

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

*Check one*

- 90 Day
- Six Months
- Annual \_\_
- 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
- 3. Attitude:** 2
- 4. Dependability:** 2

**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

I realize that you have not had time to do any planning, but we will want to see action in this area by your annual review.

- 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: 2
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  
You should 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: 2.0

**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%**

**Evaluator Signature and Date:**

**Employee Signature and Date:**

Caterina Hossack 10/12/07  
Chief Nursing Officer

Louise McFate Oct. 12, 2007