

**PATTON – FULLER COMMUNITY HOSPITAL
EMPLOYEE EVALUATION FORM**

Check one

- 90 Day
- Six Months
- Annual 2003
- Promotion

Department: Nursing Medical/Surgical

Employee Name: Bennie Bellamy

Job Title: CNA

GENERAL EVALUATION

Rate (1-3) 1=Unacceptable 2=Acceptable 3=Exceptional

A rating of 1 or 3 must have a comment

1. Attendance: 2

2. Grooming: 2

3. Attitude: 2

4. Dependability: 1

Does not follow through on assignments such as getting vitals done every four hours.

JOB SPECIFIC EVALUATION

Rate the essential functions of the job utilizing the Job Description. Identify each essential function and provide a rating of 1, 2, or 3

1= Unacceptable 2= Acceptable 3=Exceptional

Provide examples to justify a rating of 1 or 3. Provide appropriate guidance to the employee for improvement

1. Takes and records vital signs as directed by the Supervisor.

Rating: 1

Does not obtain vital signs in a timely manner, often forgets to take vitals.

2. Provides for or assists patients with daily hygiene needs.

Rating: 2

3. Makes patient beds and changes linen as needed.

Rating: 2

4. **Ambulates patients as directed.**
Rating: 2
5. **Serves and picks up patient food trays and records dietary intake.**
Rating: 2
6. **Feeds or assists patients with meals.**
Rating: 2
7. **Records I & O at least once per shift.**
Rating: 2
8. **Weighs patients daily.**
Rating: 2
9. **Transfers patients to bed, chair or stretcher as needed.**
Rating: 2
10. **Observes body mechanics to avoid injury to self and others.**
Rating: 2
11. **Observes infection control protocols to avoid the spread of disease and infections. Observes good hand washing techniques.**
Rating: 2

Total the rating scores and divide by number of items scored this will equal the overall evaluation average score: **1.9**

Merit increases will be awarded as follows for 12 month annual evaluations:

No merits are given for 90 day or 6 months.

Promotion evaluations are for the personnel file only

- Average score of 3 = 5% increase
- Average score of 2 = 3% increase
- Average score of 1 = 0% increase

An average score of 1 will require a written plan for improvement in consultation with Human Resources and another evaluation in 3 months.

Recommended merit increase for this evaluation period: 2%

Evaluator Signature and Date:

Employee Signature and Date:

Eleanore Thacker May 20, 2003

Bennie Bellamy May 21, 2003

Director of Medical/Surgical