

Weisman Children's Rehabilitation Hospital

Administrative Manual

SUBJECT: Peer Review

No: 8.28

EFFECTIVE DATE: 4/04

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REVIEWED/REVISED: 3/05; 2/06; 1/07; 03/08; 3/09; 3/10; 3/11; 6/12; 9/12; 1/13; 1/14; 1/18; 1/21; 1/24

Purpose:

Provides a mechanism that enables staff members to critique the performance and competence of one another and provide constructive feedback to the supervisor. The goal is to use the results of the peer assessment to improve competence in providing care treatment and services to our patients.

Policy:

As an adjunct to the annual performance appraisal, managers within Weisman Children's Rehabilitation Hospital will utilize a peer review form in order to incorporate feedback from co-workers into the employee's evaluation. An anonymous peer review technique is used so that employees may assess each other honestly without fear of retribution. All responses will remain confidential throughout the process.

Procedure:

1. Prior to the employee's Performance Appraisal due date, the manager will distribute the Peer Review Form.
2. Managers will request three individuals to complete the peer review forms.
3. Selected coworkers/peers will complete the form and return it to the manager within the time frame designated by the manager. Comments will be incorporated into the performance appraisal via an aggregate listing of ratings and comments.
4. Information will be reviewed with employee at time of performance evaluation.
5. A Peer Review summary will be included in Employee's personnel file, along with Performance Evaluation.

Administrator