

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

Check one

- 90 Day
- Six Months
- Annual 2005
- Promotion From Staff Nurse to Charge Nurse

Department: Nursing OB/GYN

Employee Name: Mozell Silverman

Job Title: RN Staff Nurse Promotion to Charge Nurse

GENERAL EVALUATION

Rate (1-3) 1=Unacceptable 2=Acceptable 3=Exceptional

A rating of 1 or 3 must have a comment

- 1. Attendance:** 3
You have had perfect attendance for three years.
- 2. Grooming:** 3
Always is neat and professional.
- 3. Attitude:** 3
Always has a positive attitude.
- 4. Dependability:** 3
Always helps the other staff.

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: 3
No documentation errors noted on Utilization review for 12 month period.

- 2. Promotes safety in work area by observing and reporting any safety hazards.**
Rating: 3
No safety issues on your shift for 12 months.
- 3. Maintains good hand washing and infection control practices to decrease the spread of infections and disease.**
Rating: 3
Zero % nosocomial infections on your unit.
- 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: 3
No medication errors for a 12 month period.
- 6. Promotes self-wellness by practicing appropriate body mechanics when lifting patients or objects.**
Rating: 3
No personnel injury for a three year period.
- 7. Handles sharps utilizing the hospital safety and infection control protocols and policies/procedures to avoid sticks.**
Rating: 3
No sharps injuries for a three year period.
- 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: 3
Co-workers have made positive comments and have remarked about how you are willing to assist whenever asked. Once you finish your work, you help co-workers as needed without having to be asked to do so.
- 9. Makes rounds with physicians, assists physicians as needed and reviews all new orders.**
Rating: 3
Physicians have been very complimentary regarding your professionalism and nursing skills.

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: 3

Staff are very complimentary regarding your ability to delegate and to teach as required.

11. Perform an other duties that are deemed necessary and that fall within the realm of the Registered Nurses' capacity to carry out.

Rating: 3

You have worked on the Policy and Procedure Committee, Patient Satisfaction Committee and the Patient Advocacy Committee.

Total the rating scores and divide by number of items scored this will equal the overall evaluation average score: **2.93**

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: 5%

Recommend a 5% for Annual Merit plus 5% for promotion to Charge Nurse

Evaluator Signature and Date:

Employee Signature and Date:

Christinia Ecord Feb 28, 2005

Mozell Silverman 2/28/2005

Nursing Dir. – OB/GYN