



Progress Evaluation - Doctor of Chiropractic (DC)

Rate each area on a scale of 1-5:

1 = Needs significant improvement

2 = Below expectations

3 = Meets expectations

4 = Exceeds expectations

5 = Outstanding performance

Evaluation Area	Description	Score (1-5)
1. Clinical Exam Quality	Performs accurate, thorough evaluations and determines appropriate plans of care aligned with the HFC care model.	
2. Adjustment Quality & Consistency	Delivers safe, effective, consistent adjustments with excellent hands-on skill, confidence, and calm presence.	
3. Patient Experience ("Extra Mile")	Creates a patient-centered environment where patients feel known, cared for, and confident in their care and progress.	
4. Care Recommendations & Clarity	Communicates clear recommendations and rationale. Explains what is recommended, why, and next steps in simple, confident language.	
5. Financial & Scheduling Transparency	When recommending additional or off-schedule services, ensures patient	

	understands chance of additional costs and scheduling changes before handoff.	
6. Patient Education (BRF / Orientation / Coaching)	Effectively educates patients on purpose of care, compliance, and how to get results. Supports BRF/workshops per clinic rhythm.	
7. Team Communication & Handoffs	Communicates clearly with TECA/TA/Front Desk and partners for clean handoffs so patients leave with clarity and confidence.	
8. Documentation & Doctor Notes	Completes required documentation accurately, on time, and in the formats/systems used. Provides clear notes that support scheduling and follow-through.	
9. Compliance & Retention Outcomes	Supports strong patient compliance, kept-visit %, retention, and progress through corrective care to wellness by setting expectations and reinforcing consistency.	
10. Operational Alignment & Policy Adherence	Follows clinic policies/procedures that affect scheduling and compliance (missed appts, freezing/cancellation guardrails, office policy reinforcement).	
Total Score:	/50	

Comments and Development Plan:

Evaluator: Date:

Employee: Date:

Score Interpretation

Total Score	Performance Level	Description
45-50	Outstanding	Exceptional performance that consistently exceeds all expectations. Role model for others.
40-44	Exceeds Expectations	Strong performance that frequently surpasses requirements in key areas.
30-39	Meets Expectations	Solid performance that fulfills all essential job requirements.
20-29	Needs Improvement	Performance that meets some requirements but falls short in several areas. Development plan required.
10-19	Unsatisfactory	Performance consistently below expectations. Immediate corrective action needed.
Below 10	Critical Concern	Significant performance issues requiring urgent intervention and comprehensive improvement plan.