

KEY:

S=Self	PR=Peer Review
E=Evaluator	D=Demonstration
PT=Post Test	CEU=Continuing Education Units
V=Verbal	

I. GUEST RELATIONS

	Self	Evaluator	Posttest PT	Verbal V	PeerReview PR	Demo D	CEU CEU
Adheres to UAMS guest Relations Guidelines http://www.uams.edu/uh/policy/human_resources/hr103.htm							
Uses appropriate communication (written & verbal) *Uses line of authority when communicating information/problems involving patients/staff. *Communicates accurate and complete information. *Listens and initiates feedback to ensure effective communication. *Ventilates frustrations in appropriate time, place and manner. *Practices discretion (confidentiality) in information shared with patients and peers.							
Availability/Responsiveness *Adheres to department attendance standards by: observing assigned work hours, reports promptly to duty notifying department of scheduled, unscheduled absences and tardiness per policy. *Responds to staffing needs of unit.							
Respectful of others *Respects patient's privacy and confidentiality. *Treats patients and visitors with care, compassion and dignity. *Promote positive image of University Hospital. *Assist other staff members in completing job assignments. *Being cooperative and pleasant to co-workers. *Respond to co-workers needs.							
Takes proactive approach toward customers. *Shows courtesy toward visitors by being pleasant and helpful on the telephone or in person (introducing self, making eye contact and calling others by name). *Assist patients and visitors with information and/or solutions to problems. *Helping or offering assistance to patients, visitors and staff who look confused.							
GUEST RELATIONS SCORE	0	0					

Comments:

II. SAFETY AND EMERGENCY PREPAREDNESS

	Self	Evaluator	Posttest PT	Verbal V	PeerReview PR	Demo D	CEU CEU
Adheres to UAMS patient safety plan http://www.uams.edu/uh/policy/administration/a406.htm							
Complies with safety instructions *Adheres to safety standards related to equipment and electrical safety, infection control and OSHA requirements. *Knowledgeable regarding role in emergency codes and procedures. *Completes all mandatory competency requirement annually.							
Observes safe work practices *Assumes responsibility for personal safety by using proper body mechanics, universal precautions and proper handling of hazardous materials. *Responds in emergency situations.							
Provides input on safety issues							
Promotes a safe work environment *Intervenes in unsafe situations by taking action. *Documents in PSN System.							
SAFETY SCORE	0	0					

Comments:

III. INSTITUTIONAL /PROFESSIONAL STANDARDS	Posttest Verbal PeerReview Demo CEU					
	Self	Evaluator	PT	V	PR	D CEU
Adheres to UAMS Code of Conduct						
http://www.uams.edu/adminguide/win04401.html						
Adheres to Clinical Programs and Department policies						
http://www.uams.edu/uh/policy/pp-toc.htm						
Adheres to Clinical Program and Departmental dress code standards						
http://www.uams.edu/uh/policy/human_resources/hr204.htm						
*Complies with dress code policy including wearing UAMS ID badge and demonstrates a professional image in appearance.						
Works effectively with team/work groups and others to fulfill UAMS Mission						
*Serves as resource person to support department members in performance of duties.						
Adopts practices to improve work processes, enhance guest satisfaction and reduce wastes and costs.						
*Notifies appropriate staff members of problems requiring prompt intervention. *Identifies and reports areas where cost effectiveness can be implemented within the department. *Utilizes department supplies, equipment and services appropriately.						
Protects confidential information						
*Adheres to UAMS policy in managing all communications and handling of health care records to prevent improper disclosures and to protect patient						
STANDARDS SCORE						
		0	0			
Comments:						

IV. PROCESS IMPROVEMENT		Self	Evaluator	Posttest PT	Verbal V	PeerReview PR	Demo D	CEU CEU
Participates in ongoing hospital performance assessment and process improvement. http://www.uams.edu/UH/policy/administration/a601.htm								
Ensures continuing department performance assessment and process improvement.								
Creates work processes to enhance customer satisfaction and reduce waste.								
LPN I	LPN II							
*Keeps informed of QI activities and aspects of care being reviewed in nursing division	*Communicates unit QI concerns/issues to CSM							
*Collects QI data if requested by completing criteria development sheets and data retrieval forms	*Recognizes actual legal/risk management issues, reports to CSM and seeks assistance for potential problems							
*Documents patient status and objective data in nurses notes after variance								
PROCESS IMPROVEMENT SCORE		0	0					
Comments:								

