

Name

FY 2003 PERFORMANCE CONTRACT

I. INITIAL ORIENTATION (ALL NEW EMPLOYEES)

A. New Employee Orientation Program and EEO Orientation: The CC New Employee Orientation program is designed to familiarize new staff members with their jobs, the hospital and work-site environment before an employee begin patient care or other activities. These are mandatory CC training requirement for all new employees				
CC New Employee Orientation	Yes	No	Date	Comment
EEO Orientation	Yes	No	Date	Comment

B. Departmental Orientation: The department orients and educates new staff member to the department, its policies and procedures, its mission, goals and strategic plan, departmental leadership, channels of clinical, security and administrative communications, performance improvement activities, safety program, in-service training programs, personnel files, patient confidentiality, JCAHO and hospital accreditation, etc.			
Yes	No	Date	Comment

C. Position/Job Specific Orientation: Supervisor or designated staff member (preceptor) provides new employee orientation and initial training to his/her job responsibilities, reviews position description, establishes and discusses performance standards, competencies, behavioral indicators, training requirements, and the performance evaluation process.			
Yes	No	Date	Comment

Name

FY 2003 PERFORMANCE CONTRACT

CC Mission: The NIH Clinical Center is the clinical research facility of the National Institutes of Health. It provides patient care, services, training, and the environment in which NIH clinical-scientists creatively and ethically translate emerging knowledge into better understanding, detection, treatment, and prevention of human disease for the health of a diverse nation.

Through this Performance Contract I hereby commit to clear and measurable goals to be achieved during FY 2003 and beyond. In addition to the specific program results articulated in this plan, I pledge to “Manage for Results” by implementing the management improvement initiatives outlined in this contract.

HHS END OUTCOME GOAL (COMPETENCY): Health Outcome Improvement	MEASURABLE PROGRAM OUTPUTS (ANNUAL GOALS):
<p>Description: Improve health outcomes by funding research that leads to increased understanding of normal and abnormal biological functions and behavior and to the development of new, as well as improvement of existing diagnostics, prevention strategies, treatments, and instruments and technologies.</p> <p>Intermediate Outcomes (Performance Standards):</p>	

Name

FY 2003 PERFORMANCE CONTRACT

HHS END OUTCOME GOAL (COMPETENCY): Health Care Quality And Treatment Improvement	MEASURABLE PROGRAM OUTPUTS (ANNUAL GOALS):
<p>Description: Sets standards for provision of excellent patient care in support of clinical research, provides training in clinical research, engages in community outreach activities and collaborates with health professionals across the Nation and in other HHS OPDIVS to help transfer science advances into the practice of medicine.</p> <p>Intermediate Outcomes (Performance Standards):</p>	

Name

FY 2003 PERFORMANCE CONTRACT

HHS MANAGEMENT OBJECTIVE (COMPETENCY): Management Improvement Initiative	MEASURABLE MANAGEMENT IMPROVEMENT INITIATIVES (ANNUAL GOALS):
<p>Description: Integrates HHS Management Functions to ensure coordinated, seamless, efficient, and results oriented management across all operating departments and divisions of the Clinical Center.</p> <p>Intermediate Outcomes (Performance Standards): Applies and demonstrates program support and administrative efficiencies, strategic management of human capital, effective grants management, appropriate contracting and competitive sourcing, improved management of technology, improved financial management, improved facility management and security, increased faith-based partnerships and enhanced research and development practices. (use as applicable)</p>	<p>I hereby commit to achieve these goals and hold myself and my employees accountable for developing and implementing the necessary initiatives to produce these results.</p> <p>Signed: _____</p>

Name

FY 2003 PERFORMANCE CONTRACT

EXECUTIVE/MANAGEMENT GOAL (COMPETENCY): Equal Employment Opportunity Management	PROGRAM OUTPUTS (ANNUAL GOALS):
<p>Description: Promotes equal employment opportunity (EEO) and work force diversity programs.</p> <p>Intermediate Outcomes (Performance Standards): [See appropriate mandatory <i>EEO critical element</i> attached]</p>	