

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

Check one

- 90 Day
 Six Months
 Annual 2008
 Promotion

Department: Nursing

Employee Name: Louise McFate

Job Title: Director of Infection Control

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

While your clothes are always nice, there have been a couple of occasions where your outfit was on the border-line of being acceptable in a professional environment.

3. Attitude: 2

4. Dependability: 3

I can always count on getting your committee reports in a timely fashion

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. Provides short and long term planning for the growth and continuous improvement of operations.

Rating: 2

- 2. Keeps the Chief Nursing Officer and the Executive management team current on department issues and successes.**
Rating: 2
- 3. Participates on hospital committees as assigned.**
Rating: 3
Is always willing to serve.
- 4. Assures department policies and procedures are current.**
Rating: 2
- 5. Assures that the department (and infection control throughout the hospital) operates at levels defined by State and Federal accrediting agencies.**
Rating: 2
- 6. Abides by Human Resources Policies.**
Rating: 2
- 7. Monitors the adherence to infection control policies and procedures.**
Rating: 2
- 8. Keeps current on issues and trends in the area of infection control.**
Rating: 2
Be sure to attend one professional conference before your annual review.

Total the rating scores and divide by number of items scored this will equal the overall evaluation average score: 2.17

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:

Caterina Hossack July 14, 2008 Louise McPate 7/15/08

Chief Nursing Officer