



ASSOCIATE PERFORMANCE ASSESSMENT FORM, RN, Level II

ASSOCIATE NAME: _____

CURRENT JOB TITLE: _____

DATE OF LAST ASSESSMENT: _____ DATE OF THIS ASSESSMENT: _____

EVALUATOR'S NAME & TITLE: _____

PART A – ACCOMPLISHMENTS: Use the following two boxes to document the Associate's accomplishments during this last review period. Use additional space or pages as needed. Also, please feel free to attach the individual's self-assessment documentation, performance feedback tools used or career planning worksheet.

- 1. List the goals that were established in the Associate's last review stating whether or not they have been met. If not completed, comment on progress to date.
 - 1. Attend 3 Thompson Way sessions yearly- met and ongoing
 - 2. Improve IV siting skills- met and ongoing
 - 3. Improve performing acuity scores- met and ongoing

- 2. List additional accomplishments during the review period that were beyond the established goals.

Developmental Continuum Key:

Exceptionally Developed: Viewed as the consummate professional by others in this area. S/he is viewed as a towering strength in a particular area being evaluated and can teach others. Exudes positive influence.

Fully Developed: Accurately and efficiently completes tasks in a timely manner. May benefit from occasional guidance, supervision or direction.

Opportunity for Further Development: May demonstrate strength in a particular area and the strength can be developed further **OR** demonstrates inconsistent performance and requires more guidance than would be expected based on level of education and on the job training received.

PART B.1 - ORGANIZATIONAL COMPETENCIES FOR ALL ASSOCIATES: This section contains five areas of competencies with examples of criteria and behaviors to assist you in assessing an individual's performance for the past year. For additional examples of behaviors, refer to the Associate's job family competency model found in the Performance Management Supervisor Guide. Please review these areas, then use the ratings: Opportunity for Further Development, Fully Developed, and Exceptionally Developed for each competency area.

INTERACTION WITH OTHERS/TEAMWORK	<input checked="" type="checkbox"/> Exceptionally Developed	<input type="checkbox"/> Fully Developed	<input type="checkbox"/> Opportunity for Further Development
Flexible and willing to listen to ideas that are different from his/her own in order to promote understanding. Uses effective listening, verbal, and written skills to provide necessary information clearly and in a timely fashion.	<p>Specific Examples/Comments: (thorough, timely documentation; conflict management; interdisciplinary communication)</p> <p>Nikki gets her work done and documents in a timely fashion. Her documentation is thorough. She communicates well with her peers and physicians.</p>		
CUSTOMER SERVICE: CARES VALUES COMMITMENT, ACTIONS, RESPECT, EXCELLENCE, SERVICE	<input type="checkbox"/> Exceptionally Developed	<input checked="" type="checkbox"/> Fully Developed	<input type="checkbox"/> Opportunity for Further Development
Focuses on understanding, meeting, and exceeding customer expectations.	<p>Specific Examples/Comments: (professional demeanor, call bell response)</p> <p>Nikki upholds the CARES values and makes sure to do what is right for the patient. "Nikki has less patience with confused patients".</p>		
KNOWLEDGE/ CONTINUOUS LEARNING	<input checked="" type="checkbox"/> Exceptionally Developed	<input type="checkbox"/> Fully Developed	<input type="checkbox"/> Opportunity for Further Development
Demonstrates the appropriate knowledge and skills related to the functional area and exhibits commitment to developing personal abilities.	<p>Specific Examples/Comments: (mentoring, self-appraisal)</p> <p>Nikki gets her required education done on time. She is competent in her skills as a level II RN. She has improved on her skills in placing IV's and has gained confidence in her role as an RN.</p>		
RESOURCEFULNESS/ RESULTS /OUTCOMES	<input type="checkbox"/> Exceptionally Developed	<input checked="" type="checkbox"/> Fully Developed	<input type="checkbox"/> Opportunity for Further Development
Uses available resources to assist in day-to-day operations and to produce quality products/services that contribute to Thompson's mission, strategic goals and objectives.	<p>Specific Examples/Comments: (delegation; Thompson Way activities; adaptation to change)</p> <p>Nikki needs to attend staff meetings and continue to attend Thompson Way sessions to remain current on changes and the health system and unit level. Nikki has watched Thompson Way sessions on the intranet that she has missed. She has attended a "couple" of staff meetings.</p>		