V. PERFORMS ROLE OF LPN I, LPN II		Self	Evaluator	Posttest PT	Verbal V	PeerReview PR	Demo D	CEU CEU
LPN I	LPN II							
V.1 INITIATES AND FOLLOWS ESTABLISHED STANDARDS IN EMERGENCY SITUATIONS								
*Responds in emergency situations	*Assists LPN I in responding to emergency situations							
*Functions as directed by RN or physician in emergency situations	*Reprioritizes unit activities to ensure that patient care needs are met during emergency situations							
*Recognizes changes in patient condition indicating deterioration and relays changes to the RN immediately; communicates other changes as necessary	*Anticipates and assists in obtaining needed supplies during emergency situations							
Comments:								
V.2 PARTICIPATES IN UNIT ORGANIZATION								
*Documents attendance at 50% of unit staff meetings								
*Reads and initials minutes of staff meetings when unable to attend staff meetings								
*Reads and initials unit communication book								
Comments:								
V.3 COMMUNICATES CLINICAL INFORMATION								
*Reads and shares information from one current article related to area of practice with unit staff via unit-defined mechanism	*Reads and shares information from two current articles related to area of practice with unit staff via unit-defined mechanism							
*Shares information with co-workers within 4 weeks of attending an external educational offering by staff meeting, poster, or inservice								
Comments:								

V. PERFORMS ROLE OF LPN I, LPN II

		Self	Evaluator	Posttest PT	Verbal V	PeerReview PR	Demo D	CEU CEU
LPN I		LPN II						
V.4 UTILIZES THE DEPARTMENT OF NURSING GOVERNANCE SYSTEM FOR PROBLEM SOLVING								
*Reports problems/issues to council representative		*Assists new employees to report problems/issues to council representatives						
Comments:								
V.5 ADMINISTERS MEDICATION FOLLOWING DEPARTMENT/UNIT STANDARDS AND NURSE PRACTICE ACT								
*Administers medication using 5 rights								
*Knows action and side effects of medications								
*Monitors patients for response to medication and/or side effects and documents								
*Documents medication administration								
*Reports side effects to RN								
Comments:								
V.6 MAINTAINS CLINICAL COMPETENCIES SPECIFIC TO UNIT								
*Performs skills on unit checklist annually according to procedure		*Acts as a resource to LPN I in performing new skills						
*Develops skills for new products and procedures								
*Completes appropriate sections in leadership competencies								
Comments:								
V.7 COLLECTS ADMISSION DATA UNDER THE DIRECTIONS OF A REGISTERED NURSE								
*Collects and documents patient data in an ongoing and systematic manner		*Makes nursing observations using physical and psychosocial skills						
*Identifies changes in patient status as directed by POC and relays changes to RN		*Identifies changes in patient status not directed by POC						
*Makes observations about family support system for assigned patients; documents observations each shift		*Communicates changes, anticipates potential problems and reports such to RN						
*Completes a discharge/transfer note on assigned patients								
Comments:								
V.8 ASSISTS IN THE DEVELOPMENT OF A POC FOR INDIVIDUAL PATIENTS								
*Assists the RN in ongoing review and revision of the POC for assigned patients		*Collaborates with RN in selection and modification of POC for assigned patients						
*Attends patient care conferences for assigned patients		*Participates in planning patient care conference with the responsible RN						
*Implements and documents portions of discharge plan for assigned patients during a shift as delegated by RN		*Assists responsible RN with discharge planning for assigned patients						
Comments:								

V. PERFORMS ROLE OF LPN I, LPN II

Posttest Verbal PeerReview Demo CEU
 Self Evaluator PT V PR D CEU

V.9 IMPLEMENTS THE CARE PLAN

LPN I	LPN II
*Provides basic nursing care as outlined in nursing care plan for assigned patients	
*Implements the medical care plan	
*Documents care given on appropriate forms	
*Seeks guidance from RN as necessary to implement POC	
*Follows POC and associated protocols to provide care to assigned patients during each shift	
*Provides nursing care as assigned and documents	
*Verbalizes basic understanding of diagnosis, prescribed medication and treatments, and nursing interventions for assigned patients	
*Incorporates family into delivery of patient care	
*Assists other staff in providing care	
*Considers age-specific needs	

Comments:

V.10 EVALUATES APPROPRIATE RESPONSE OF THE PATIENT TO SPECIFIC INTERVENTIONS

LPN I	LPN II
*Evaluates and documents the patient's and family's response to nursing interventions	*Utilizes patient/family, nursing peers, and other health care team members input in evaluating patient's response to specific interventions
*Evaluates and documents the response to medical treatments or therapies	*Communicates observations regarding potential problems, concerns or variances from expected
*Validates observations with RN	
*Reports patient concerns/complaints to RN	

Comments:

V.11 OBTAINS NECESSARY SUPPLIES/EQUIPMENT FOR PATIENT CARE

*Utilizes ancillary help to obtain routine supplies and equipment	
*Obtains supplies and equipment for the next shift	

