



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 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 and confidently assess, plan, implement and evaluate patient care
- Collects and interprets complex patient data; Focuses on key elements of case, while sorting out extraneous details.....
- Makes conscious and deliberate clinical decisions based on an immediate grasp of the whole picture for routine patient populations
- Using experiential knowledge, recognizes patterns and trends that may predict the direction of illness; Plans for and anticipates likely events.....
- Has mastered the clinical skills necessary to provide proficient, effective care.....
- Recognizes ability/scope of practice to make clinical decisions
- Recognizes emergency situations and skillfully intervenes, mobilizing appropriate resources.....
- Creatively modifies plan of care based on evaluation of patient’s response / outcomes.....
- Displays organizational ability; Establishes priorities of care while considering the impact of illness on patient/family
- 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 caring, compassionate, supportive and therapeutic environment for patients and staff that promotes comfort and healing
- Interacts with patients/families holistically, with a sense of vigilance, engagement, and responsiveness.....
- Tailors caring practices to recognize the individuality of the patient and the family
- Develops new strategies for care based on the needs and strengths of the patient and family.....
- Anticipates/recognizes changes in patient/family situation and needs across the continuum
- Anticipates hazards; Promotes and maintains a safe environment for the patient and the caregiver.
- Acknowledges different wellness states as potential outcomes

CATEGORIES OF RESPONSIBILITY

Implements supportive measures when death is recognized as an eventual outcome, with efforts aimed at assuring a peaceful death.....

OPTIONAL COMMENT: **Category Rating**

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

Successfully implements plan of care while representing the concerns and upholding the rights of the patient, family and staff.....

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

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

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

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 within in appropriate timeframe and to achieve optimal patient outcomes.....

Collaborates with members of interdisciplinary team and community resources when planning discharge care

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

Initiates/ participates in team meetings and discussions regarding patient care and/or practice issues.....

CATEGORIES OF RESPONSIBILITY

Appropriately elicits advice and perspectives from unit 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

ELEMENTS

Recognizes available resources and tools for meeting patient/family needs as they transition through the health care system; Displays knowledge of health center/community resources

Completes assignments 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 exceeding patient/family needs/satisfaction and promoting unit and department service standards.....

Collaborates to improve the availability and management of supplies, system equipment and personnel resources at unit/department level

Demonstrates contribution to unit-based and departmental 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

Initiates problem solving processes leading to resolution of patient/family and/or staff issues.....

Demonstrates leadership qualities by supporting unit and departmental changes.....

OPTIONAL COMMENT:

Category Rating

F. FACILITATION OF LEARNING

ELEMENTS

Appropriately assesses patient/family's readiness to learn, prior knowledge, and learning needs.....

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

Adapts to the individual learning needs of patients and families and recognizes when alternative teaching methods should be considered based on unique patient need or response.....

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

CATEGORIES OF RESPONSIBILITY

- As preceptor for new staff and students, coordinates an orientation plan and recognizes when modifications to the orientation plan are necessary
 - Evaluates learner's level of understanding and outcomes.....
 - Serves as a consultant and resource to staff and others.....
 - Presents an educational offering pertinent to the needs of the unit.....
- 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
 - Incorporates current nursing literature/research in modifying approaches to patient care.....
 - Attends continuing education programs related to personal and professional annual goals and unit/nursing department requirements and shares knowledge gained with other staff
 - Continues to seek answers to questions about clinical practice, utilizing available resources
 - Actively participates in unit-based programs and strategies to monitor and continuously improve the quality of patient care.....
 - Actively participates in the collection of data and/or evaluation relative to unit-based performance improvements; Leads activities for process/performance improvement at the unit/department level.....
- 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

CATEGORIES OF RESPONSIBILITY

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)

4. OTHER

ELEMENTS

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OPTIONAL COMMENT:

Category Rating