ATTITUDE/ PERSONAL ACCOUNTABILITY/ INITIATIVE	<input type="checkbox"/> Exceptionally Developed	<input type="checkbox"/> Fully Developed	<input checked="" type="checkbox"/> Opportunity for Further Development
Takes responsibility for own work in completing tasks and projects. Maintains confidentiality of information.	Specific Examples/Comments: <i>(attendance, time management, staff meeting committee/Council participation; community involvement)</i> Nikki has had 6 call ins over the last year. This is in violation of 3.04 in the associate handbook. Nikki does maintain confidentiality at all times.		

PART C- JOB SPECIFIC PERFORMANCE STANDARDS: The supervisor identifies applicable performance standards that fall outside of the organizational competency models but are necessary for someone to successfully perform a particular job. In addition, refer to department/unit specific competency checklist(s) as an assessment tool.

CRITICAL JOB RESPONSIBILITIES OR CORPORATE GOALS	SPECIFIC, OBSERVABLE SKILLS/OUTCOME	ASSESSMENT METHOD(S)	DEVELOPMENT LEVEL
The nurse demonstrates a knowledge base of scientific principles of nursing practice that guide judgment and critical thinking skills within the framework of the nursing process		<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity
<ul style="list-style-type: none"> performs/documents a holistic assessment of patient's status, nursing diagnosis, inclusive of age-specific developmental needs; individualizes plan of care; updates daily as needed. 		<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity
<ul style="list-style-type: none"> recognizes rapidly changing situations and responds and intervenes appropriately 	Improving on recognition of changes in condition	<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input checked="" type="checkbox"/> Fully <input type="checkbox"/> Opportunity
<ul style="list-style-type: none"> analyzes the treatment plan for coordinating care for multiple patients, anticipating patient care needs 	Easily manages her patient assignment	<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity
<ul style="list-style-type: none"> collaborates and consults with clinical experts and peers to validate/review clinical decision making 		<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity
<ul style="list-style-type: none"> collaborates for an appropriate discharge plan and identifies needed referrals. 		<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity
<ul style="list-style-type: none"> identifies patient/family learning needs; develops teaching plans, evaluates outcomes. 		<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity
Provides care in a safe manner; cognizant of use of resources		<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity

<ul style="list-style-type: none"> demonstrates ability to perform clinical technical skills and to utilize equipment safely 		<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity
<ul style="list-style-type: none"> administers medications and treatments in a safe manner, always adhering to policy/ procedure 		<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity
<ul style="list-style-type: none"> documentation and implementation of the plan of care ensures the safety of the patient; i.e., falls/pressure ulcer prevention. 		<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity
<ul style="list-style-type: none"> assures age-appropriate assessment/interventions to manage comfort/pain 		<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity

** refer to age-specific standards

A therapeutic relationship is established with the patient and patient's family to ensure delivery of family centered care.		<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity
<ul style="list-style-type: none"> delivers care in a non-judgmental and non-discriminatory manner, always sensitive to patient diversity/spiritual/emotional and developmental needs 	Needs to improve on her patience with confused patients	<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input type="checkbox"/> Exceptionally <input checked="" type="checkbox"/> Fully <input type="checkbox"/> Opportunity
<ul style="list-style-type: none"> provides guidance, support and empathy in assisting patients/ families in coping with facets of illness/ hospitalization 		<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity
The nurses' decisions and actions on behalf of patients are determined in an ethical manner		<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity
<ul style="list-style-type: none"> demonstrates an awareness and acts on situations that present for patient advocacy 		<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity
The nurse systematically evaluates the quality and effectiveness of nursing practice		<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity
<ul style="list-style-type: none"> identifies problems/ clinical issues for quality assessment and improvement 		<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity
<ul style="list-style-type: none"> participates in data collection in unit QI monitors, demonstrating an understanding of outcome-based practice 	Ensures that her patients have documentation of vaccines/VTE	<input type="checkbox"/> Return Demo <input type="checkbox"/> Observation <input checked="" type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity
<ul style="list-style-type: none"> starts to use research findings for evidence-based practice 		<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity
<ul style="list-style-type: none"> participates and complies in meeting regulatory standards: ANCC standards, NYS Nurse Practice Act, DOH, JCAHO, HCFA 		<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity

