



ASSOCIATE PERFORMANCE ASSESSMENT FORM

ASSOCIATE NAME: Nicole Simon, RN

DEPT. NAME: 3 West CURRENT JOB TITLE: RN

DATE OF LAST ASSESSMENT: 2012 DUE DATE OF THIS ASSESSMENT: April 23, 2013

EVALUATOR'S NAME & TITLE: Jessica Schojan, RN, Charge Nurse

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.

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.	Specific Examples/Comments: Nikki displays a positive attitude and is always willing to help others. She communicates very well with her peers and physicians. She is always willing to pitch in a little extra. She is adaptive to change.		
CUSTOMER SERVICE: CARES VALUES COMMITMENT, ACTIONS, RESPECT, EXCELLENCE, SERVICE	<input checked="" type="checkbox"/> Exceptionally Developed	<input type="checkbox"/> Fully Developed	<input type="checkbox"/> Opportunity for Further Development
Focuses on understanding, meeting, and exceeding customer expectations.	Specific Examples/Comments: Nikki cares deeply for her patients and it shows. She shows respect for her patients and shows respect for her peers even when it proves difficult. Nikki maintains a positive attitude.		
KNOWLEDGE/ CONTINUOUS LEARNING	<input type="checkbox"/> Exceptionally Developed	<input checked="" 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.	Specific Examples/Comments: Nikki is growing in her role as an RN here at Thompson. She does need to attend Thompson Way sessions or view them on the intranet in order to stay current on the changes in the health system. Nikki is eager to learn new things and learns them quickly. She does also know when to ask for help.		
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.	Specific Examples/Comments: Nikki has adapted well to Mckesson and utilizes it appropriately. Nikki does need to get acuties done as staffing is gauged by it.		
ATTITUDE/ PERSONAL ACCOUNTABILITY/ INITIATIVE	<input checked="" type="checkbox"/> Exceptionally Developed	<input type="checkbox"/> Fully Developed	<input type="checkbox"/> Opportunity for Further Development
Takes responsibility for own work in completing tasks and projects. Maintains confidentiality of information.	Specific Examples/Comments: Nikki gets her work done in a timely manner. She is organized and gets her charting done thoroughly and timely. She is professional and maintains confidentiality.		

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
<p>Thompson Way participation (DIGs, JDIs, Cheers for Peers, Drops for Your Bucket, etc.)</p> <p>Ideas for future process improvements and/or recognitions.</p>		<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 – needs to attend or view Thompson Way sessions
<p>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</p>	<ul style="list-style-type: none"> • performs/docu ments a holistic assessment of patient's status, inclusive of age-specific needs; uses as a basis for nursing diagnosis and interventions • recognizes clinical changes in patient care situations and responds and intervenes appropriately • critically analyzes the treatment plan for appropriate orders/ interventions • collaborates and consults with clinical experts and peers to validate/review clinical decision making • collaborates for an appropriate discharge plan and identifies needed referrals <p>identifies patient/ family learning needs; develops teaching plans, documents appropriately</p>	<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

<p>Provides care in a safe manner; cognizant of costs and use of resources</p>	<ul style="list-style-type: none"> demonstrates ability to perform clinical technical skills and to utilize equipment safely administers medications and treatments in a safe manner, always adhering to policy/procedure documentation and implementation of the plan of care ensures the safety of the patient; i.e., fall prevention strategies 	<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
<p>A therapeutic relationship is established with the patient and patient's family to ensure delivery of family centered care.</p> <p>The nurses' decisions and actions on behalf of patients are determined in an ethical manner</p>	<ul style="list-style-type: none"> demonstrates aware-ness of the boundaries of the therapeutic relationship provides guidance, support and empathy in assisting patients/families in coping with facets of illness/hospitalization 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

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

PART E-COMPLETION OF ANNUAL REQUIREMENTS:

- Fire Safety Training ___/___/___
- Privacy, Security & You _1_/_4_/_2013__
- TED Book Post-test _8_/_2_/_2012__
- Understanding Corporate Compliance __1_/__4_/_2013__
- Bloodborne Pathogens (only required for Clinical Associates) _1___/_4___/_2013__
- NA Abuse Prevention (only required for CCC Associates) NA
- Education Record
- Health Update - Questionnaire and PPD (completion card attached)
- CPR (if applicable) completed on: ___/___/___
- 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
<p>Comments: Nikki is growing very nicely in her role as an RN at Thompson. She cares deeply for the profession of nursing and it shows. Her patients love her and she is a great team player. She is eager to learn and is not afraid to jump right in. Nikki does need to attend Thompson Way sessions to keep currant on changes in the health system. Nikki is truly a pleasure to work with and 3 West is lucky to have her.</p>			

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 intents.

OBJECTIVE & ACTION(S) REQUIRED	OUTCOME TARGET(S)	RESOURCES	TIME FRAME
1. Attend more Thompson Way sessions	<i>More awareness of changes in health system</i>	<i>Self</i>	<i>ASAP</i>
2. Improve IV skills	<i>Improve pt. care, independence</i>	<i>Charge Nurse, Adrian Hordon</i>	<i>6 months</i>
3. Improve acuities	<i>Improve pt. care, staffing</i>	<i>self</i>	<i>ASAP</i>

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

1. Become Med-surg certified
2. _____

Associate Comments:

Signatures:

<i>Evaluator</i>	<i>Date</i>	<i>Associate *</i>	<i>Date</i>
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Director	Date	Respective Executive Director/ Vice President/President	Date
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*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.