



POSITION REQUIREMENT & EVALUATION FORM (PREF)

NAME: _____ **EVAL. PERIOD:** _____ **TO** _____
PAYROLL TITLE: STAFF NURSE – CN IV **INTERNAL TITLE:** CNIV _____
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 IV** level to provide an **expert level of 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 license to practice nursing in State of Connecticut. Bachelor's degree required. If bachelor's degree is not in Nursing, certification in the clinical specialty is also required. 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

- Synthesizes and interprets multiple sources of complex data; Focuses on key elements, while sorting out extraneous details
- Utilizes the Nursing Process to appropriately and confidently assess, plan, implement and evaluate care
- Makes conscious and deliberate clinical decisions based on an immediate grasp of evolving routine and complex situations
- Has mastered the clinical skills necessary to provide an expert level of care; is viewed by other members of the health care team to be a clinical expert
- Uses experiential knowledge/past experiences to recognize patterns and trends that may predict the direction of illness and to anticipate problems
- Recognizes ability/scope of practice to make clinical decisions and integrates priorities of other disciplines in order to provide a holistic approach
- Creatively modifies plan of care based on evaluation of response/outcomes
- Displays strong organizational ability; easily establishes priorities of care while considering the impact of an individual/family
- Appropriately delegates to team members based on assessment of competencies, within scope of practice
- Skillfully intervenes and mobilizes appropriate resources in emergency situations
- 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 individual/family and staff that promotes comfort and healing
- Is fully engaged in interactions with individuals/families; providing holistic care with a sense of vigilance and responsiveness
- Role models open, confidential and interactive relationship with individuals/family and staff
- Anticipates, recognizes and interprets dynamic changes in individual/family situations and needs across the continuum
- Consistently tailors caring practices to recognize and respond to the need of the individual/family

CATEGORIES OF RESPONSIBILITY

- Anticipates hazards; promotes and maintains a safe environment
 - Develops a plan of care which includes integrating innovative care strategies driven by the needs and strengths of the individual/family
 - Acknowledges different wellness states as potential outcomes
 - Establishes boundaries of therapeutic relationships
- 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
 - Incorporates individual/family values into care even when they differ from personal values
 - Adapts care to meet the unique physiologic, psychologic, cultural, spiritual, emotional and age specific needs of individual/family.....
 - Advocates the perspective of the individual/family clearly and effectively; empowers the individual/family to speak for or represent themselves whenever possible.....
 - Aware of and values diversity in all members of the health care team.....
 - Advocates for resolution of ethical issues that may surface during care through the proper utilization of internal and external resources; Supports and mentors 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: OPTIMAL OUTCOMES THROUGH INTENTIONAL INTERACTIVE RELATIONSHIPS

ELEMENTS

- Works to create and sustain a culture that is supportive of all team members
- Recognizes how actions will affect others; works positively and cooperatively with others to achieve designated outcomes and goals
- Recognizes that organizational conflict may exist and can be a pre-cursor to growth.....

CATEGORIES OF RESPONSIBILITY

Communicates relevant patient 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

Facilitates and incorporates contributions from individual/family, healthcare team when planning and delivering care

Coordinates/facilitates team meetings and discussions regarding individual/family care or practice issues

Appropriately elicits advice and perspectives from practice resources (i.e. advanced clinical staff, CNS, Manager, APRN) and/or other experts when faced with difficult, complex/challenging clinical issues

Initiates agenda items and attends staff meetings; Makes constructive contributions at meetings and encourages the same from other staff

Role models and fosters others development of conflict resolution skills.....

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; has a global knowledge of health center/community resources...

Completes work in an efficient and timely manner, requesting and utilizing resources appropriately; consistently makes self available to other staff

Thoroughly documents patient assessment, plan, interventions and response in accordance with applicable policies and procedures

Committed to determining and exceeding individual/family needs/satisfaction and promoting practice and department service standards.....

Intervenes to improve the availability and management of supplies, computerized resources equipment and personnel

Initiates 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; is instrumental in initiating and implementing health-care system changes

OPTIONAL COMMENT: **Category Rating**

CATEGORIES OF RESPONSIBILITY

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, prior knowledge, and learning needs
- Develops individual/family goals for education; accommodates individual/family choices and consequences that are understood and negotiated
- Adapts to the learning needs of individuals/families and recognizes when alternative teaching methods should be implemented based on unique need or response
- Recognizes individual/family education as a priority; is diligent in documenting on teaching record
- Evaluates learner's level of understanding and outcomes.....
- Documents teaching on individual's teaching record.....
- Seeks and distributes appropriate educational material.....
- Reads relevant clinical literature
- As preceptor for new staff and students, coordinates an orientation plan and recognizes when modifications to the orientation plan are necessary
- Serves as a consultant and resource to staff and others; teaches/leads by example and is a role model to others
- Presents an educational offering pertinent to the needs of the practice.....
- Recognizes professional strengths in others and builds upon them
- Collaborates with all healthcare providers and implements the team's educational plans for the individual/family.....
- Actively seeks out opportunities to teach, coach, learn and be mentored

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 service to individuals/families and staff and to achieve organizational goals
- Consistently takes initiative to seek and obtain answers to questions about clinical practice, utilizing a variety of available resources
- Utilizes research/evidence based practice by incorporating current nursing literature/research in modifying approaches to care
- Engages in self assessment of learning needs; attends continuing education programs related to personal and professional goals and practice/nursing department requirements and shares knowledge gained with other staff.....

CATEGORIES OF RESPONSIBILITY

Initiates/facilitates practice-based programs and strategies to monitor and continuously improve the quality of care.....

Participates in the development of evidence based policies and procedures/protocols

Facilitates activities for process/performance improvement within the practice/department/organization.....

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 times of unexpected/crisis situations..

D. SYSTEMS THINKING

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.....

Consistently demonstrates adherence to all UCHC policies (including unit 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 education based requirements
- e. Other (practice specific):
- f. Other (practice specific):

OPTIONAL COMMENT:

Category Rating (3 or 1)

CATEGORIES OF RESPONSIBILITY

4. OTHER

ELEMENTS

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OPTIONAL COMMENT:

Category Rating