

WELLCOME CARE HOMES LTD	Reviewed April 2022
Supervisions, Appraisals and Continuous Development	Page 1 of 1

1. Each staff member will undergo:
 - 1.1 A formal one to one supervision with the Manager at least 2 monthly and written records kept on the content and outcome of each meeting
 - 1.2 At least one of the supervision meetings will incorporate direct observation of the care worker providing care to a resident with whom they regularly work
 - 1.3 An annual appraisal of their overall performance and identification of their training needs. A copy of the appraisal meeting will be placed on the carer's personnel file. This appraisal will be undertaken by the Manager

2. The annual appraisal will assess job performance from the following standpoints:
 - 2.1 General ability to do the job, and appreciation of duties.
 - 2.2 Overall reliability, trustworthiness and ability to work alone.
 - 2.3 Absence record, with particular reference to the number of unauthorised days taken.
 - 2.4 Concern for clients and their welfare.
 - 2.5 Personal relationships, in particular with other staff.
 - 2.6 General appearance, dress and demeanour.
 - 2.7 Attitude and efforts applied to job duties.
 - 2.8 Verbal communication skills.
 - 2.9 Temperament, self-control, stability and ability to cope and make sound judgements under pressure, and general reaction to, and management of, stress.
 - 2.10 Leadership skills and guidance of others.
 - 2.11 Willingness to learn and undertake training.