



## POSITION REQUIREMENT & EVALUATION FORM (PREF)

NAME: \_\_\_\_\_ EVAL. PERIOD: \_\_\_\_\_ TO \_\_\_\_\_  
 PAYROLL TITLE: **STAFF NURSE – CN II** INTERNAL TITLE: **CNII**  
 CLASS CODE: **0665** LAST EVAL: \_\_\_\_\_  
 DEPARTMENT/MC: \_\_\_\_\_ DATE OF EVAL. CONF: \_\_\_\_\_

**PURPOSE OF POSITION:** To integrate knowledge, skills, experience, and attitudes defined in nurse competencies at a **CN II level** to **competently and effectively** provide care to individuals/families who demonstrate varying levels of health and vulnerability; To provide such care in an environment in which the nurse competencies match individuals/families needs thus resulting in a therapeutic relationship in which individuals/families successfully navigate through the health care system.

**SPECIAL REQUIREMENTS:** Must possess and maintain a current Registered Nurse license in the State of Connecticut. Refer to the Clinical Advancement System manual for requirements pertinent to attaining and maintaining this clinical level.

3 Mos. \_\_\_\_\_

6 Mos. \_\_\_\_\_

ANNUAL \_\_\_\_\_

OTHER \_\_\_\_\_

ATTENDANCE:

#DAYS/#OCCURRENCES \_\_\_\_\_ / \_\_\_\_\_

COMPETENCY LIST\*

EDUCATION RECORD\*

\*ATTACH

\_\_\_\_\_  
EMPLOYEE DATE

\_\_\_\_\_  
NEXT LEVEL MANAGER DATE

\_\_\_\_\_  
EVALUATOR DATE

\_\_\_\_\_  
HR CERTIFICATION DATE

**EVALUATION SUMMARY**

CATEGORY	RATING
1. NURSE COMPETENCIES	
A. CLINICAL JUDGMENT	
B. CARING PRACTICE	
C. ADVOCACY, MORAL AGENCY AND RESPONSE TO DIVERSITY	
D. COLLABORATION	
E. SYSTEMS THINKING	
F. FACILITATION OF LEARNING	
G. CLINICAL INQUIRY	
2. PERSONAL AND PROFESSIONAL ACCOUNTABILITY	
3. MANDATORY REQUIREMENTS	
4. OTHER	

**RATING SCALE**

**5 = Exceptional**

Consistently exceeds standards. Shows initiative in setting priorities that strongly support organizational mission and goals.

**4 = Highly Successful**

Consistently meets standards and sometimes exceeds them. Sets priorities that support organizational mission and goals.

**3 = Fully Successful**

Consistently meets standards in all performance areas. Demonstrates ability to set priorities consistent with organizational mission and goals.

**2 = Minimally Successful**

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.

**1 = Unacceptable**

Consistently deficient in meeting standards in one or more performance area(s). Fails to set priorities that reflect organizational mission and goals.

**SUMMARY COMMENTS** \_\_\_\_\_

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**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**

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**1. NURSE COMPETENCIES**

**A. CLINICAL JUDGMENT: CONSISTS OF CRITICAL THINKING AND NURSING SKILLS THAT ARE ACQUIRED THROUGH A PROCESS OF INTEGRATING EDUCATION, EXPERIENTIAL KNOWLEDGE AND EVIDENCE BASED GUIDELINES FOR DIVERSE POPULATIONS**

**ELEMENTS**

- Collects and prioritizes data .....
- Utilizes the Nursing Process to appropriately assess, plan, implement and evaluate care provided
- Follows protocols, algorithms, and decision trees pertinent to care.....
- Demonstrates the ability to provide competent, effective care.....
- Matches formal knowledge with clinical events to make decisions.....
- Recognizes ability/scope of practice when making clinical decisions.....
- Evaluates individuals/families response to therapeutic intervention and alerts provider.....
- Prioritizes and organizes work appropriately to effectively meet practice needs .....
- Appropriately delegates to team members based on assessment of competencies, within scope of practice.....
- Recognizes emergency situations and mobilizes appropriate resources .....
- Supervises assigned personnel to ensure appropriate implementation of care.....

OPTIONAL COMMENT:

**Category Rating**

**B. CARING PRACTICE: CREATING A COMPASSIONATE SUPPORTIVE ENVIRONMENT FOR INDIVIDUALS/FAMILIES AND STAFF**

**ELEMENTS**

- Creates a compassionate, caring, supportive and therapeutic environment for individuals/families
- Displays a sense of vigilance; is attentive to verbal and nonverbal cues .....
- Establishes open, confidential and interactive relationships with individuals/families and staff.....
- Recognizes changes in individuals/families situation, need, and implements appropriate interventions .....
- Tailors the care plan to recognize the individual/family characteristics .....
- Promotes a culture of safety .....
- Engages individuals/families to participate in their own care .....
- Acknowledges different wellness states as potential outcomes .....

**CATEGORIES OF RESPONSIBILITY**

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Seeks assistance in establishing boundaries of therapeutic relationship.....

OPTIONAL COMMENT:

**Category Rating**

**C. ADVOCACY, MORAL AGENCY AND RESPONSE TO DIVERSITY: WORKING ON INDIVIDUALS/FAMILIES AND STAFF’S BEHALF WHEN THE OTHER IS NOT CAPABLE OF ADVOCATING FOR SELF BY IDENTIFYING AND RESOLVING ETHICAL AND CLINICAL CONCERNS**

**ELEMENTS**

Assures privacy and dignity of individuals/families.....

