

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

*Check one*

- 90 Day
- Six Months
- Annual 2005
- 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:** 3  
You have had perfect attendance for three years.
2. **Grooming:** 3  
Always is neat and professional.
3. **Attitude:** 3  
Always has a positive attitude.
4. **Dependability:** 3  
You can always be relied on to assist with any duty, to work over-time when asked, to come in on your days off and to perform above and beyond expectations.

**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: 3  
No documentation errors noted on Utilization review for a 12-month period.

- 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: 3  
Zero % nosocomial infections on your unit.
- 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: 3  
No medication errors for a 12-month period.
- 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  
Co-workers have made positive comments and have remarked about how you are willing to assist whenever asked. Once you finish your work, you help co-workers as needed without having to be asked to do so.
- 9. Makes rounds with physicians, assists physicians as needed and reviews all new orders.**  
Rating: 3  
Physicians have been very complimentary regarding your professionalism and nursing skills.
- 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: 2

Total the rating scores and divide by number of items scored this will equal the overall evaluation average score: **2.6**

**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: 4.5%**

**Evaluator Signature and Date:**

**Employee Signature and Date:**

Simon Pizzico Oct. 3, 2005

Joan Hudspeth 10/3/2005

Nursing Dir. – Pediatrics