

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

Check one

- 90 Day
- Six Months
- Annual 1999
- Promotion

Department: Nursing Medical/Surgical

Employee Name: King Lovell

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:** 1
You continue to be late with frequency.

- 2. Grooming:** 2

- 3. Attitude:** 1
Your co-workers, patients, visitors and physicians are concerned with your negative attitude.

- 4. Dependability:** 1
Due to your lateness, absenteeism and attitude, I am not finding you to be dependable to do your job.

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: 1
Poor documentation, lack of documentation and attention to important points let alone details.

- 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 infectious disease.**
Rating: 1
Your charge nurse has reported you on several occasions for not washing your hands between patients.
- 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: 1
You have had 4 medication errors this year. You have attended medication refresher courses, but still continue to have errors.
- 6. Promotes self-wellness by practicing appropriate body mechanics when lifting patients or objects.**
Rating: 1
The staff do not want to lift with you because of your poor body mechanics, they are afraid of getting injured.
- 7. Handles sharps utilizing the hospital safety and infection control protocols and policies/procedures to avoid sticks.**
Rating: 1
You have had two sharps injuries this past 6 months.
- 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: 1
You refuse to help your co-workers; instead you prefer to go on break(s) when you feel your specific work is done.
- 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 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: 0

You refuse to perform other duties when asked to do so.

Total the rating scores and divide by number of items scored this will equal the overall evaluation average score: **1.3**

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: 0%

DUE TO THE LACK OF IMPROVEMENT OVER LAST YEAR'S EVALUATION AND A LOWER SCORE ON THIS EVALUATION, YOUR EMPLOYMENT IS BEING TERMINATED EFFECTIVE IMMEDIATELY AT 10 A.M. ON MARCH 18, 1999. YOU ARE INELIGIBLE FOR RE-HIRE AT THIS TIME.

Evaluator Signature and Date:

Employee Signature and Date:

Eleanore Thacker 3/18/99

Director of Medical/Surgical

Mr. Lovell refused to sign the evaluation.