



Davidson County Emergency Services

Probationary Employee Evaluation Report

Employee Name: _____ Date: _____
Field Training Officer: _____ Medic unit #: _____

A separate form should be completed for each date that the employee works.

Scoring Criteria

- 1. Poor –** **A score in this range requires written comments.**
Incompetent performance. Could not do skill or does not have the knowledge. Will need substantial retraining to master skill or retain knowledge.
- 2. Marginal -** Could perform skill or has basic knowledge. Needed coaching or prompting to complete skill or demonstrate knowledge of written information. Prolonged time required to answer questions or complete skill. In certain categories, new employees may rate a marginal score due to being unfamiliar with policies and procedures of the organization.
- 3. Average -** Performed skill with minimal or no coaching but needed to be asked to perform skill. Skill completed within reasonable time. Knowledge base is satisfactory but doesn't understand reasons behind certain policies and procedures.
- 4. Commendable -** Performed skill in minimal amount of time without coaching. Answers questions quickly and without prompting. Above average performance in skills and knowledge.
- 5. Superior -** **A score in this range requires comments.**
Excellent knowledge and skills base. Performed skills promptly and to the best interest of the patient. Could teach skills to trainee. Knowledge base is sound and understands reasons behind policies and procedures.

N/A - Not Applicable

This subject or evaluation score does not apply to this employee.

Employees that receive a poor rating should have appropriate documentation noted in the comments area. High scores should also have explanations included in the comments area.

Field Performance Evaluation

1. Attendance:

- Employee arrives for assigned shift on time N/A 1 2 3 4 5
- Employee is familiar with the “clocking in” procedure N/A 1 2 3 4 5

2. Appearance:

- Employee maintains a professional appearance (Uniform Policy) N/A 1 2 3 4 5
- Employee is clean, groomed and has good personal hygiene N/A 1 2 3 4 5

3. Professionalism:

- Employee conducts him/herself in a caring, friendly and customer service oriented manner:
 - Toward co-workers, ED staff and first responders N/A 1 2 3 4 5
 - Toward the public and patients N/A 1 2 3 4 5

4. Initiative:

- Employee begins assigned duties without being directed N/A 1 2 3 4 5
- Employee actively assists in truck cleanup & check-off N/A 1 2 3 4 5
- Employee can initiate patient care and treatment without direction N/A 1 2 3 4 5

5. Quality Of Work:

- Employee has appropriate patient care skills and is able to operate proficiently at their level of NCOEMS credential N/A 1 2 3 4 5
- Employee can complete all patient care related PCR's, accurately and within an acceptable time period N/A 1 2 3 4 5
- Employee demonstrates the ability to deliver a complete and accurate verbal patient care report to the ED and other staff N/A 1 2 3 4 5
- Employee consistently completes assigned base and unit duties N/A 1 2 3 4 5
- Employee seldom has to duplicate efforts to get a task completed N/A 1 2 3 4 5
- Employee is proficient in 12 lead EKG interpretation (EMTP only) N/A 1 2 3 4 5
- Employee is knowledgeable of 12 lead transmission procedures N/A 1 2 3 4 5

6. Cooperation:

▪ Employee is willing to accept instruction / direction from senior personnel	N/A	1	2	3	4	5
▪ Employee is willing to assist others in assigned duties, as needed	N/A	1	2	3	4	5
▪ Employee accepts constructive criticism in a positive and cooperative manner	N/A	1	2	3	4	5

7. Decision Making Ability:

▪ Employee demonstrates ability to determine the appropriate course of action and implements strategies to mitigate situations	N/A	1	2	3	4	5
▪ Employee is able to make <i>rapid</i> decisions concerning patient treatment and transport relevant to the patient condition	N/A	1	2	3	4	5

8. Knowledge Of Job:

▪ Employee demonstrates a working knowledge of:						
○ Standing orders / Treatment protocols	N/A	1	2	3	4	5
○ Departmental policies & procedures	N/A	1	2	3	4	5
○ Proper & appropriate use of all department reports	N/A	1	2	3	4	5
○ Infection control policy	N/A	1	2	3	4	5
○ Incident command system	N/A	1	2	3	4	5
○ DCEMS chain of command	N/A	1	2	3	4	5
○ Computer PCR program & report uploads	N/A	1	2	3	4	5

9. Operations Of Vehicle & Equipment:

▪ Employee demonstrates ability to operate vehicle and radios Under emergency and non-emergency conditions	N/A	1	2	3	4	5
▪ Employee demonstrates good driving and backing skills	N/A	1	2	3	4	5
▪ Employee demonstrates knowledge of all equipment carried on unit and is familiar with it's operation	N/A	1	2	3	4	5
▪ Employee demonstrates knowledge of unit refueling procedure	N/A	1	2	3	4	5
▪ Employee demonstrates ability to switch into spare units (i.e. <i>mechanical failure, scheduled PM</i>)	N/A	1	2	3	4	5
▪ Employee is confident in using stretcher, loading & unloading	N/A	1	2	3	4	5
▪ Employee displays ability to lift & move patients under various circumstances	N/A	1	2	3	4	5

10. Geography:

▪ Employee demonstrates:

- | | | | | | | |
|---|-----|---|---|---|---|---|
| ○ Knowledge of call area | N/A | 1 | 2 | 3 | 4 | 5 |
| ○ Location of hospitals and ED entrances | N/A | 1 | 2 | 3 | 4 | 5 |
| ○ Ability to read, understand and give directions using a map book or GPS | N/A | 1 | 2 | 3 | 4 | 5 |
| ○ Ability to determine the shortest / quickest route to a call location or hospital | N/A | 1 | 2 | 3 | 4 | 5 |

Comments: _____

Specific suggestions for improvement: _____

Field Training Officer Signature: _____ Date: _____

DCEMS Operations Manager Signature: _____ Date: _____

Upon completion of this form, return to the EMS Operations Manager ASAP