



performance review

Where the term 'nurse' is used it includes all licensed classifications including, but not limited to: registered nurse, midwife, enrolled nurse, nurse practitioner.

Performance review and development systems play an important role in enhancing employee performance, identifying and strengthening staff development activities, cultivating management and staff relationships, and identifying career development opportunities for staff.

The Australian Nursing Federation recommends the adoption of the following guidelines:

1. Performance review is a planned structured process for the purposes of staff appraisal and development.
2. Performance should cover a specified timeframe to appraise work performance and to set goals.
3. The frequency and format of performance reviews must be communicated to nursing and midwifery staff as part of appointment and orientation to a position.
4. Performance reviews are not to be used for disciplinary measures, to notify of potential position changes or for selection and promotion purposes.
5. An employee may request a performance review to identify skills deficits goals and career development opportunities. Personnel carrying out the performance review should be a nurse or midwife and must understand the role and position description of the person they are reviewing and carry out the review according to the organisational policy and guidelines.
7. Records of performance reviews, formal goal setting, identified areas of excellence and deficiencies in practice, interview records and any other relevant materials must remain confidential. The employee should be informed about who has access to this material and should be review documents.
8. Employees should participate in determining who is to be consulted about their work performance as part of the review.
9. The review system should be based on the employee's position description and must be conducted during working hours.
10. Employees should be given adequate time prior to the review interview to review their performance and consider their own work goals and to complete any required documentation.
11. In addition to appraisal by reviewers, the format should invite employee reflection and comment on their own performance and on the systems and management practices which support their performance development.
12. The review interview should be private, free from interruptions, in a neutral environment and of sufficient length to allow discussion on relevant issues.

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13. Documentation must be objective and only describe specific work related issues and not include subjective or value statements or opinion.
14. Documentation should record both positive and negative issues and comments and be supported with adequate written evidence.
15. Documentation should be a true account of issues and goals identified. The employee should have the opportunity to add written comment. Any areas of differing opinion between the staff member and reviewer/s should be clearly documented.
16. Documentation should contain the signature of both the reviewer and the employee (if the record of the review is agreed) and the date the review occurred.

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