

# Hospice of Humboldt

## Medical Director Annual Evaluation

Name \_\_\_\_\_ Date \_\_\_\_\_

Review period \_\_\_\_\_ to \_\_\_\_\_

This performance evaluation is organized into three parts:

Part 1 - Performance per Job Description. This evaluates essential duties and responsibilities which are specific to your position using information from

- Medical Director Evaluation Survey for Clinicians (IDG survey)
- Family Satisfaction Surveys
- Various compliance audits of charts
- Leadership Evaluation Surveys

Part 2 – Self Evaluation. Please fill out the Self Evaluation and return it to the Executive Director.

Part 3. – Chart Reviews. Review of ten medical charts per year by Corridor Group.

### Part I Performance per Job Description

The ratings are:

- 4. Always or Outstanding performance.** Well above expectations.
- 3. Usually or Performance at or slightly above the standard.** Meets job expectations.
- 2. Sometimes or Fails to meet job expectations.** Performance is somewhat below the minimum acceptable standard for this job, but there is potential to improve the rating within a reasonable time frame.
- 1. Rarely or Performance is well below the standard.** There is a serious question as to whether you can improve to meet the minimum requirements in a reasonable time frame. Performance Improvement Plan is required.

Essential Duties and Responsibilities	Rating
<b>Patient Medical Care</b>	
1. Reviewing clinical information and performing a physical examination, if necessary, for each Hospice patient to determine initial eligibility for hospice services.	
2. Visiting, or ensuring that the advanced practice clinician visits, patients at the end of their second certification period and at the end of every certification period thereafter to ensure that the they continue to qualify for hospice services. (F2F visits)	

<b>Essential Duties and Responsibilities</b>	<b>Rating</b>
3. Attending weekly IDG meetings and working collaboratively with other IDG members to develop, review, and update the patient's Plan of Care.	
4. Visiting and providing medical care to patients for the relief of symptoms related to the patient's terminal diagnosis at the request of and in coordination with the Interdisciplinary Group	
5. Assuring that the medical care provided by Hospice clinicians meets the medical needs of the patient and is consistent with the patient's Plan of Care.	
6. Acting as the patient's Attending Physician when requested by the patient or patient's representative if the patient is not competent.	
7. When not acting as the patient's Attending Physician, consulting with and coordinating care with the patient's Attending Physician.	
8. Being available for telephonic consultation 24-hours a day or arranging for another Hospice physician or advanced practice clinician supervised by the Hospice Medical Director to be available.	
<b>Documentation</b>	
1. Entering chart notes and clinical findings in the patient's Allscripts medical record within 24 hours of each visit.	
2. Providing a written certification of terminal illness based on documented clinical findings before a patient is enrolled in Hospice.	
3. Providing written recertification of terminal illness based on documented clinical findings for patients enrolled in hospice at intervals specified in the Medicare Conditions of Participation.	
<b>Supervision</b>	
1. Hiring, overseeing the training and orientation of, evaluating, and if necessary, disciplining and terminating the advanced practice clinician.	
2. Identifying the learning needs of the advanced practice clinician and participating in teaching and developing them in palliative and end of life care	
<b>Compliance and Quality Improvement</b>	
1. Being responsible for the quality of overall medical care of Hospice patients by Hospice clinicians and assuring that all clinicians follow evidence-based practices.	
2. Participating in ongoing continuing medical education related to palliative and end of life care.	
3. Developing in-service trainings and clinical pathways for hospice clinicians to assure that medical care is consistent with professional guidelines for hospice and palliative medicine.	
4. In collaboration with the Director of Quality, participating in the development and implementation of Hospice of Humboldt policies and practices relating to the care provided by the IDG.	
5. Maintaining expertise in, and ensuring compliance with, the Medicare Conditions of Participation and other standards that guide the provision of hospice services	
6. Complying with all of the provisions of Compliance Policy 5.2 <i>Compliance Plan</i> and the Code of Conduct in that Plan.	
7. Meeting the requirements of the Health Insurance Portability and Accountability Act (HIPAA).	

<b>Essential Duties and Responsibilities</b>	<b>Rating</b>
8. Working with the Director of Quality to continually monitor and improve the quality of medical services.	
9. Working with the Executive Director, actively participating in systematic performance assessments, including peer review of medical charts.	

**Hospice of Humboldt**  
**Medical Director**  
**Performance Evaluation Summary**

Summary of overall performance evaluation:	
Summary of IDG and Leadership Surveys	
Goals for coming year:	
Work performance requiring improvement:	
Plans for improvement:	Target Dates:
Re-evaluation date, if required:	
As the administrative supervisor, I certify that this evaluation represents my best judgment.	
Signature:	Date:
I certify that this evaluation has been discussed with me. I understand that my signature does not necessarily imply agreement with its content.	
Signature:	Date:
Comments:	