

Position Title:

Employee Name:

Site Location:

Employee Number:

Cost Centre:

My Position Profile is up to date: Yes No Othe Explain

Personal Development Plan

Employee Comments

Supervisor Comments

Employee signature*

DATE:

***My signature indicates only that I have read this Personal Engagement and Development Plan and that I have received a copy**

Manager Signature

DATE:

**Human Resource
Use Only**

Position: Staff Nurse

Site: _____ Cost Centre _____

Position Outcome	Standards	Achieved	Comments
<p>ASSESSMENTS: Completes comprehensive client assessments, considering both physical and psycho-social care needs</p> <ul style="list-style-type: none"> • completes all required admission nursing assessments in a timely manner, including preparation and follow up to ensure completion • uses standard assessment tools, screening tools and additional tools dependant on client need • asks clients and/or family and alternate decision makers as appropriate for input to assist with planning and providing for care • seeks and shares information about things that are important to the client (e.g. beliefs, values, lifestyle) 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	

<p>ASSESSMENTS: Completes comprehensive client assessments, considering both physical and psycho-social care needs (cont.)</p> <ul style="list-style-type: none"> • demonstrates comprehensive clinical assessment skills incorporating relevant clinical information (e.g. lab, diagnostics, medications) • identifies clients with changing, unstable health status and provides ongoing monitoring of client's response to interventions • completes coordination accountabilities for assigned clients (Care Coordinator on LTC units) 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
--	--	--	--

1. LEGEND: Rarely: demonstrated on one or no occasions
 Often: demonstrated on several occasions
 Almost Always: demonstrated all occasions; behavior is routine

Not Often: demonstrated on a few occasions; behavior is not routine
 Very Often: demonstrated most occasions with a few exceptions
 Not Applicable: not demonstrated

<p>ASSESSMENTS: Completes comprehensive client assessments, considering both physical and psycho-social care needs (cont.)</p> <ul style="list-style-type: none"> • completes all required ongoing assessments for clients with unstable health status and assigns ongoing monitoring appropriately to Licensed Practical Nurse (LPN) or Health Care Aide (HCA) • completes timely reviews of assigned clients with unstable/stable health care needs 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
--	--	--	--

<p>PLAN CARE: Client care plans are kept current and reflect the input of the client, family and/or alternate decision maker where appropriate</p> <ul style="list-style-type: none"> • develops initial individual care plan collaboratively with the client, family and care team • develops plan that meets physical and psycho-social care needs • prioritizes nursing approaches and identifies measurable goals with the client/family/alternate decision maker • initiates referrals and coordinates appropriate resources • reviews and updates care plans at appropriate intervals for the unit or as required for clients with unstable, complex care needs 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
---	--	--	--

1. LEGEND: Rarely: demonstrated on one or no occasions
Often: demonstrated on several occasions
Almost Always: demonstrated all occasions; behavior is routine
- Not Often: demonstrated on a few occasions; behavior is not routine
Very Often: demonstrated most occasions with a few exceptions
Not Applicable: not demonstrated

<p>IMPLEMENT CARE: Provides care to clients to help maintain optimum functioning both physically and psychosocially (cont.)</p> <ul style="list-style-type: none"> • interacts with families in a professional manner with permission of the client • creates therapeutic partnerships with families by encouraging family suggestions and involvement to their desired level • provides necessary and appropriate information to families/significant others in a timely manner • respects client and family need for privacy • provides compassionate end of life care that considers the clients beliefs 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	

<p>MEDICATION ADMINISTRATION: Clients receive medications as prescribed</p> <ul style="list-style-type: none"> • processes physician orders in an accurate and timely manner • coordinates and ensures efficient delivery of all medications in accordance with established policies and procedures • ensures appropriate controls for narcotics • assesses the effectiveness of medications and participates in medication review process • supervises the delivery of medications by unregulated nursing staff • communicates effectively and appropriately to clients and/or families regarding medication changes 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	

