

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

Check one

- 90 Day
- Six Months
- Annual 2003
- Promotion

Department: Nursing Pediatrics

Employee Name: Joan Hudspeth

Job Title: RN Staff Nurse

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:** 3
Always is neat and professional, positive comments made by staff, doctors and visitors.
- 3. **Attitude:** 3
Always has a positive attitude, keeps the staff and patient's environment very upbeat.
- 4. **Dependability:** 3
Completes assigned tasks in a timely manner, volunteers for extra assignments, can always be depended on to be there for the Unit.

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. **Maintains proper documentation on all patients under your direct supervision.**
Rating: 2

- 2. Promotes safety in work area by observing and reporting any safety hazards.**
Rating: 2
- 3. Maintains good hand washing and infection control practices to decrease the spread of infections and disease.**
Rating: 2
- 4. Maintains patient confidentiality by safe guarding the patient medical records and other identifying data.**
Rating: 2
- 5. Assures that the correct procedures, medications and treatments are provided to the correct patient by checking the arm bands and adhering to the two point identification protocols.**
Rating: 2
- 6. Promotes self-wellness by practicing appropriate body mechanics when lifting patients or objects.**
Rating: 2
- 7. Handles sharps utilizing the hospital safety and infection control protocols and policies/procedures to avoid sticks.**
Rating: 2
- 8. Assumes responsibility for assigned patients on each shift but also realizes that all hospital staff assumes some responsibility for meeting the needs of all of our patients.**
Rating: 3
Always helps other staff and provides for all patients as needed regardless of whether they are your assignment or not.
- 9. Makes rounds with physicians, assists physicians as needed and reviews all new orders.**
Rating: 2
- 10. Over-see the activities of non-registered nurses (CAN, LPN/LVN, and non-nursing personnel) as those activities relate to the patients under your care.**
Rating: 2
- 11. Perform any other duties that are deemed necessary and that fall within the realm of the Registered Nurses' capacity to carry out.**
Rating: 3
Performs all tasks that are asked of you without complaint or excuses. A real asset to the Department.

Total the rating scores and divide by number of items scored this will equal the overall evaluation average score: **2.33**

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: 4%

Evaluator Signature and Date:

Simon Pizzico October 2, 2003

Nursing Dir. – Pediatrics

Employee Signature and Date:

Joan Hudspeth 10/2/03