



University of Connecticut Health Center

Position Requirements & Evaluation Form (PREF)

NAME: _____

EVAL. PERIOD _____ TO _____

PAYROLL TITLE: NURSE PRO

INTERNAL TITLE: _____

CLASS CODE: 9949

LAST EVAL: _____

DEPARTMENT/MC: _____

DATE OF EVAL. CONF: _____

PURPOSE OF POSITION: Provides nursing care to assigned patients with a minimum of supervision. Guides and supervises assigned personnel in delivery of patient care.

SPECIAL REQUIREMENTS: Must possess and maintain a current license to practice nursing in State of Connecticut.

3 Mos. _____

6 Mos. _____

ANNUAL _____

OTHER _____

ATTENDANCE:

#DAYS/#OCCURRENCES _____ / _____

COMPETENCY LIST*

EDUCATION RECORD*

AGE SPECIFIC*

*ATTACH

EMPLOYEE

DATE

NEXT LEVEL MANAGER

DATE

EVALUATOR

DATE

HR CERTIFICATION

DATE

EVALUATION SUMMARY

1.	CATEGORY	RATING SCALE
	NURSING PROCESS	
2.	MANAGEMENT/COORDINATION/ DELEGATION OF CARE	4 = Consistently exceeds standards Consistently exceed standards. Shows initiative in setting priorities that strongly support organizational mission and goals.
3.	MANDATORY REQUIREMENTS	
4.	INTERPERSONAL/ORGANIZATIONAL EFFECTIVENESS	3 = Consistently meets standards Consistently meets standards in all performance areas. Demonstrates ability to set priorities consistent with organizational mission and goals.
5.	PERSONAL AND PROFESSIONAL ACCOUNTABILITY	2 = Does not consistently meet standards Does not consistently meet standards in one or more performance areas(s). Needs to demonstrate ongoing ability to set priorities that reflect organizational mission and goals.
6.	OTHER	

SUMMARY COMMENTS _____

OVERALL RATING: _____ Satisfactory _____ Unsatisfactory or a total score less than _____

An employee will be considered to have an unsatisfactory evaluation if he/she receives less than 2 in any one of the categories, or less than 3 in any two categories.

GOALS FOR NEXT PERIOD

NO	DESCRIPTION	ACTION PLAN

EMPLOYEE COMMENTS: _____

I Agree _____ Disagree _____ with this evaluation.

CATEGORIES OF RESPONSIBILITY

1. NURSING PROCESS

A. ASSESSMENT OF PATIENTS

ELEMENTS

Obtain objective and subjective data through H&P.

Gathers appropriate data

Recognizes and responds to emergency situations.

Recognizes and adapts to the individual learning needs of selected patients and families.

Communicates relevant data to appropriate persons

B. PLANNING OF PATIENT CARE

ELEMENTS

Develops plans of care utilizing established standards of care.

Collaborates with appropriate personnel and family

Establishes appropriate priorities in planning of patient care and determining outcome.

Organizes and plans assigned duties to complete tasks within appropriate timeframes.

Develops age specific teaching plan. Modifies plan to address spiritual, cultural, and psychological needs

C. DELIVERY OF PATIENT CARE

ELEMENTS

Is aware of unit activity and is flexible to changes in work load.

Successfully implements plan of care objectives

Adapts medical techniques to the age specific needs of the individual patient without deviating from standard technical policy

Assures privacy and dignity of patients during care.

Prioritizes patient care based upon ongoing needs of the patient

D. EVALUATION

ELEMENTS

Evaluates patient's response to therapeutic intervention

Documents patient's response in accordance with applicable policies and procedures

Based on evaluation of patient's response, makes appropriate modifications to plan of

Care.

Category Rating

CATEGORIES OF RESPONSIBILITY

2. MANAGEMENT/COORDINATION/DELEGATION OF CARE

ELEMENTS

Delegates responsibility to team members based on assessment of competencies

Collaborates with members of interdisciplinary team and community resources to implement patient plan of care

Supervises assigned personnel to ensure appropriate implementation of care

Category Rating

3. MANDATORY REQUIREMENTS (MUST MEET ALL REQUIREMENTS FOR AN OVERALL RATING OF 3, OTHERWISE A RATING OF 1 IS APPLIED)

Has met required mandatory education:

- Safety
- IC
- CPR
- Code Blue
- Laboratory
- Age Specific
- Unit Specific
- Corporate Compliance
- HIPPA

Category Rating

4. INTERPERSONAL/ORGANIZATIONAL EFFECTIVENESS AND ACCOUNTABILITY BEHAVIOR

ELEMENTS

Committed to determining and exceeding patient/customer needs/satisfaction and promotes area service standards.

Recognizes how actions will affect others and uses problem solving skills and creativity to address identified opportunities.

Demonstrates oral and written communications skills to convey information and knowledge clearly and effectively.

Works positively and cooperatively with others to achieve designated outcomes and goals in a courteous and professional manner within an environment of mutual respect and trust.

Demonstrates support of the Health Center commitment to diversity
.....

Shows commitment to learning new knowledge and skills in self and other to enhance service to patients/customers and achieve organizational goals.....

Compiles with department/unit policies regarding patient charges, supply/requests, etc.. . .

Uses time wisely to complete assignments in an efficient manner .

Category Rating

5. PERSONAL AND PROFESSIONAL ACCOUNTABILITY

ELEMENTS

Reports to assigned area on time at start of shift and following breaks

Provides timely notification to appropriate personnel in the event of tardiness or unscheduled absence

Shows commitment to learning new knowledge and skills in self and other to enhance service to patients/customers and achieve organizational goals.

Complies with all policies aimed at maintaining a safe environment for patients, families and staff.....

Consistently demonstrates adherence to all UCHC policies

Adhere to Nurse Pro agreement regarding scheduling.....

Category Rating

6. OTHER

ELEMENTS

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Category Rating