CEU</b>
<b>Program Management</b>							
Develops and maintains appropriate measures for the prevention and control of outbreaks or epidemics.							
Serves as staff liaison to Infection Control Committee							
Serves as resource for Employee Health Program.							
Provides orientation and continuing education to hospital personnel on infection control issues..							
Communicates clinical information							
Supports others in the performance of duties							
Applies communication skills (verbal and non-verbal) in all interaction with patients, peers, other departments, and the public.							
Uses constructive feedback to improve practice							
Assists in development of department budget and in maintaining expenses within the budget.							
Demonstrates commitment to the profession							
Optimizes utilization of personnel and material resources							
Participates in the research process.							
<b>ROLE PERFORMANCE SCORE</b>	<b>0</b>	<b>0</b>					

Comments:

**UAMS MEDICAL CENTER**

**Job Title: Infection Control Coordinator**

**PERFORMANCE APPRAISAL**

**VI. PROFESSIONAL GROWTH**

	<b>SELF</b>	<b>Evaluator</b>	<b>PT</b>	<b>V</b>	<b>PR</b>	<b>D</b>	<b>CEU</b>
Participates in continuing education							
Participates in professional/institutional advancement							
<b>PROFESSIONAL GROWTH SCORE</b>	<b>0</b>	<b>0</b>					

Comments:

Employee Comments:

Evaluator Comments: