

PERFORMANCE EVALUATION

Job Title/Position: **Registered Nurse**

Date Reviewed by Title

Annual 90 Day Other

Key: 4 = Superior Performance 3 = Satisfactory Performance 2 = Inconsistent Performance 1 = Unacceptable Performance

A. Patient Care Responsibilities

Patient Care

- | | | | | | |
|---|--|----------------------------|----------------------------|----------------------------|----------------------------|
| 1 | Completes an initial assessment of patient and family to determine home care needs. Provides a complete physical assessment and history of current and previous illness(es). | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| 2 | Regularly re-evaluates patient nursing needs. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| 3 | Initiates the plan of care and makes necessary revisions as patient status and needs change. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| 4 | Uses health assessment data to determine nursing diagnosis. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| 5 | Develops a care plan that establishes goals, based on nursing diagnosis and incorporates therapeutic, preventive, and rehabilitative nursing actions. Includes the patient and the family in the planning process. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| 6 | Initiates appropriate preventive and rehabilitative nursing procedures. Administers medications and treatments as prescribed by the physician. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| 7 | Counsels the patient and family in meeting nursing and related needs. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| 8 | Provides health care instructions to the patient as appropriate per assessment and plan. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| 9 | Identifies discharge planning needs as part of the care plan development and implements prior to discharge of the patient. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |

Communication

- | | | | | | |
|---|---|----------------------------|----------------------------|----------------------------|----------------------------|
| 1 | Prepares clinical notes and updates the primary physician when necessary and at least every sixty days. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| 2 | Communicates with the physician regarding the patient's needs and reports any changes in the patient's condition; obtains/receives physician's orders as required.. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |

- 3 Communicates with community health related persons to coordinate the care plan 1 2 3 4

Additional Duties

- 1 Participates in on-call duties as defined by the on-call policy. 1 2 3 4
- 2 Ensures that arrangements for equipment and other necessary items and services are available. 1 2 3 4
- 3 Instructs, supervises and evaluates home health aide care provided every two (2) weeks. 1 2 3 4

B. Organizational Responsibilities

- 1 Adheres to patient assignments as appropriate and reviews plan of care on an ongoing basis to maintain coordination of services. 1 2 3 4

- 2 Maintains an acceptable work record. 1 2 3 4

Days Tardy

Days Absent

- 3 Informs coordinator of availability weekly. 1 2 3 4

- 4 Reviews policy manual when patient care procedures and organization personnel procedures need clarification. 1 2 3 4

- 5 Supervises LPNs and home health aides/nursing assistants for care provided. 1 2 3 4

- 6 Accepts responsibility for behavior and activity. 1 2 3 4

- 7 Is respectful of individuals rights in interacting with patients, families/caregivers and coworkers. 1 2 3 4

- 8 Follows organization guidelines in practice of: (a) Infection Control , (b) Fire/Safety, (c) Patient Care Standards 1 2 3 4

- 9 Displays appropriate management of equipment and supplies (acquisition to distribution). 1 2 3 4

- 10 Participates in organization quality activities to improve organizational performance. 1 2 3 4

- 11 Interacts collaboratively with all team members 1 2 3 4

C. Educational/Inservice Responsibilities

- 1 Completes CPR program annually. 1 2 3 4

- 2 Fire/Safety, Emergency Management, Infection Control, Ethics, and Performance Improvement programs are attended annually. 1 2 3 4

- 3 Attends inservices quarterly and identifies self-learning goals. 1 2 3 4

4

Completes annual competency skills checklist.

1

2

3

4

Target for
next Review
Cycle

Comments

Reviewer

Date

Name of
Personnel

Date