

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

Check one

- 90 Day
- Six Months
- Annual 2002
- Promotion

Department: Nursing OB/GYN

Employee Name: Mozell Silverman

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:** 2
- 2. Grooming:** 3
Always is neat and professional, positive comments by staff, doctors and visitors.
- 3. Attitude:** 3
Always has a positive attitude, keeps the staff and patient's environment very upbeat.
- 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. Maintains proper documentation on all patients under your direct supervision.**
Rating: 2
- 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: 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: 2
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. **Oversee 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 an 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: **2.13**

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:

Christinia Ecord Feb 27, 2002

Mozell Silverman 2/27/2002

Nursing Dir. – OB/GYN