

Eastern Washington University  
Health Services Administration

Site Supervisor Evaluation  
HSAD 495 Internship

Name of Student \_\_\_\_\_ Date \_\_\_\_\_

Name of the Organization \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Title of Supervisor \_\_\_\_\_

Please rate the student with a checkmark for each of the areas identified. Comments for strengths and areas of improvement are encouraged in the comments section at the end of the table. Any does not meet and exceeds should have a comment.

Competency Area	Exceeds	Meets	Does Not Meet	Not Applicable
<p><b>Communication &amp; Relationship Management</b></p> <p>Communication and relationship management is defined as the ability to communicate clearly and concisely with internal and external customers, establish and maintain relationships and facilitate constructive interactions with individuals and groups.</p>				
<p><b>Leadership</b></p> <p>Leadership is defined as the ability to assess organizations corporate values and culture, promote continuous improvement and adhere to legal and regulatory standards.</p>				
<p><b>Professionalism</b></p> <p>Professionalism is defined as the ability to align personal and organizational conduct with ethical and professional standards that include a responsibility to the patient and community, a service orientation and a commitment to lifelong learning and improvement.</p>				

	Exceeds	Meets	Does Not Meet	
<b>Knowledge of the Healthcare Environment</b> This section is defined as the understanding of the healthcare system and the environment in which healthcare managers and providers function. This includes but is not limited to accrediting bodies, healthcare professional roles, terminology and delivery systems.				
<b>Business Knowledge and Skills</b> This section is defined as the ability to apply business principles, including systems thinking, to the healthcare environment .				
<b>Business Financial Management</b> This section includes knowledge of financial statements, reimbursement techniques and principles, productivity measures and operating budget.				
<b>Business Information Management</b> This section includes knowledge of privacy, confidentiality, security, role of HIT, and characteristics of clinical systems and programs.				
<b>Business Human Resources</b> This section includes workers safety, employee health, human resource laws and regulations and employee satisfaction measures and improvement techniques.				
<b>Governance</b> Knowledge of the legal structure and role and function of the governing body.				
<b>Business Strategic Planning and Marketing</b> This section includes organization mission, vision, goals, crisis and disaster planning and system services.				
<b>Business Risk Management</b> This section includes knowledge of risk assessment, programs and risks related to quality management and patient safety.				
<b>Business Quality Improvement</b> This section includes knowledge of evidence based practice, customer satisfaction principles and tools and data collection measurement and techniques.				
<b>Rate overall student performance</b>				

Comment section

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Statement of Student's Strengths:

Statement of Student's Areas for Improvement:

Career Advise to Student:

Date Report Discussed with Student \_\_\_\_\_

Site Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_