|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Participant |  | Job Title |  | | | |
| Worksite |  | Evaluation Period: | From |  | To |  |

**Objectives:**

* Provide clinical tasks including giving patient injections or medications as directed by physician and permitted by state law
* Measure vital signs, such as blood pressure, respiration, temperature, heart rate, height, and weight
* Perform lab test, such as phlebotomy and urinalysis
* Assist with diagnostic and medical procedures, such as EKG and catheterization
* Perform Basic Life Support including CPR, AED
* Provide administrative tasks including registration
* Use classification software to assign clinical codes for reimbursement and data analysis

**Work Experiences:**

Enters patient data and medical history using electronic health records

Provides patient care, preparing patient for examination including performing vital signs

Verifies insurance coverage

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **AREA** | **FACTORS OF EVALUATION** | **NEED TO IMPROVE** | **FAIR** | **AVERAGE** | **ABOVE AVERAGE** | **COMMENTS** |
| **ATTENDANCE** | On the job daily, rarely absent, notifies when absence is unavoidable |  |  |  |  |  |
| **PUNCTUALITY** | Always on time, plans time well, promptly returns from lunch and breaks |  |  |  |  |  |
| **JUDGEMENT** | Actions generally based on sound reasoning |  |  |  |  |  |
| **WORK ASSIGNMENTS** | Grasps instructions readily, limited supervision required |  |  |  |  |  |
| **QUALITY** | Job performance meets quality standards |  |  |  |  |  |
| **QUANTITIY** | The ability and/or willingness to complete a project |  |  |  |  |  |
| **INTEREST** | Shows motivation and enthusiasm toward work and readily accepts work assignments |  |  |  |  |  |
| **EQUIPMENT/TOOLS OPERATIONS** | Safe, careful maintenance of equipment and tools needed to perform job |  |  |  |  |  |
| **APPEARANCE** | Dress appropriately for job, maintains personal hygiene |  |  |  |  |  |
| **TACT/COURTESY** | Polite, respectful and considerate to others. Works well with co-workers |  |  |  |  |  |