

ASSOCIATE PERFORMANCE ASSESSMENT FORM

ASSOCIATE NAME: Adrian Hordon

DEPT. NAME: Nursing Administration CURRENT JOB TITLE: Clinical Nurse Educator/MPD

DATE OF LAST ASSESSMENT: 11.2.11 DUE DATE OF THIS ASSESSMENT: 11.7.12

EVALUATOR'S NAME & TITLE: Hazel P. Robertshaw, RN, Ph.D VP Patient Care Services/CNO, Thompson Hospital

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.

Support McKesson training and education- met

- ✓ Help develop education tools
- ✓ Help with education and training
- ✓ Ongoing support of education for new nurses

Magnet interim report submission.-met

- ✓ Collect and collate information from key individuals
- ✓ Write and submit interim report

Present at Magnet Conference- met (abstract not accepted for presentation this year)

- ✓ Develop idea for abstract submission
- ✓ Write and submit abstract

Stroke Education *ongoing*

- ✓ Develop education specific to stroke care
- ✓ Deliver education to ensure nursing associates complete required 4 hours of education for stroke designated centers

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

Master Team STEPPS trainer

Developed in-house preceptor course for clinical preceptors

Developed multiple McKesson classes/quizzes

Taught McKesson sessions and provided support in ED as a Super User

Member of the United Way campaign team that successful exceeded their goal

Developed education and tool regarding SBAR

Collaborated with CCC re: inter-departmental SBAR

Quarterly Mock Codes in Cardiac Rehab and OR

Created MEC layout and implementation for 2012

Participant in regional Outreach Program for Neonatal Simulation

Implemented new layout of Nursing Skills day and electronic tracking of competencies

Created working spreadsheet in OneNote for Magnet information

Collaborating with DNP project with Susan McCarthy
Taught multiple telemetry/ACLS/BLS classes (cost saving to organization approx \$16000)
Created RN protocols for ED RN-approved by MEC
Created 2013 core measures education
Created checklist for updated core measures for NAB
Nursing Supervisor responsibilities
Community outreach BLS/CPR to St Mary's School and Farmington Boy Scouts

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
<p>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>	<p>Specific Examples/Comments: Adrian continues to grow into her role as the CNE/MPD and is a much sought after resource by many inside and outside the department of nursing. Her enthusiasm and personality make her a valuable resource to the organization as a whole.</p> <p>She has a great working relationship with all members of the multidisciplinary team. Adrian is a great ideas person, creative and intelligent. It is important in her position that she remembers she is the voice of the department of nursing and that she is always "on stage" as the voice of the department of nursing. The nursing supervisor role has been challenging for Adrian to assume in addition to her other responsibilities. We need to work together to make sure that it does not become overwhelming.</p> <p><i>"Adrian is a wonderful resource. Great leader who can jump into any situation any function. A clinical expert in a variety of areas with exceptional teaching skills."</i></p> <p><i>"Shows clinical expertise and is able to share that knowledge with others"</i></p>		
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
<p>Focuses on understanding, meeting, and exceeding customer expectations.</p>	<p>Specific Examples/Comments: Demonstrates the CARES values on a daily basis. Is an exceptional role model for all associates.</p> <p><i>"Treats everyone with respect and dignity allowing her to teach everyone while understanding their individual needs"</i></p>		
KNOWLEDGE/ CONTINUOUS LEARNING	<input checked="" type="checkbox"/> Exceptionally Developed	<input type="checkbox"/> Fully Developed	<input type="checkbox"/> Opportunity for Further Development
<p>Demonstrates the appropriate knowledge and skills related to the functional area and exhibits commitment to developing personal abilities.</p>	<p>Specific Examples/Comments: Adrian is committed to advancing her own and others learning. She continues to build new and exciting programs to meet the needs of the organization. Her work with the Education Council to develop the Monthly Education Components is to be commended. She has worked hard to get "ahead of the game" with educational offerings. Over the next year she wants to revisit more hands on learning in the clinical arenas and to become more proactive rather than reactive. This will ultimately get us where we need to go educationally.</p> <p><i>"Having been an ACLS instructor for over 30 years she runs the best courses with the best outcomes I have ever seen"</i></p> <p><i>Works with nursing departments to improve education leading to improved patient care.</i></p>		

RESOURCEFULNESS/ RESULTS /OUTCOMES	X Exceptionally Developed	<input type="checkbox"/> Fully Developed	<input type="checkbox"/> Opportunity for Further Development
<p>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>	<p>Specific Examples/Comments: Has demonstrated innovation in practice. She will be instrumental in assisting the department of nursing achieve its mission, vision and goals. Adrian is outcomes driven. I feel that she is overwhelmed by the volume of work that has come her way. This is not criticism; just that as a single point of contact with so much going I worry that she will be pulled in too many directions. We need to work together to ensure a clear focus and direction for education so that the overwhelming need does not consume her. This is becoming more important especially as we will need to write the Magnet re-designation document over the next 12 months. Adrian you have a big job and you are interested in lots of things. We need to ensure you have a clear direction for the next 12 months as you will not continue to be as successful if you are stretched too thin.</p>		

