



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 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. 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*

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

- Synthesizes and interprets multiple sources of complex patient data; Focuses on key elements, while sorting out extraneous details.....

- Makes conscious and deliberate clinical decisions based on an immediate grasp of the whole picture for not only routine, but complex and vulnerable patient populations.....

- Uses experiential knowledge/past experiences to recognize patterns and trends that may predict the direction of illness and to anticipate problems.....

- Has mastered the clinical skills necessary to provide an expert level of care; Is viewed by staff to be a clinical expert.....

- Recognizes ability/scope of practice to make clinical decisions and seeks multi-disciplinary collaboration and consultation with comfort.....

- Skillfully intervenes and mobilizes appropriate resources in emergency situations,

- Creatively modifies plan of care based on the unique needs of patients and families and their dynamic responses and outcomes

- Displays strong organizational ability; Easily 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.....

- Is fully engaged in interactions with patients/families; Provides holistic care with a sense of vigilance and responsiveness; Helps patients/families see the "big picture".....

- Demonstrates a deep understanding of the unique meaning and impact of health, illness and disease on the family and tailors caring practices accordingly.....

- Develops a plan of care which includes integrating a variety of care strategies driven by the needs and strengths of the patient and family

CATEGORIES OF RESPONSIBILITY

Anticipates, recognizes and interprets dynamic changes in patient/family situations and needs across the continuum

Anticipates hazards and avoids them; Promotes and maintains a safe environment for the patient, family and caregiver.....

Acknowledges different wellness states as potential outcomes and recognizes death as an acceptable outcome

Orchestrates the process that addresses patient's/family's comfort, concerns, and spiritual needs during clinical illness and/or end-of-life care

OPTIONAL COMMENT: **Category Rating**

C. ADVOCACY, MORAL AGENCY AND RESPONSE TO DIVERSITY

ELEMENTS

Assures privacy; Preserves, protects and enhances dignity of patients during care.....

Adapts care to meet the unique physiologic, psychologic, cultural, spiritual, emotional and age specific needs of patients and their families.....

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

Advocates the perspective of the patient and family clearly and effectively; Empowers the patient/family to speak for or represent themselves whenever possible.....

Incorporates patient/family values into care even when they differ from personal values

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 sensitivity in response to differences of culture, spiritual belief, gender, race, ethnicity, lifestyle, socioeconomic status, age and values; Appropriately integrates 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.....

Facilitates and 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; Involves/recruits diverse resources

CATEGORIES OF RESPONSIBILITY

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.....

Coordinates/facilitates 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, APRN) and/or other experts when faced with difficult, complex/challenging clinical issues.

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

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

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

Intervenes 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; Is instrumental in initiating and implementing unit and departmental changes by leading a unit/department project team.....

Understands and appreciates the interrelatedness of individuals, units, and systems in the healthcare arena

OPTIONAL COMMENT:

Category Rating

CATEGORIES OF RESPONSIBILITY

F. FACILITATION OF LEARNING

ELEMENTS

- Appropriately assesses patient/family's readiness to learn, prior knowledge, and learning needs....
- Sets patient-driven goals for education; sees patient/family as having choices and consequences that are negotiated
- Collaborates with all healthcare providers and incorporates the team's educational plans into the patient/family education program
- Adapts to the individual/ age specific learning needs of patients and families and utilizes 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
- Plans for and actively participates in orientation and precepting of new staff and students; Modifies orientation plans based on assessment of individual learning needs.....
- Evaluates learner's level of understanding and outcomes.....
- Serves as a consultant and resource to staff; Teaches/leads by example and is a role model to others.....
- Actively seeks out opportunities to teach, coach, and mentor.....
- 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
- Utilizes research/evidenced based practice by incorporating current nursing literature/research in modifying approaches to patient care and addressing relevant patient care issues.....
- Participates in the development of research based policies and protocols
- Attends continuing education programs related to personal and professional annual goals and unit/nursing department requirements and shares knowledge gained with other staff.
- Consistently takes initiative to seek and obtain answers to questions about clinical practice, utilizing a variety of available resources
- Initiates/facilitates unit-based programs and strategies to monitor and continuously improve the quality of patient care.....
- Leads activities for process and performance improvement at the unit/department level.....

OPTIONAL COMMENT:

Category Rating

CATEGORIES OF RESPONSIBILITY

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