



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 patients who demonstrate various capacities for health, and vulnerability for illness across the health-illness continuum; To provide such care in an environment in which nurse competencies match patient / family needs to produce optimal outcomes, with an ultimate goal of providing safe passage for patients and families through the healthcare system.

SPECIAL REQUIREMENTS: Must possess and maintain a current license to practice nursing in 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*

AGE SPECIFIC*

*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

ELEMENTS

- Utilizes the Nursing Process to appropriately assess, plan, implement and evaluate patient care
- Identifies key elements of a case; sorts out extraneous details
- Follows protocols, algorithms, and decision trees pertinent to care
- Matches formal knowledge with clinical events to make decisions
- Demonstrates the ability to provide competent, effective care.....
- Recognizes ability/scope of practice to make clinical decisions
- Recognizes emergency situations and mobilizes appropriate resources
- Appropriately modifies plan of care based on evaluation of patient's response.....
- Prioritizes and organizes work appropriately to effectively meet patient needs.....
- Appropriately delegates to team members based on assessment of competencies, within scope of practice
- Supervises assigned personnel to ensure appropriate implementation of care.....

OPTIONAL COMMENT:

Category Rating

B. CARING PRACTICE

ELEMENTS

- Creates a compassionate, caring, supportive and therapeutic environment for patients/families
- Displays a sense of vigilance; Is attentive to verbal and nonverbal cues
- Develops plans of care utilizing established standards of care
- Tailors the care plan to recognize the individual characteristics of the patient and the family
- Recognizes changes in patient/family situation and needs across the continuum
- Maintains a safe environment for the patient and the caregiver.....
- Acknowledges different wellness states as potential outcomes
- Implements supportive measures when death is recognized as an eventual outcome.....

OPTIONAL COMMENT:

Category Rating

CATEGORIES OF RESPONSIBILITY

C. ADVOCACY, MORAL AGENCY AND RESPONSE TO DIVERSITY

ELEMENTS

- Assures privacy and dignity of patients during care.....
- Adapts care to meet the physiologic, psychologic, cultural, spiritual, emotional and age specific needs of the individual patient
- Represents the concerns/rights of the patient, family and staff
- Conveys information on behalf of the patient and family clearly and effectively
- Discusses ethical issues that may surface during care with other members of the care team.....
- Demonstrates sensitivity to diversity of culture, spiritual belief, gender, race, ethnicity, lifestyle, socioeconomic status, age and values.....

OPTIONAL COMMENT:

Category Rating

D. COLLABORATION

ELEMENTS

- Communicates relevant patient data to appropriate persons clearly and effectively, both orally and in writing.....
- Incorporates contributions from patients, families, healthcare team when planning and delivering patient care
- Collaborates with other disciplines/personnel to complete care and achieve optimal patient outcomes
- Collaborates with case manager and other members of the interdisciplinary team when planning discharge care.....
- Recognizes how actions will affect others; works positively and cooperatively with others to achieve designated outcomes and goals.....
- Participates in team meetings and discussions regarding patient care and/or practice issues
- Appropriately elicits advice and perspectives from unit resources (i.e. advanced clinical staff, CNS, Manager).....
- Actively participates at staff meetings.....

OPTIONAL COMMENT:

Category Rating

E. SYSTEMS THINKING

ELEMENTS

- Recognizes available resources/tools for meeting patient/family needs.....
- Completes assignments in an efficient and timely manner, requesting and utilizing resources appropriately.....

CATEGORIES OF RESPONSIBILITY

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

Committed to determining and meeting patient/family needs/satisfaction and promoting unit and department service standards.....

Communicates with Nurse Manager/Assistant Nurse Manager about availability and management of supplies, system equipment and personnel resources at unit/department level

Demonstrates contribution to unit-based programs and strategies to monitor and continuously improve the quality of patient care

When in charge role, justifies use of staff (overtime, agency, nurse pros, skill mix) based on unit census and patient acuity

OPTIONAL COMMENT: **Category Rating**

F. FACILITATION OF LEARNING

ELEMENTS

Appropriately assesses patient/family's readiness to learn and learning needs

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

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

Recognizes patient/family education as a priority as evidenced by documentation on patient and family teaching records and progress notes.....

Assists in clinical education and orientation of other staff and students; May function as preceptor for new staff.....

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

OPTIONAL COMMENT: **Category Rating**

G. CLINICAL INQUIRY

ELEMENTS

Shows commitment to learning new knowledge and skills to enhance service to patients/families and achieve organizational goals

Implements research based patient care practices based upon current nursing literature/research..

Attends continuing education programs related to personal and professional annual goals and unit/nursing department requirements

Seeks answers to questions about clinical practice, utilizing available resources.....

Identifies opportunities for improvement in processes of care and other improvements at a unit level

CATEGORIES OF RESPONSIBILITY

Actively participates in the collection of data and/or evaluation relative to unit-based performance improvements.....

OPTIONAL COMMENT:

Category Rating

2. PERSONAL AND PROFESSIONAL

ELEMENTS

A. CLINICAL JUDGEMENT, 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 department level

C. COLLABORATION

Demonstrates cooperation and reasonable flexibility in orientation (ie. working with alternate preceptor) during times of unexpected staffing/coverage issues

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. Safety
- b. Infection Control
- c. CPR
- d. Code Blue.....
- e. Decentralized Laboratory.....
- f. Restraint
- g. Age Specific

- h. Unit Specific
- i. Other (specify):
- j. Other (specify):

OPTIONAL COMMENT:

Category Rating (3 or 1)

CATEGORIES OF RESPONSIBILITY

4. OTHER

ELEMENTS

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OPTIONAL COMMENT:

Category Rating