Aware of ethical conflicts or issues that may surface in the practice setting.....

Aware of individual/family rights and responsibilities .....

Aware of need to ensure that all staff responsibilities are appropriate to scope of practice for individual .....

Adapts care to meet the physiologic, psychologic, cultural, spiritual, emotional and age specific needs of the individual/family .....

Demonstrates sensitivity to diversity of culture, spiritual belief, gender, race, ethnicity, lifestyle, socioeconomic status, age and values of individual/family and staff.....

Identifies moral and ethical individual/family issues and seeks assistance in resolving them.....

Conveys information on behalf of individuals/families clearly and effectively.....

OPTIONAL COMMENT:

**Category Rating**

**D. COLLABORATION: PROMOTING OPTIMAL OUTCOMES THROUGH INTENTIONAL INTERACTIVE RELATIONSHIPS**

**ELEMENTS**

Delegates and leads other members of the interdisciplinary team.....

Recognizes how actions will affect others; works positively and cooperatively with others to achieve designated outcomes and goals .....

Approaches conflict in a constructive manner .....

Communicates relevant data to appropriate persons clearly and effectively, both orally and in writing .....

Collaborates with interdisciplinary team members to achieve optimal outcomes.....

Incorporates contributions from individuals, families, healthcare team when planning and delivering care.....

**CATEGORIES OF RESPONSIBILITY**

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Appropriately elicits advice and perspectives from health care team .....

Participates in team meetings and discussions regarding care of individual/family .....

Actively participates at staff meetings .....

OPTIONAL COMMENT: **Category Rating**

**E. SYSTEMS THINKING: ABILITY TO UNDERSTAND HOW THE NURSE’S ACTIONS ARE INTERCONNECTED WITH THE HEALTH CARE SYSTEM**

**ELEMENTS**

Recognizes available resources/tools for meeting individual/family needs onsite and in the community .....

Utilizes time and resources wisely to complete work in an efficient manner .....

Completes documentation of individual/family assessment, plan, intervention and response in accordance with applicable policies and procedures .....

Committed to determining and meeting individual/family needs/satisfaction within practice service standards .....

Communicates with Nurse Manager/Practice Manager regarding availability and management of supplies, computerized resources and personnel .....

Demonstrates contribution to performance improvement monitoring and initiates strategies to improve the quality of care provided .....

Provides fiscally responsible care .....

OPTIONAL COMMENT: **Category Rating**

**F. FACILITATION OF LEARNING: NURSE PROMOTES LEARNING FOR INDIVIDUALS, FAMILIES, COMMUNITIES, AND HEALTH CARE TEAMS THROUGH FORMAL AND INFORMAL LEARNING STRATEGIES**

**ELEMENTS**

Appropriately assesses individual/family’s readiness to learn and learning needs .....

Develops age specific teaching plan and regularly integrates teaching into plan of care .....

Recognizes and adapts to the individual learning needs of individuals /families .....

Recognizes individual/family education as a priority as evidenced by documentation on teaching records .....

Evaluates learner’s level of understanding and outcomes .....

**CATEGORIES OF RESPONSIBILITY**

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- Documents teaching on individual teaching record .....
- Seeks and distributes appropriate educational materials .....
- Reads relevant clinical literature .....
- Assists in clinical education and orientation of other staff and students; may function as preceptor for new staff .....
- OPTIONAL COMMENT: **Category Rating**

**G. CLINICAL INQUIRY: THE ONGOING PROCESS OF QUESTIONING AND EVALUATING PRACTICE, PROVIDING INFORMED PRACTICE, AND INNOVATING THROUGH RESEARCH AND EXPERIENTIAL LEARNING**

**ELEMENTS**

- Shows commitment to learning new knowledge and skills to enhance care to individuals/families and achieve organizational goals .....
- Seeks answers to questions about clinical practice, utilizing available resources .....
- Incorporates current literature/research in modifying approaches to care .....
- Engages in self assessment related to learning needs; attends continuing education programs related to personal and professional annual goals and practice/nursing department requirements; shares knowledge gained with others .....
- Identifies opportunities for improvement in processes of care and other improvements at the practice level .....
- Actively participates in the collection of data and/or evaluation relative to practice-based performance improvements. ....
- OPTIONAL COMMENT: **Category Rating**

**2. PERSONAL AND PROFESSIONAL**

**ELEMENTS**

**A. CLINICAL JUDGMENT, CARING PRACTICE**

Maintains a sense of professionalism; Acts in accordance with code of conduct .....

**B. ADVOCACY, MORAL AGENCY**

Applies corporate compliance and HIPAA principles at the practice level .....

**C. COLLABORATION**

Demonstrates cooperation and reasonable flexibility during unexpected/crisis situations .....

**D. SYSTEMS THINKING**

Reports to assigned area on time at start of work day; Provides timely notification to appropriate personnel in the event of tardiness or unscheduled absence .....

**CATEGORIES OF RESPONSIBILITY**

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Consistently demonstrates adherence to all UCHC policies (including practice and department policies, procedures and standards of care) .....

**E. CLINICAL INQUIRY**

Meets required contact hours for education, research, consultation and committee work.....

OPTIONAL COMMENT:

**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:**

- a. CPR.....
- b. Decentralized laboratory .....
- c. Practice specific orientation competencies.....
- d. Assigned computer based educational requirements ....
- e. Other (practice specific): .....
- f. Other (practice specific): .....

OPTIONAL COMMENT:

**Category Rating (3 or 1)**

**4. OTHER**

**ELEMENTS**

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OPTIONAL COMMENT:

**Category Rating**