

SECTION 2

Performance Evaluation of PHNS/SPHM

Inclusion Criteria: Minimum of 2 years service in the MOH area

Exclusion Criteria: Documented breach of discipline and any disciplinary action

(Code of conduct to be considered when nominating)

Stage I - Screen at district level using monthly statements

Criteria :-

- i) No. of supervisions conducted during last 12 months $\geq 70\%$ of the expected norm. (Data source monthly returns of PHNS/SPHM)
- ii) % of supervisory reports available is $\geq 60\%$ of expected supervisions. (Data source monthly returns of PHNS/SPHM)
- iii) 60% of the supervision reports are of office & field supervisions

PHNS/SPHM who have fulfilled the above criteria will be selected and nominated to the respective RDHS division. Thereafter, Stage II assessment will be done at district level.

Stage II – District selection using evaluation tool

Work performance of selected PHNSS/SPHMM will be assessed using the evaluation tool. (Annex A)

A district team comprising of any 3 members from RDHS, Provincial CCP (if available), MOMCH, RE, any MOH, RSPHNO, and Nursing Tutor (PH) will perform this assessment on PHNS/SPHM.

Based on the marks of stage II, the final mark will be decided and a common merit list will be formed.

Those who score the highest marks will be rewarded.

Annex A: For the use in Stage II:

Tool to evaluate performance of PHNS/SPHM (at RDHS level)
Section A – Maps and charts related to Family Health and vital statistics

No		Grade	Marks allocated	Marks obtained
1	Area map (Updated area map displayed on the board according to the guidelines)			
1.1	Not smaller than A4 size	Yes / No	Yes=2 / No=0	
1.2	PHM/SPHM/PHNS areas demarcated	Yes / No	Yes=2 / No=0	
1.3	Offices of the PHMM indicated in the map with the population	Yes / No	Yes=2 / No=0	
1.4	Clinic centers and institutions are indicated	Yes / No	Yes=2 / No=0	
1.5	Updated annually	Yes / No	Yes=2 / No=0	
	Sub Total		10	
2	Vital Statistics			
2.1	Updated Vital Statistics (CBR, MMR,IMR) of District and National level by PHM areas and by MOH area	Yes / No	Yes=4 / No=0	
2.2	Figures of important 5 MCH indicators displayed by PHM area (e.g.: LBW, CPR, Immunization coverage etc.)	Yes / No	Yes=4 / No=0	
	Sub Total		8	
3	MCH Charts Displayed important five MCH performance indicators by bar charts for the current year and the previous year by PHM area		2marks per bar chart	10
4	Advance Programme Approved Advance Programme for the month is displayed			2
	Sub Total			12
Total marks			30	

Section B – Details of PHMM under supervision of PHNS/SPHM

No		Grade	Marks allocated	Marks obtained
3.1	Separate files are maintained for each PHM	If 100% (if less than that - 3 marks)	8marks	
3.2	Basic information on all PHMM under her supervision are available	If 100% (if less than that - 3 marks)	6 marks	
3.3	Supervisions are planned for all PHMM based on identified problems	If 100% (if less than that - 3 marks)	6 marks	
Total marks			20	

Section C – Supervisions during last quarter

No		Means of verification	Grade	Marks allocated	Marks obtained
4.1	% of supervisions done	No of supervisions/ target	>80%	5	
			60-79%	4	
			50-59%	3	
			30-49%	2	
			<29%	0	
4.2	% of field / office supervisions out of all supervisions done	Monthly statement & supervision	>40%	5	
			30-39%	3	
			<30%	0	
4.3	% of clinics supervised	Monthly statement & supervision	>30%	5	
			20-29%	3	
			<20%	0	
4.4	No. of supervisions on field weighing posts	Monthly statement & supervision	3	5	
			2	3	
			1	1	
4.5	No. of postpartum supervisions	supervision reports	6	5	
			4	3	
			2	1	
4.6	Follow-up supervisions conducted (of the planned)	supervision reports	>50%	5	
			30-49%	3	
			<29%	0	
Total marks				30	

Section D (a) - Availability of supervision reports and files

No		Means of verification	Grade	Marks allocated	Marks obtained
5.1	Separate files for supervision of each PHM/SPHM available	Files of PHM	Yes No	5 0	
5.2	% of supervision reports available (Select a quarter with least disturbance to the routine work)	Supervision reports	75-100% 50-74% 25-49% <24%	10 7 4 0	
5.3	% of supervision notes submitted with diary to MOH with the supervisor's recommendations	Supervision reports	>75% 50-74% <49%	10 7 3	
5.4	Summary of progress for each PHM available	PHMM files	Yes No	5 0	
Total marks				30	

