



POSITION REQUIREMENT & EVALUATION FORM (PREF)

NAME: _____ EVAL. PERIOD: _____ TO _____
 PAYROLL TITLE: **STAFF NURSE – CN III** INTERNAL TITLE: **CNIII**
 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 III** level to **proficiently 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 _____

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. 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 interprets complex data; Focuses on key elements of case, while sorting out extraneous details.....
 - Utilizes the Nursing Process to appropriately and confidently assess, plan, implement and evaluate care provided
 - Makes conscious and deliberate clinical decisions based on an immediate interpretation of the evolving situation.....
 - Has mastered the clinical skills necessary to provide proficient, effective care
 - Using experiential knowledge, recognizes patterns and trends that may predict the direction of illness; plans for and anticipates likely events
 - Recognizes ability/scope of practice to make clinical decisions
 - Creatively modifies plan of care based on evaluation of response/outcomes.....
 - Displays organizational ability; establishes priorities of care while considering the impact on individual/family
 - Appropriately delegates to team members based on assessment of competencies, within scope of practice.....
 - Recognizes emergency situations and skillfully intervenes, mobilizing 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 caring, compassionate, supportive and therapeutic environment for individuals/families and staff that promotes comfort and healing
- Interacts with individuals/families holistically, with a sense of vigilance, engagement, and responsiveness
- Establishes open confidential and interactive relationships with individuals/families and staff
- Anticipates/recognizes changes in individual/family situation and needs across the continuum.....
- Tailors caring practices to recognize and respond to the needs of the individual/family
- Anticipates hazards; promotes and maintains a safe environment

CATEGORIES OF RESPONSIBILITY

Develops innovative strategies for care based on the needs and strengths of the individual and family

Acknowledges different wellness states as potential outcomes

Establishes boundaries of therapeutic relationship.....

OPTIONAL COMMENT: **Category Rating**

C. ADVOCACY, MORAL AGENCY AND RESPONSE TO DIVERSITY: WORKING ON INDIVIDUALS/FAMILIES AND STAFFS 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 individual/family

Considers individual/family values and incorporates into care even when they differ from personal values.....

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

Conveys information on behalf of the individual/family clearly and effectively; allows the individual/family to speak/represent themselves whenever possible.....

Aware of and values diversity in all members of the health care team.....

Discusses ethical issues that may surface during care with other members of the care team; Supports colleagues when ethical/clinical issues arise.....

Demonstrates awareness and sensitivity to diversity of culture, spiritual belief, gender, race, ethnicity, lifestyle, socioeconomic status, age and values; Incorporates specific interventions in this regard.....

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

Successfully implements plan of care while representing the concerns and upholding the rights of the individual/family and staff

OPTIONAL COMMENT: **Category Rating**

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

Takes leadership role in building and maintaining an environment where all team members thrive

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

Provides assistance with conflict resolution.....

CATEGORIES OF RESPONSIBILITY

- Communicates relevant data to appropriate persons clearly and effectively, both orally and in writing
- Mobilizes health care team/community resources and persists in getting timely responses to ensure optimal outcomes.....
- Incorporates contributions from individual's/family's healthcare team when planning and delivering care
- Initiates/participates in team meetings and discussions regarding care and/or practice issues.....
- Appropriately elicits advice and perspectives from practice resources (i.e. Advanced Clinical Staff, CNS, Manager) and/or other experts when faced with difficult, complex or challenging clinical issues
- Actively participates at staff meetings with consistent constructive contributions

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 and tools for meeting individual/family needs as they transition through the health care system; Displays knowledge of health center/community resources.....
- Completes work in an efficient and timely manner, requesting and utilizing resources appropriately, and is thus available to other staff.....
- Thoroughly documents patient assessment, plan, interventions and response in accordance with applicable policies and procedures
- Committed to determining and anticipating individual/family needs/satisfaction and promoting practice and department service standards.....
- Collaborates to improve the availability and management of supplies, computerized resources, equipment and personnel
- Demonstrates contribution to practice-based and departmental programs and strategies to monitor and continuously improve the quality of care provided
- Provides fiscally responsible care
- Anticipates changes in workload, mobilizes resources and provides stability of environment
- Demonstrates leadership qualities by supporting practice and departmental changes.....

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

CATEGORIES OF RESPONSIBILITY

Appropriately assesses individual/family's readiness to learn, prior knowledge, and learning needs ..	<input type="text"/>
Develops age specific teaching plan and regularly integrates teaching into plan of care.....	<input type="text"/>
Adapts to the learning needs of individuals/ families and recognizes when alternative teaching methods should be implemented based on unique need or response	<input type="text"/>
Recognizes individual/family education as a priority, is diligent in documenting on teaching records	<input type="text"/>
Evaluates learner's level of understanding and outcomes.....	<input type="text"/>
Documents teaching on individual's teaching record.....	<input type="text"/>
Seeks and distributes appropriate educational material.....	<input type="text"/>
Reads relevant clinical literature	<input type="text"/>
As preceptor for new staff and students, coordinates an orientation plan and recognizes when modifications to the orientation plan are necessary	<input type="text"/>
Serves as a consultant and resource to staff and others	<input type="text"/>
Presents an educational offering pertinent to the needs of the practice.....	<input type="text"/>
Recognizes professional strengths in others and builds upon them	<input type="text"/>
OPTIONAL COMMENT:	Category Rating <input type="text"/>

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

Shows commitment to learning new knowledge and skills to enhance care to individuals/families and to achieve organizational goals	<input type="text"/>
Continues to seek answers to questions about clinical practice, utilizing available resources	<input type="text"/>
Incorporates current nursing literature/research in modifying approaches to care	<input type="text"/>
Engages in self assessment of learning needs and attends continuing education programs related to personal and professional goals and practice/nursing department requirements and shares knowledge gained with others.....	<input type="text"/>
Actively participates in practice-based programs and strategies to monitor and continuously improve the quality of care	<input type="text"/>
Actively participates in the collection of data and/or evaluation relative to practice-based performance improvements; Leads activities for process/performance improvement at the practice/department level	<input type="text"/>
OPTIONAL COMMENT:	Category Rating <input type="text"/>

CATEGORIES OF RESPONSIBILITY

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 times of 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

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