



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Human Resources		
Document:	Administrative Policy and Procedure		
Title:	Employee Probationary Period Evaluation		
Applies To:	All MCH Employee		
Preparation Date:	July 16, 2023	Index No:	HR-APP-002
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1. PURPOSE:

- 1.1 Provide an opportunity for department heads and supervisors to review employee performance before the end of the initial recruitment period and to complete the recruitment process or extend the initial appointment period.
- 1.2 Explain the process of assessing the performance of the new employee in the initial recruitment period and assess his/her ability to perform the responsibilities safely and in a timely manner after the completion of the orientation program.

2. DEFINITIONS:

- 2.1 **Initial Performance Evaluation** – the process of assessing the ability and efficiency of the new employee towards the performance of his/ her job from the three months to six months.

3. POLICY:

- 3.1 Employee: According to the civil service and self – employment list, the initial employment period will be from three months to six months, but the employee will be evaluated monthly according to the laws and regulations of the Ministry of Health.
- 3.2 In order to ensure that the initial recruitment period is successfully completed, each employee will be identified in all aspects of his / her job, conditions of work, following the mission, vision, values and objectives of the hospital, hospital policies and procedures.

4. PROCEDURE:

- 4.1 The Human Resources Department provides the details of employee benefits and the definition of job policies and functions.
- 4.2 The employee shall be given a copy of the latest guide to the new employee and the signature of the receipt of the new employee.
- 4.3 The employee is directed to the department or unit, specifying the work, policies and procedures by the supervisor or the head of the department.
- 4.4 Explain the hospital communication, the objectives and policies in the orientation program.
- 4.5 The head of the department explains about the department and the job responsibilities to perform.
- 4.6 Evaluate the employee's ability to carry out the responsibilities entrusted to him/her safely, efficiently and in a timely manner upon completion of the orientation by the head of department or supervisor.
- 4.7 Successful completion of the orientation program will be documented in the employee file.
- 4.8 Evaluation of the probationary period of the new employee will be based on the criteria set forth in the job description of each post by the head of department or supervisor.
- 4.9 Provide standard forms of performance reviews at least two weeks prior to the deadline set by the Head of Human Resources.
- 4.10 Complete the performance appraisal document as soon as possible from its due date and return it to the Human Resources Department as soon as possible by the department head or supervisor.

- 4.11 Maintain proper records of the employee's performance and record them appropriately. This document will become a permanent part of each employee's personnel file.
- 4.12 Complete this document for each new employee after a trial period of work and make recommendations for improving performance of the new employee by the supervisor / department head /HR.

5. MATERIALS AND EQUIPMENT:

N/A

6. RESPONSIBILITIES:

- 6.1 Head of the Department
- 6.2 Human Resources Department
- 6.3 MCH Administration
- 6.4 Employee

7. APPENDICES:

- 7.1 Probationary Period Work Performance Evaluation (All Health Care Provider Except Physician).
- 7.2 Probationary Period Work Performance Evaluation (All Physician).

8. REFERENCES:

- 8.1 Civil Service Regulation.
- 8.2 Ministry of Health regulations

9. APPROVALS:

	Name	Title	Signature	Date
Prepared by:	Mr. Meshel Rashid Al - Enizi	Quality Coordinator in Human Resources		July 16, 2023
Reviewed by:	Mr. Faheed Musharif Al Dhaferi	Human Resources Director		July 18, 2023
Reviewed by:	Mr. Sabah Turayhib Al - Harbi	Director of Nursing		July 18, 2023
Reviewed by:	Dr. Tamer Mohamed Naguib	Medical Director		July 20, 2023
Reviewed by:	Mr. Abdulelah Ayed Al Mutairi	QM&PS Director		July 20, 2023
Approved by:	Mr. Fahad Hazam Al Shammar	Hospital Director		July 26, 2023



PROBATIONARY PERIOD WORK PERFORMANCE EVALUATION

(All Health Care Providers Except Physician)

Name: _____ Specialty: _____ Nationality: _____
Unit/Ward: _____ Contract Date: _____ Salary No. : _____
First Month(1st): _____ Third Month(3rd): _____
Interview Date: _____ Staff Signature: _____

No	CRITERIA FOR EVALUATION	RATING					GRAND TOTAL
		The grading scale to be used is 1 (lowest) to 5 (highest)					
		1	2	3	4	5	
1	Capability in assessing, planning, implementing and evaluating patient care.						
2	Skill in delivering quality care.						
3	Scientific understanding and implementation of standard and principles.						
4	Accuracy in documenting pertinent data (e.g. charting, filling up forms; etc).						
5	Knowledge in management of the assigned patients.						
6	Observance of Standard Precautions and safety measures.						
7	Capability in manipulating medical equipment available.						
8	Utilization and resourcefulness of the hospital supplies.						
9	Initiative in meeting patient needs.						
10	Accuracy and sound judgment in carrying out doctors order. (If applicable)						
11	Quantity of work						
12	Communication						
13	Physical fitness						
14	Attendance and punctuality						
15	Compliance to prescribed uniform						
16	Observance of good grooming appearance						
17	Observance of professionalism in dealing with patients, relatives & colleagues.						
18	Acceptance to constructive comments and willingness to adapt as advised.						
19	Willingness and cooperation in working as a team.						
20	Written Examination. (If applicable)						
	TOTAL						

Recommendations: Fit To Work Not Fit To Work

Comments by the Evaluator :

Name: _____ Name: _____ Name: _____
Signature: _____ Signature: _____ Signature: _____