Section D (b) - Quality of supervisions

Availability of comprehensive supervision notes – check for following data in randomly selected 5 supervision notes					
6.1	Objective of the supervision	If available in 4 or more If available in 3 If available in < 3		3 marks 2 marks 0 marks	
6.2	Supervisions done according to the plan	If available in 4 or more If available in 3 If available in < 3		4 marks 2 marks 0 marks	
6.3	In depth evaluation done	If available in 4 or more If available in 3 If available in < 3		4 marks 2 marks 0 marks	
6.4	Documents are cross checked for data comparison	If available in 4 or more If available in 3 If available in < 3		4 marks 2 marks 0 marks	
6.5	Field supervisions are included	If available in 4 or more If available in 3 If available in < 3		4 marks 2 marks 0 marks	
6.6	Positive and negative aspects identified	If available in 4 or more If available in 3 If available in < 3		4 marks 2 marks 0 marks	
6.7	Recommendations made according to the findings	If available in 4 or more If available in 3 If available in < 3		4 marks 2 marks 0 marks	
6.8	Action plans prepared with PHM at the end of supervision	If available in 4 or more If available in 3 If available in < 3		4 marks 2 marks 0 marks	
6.9	Follow up actions done	If available in 4 or more If available in 3 If available in < 3		4 marks 2 marks 0 marks	
Total marks				35	

Section E - Maintenance of eRHMIS					
No		Means of verification	Grade	Marks allocated	Marks obtained
7.1	Accuracy of data check 10 random indicators in H 524	eRHMIS	100%	5	
			85-99%	4	
			70-84%	3	
			<70%	2	
7.2	Timeliness of data submitted by PHM Diary H 524 H527 sent before 5th of following month	Relevant records	Yes	5	
			No	0	
7.3	Cross-checked for validity and accuracy of data in H 524, H 527	H 524, H 527 (check 10 random data entries from all entries)	1 mark for one data	10	
7.4	Feedback given to PHMM on above records	PHMM files, minutes of local & monthly conferences, supervision notes	Yes	5	
			No	0	
7.5	Organization and contribution on data maintenance at local conferences	Minutes of local & monthly conferences	Good	5	
			Poor	0	
Total Marks				30	

Section F - Capacity building of PHMM

No		Means of verification	Grade	Marks allocated	Marks obtained
8.1	Performance evaluation of PHMM/SPHMM	Master Sheet /PHM records	Yes/ No	Yes=10 No=0	
8.2	Regular performance evaluation done (quarterly)		Yes/no	Yes=10 No=0	
8.3	PHMM are categorized according to their performance	Documented appraisal system is available	Yes/no	Yes=10 No=0	
8.4	Identified training needs of PHMM	Quarterly Need assessments	Yes/no	Yes=10 No=0	
8.5	Training programmes conducted during a quarter	Documents	Yes/no	one mark for each program (Maximum 10 marks)	
Total Marks				50	
Additional marks for covering up duties				25	
TOTAL				250	

Section G: Field Clinic and other special activities (only for PHNS)

No		Means of verification	Grade	Marks allocated	Marks obtained
9.1	Blood drawing for VDRL and other antenatal testing	Monthly statement	Yes/ No	Yes=5 No=0	
9.2	Insertion of IUD	Monthly statement	Yes/ No	Yes=5 No=0	
9.3	Obtaining of Pap smears	Monthly statement	Yes/no	Yes=5 No=0	
9.4	Organizing and conducting special clinics	Diary	Yes/no	Yes=5 No=0	
9.5	Conduct of volunteer training programs	Records	Yes/no	Yes=5 No=0	
9.6	Establishment of model village, model clinic etc.	Records	Yes/no	Yes=5 No=0	
9.7	Logistic Management of micronutrients/ FP items and printed forms	Records	Yes/no	Yes=5 No=0	
9.8	Infant death Investigation % of infant death investigations done up to date (within 2 weeks of reporting)	Reports	100% 75-99% 50-74% <49%	5 3 2 1	
9.9	Contribution at Monthly conference	Reports	Good poor	5 1	
9.10	Organizing and contribution at local conferences	Reports	Good poor	5 1	
Total Marks				50	
GRAND TOTAL				300	
Category		Total marks obtained			
SPHM	/250			
PHNS	/300			