

Performance Appraisal
June 6, 2000

Donna has been a Licensing Officer with the Fraser Valley Health Region since December 1999. She works full-time in the Chilliwack office and is responsible for managing a case-load of both child daycare and adult residential facilities.

Quality of Work

As Donna has come to the field of licensing with education and experience in Early Childhood Education and management, she has brought with her some excellent knowledge and skills. She has also been expected to learn a great deal in a short period of time.

Donna has shown initiative and commitment to increase her knowledge and to ensure that she receives the experiences and information necessary in order to learn and grow in the role of Licensing Officer.

Donna's rating in this area will undoubtedly increase as she works in the position longer.

Quantity of Work

Donna has a caseload of approximately 60 childcare and 10 adult residential care facilities which she is expected to assess and monitor. She has been independently responsible for this caseload for approximately 2-3 months. In that time Donna has demonstrated that she can accurately prioritize work and meet timelines and commitments established by or for her.

Donna has set high standards for herself related to quantity for work. During the last several weeks Donna has also recognized her limitations in this area, and has begun to set realistic and reasonable goals. She completes many inspections and follows through with critical or priority issues.

Donna is a hard worker and has shown good skills related to completing work during the short time that she has managed her caseload independently.

Effectiveness

Donna has been expected to be involved with several complex and critical issues during her short experience as a Licensing Officer. She has performed well in these situations, as she has completed day to day work.

Donna works well independently, however, she recognizes the limitations of her knowledge and experience and seeks guidance regularly. She takes advice well and acts on the direction provided to her.

With increased experience and opportunities the role, Donna will be a very effective Licensing Officer.

Attitude

Donna demonstrates an attitude of cooperation and commitment as a member of the Licensing team. She respects the strengths and styles of team members and makes an effort to learn from others.

Donna contributes to the Licensing team and program and demonstrates a commitment to improving the care of vulnerable people.

Public Relations

Donna interacts well with the public, facility operators and community partners. This is especially evident in areas related to childcare in the community, as a letter indicating thanks for Donna's involvement in education regarding Licensing in childcare has been received.

Donna recognizes the benefits of community involvement, education and development and participates in these areas effectively and appropriately.

Work Habits

Donna is a cooperative and hard working team member. She plans her work and prioritizes well.

Summary

Donna is a hard working employee who has proven to be committed to learning and improving in the field of Licensing. She has shown good skills and abilities during the short period of time that she has worked as a Licensing Officer.

Donna's commitment to education, both for herself and facility operators is a strength that will result in great benefits as she is in the role longer. She is motivated and interested, and is a valuable member of the Licensing team.

Jodi McIntosh, BSN Regional Director
Community Care Facilities Licensing