

Committee Performance Review Form

I. Committee Information

Field	Details
Committee Name	[Enter committee name, e.g., Quality Assurance, Ethics, etc.]
Chairperson	[Name of the committee chairperson]
Review Period	[Start Date - End Date of the review period]
Date of Review	[MM/DD/YYYY]
Committee Members	[List names of committee members]
Committee Type	[Select one: Standing, Ad-hoc, Task Force, etc.]

2. Committee Objectives

Field	Details
Primary Objectives	[List the main objectives or goals of the committee]
Were Objectives Met?	[Yes/No]
If No, Explain	[Provide an explanation if objectives were not met]

3. Committee Meetings and Activities

Field	Details
Number of Meetings Held	[Total number of meetings held during the review period]
Meeting Attendance	[Provide percentage of members who attended each meeting]
Were Meetings Productive?	[Yes/No]
If No, Explain	[Provide an explanation if meetings were not productive]
Committee Engagement	[Rate committee member participation: Excellent, Good, Fair, Poor]
Committee Preparedness	[Rate how prepared members were for meetings: Excellent, Good, Fair, Poor]

4. Committee Performance Evaluation

Performance Area	Rating (1 = Poor, 5 = Excellent)	Comments
Effectiveness in Achieving Goals	[1 - 5]	[Provide feedback on how effectively the committee achieved its goals]
Quality of Decision-Making	[1 - 5]	[Assess the quality of decisions made by the committee]
Communication with Stakeholders	[1 - 5]	[Rate communication between the committee and other stakeholders]
Timeliness of Action Items	[1 - 5]	[Rate how promptly the committee followed up on action items]
Collaboration Among Members	[1 - 5]	[Evaluate how well committee members collaborated]
Adherence to Budget/Resources	[1 - 5]	[Evaluate how well the committee adhered to its budget and available resources]
Overall Performance	[1 - 5]	[Provide an overall performance assessment of the committee]

5. Achievements and Successes

Field	Details
Key Achievements	[List significant accomplishments or contributions by the committee during the review period]
Impact of Achievements	[Describe the positive impact of the committee's work on hospital operations, patient care, etc.]
Strengths of the Committee	[Describe the committee's strengths based on its performance and contributions]

6. Challenges and Areas for Improvement

Field	Details
Challenges Encountered	[List any challenges or barriers the committee faced during the review period]

Areas for Improvement	[Identify areas where the committee can improve its performance]
Suggested Improvements	[Provide any recommendations for improving the committee's effectiveness]

7. Feedback from Committee Members

Field	Details
Member Satisfaction	[Rate satisfaction with the committee's processes: Excellent, Good, Fair, Poor]
Suggestions for Enhancing Committee Functionality	[Provide feedback or suggestions for enhancing the committee's functionality or performance]
Additional Comments	[Any other comments or feedback from committee members]

8. Action Plan and Next Steps

Field	Details
Action Plan for Improvement	[Detail any steps the committee will take to address identified challenges or areas for improvement]
Assigned Responsibility	[Identify the person(s) responsible for implementing the improvement actions]
Timeline for Action Plan	[Provide timeline for completion of actions]
Follow-up Date	[Date of next review or follow-up meeting to assess progress]

9. Review and Sign-off

Field	Details
Committee Chairperson Signature	[Signature of the committee chairperson]
Date	[MM/DD/YYYY]
Hospital Administrator Signature	[Signature of the hospital administrator or executive reviewer]
Date	[MM/DD/YYYY]

Disclaimer

The content of the E-mitra is intended to serve as a sample and guide for better understanding the NABH Entry Level Standards. It is not prescribed by NABH as the exclusive or only way to meet the standards. Healthcare organizations are encouraged to adapt and modify the materials according to their own scope of services and operational needs. NABH is not liable for any misinterpretations or errors resulting from the unmodified use of this material, or for any non-compliance during assessments that may arise because of such actions.