1. LEGEND: Rarely: demonstrated on one or no occasions
Often: demonstrated on several occasions
Almost Always: demonstrated all occasions; behavior is routine
- Not Often: demonstrated on a few occasions; behavior is not routine
Very Often: demonstrated most occasions with a few exceptions
Not Applicable: not demonstrated

<p>DOCUMENTATION: Clients health records accurately reflect the care provided</p> <ul style="list-style-type: none"> documents all aspects of care in a timely, accurate manner in compliance with Carewest practice and Professional College standards of practice, using objective language 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	

<p>COLLABORATIVE CARE WITHIN THE INTERDISCIPLINARY TEAM: Clients receive coordinated care</p> <ul style="list-style-type: none"> collaborates with the interdisciplinary team, facilitates developing, implementing and promoting team decisions assesses workloads and plans appropriate staff assignment (or reassignment as necessary) based on the clinical needs and continuity of care for the assigned client population assumes professional accountability for complex/unstable clients collects and communicates all relevant information throughout shift and for shift report 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	

1. LEGEND: Rarely: demonstrated on one or no occasions
Often: demonstrated on several occasions
Almost Always: demonstrated all occasions; behavior is routine
Not Often: demonstrated on a few occasions; behavior is not routine
Very Often: demonstrated most occasions with a few exceptions
Not Applicable: not demonstrated

<p>COLLABORATIVE CARE WITHIN THE INTERDISCIPLINARY TEAM: Clients receive coordinated care (cont.)</p> <ul style="list-style-type: none"> • provides and receives shift report using established tools, guidelines and processes • manages time to meet individual care assignment • ensures the appropriate level of professional direction is provided to the team (e.g. support LPN and supervise HCA as required) • coaches team members to provide optimum care to clients and provides timely performance feedback to individuals and teams. 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
--	--	--	--

<p>COLLABORATIVE CARE WITHIN THE INTERDISCIPLINARY TEAM: Clients receive coordinated care (cont.)</p> <ul style="list-style-type: none"> • ensures that teams use and comply with delivery of care as outlined in care plans • provides input into Personal Engagement and Development Plans as requested 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
--	--	--	--

1. LEGEND:
- Rarely: demonstrated on one or no occasions
 - Not Often: demonstrated on a few occasions; behavior is not routine
 - Often: demonstrated on several occasions
 - Very Often: demonstrated most occasions with a few exceptions
 - Almost Always: demonstrated all occasions; behavior is routine
 - Not Applicable: not demonstrated

<p>PERSON TO PERSON COMMUNICATION: Communicates in a positive and respectful manner • fosters supportive relationships between all staff, clients, families and communities • actively listens effectively to staff, clients, and families to ensure mutual understanding • introduces self to the client whenever appropriate, uses humor appropriately, shows sensitivity (avoids embarrassment and criticism of the client) and gives praise frequently and appropriately</p>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
--	--	--	--

<p>PERSON TO PERSON COMMUNICATION: Communicates in a positive and respectful manner (cont.) • uses tone, verbal and nonverbal language that demonstrates respect and promotes dignity of the client. Demonstrates respect by using age appropriate and culturally responsible language and positive body language • provides useful feedback to promote good communication • facilitates the flow of information to meet client needs • participates effectively in resolving interpersonal and intergroup conflict • uses English in the workplace</p>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
---	--	--	--

1. LEGEND: Rarely: demonstrated on one or no occasions Not Often: demonstrated on a few occasions; behavior is not routine
Often: demonstrated on several occasions Very Often: demonstrated most occasions with a few exceptions
Almost Always: demonstrated all occasions; behavior is routine Not Applicable: not demonstrated

<p>CONTINUING COMPETENCE: Continuous learning and professional self development</p> <ul style="list-style-type: none"> • demonstrates a commitment to participation in an environment of learning to promote excellence in care and service • attends and fulfills the requirements of both legislative and Carewest essential continuing education • completes required self-learning quizzes by the stated deadlines • seeks and implements suggestions for improved performance 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	

