

**University of Virginia Health System
Department of Pharmacy Services
Pharmacy Residency Programs**

Assessment Form for Service Component (weekend distributive)

Resident:

Date completed:

Supervisors:

Weekend worked:

The following criteria are to be evaluated during each weekend worked, using scale below:

(3) Consistently Exceeds Expectations Employee consistently ranks as a top performer going above and beyond expectations. A role model for other staff throughout the organization. Freely shares knowledge and assists others. Volunteers to take on special projects. A go to person.

(2) Fully Meets Expectations – Consistently meets and occasionally exceeds objectives, full utilization of ability and experience to produce the desired results that are expected from a qualified employee.

(1) Below Expectations – Skills and abilities need improvement to be fully successful in the position. Employee does not meet minimum expectations of the position. Performance Improvement Plan required. ******* Comments required.*******

Evaluation criteria	Assessment
Medications are prepared according to institutional policies and procedures	
Medications are dispensed according to institutional policies and procedures.	
The resident communicates effectively with co-workers	
The resident communicates effectively with customers.	
The resident listens effectively.	
The resident is a team-player.	
The resident is punctual for assigned shift.	
The resident returns from all breaks in a timely fashion.	
The resident manages time effectively to maintain the work flow of the area.	
The resident willingly participates in all aspects of work area (phone, window).	
The resident acts ethically in all job-related activities.	

Comments: _____

Please complete and return to Michelle McCarthy by 9 AM the Monday following the weekend.