Head of Department: _____ Signature: _____

TICK	RATING	LEVEL
_____	100-95	Outstanding Employee
_____	94-80	Very Good employee (Above average)
_____	79-60	Satisfactory Employee (Doing an average job)
_____	59-40	Substandard (Improvement needed)



PROBATIONARY PERIOD WORK PERFORMANCE EVALUATION
(For Physician)

Name: _____ Specialty: _____ Nationality: _____
Unit/Ward: _____ Contract Date: _____ Salary No. : _____
First Month(1st): _____ Third Month(3rd): _____
Interview Date: _____ Staff Signature: _____

No	CRITERIA FOR EVALUATION	RATING					GRAND TOTAL
		The grading scale to be used is 1 (lowest) to 5 (highest)					
		1	2	3	4	5	
1	Patient Care (and Procedures)						
	• History taking: accurate and complete						
	• Physical exam: Complete assessment and plans						
	• Provides quality patient education						
	• Competently performs medical and surgical procedures delineated by medical staff privileges-overall evaluation						
2	Medical Knowledge						
	• Appropriate selection of diagnostic tests						
	• Appropriate interpretation/analysis of test results						
	• Appropriate integration of history and physical findings and diagnostic studies to formulate a differential diagnosis.						
	• Overall integration of clinical information into treatment planning						
	• Pharmacological knowledge/ appropriate ordering of therapeutics						
3	Practice-Based Learning and Improvement						
	• Applies evidence-based medicine to clinical decisions						
	• Awareness of quality improvement measures and application to clinical practice						
	• Facilitates the learning of students and other health care professionals						
4	Professionalism						
	• Displays sensitivity and responsiveness to patients' culture, age, gender, and disabilities						
	• Understanding of the legal and regulatory requirements governing PA practice and the role of the PA.						
	• Commitment to personal excellence and ongoing professional development.						
5	Interpersonal & Communication Skills						
	• Communications and behaviors with patients are effective and appropriate.						
	• Communications and behaviors with physician supervisors are effective and appropriate.						
	• Demonstrates emotional resilience and stability, adaptability, flexibility and tolerance of ambiguity and anxiety						
	• Uses effective listening, nonverbal, explanatory, interviewing and writing skills to elicit and provide information.						
6	Systems Based Practice						
	• Uses information technology resources to support patient care decisions and patient education.						
	TOTAL						



PROBATIONARY PERIOD WORK PERFORMANCE EVALUATION
(All Physician)

Recommendations: Fit To Work Not Fit To Work

Comments by the Evaluator :

Physician Name: _____

Signature: _____

Head of Department: _____

Signature: _____

TICK	RATING	LEVEL
_____	100-95	Outstanding Employee
_____	94-80	Very Good employee (Above average)
_____	79-60	Satisfactory Employee (Doing an average job)
_____	59-40	Substandard (Improvement needed)



(تقييهر موظف أثناء فترة التجربة (الإداريين)
PROBATIONARY PERIOD WORK PERFORMANCE EVALUATION
(All Administrative)

Name (اسم الموظف): _____ Specialty(التخصص): _____ Nationality(الجنسية): _____
Contract Date(تاريخ العقد): _____ Salary No.(الرقم الوظيفي): _____
First Month(الشهر الأول): _____ Third Month(الشهر الثالث): _____
Interview Date (تاريخ المقابلة): _____ Staff Signature (توقيع الموظف): _____

No	CRITERIA FOR EVALUATION معايير التقييم	RATING The grading scale to be used is 1 (lowest) to 5 (highest)					GRAND TOTAL
		1	2	3	4	5	
1	جودة العمل Quality of work						
2	كمية العمل Quantity of work						
3	مدى تنمية لفعالية الافراد Development people						
4	التخطيط Planning						
5	التنظيم Organize						
6	توزيع المسؤوليات والواجبات Delegation						
7	العمل مع الآخرين Working with others						
8	الاتصال Communication						
9	التحليل Analysis						
10	روح القيادة Leadership						
11	حكيمته في قراراته وأعماله Judgment						
12	المبادرة Initiative						
13	التحفيز Motivate						
14	مدى الاعتماد عليه Dependability						
15	قدرته على القيام بعمله Assigned work						
16	قدرته على قيام مهام أخرى Related work						
17	وعيه لفلسفة وأهداف المستشفى Co. philosophy & objective						
18	تطوره في مجال مهنته وعمله Developments in profession or field						
19	خدمة المرضى Service for patients						
20	TOTAL						



(تقييم موظف أثناء فترة التجريب (للإداريين)
PROBATIONARY PERIOD WORK PERFORMANCE EVALUATION
(All Administrative)

Name (اسم الموظف): _____ Specialty (التخصص): _____ Nationality (الجنسية): _____
Contract Date (تاريخ العقد): _____ Salary No. (الرقم الوظيفي): _____
First Month (الشهر الأول): _____ Third Month (الشهر الثالث): _____
Interview Date (تاريخ المقابلة): _____ Staff Signature (توقيع الموظف): _____

Recommendations / التوصيات: Fit To Work صالح للعمل Not Fit To Work غير صالح للعمل

Comments by the Evaluator / تعليق المقيم:

Name / اسم المقيم: _____

Signature / التوقيع: _____

Head of Department / مدير الإدارة / القسم: _____ Signature / التوقيع: _____

TICK	RATING	LEVEL
_____	100-95	Outstanding Employee ممتاز
_____	94-80	Very Good employee (Above average) جيد جداً
_____	79-60	Satisfactory Employee (Doing an average job) جيد
_____	59-40	Substandard (Improvement needed) ضعيف