

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

Check one

- 90 Day
- Six Months
- Annual 1998
- 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 were late to work on 12 different occasions these past 12 months.
- 2. Grooming:** 2
- 3. Attitude:** 2
- 4. Dependability:** 1

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
I gave you a 2; however, per our discussion, your documentation needs some work. You are to enroll in the documentation classes being held next month.
- 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: 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: 1
There were two instances where the wrong patient almost received the wrong medication. No issues occurred, however I am concerned and require you to take the refresher course on medication administration being offered in July.
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: 2
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: 2
I would like to see you participating in at least one nursing committee.

Total the rating scores and divide by number of items scored this will equal the overall evaluation average score: **1.8**

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: 2.5%

Evaluator Signature and Date:

Employee Signature and Date:

Eleanore Thacker 3/20/98

King Lovell Mar. 20, 1998

Director of Medical/Surgical