ATTITUDE/ PERSONAL ACCOUNTABILITY/ INITIATIVE	X Exceptionally Developed	<input type="checkbox"/> Fully Developed	<input type="checkbox"/> Opportunity for Further Development
<p>Takes responsibility for own work in completing tasks and projects. Maintains confidentiality of information.</p>	<p>Specific Examples/Comments: Adrian has a strong sense of personal accountability. She regularly demonstrates initiative and can be relied upon to drive a project to completion. She has a strong work ethic and is committed to achieving her goals. She has a great sense of humor and is a delight to work with.</p> <p><i>"Her ready availability makes it easy to ask questions. The MEC program has helped make education a year-long process instead of just trying to finish at the end of the year"</i></p>		

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>Advanced Practice Skills/Research: Integrates advanced knowledge into educational endeavors, focusing on the development of critical thinking skills in nurses. Consistently role models for expert clinical practice. Expands the scientific base of nursing practice through the identification of research opportunities. Applies EBP/research and a broad range of theories to clinical practice and teaching. Critically analyzes current nursing research methods and results for utilization in the expansion and improvement of patient care and patient outcomes.</p>	<ul style="list-style-type: none"> Ensures nursing associates have the knowledge and skills required to be successful lifelong learners Uses the evidence base to ensure educational opportunities provide for improved patient outcomes Identifies research opportunities 	<p><input type="checkbox"/> Return Demo X Observation <input type="checkbox"/> Audit X Other: feedback</p>	<p><input type="checkbox"/> Exceptionally X Fully <input type="checkbox"/> Opportunity</p>

<p>Education: Develops and evaluates innovative approaches to education, including simulation. Provides a mixture of didactic and hands on experiential learning opportunities. Develops and supports a robust New Graduate Program. Participates in orientation, preceptorship and evaluation of new associates.</p>	<ul style="list-style-type: none"> • Active member of the Education Council • Promotes practice through educational opportunities for staff • Develops and implements innovative approaches to education 	<input type="checkbox"/> Return Demo <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Audit <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> Exceptionally <input type="checkbox"/> Fully <input type="checkbox"/> Opportunity
<p>Leadership: Serves as a role model for clinical expertise. Networks and participates in professional initiatives. Leads assigned projects. Serves as a change agent, provides situational support and guidance to nursing staff and develops relationships that promote the professional development of nurses. Is a mentor, coach, role model and teacher. Serves as a consultant, collaborating with managers in identifying learning needs and remedial interventions for staff nurses.</p>	<ul style="list-style-type: none"> • Excellent role model for staff • Works collegially with all departments • Coaches all associates in the use of information technology • Leads assigned projects and serves as a change agent • Troubleshoots problems and recommends solutions 	<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
<p>Consultation: In conjunction with nurse managers and staff nurses, plans, implements and evaluates changes in practice. Serves as the Magnet Project Director.</p>	<ul style="list-style-type: none"> • Works collegially with VP Patient Care Services and the Shared Governance Councils on the development of new policies and procedures regarding education. • Collaborates with all nurses and leadership to ensure successful Magnet re-designation. 	<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

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

PART E-COMPLETION OF ANNUAL REQUIREMENTS:

- TED Book Post-test _7.25.12
- Education Record (see attached)
- Health Update - Questionnaire and PPD (completion card attached) 10.10.12
- CPR (if applicable) completed on: ___/___/___ completed ACLS trainer
- OSHA Retraining (if applicable) BBP 1.5.12
- Fire Safety date 10.31.11
- CEUs –
- Other _____
- Confidentiality Statement (see attached)
- Annual Department Specific Competencies- see attached
- 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 checked="" type="checkbox"/> Exceptionally Developed	<input type="checkbox"/> Fully Developed	<input type="checkbox"/> Opportunity for Further Development
<p>Comments: Adrian you are an exceptional educator. You are a wonderful addition to the leadership team. In a short period of time you have completely revitalized nursing education here at FFTH. I am delighted with your attitude, enthusiasm and drive. I am sure that our future is bright and our patients and associates will benefit greatly from your focused approach to education. Over the next year we need to focus on a smaller number of projects especially with the Magnet re-designation document to achieve. Together we can make sure that your workload is not too overwhelming.</p> <p>Excellent job again Adrian. You are a delight to work with and I am continually impressed with your achievements.</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
Obtain ANCC certification	Certified as a Nurse Educator	Self	12 months
Create and run skills labs	Identify low volume high risk scenarios Develop simulation scenarios Run skills labs	Self Education Council Nurse Directors	6 months
Develop a marketing strategy for CEU educational opportunities for external institutions	Identify educational opportunities Create website Develop payment methods Create curricula Implement	Sr VP Development (to identify dedicated space) CNO Marketing associates	12 months
Complete Magnet re-designation documentation	Create Magnet writing/champions team Identify required resources Complete document	CNO Nurse Directors Staff Nurses IT associates (create electronic document)	12-15 months
Apply for DNP program	Identify DNP program Matriculate into program	Self	1-3 years




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

1. DNP program

2.

Associate Comments:

Signatures:

	11/7/12		11/7/12
Evaluator	Date	Associate *	Date
Director	Date		11/7/12
		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.