<p>CONTINUING COMPETENCE: Continuous learning and professional self development (cont.)</p> <ul style="list-style-type: none"> • shares knowledge of evolving best evidence informed practices based on review of literature, conference attendance, etc. • supports, facilitates, and/or participates in research projects <p>Uses CARNA Standards of Practice to highlight own learning needs:</p> <ul style="list-style-type: none"> • identifies gaps in knowledge and skills • evaluates own nursing practice • takes action to update own competencies 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	

1. LEGEND: Rarely: demonstrated on one or no occasions
Often: demonstrated on several occasions
Almost Always: demonstrated all occasions; behavior is routine
Not Often: demonstrated on a few occasions; behavior is not routine
Very Often: demonstrated most occasions with a few exceptions
Not Applicable: not demonstrated

<p>QUALITY IMPROVEMENT: Care provided is Effective, cost-effective, appropriate and reflects continuous efforts towards improvement</p> <ul style="list-style-type: none"> • suggests improvements to the team • promotes and participates in quality improvement initiatives • shares customer feedback with the team • manages the use of resources to provide effective and efficient care (e.g. equipment, supplies, linen, medication) 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	

<p>SAFE WORKING CONDITIONS: Safe and functional work environment maintained</p> <ul style="list-style-type: none"> • maintains a safe working environment • takes responsibility to work in a safe manner • utilizes safe transfer, lift and reposition techniques • reports, labels and removes defective equipment • completes Unusual Occurrence forms and participates in investigations • initiates appropriate follow-up and puts in place corrective action plans • follows infection control policies and procedures (e.g. hand hygiene) 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	

1. LEGEND: Rarely: demonstrated on one or no occasions
Often: demonstrated on several occasions
Almost Always: demonstrated all occasions; behavior is routine
Not Often: demonstrated on a few occasions; behavior is not routine
Very Often: demonstrated most occasions with a few exceptions
Not Applicable: not demonstrated

<p>SAFE WORKING CONDITIONS: Safe and functional work environment maintained (cont.)</p> <ul style="list-style-type: none"> • maintains current knowledge and application of emergency procedures (e.g. Emergency Codes) and participates in scheduled drills • recognizes and responds appropriately to emergency situations • maintains current CPR by attending internal or external courses • demonstrates knowledge regarding safe use of equipment and devices 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
--	--	--	--

<p>ETHICAL PRACTICE: Maintains professional and ethical standards at all times</p> <ul style="list-style-type: none"> • practices in an ethical manner according to the code of ethics of the organization and the professional college • acts as an advocate to protect and promote a client's right to autonomy, respect, privacy, dignity, and access to information • maintains confidentiality • identifies, reports and initiates appropriate measures to manage abuse or breach of confidentiality 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
--	--	--	--

1. LEGEND:
- Rarely: demonstrated on one or no occasions
 - Not Often: demonstrated on a few occasions; behavior is not routine
 - Often: demonstrated on several occasions
 - Very Often: demonstrated most occasions with a few exceptions
 - Almost Always: demonstrated all occasions; behavior is routine
 - Not Applicable: not demonstrated

<p>PROFESSIONAL STANDARDS: Clients receive care that meets professional standards and organizational expectations</p> <ul style="list-style-type: none"> • accepts accountability for own actions and decisions - including decisions to assign care to others • limits practice to areas of personal competence • seeks training to learn skills required in the position • questions policies and procedures inconsistent with therapeutic client outcomes, best evidence informed practices, and safety hazards • exercises reasonable judgment in practice • practices with honesty, integrity, and respect 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
--	--	--	--

<p>PROFESSIONAL STANDARDS: Clients receive care that meets professional standards and organizational expectations (cont.)</p> <ul style="list-style-type: none"> • reports unskilled practice or professional misconduct to appropriate person, agency, or professional body • demonstrates critical thinking and problem solving • follows current legislative acts (e.g. Health Information Act [HIA], Protection for Persons in Care Act [PPCA]) • reports to work on time and maintains regular attendance • provides appropriate and timely notification of inability to report for shift 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
--	--	--	--

