NORTHERN NEVADA ADULT MENTAL HEALTH
POLICY AND PROCEDURE DIRECTIVE

SUBJECT: APPRAISAL OF MEDICAL STAFF PERFORMANCE

NUMBER: NN-MS-07

ORIGINAL DATE: 09/06/07

REVIEW/REVISE DATE: 6/17/10

APPROVAL: ______Rosalyne Reynolds {s}__, Agency Director

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I. PURPOSE

The purpose of this policy is to ensure that the performance of all members of the medical staff is appraised fairly and in accordance with State of Nevada policy.

II. POLICY

It is the policy of Northern Nevada Adult Mental Health Services (NNAMHS) to appraise the performance of members of the medical staff in accordance with the procedures of the State of Nevada.

III REFERENCES

1. Northern Nevada Adult Mental Health Services Policy and Procedure # NN-HR-17 " Employee Performance Appraisal Process"
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2. NNAMHS Policy and Procedure # IM-MR-17 " Incomplete and Delinquent Medical Records
3. NNAMHS Policy and Procedure # NN-HR- 10 " Nondiscrimination in Employment
4. NNAMHS Policy and Procedure # NN-LD-03 " Ethics"
5. Medical Staff Bylaws 2009
    1. Progressive Discipline Procedures NAC Chapter 284, DHHS Prohibitions and Penalties.

IV. PROCEDURES

1. The appraisal (evaluation) of the performance of members of the medical staff is the responsibility of the Agency Medical Director or designee.
2. All members of the medical staff are subject to the evaluation procedures, including State employees and contract employees.
3. Newly appointed members of the medical staff have a period of focused review that includes more frequent evaluations. This period is conducted according to the State Personnel regulations. For full time employees it is one year and includes three performance evaluations.
4. Criteria for evaluation of performance are identified in the work performance standards provided to the medical staff member. Work performance standards (WPS) are to be presented to the medical staff member within 5 days of start date.
5. All medical staff members are evaluated at least annually.

6. The Medical Director or designee can implement more frequent monitoring if circumstances indicate it is necessary to ensure the health and safety of consumers.
7. In the event that the Medical Director or designee implements such a plan they will clearly identify the following in the written plan:
    i. duration of the monitoring
    ii. the criteria to be monitored
    iii. behavioral goals that allow monitoring to be discontinued
8. Triggers for such a monitoring plan could include a single incident or evidence of a clinical practice trend that indicate a need for intervention.
9. The interventions employed to resolve inadequate performance measures are clearly defined in progressive discipline procedures.
10. These measures will be applied consistently.