Leadership/Professional Development Demonstrates leadership skills and is accountable for on-going professional growth.		<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity
<ul style="list-style-type: none"> Engages in self-appraisal, identifying areas of strength as well as areas for professional growth. 		<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity
<ul style="list-style-type: none"> Demonstrates acceptance of constructive feedback. 		<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity
<ul style="list-style-type: none"> Participates in peer review of Level I and II nurses to include competency assessment. 		<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity
<ul style="list-style-type: none"> Promotes unity within the Department of Nursing and the health system by conveying a positive attitude; fostering supportive, collegial relationships. 		<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity
<ul style="list-style-type: none"> Assumes a coaching teaching role with co-workers and students. 		<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other: specify	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity

*** Reference: ANA Standards of Professional Practice/Performance

PART D- AGE SPECIFIC COMPETENCIES: (Refer to Age Specific Competency Tool)

PART E-COMPLETION OF ANNUAL REQUIREMENTS:

- TED Book Post-test ___/___/___
- Education Record
- Health Update - Questionnaire and PPD (completion card attached)
- CPR (if applicable) completed on: ___/___/___
- OSHA Retraining (if applicable)
- Fire Safety date ___/___/___
- CEUs
- Other _____
- Confidentiality Statement
- Annual Department Specific Competencies
- Reviewed Associate Handbook and/or updates

PART F - ASSESSMENT SUMMARY: Use this section to provide a summary of the Associate's **overall** performance (refer to Developmental Continuum Key on page 1).

OVERALL ASSESSMENT SUMMARY	<input type="checkbox"/> Exceptionally Developed	<input checked="" type="checkbox"/> Fully Developed	<input type="checkbox"/> Opportunity for Further Development
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Comments:

Nikki is a hard worker and picks up hours when help is needed on the unit. She is a team player and takes complete care of her patients. She is competent in her skills as a level II RN. She has worked and further developed skill that she was striving to improve since her last evaluation such as starting IV's. Her confidence has grown over the last year. Nikki is a pleasure to work with and an asset to 3 West.

PART G - GOALS & OBJECTIVES: - Together, with the Associate, identify 3-5 specific objectives and areas for competency development that contribute to the organization/department's overall strategic imperatives.

OBJECTIVE & ACTION(S) REQUIRED	OUTCOME TARGET(S)	RESOURCES	TIME FRAME
1. Become med/surg certified	1. Uphold skills, knowledge and professional status	1. Self, director and charge nurses	1 year
2. Attend at least 3 Thompson Way sessions and regularly attend staff meetings	2. Remain currant on changes at the unit and health system levels	2. Self, intranet	ASAP
3. Be in compliance of attendance policy	3. dependability	3. self	ASAP

PART H: EDUCATIONAL/DEVELOPMENTAL NEEDS: Together, with the Associate, identify a minimum of 1 educational/developmental opportunity for the upcoming year.

1. Attend stroke symposium 2. _____

Associate Comments:

Signatures:

Evaluator *Date* *Associate ** *Date*

Director *Date* *Respective Executive Director/ Vice President/President* *Date*

*Signature indicates that the evaluation has been discussed and does not necessarily signify concurrence. Additional responses to this review may be made on an attached sheet.