

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

Check one

- 90 Day
- Six Months
- Annual 2004
- 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:** 2
Has improved in following directions.

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: 2
Has improved in the timely performance of this duty.
- 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: 2

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: 3%

Evaluator Signature and Date:

Employee Signature and Date:

Eleanore Thacker May 21, 2004

Bennie Bellamy May 21, 2004

Director of Medical/Surgical