Comments:

V.12 MAINTAINS COMPETENCIES REQUIRED TO OPERATE EQUIPMENT ON NURSING UNIT

*Uses equipment according to unit specific checklist	
*Sets up, operates, and maintains equipment with minimal assistance	
*Reports problems appropriately	

Comments:

V.13 ORGANIZES AND PRIORITIZES IN DAILY ASSIGNMENT TO REFLECT NEEDS OF ASSIGNED PATIENTS

*Organizes own workload to ensure completion during shift	
*Delegates task to appropriate UAP	
*Seeks assistance from RN when necessary	

Comments:

V. PERFORMS ROLE OF LPN I, LPN II

Self Evaluator PT V PR D CEU

LPN I	LPN II	Posttest	Verbal	PeerReview	Demo	CEU
V.14 INCLUDES PATIENT, FAMILY, AND SIGNIFICANT OTHERS IN IMPLEMENTATION OF CARE						
*Implements delegated portion on teaching protocols, instructions for assigned patients						
*Demonstrates ability to teach patients/families						
*Documents instructions/teaching provided						
*Refers complex knowledge issues to RN's						
*Evaluates effectiveness of patient/family teaching and documents in nurses notes						
Comments:						
V.15 SERVES AS A PATIENT ADVOCATE						
*Identifies possible ethical issues and seeks guidance	*Identifies possible ethical issues and seeks guidance appropriately					
*Documents patient's decision/requests related to care in nurses notes	*Demonstrates respect for patient/family decisions or directives in care					
	*Documents patient's decision/requests related to care in nurses notes					
Comments:						
V.16 SUPPORTS OTHERS IN PERFORMANCE OF DUTIES						
*Provides input to the CSM regarding staff performance	*Serves as preceptor for newly employed LPN I					
*Informs CDF of changing patterns of care needs that will affect the present shift or other shifts	*Acts as resource for LPN's and non-licensed staff for patient care problems					
*Demonstrates commitment to meet unit/patient care needs by responding to unexpected staffing needs	*Assists in reorganizing unit activities when changes occur					
*Provides CDF with accurate patient information needed to complete/or completes classification form						
Comments:						
V.17 APPLIES COMMUNICATION SKILLS (VERBAL AND NON-VERBAL) IN ALL INTERACTION WITH PATIENTS, PEERS, OTHER DEPARTMENTS AND THE PUBLIC						
*Listens and initiates feedback to ensure effective communications	*Participates in the development of solutions to communication problems					
*Provides for a smooth inter-shift transition by having complete data and being prompt						
*Practices discretion in information shared with patient and peers						
Comments:						
V.18 USES CONSTRUCTIVE FEEDBACK TO IMPROVE PRACTICE						
*Accepts constructive feedback from peers/CSM and takes corrective action when needed						
*Completes annual self-evaluation and returns to CSM by due date						
*Develops written goals and plan of action to enhance practice and submits with annual self-evaluation						
*Seeks resources to improve knowledge base and skill and to validate decisions						
*Participates in additional learning experiences to increase competence						
Comments:						

V. PERFORMS ROLE OF LPN I, LPN II

		Self	Evaluator	Posttest PT	Verbal V	PeerReview PR	Demo D	CEU CEU
V.19 PARTICIPATES IN THE RESEARCH PROCESS								
*Completes surveys and data collection forms for research/ evaluation projects	*Offers suggestions to RNs for unit based research projects							
*Verbalizes current research/ evaluation projects on unit								
Comments:								
V.20 DEMONSTRATES COMMITMENT TO NURSING								
*Holds membership in nursing organization	*Takes active part in organization such as committee chair or officer							
*Participates in organization								
Comments:								
PERFORMS ROLE OF LPN I, LPN II SCORE		0	0					
Comments:								

VI. PROFESSIONAL GROWTH

Criteria attached		Self	Evaluator	Posttest PT	Verbal V	PeerReview PR	Demo D	CEU CEU
LPN I	LPN II							
*Reads and shares information from one current article related to area of practice with unit staff via unit-defined mechanism	*Reads and shares information from two current articles related to area of practice with unit staff via unit-defined mechanism							
*Shares information with co-workers within 4 weeks of attending an external educational offering by staff meeting, poster, or inservice								
Comments:								
Participates in continuing education								
Participates in professional/institutional advancement								
LPN I - Completes 12 hours annually of staff development activity								
Successfully completes assigned courses specific to unit patient populations								
LPN II - Completes 16 hours annually of staff development activity								
PROFESSIONAL GROWTH SCORE		0	0					
Comments:								
Employee Comments:								
Evaluator Comments:								