1. LEGEND:
- Rarely: demonstrated on one or no occasions
 - Not Often: demonstrated on a few occasions; behavior is not routine
 - Often: demonstrated on several occasions
 - Very Often: demonstrated most occasions with a few exceptions
 - Almost Always: demonstrated all occasions; behavior is routine
 - Not Applicable: not demonstrated

<p>PROFESSIONAL STANDARDS: Clients receive care that meets professional standards and organizational expectations (cont.)</p> <ul style="list-style-type: none"> • practices in a manner consistent with professional standards of the regulatory body and nursing scope of practice 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	

<p>LEADERSHIP SKILLS: Demonstrates appropriate levels of leadership</p> <p><u>Leads Self:</u></p> <ul style="list-style-type: none"> • demonstrates self awareness of leadership strengths and limitations • demonstrates management of own emotions • develops own skills and knowledge • acts as a role model <p><u>Engages Others:</u></p> <ul style="list-style-type: none"> • fosters development of others through clinical supervision, coaching and mentoring of staff, students and new hires 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	

1. LEGEND: Rarely: demonstrated on one or no occasions
Often: demonstrated on several occasions
Almost Always: demonstrated all occasions; behavior is routine
- Not Often: demonstrated on a few occasions; behavior is not routine
Very Often: demonstrated most occasions with a few exceptions
Not Applicable: not demonstrated

<p>LEADERSHIP SKILLS: Demonstrates appropriate levels of leadership (cont.)</p> <ul style="list-style-type: none"> • assigns,allocates and adjusts (in absence of team leader or manager) care staff based on client needs, clinical needs and competence of team members <p><u>Achieve Results:</u></p> <ul style="list-style-type: none"> • assesses and evaluates overall client and unit needs and priorities and sets direction for the team • coordinates and evaluates individual care plans in collaboration with the interdisciplinary team based on ongoing assessment of client status • leads care and interventions based on the interpretation of complex information from a variety of sources (i.e. client status, diagnostics) 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	

<p>LEADERSHIP SKILLS: Demonstrates appropriate levels of leadership (cont.)</p> <ul style="list-style-type: none"> • aligns decisions with the organizations Frame of Reference and Philosophy of Care • demonstrates the ability to take action as required • effectively manages the role of Most Responsible Person (MRP) when assigned • maintains a safe work environment for clients and staff <p><u>Develop Coalitions/Relationships:</u></p> <ul style="list-style-type: none"> • builds and maintains positive relationships • demonstrates commitment to customer service • assists in fostering staff engagement and a healthy organizational and team culture 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	

1. LEGEND: Rarely: demonstrated on one or no occasions
Often: demonstrated on several occasions
Almost Always: demonstrated all occasions; behavior is routine
- Not Often: demonstrated on a few occasions; behavior is not routine
Very Often: demonstrated most occasions with a few exceptions
Not Applicable: not demonstrated

<p>LEADERSHIP SKILLS: Demonstrates appropriate levels of leadership (cont.)</p> <ul style="list-style-type: none"> • demonstrates the appropriate use of conflict management techniques <p><u>Systems Thinking and Transformation:</u></p> <ul style="list-style-type: none"> • demonstrates the ability to apply systems and critical thinking and judgment in providing leadership to the interdisciplinary team • encourages innovation • supports change and system improvements in order to better client care 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	

<p>SUPPORT ORGANIZATIONAL CULTURE: Positive image of Carewest within the health care industry and the community at large</p> <ul style="list-style-type: none"> • greets clients and visitors in order to help them feel welcome • presents a professional image and follows dress code • wears name tag at all times • collaborates with Carewest management to address concerns • promotes Carewest in the health care industry and the community at large 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	

1. LEGEND: Rarely: demonstrated on one or no occasions
Often: demonstrated on several occasions
Almost Always: demonstrated all occasions; behavior is routine
Not Often: demonstrated on a few occasions; behavior is not routine
Very Often: demonstrated most occasions with a few exceptions
Not Applicable: not demonstrated