

PATTON – FULLER COMMUNITY HOSPITAL
Human Resources Personnel Corrective Action Form

(Check one)

- First Conference**
Second Conference
Leave With Pay

Employee Name: Bennie Bellamy **Date:** February 7, 2003

1. Describe in details using places, events, references, dates and times the occurrence for which the employee is receiving the conference:

On January 14, 18, Feb. 3 and 6 you failed to obtain a patient's vital signs as directed every four hours. When ask about the omission, you stated you just did not have time to perform that task. Your patient load was the same as the other CNAs with the same acuity. You did not ask for help nor did you report that you had not taken the vitals. This is unacceptable behavior and puts the patient at risk.

2. Describe any past corrective actions which have been taken, the date, and the expectations laid out in the action (s). Were these expectations met or not met:

NONE: the verbal warning was waved due to the severity of the incident.

3. What are the expectations set forth in this corrective action? What will happen if they are not met? Is there a time frame? If this is a Leave with Pay the employee will return to work with a letter stating his/her intentions. If it is to stay with the Company the employee will define what they will do to correct their behavior. Note any specific requirements below.

It is expected that you will follow all directions given to you in a timely manner, if for some reason you can not fulfill your duties, you will notify the Charge Nurse immediately. Failure to abide by these expectations will result in further corrective action up to and including termination.

Management Signature and Date:

Employee Signature and Date:

Eleanore Thacker 2/7/2003
Director of Medical/Surgical

Bennie Bellamy Feb. 7, 2003

(By signing this form I acknowledge that I have seen this information, it has been reviewed with me and that I understand the expectations.)

