











## Attachment One – Performance development plan

The following information is provided as the minimum mandatory standard practice, procedure or process to enable satisfactory compliance with this Queensland Health HR policy.

Local guidelines/procedures may be developed to facilitate implementation of this policy. Any local guidelines/procedures must be consistent with this policy and standard practice and ensure employee entitlements continue to be met.

### 1 Performance development plan process

In addition to regular informal feedback, all employees and managers are to ensure they develop a performance development plan that reflects the positive performance management principles and conduct regular reviews. The minimum requirement for review is six-monthly. The process should align with Queensland Health's strategic plan, Department of Health/Hospital and Health Service priorities and link to business planning cycles.

### 2 Inclusions in the plan

The plan is to encompass the range of dimensions and performance indicators required to perform the role, and to include reference to the following:

- Performance objectives including corporate, strategic and operational objectives, e.g. Queensland Health Strategic Plan, Advancing Health 2026 and Department of Health/Hospital and Health Services operational plans. The process is to provide a mechanism for linking the organisation's service objectives and deliverables to employee performance.
- Ethical principles, cultural success factors, organisational values and behaviours (i.e. interpersonal objectives), e.g. Code of Conduct for the Queensland Public Service.
- Role description and technical capability objectives, e.g. satisfactory completion of technical aspects of the role such as provision of legal advice, assistance with mobility, cleaning, procurement of services, delivery of pathology services.
- Evaluation of technical aspects for clinicians' roles may be supported by credentialing and scope of practice processes for specific professional groups.
- Personal capability development needs including developmental aspects of the role, e.g. individual learning needs, participation in teaching and/or research, mentoring, coaching, etc.

Public Sector Act 2022  
 applies on 1 March 2023  
 Managing the risk of psychosocial hazards at work  
 Code of Practice 2022  
 applies 1 April 2023