

PROCEDURE FOR: Evaluation, Professional Staff

- POLICY:**
1. Evaluations are to occur at the following regular intervals:
 - a. At the end of the first six months (probationary period).
 - b. Annually thereafter.
 2. Interim evaluations are to be performed whenever any significant improvement or deterioration in performance is noted.
 3. Feedback regarding performance is to occur at regular intervals during the year to be determined by the employee and/or supervisor.

EQUIPMENT: Clinical Nurse I - V PREF
LPN PREF

PROCEDURE:

ACTION

POINTS OF EMPHASIS

Six Month Evaluation:

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| <ol style="list-style-type: none">1. a. The Clinical Nurse II or other appropriate evaluation form will be completed by the supervisor.b. When completed, forms are sent to Human Resources for filing in the employee's permanent record.c. If any aspect of the six month evaluation is unsatisfactory, the supervisor must implement one of the following:<ol style="list-style-type: none">1) Recommend that the employee be terminated, or2) Extend the working test period for up to six months. | <ol style="list-style-type: none">1. a. This formal evaluation must be completed prior to the end of the six-month working test period.b. This is the first formal evaluation. Documentation of the satisfactory completion of the working test (probationary) period must be included. Manager should maintain a copy.c. Agreement to extension of the working test period must be completed before the <u>six month date</u>. Documentation of the agreement must be in writing and include both the employee's and supervisor's signatures. A copy of the agreement is sent to Human Resources. |
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Staff nurses must successfully perform at the CNII level or LPN level within one year to maintain employment.

Annual Evaluation:

1. Annual evaluations occur yearly and are due to Human Resources by April 30th.
 - a. The appropriate evaluation form and corresponding competency checklist and educational activities record are to be completed by both the employee and the supervisor.
 - a. A formal performance session is conducted during which the employee's performance is discussed.

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- b. After review and signature, all forms are forwarded to Human Resources.
- b. A copy of all formal evaluations is kept in the department employee file in the manager's office.

Interim Evaluations:

- 1. Interim evaluations are performed as needed to formally document improvement in previously identified areas of concern or in the event of a newly identified concern(s).
 - 1. a. An interim evaluation form or appropriate personnel service rating may be used.
 - b. Reference should be made to relevant performance standards contained in the appropriate regular evaluation forms.
- 2. Interim evaluations are considered as all other formal evaluations.
- 2. Interim evaluations are forwarded to Human Resources and a copy kept in the department employee file.

Transfer Evaluations:

- 1. When an employee is transferred from one unit to another, the receiving manager will complete in collaboration with transferring manager.
 - 1. The new manager should give appropriate consideration to the previous manager's evaluation when preparing the first evaluation.
- 2. This is forwarded to Human Resources.

Performance Feedback:

- 1. a. Frequent feedback regarding performance is part of clinical supervision.
 - 1. a. The frequency is to be determined by the employee and supervisor.
- b. Documentation of regular performance feedback should be maintained by the manager and referred to as necessary to compose the formal evaluation.

APPROVAL: Nursing Administrative Council

REFERENCE: Current UHP Contract
Current 1199 Contract
Hospital Administrative Manual
Employee Files and Personnel Records

EFFECTIVE DATE: 5/83

REVISION DATES: 3/86, 6/88, 1/89, 12/90, 11/97, 10/00, 10/03, 6/06

REVIEWED DATES: 1/09