



Mission: UAMS Medical Center provides patient centered, cost effective **CARE** through a healthcare system committed to education and research.

CARE Values
 Compassion
 Positive Attitude
 Respect
 Excellence

Clinical Programs

Job Title: Inpatient Registered Nurse Job Description Performance Appraisal

Reports to: Clinical Services Manager or Designee
 Care Delivery Facilitator

EMPLOYEE NAME _____
 (Please Print)

Performance areas

- I. GUEST RELATIONS 25%
- II. SAFETY AND EMERGENCY PREPAREDNESS 10%
- III. INSTITUTIONAL/PROFESSIONAL STANDARDS 5%
- IV. PROCESS IMPROVEMENT 5%
- V. PERFORMS ROLE OF REGISTERED NURSE 50%
- VI. PROFESSIONAL GROWTH 5%

Overview

The Registered Nurse (RN) provides direct patient care to assigned patients. As a professional nurse, the nursing process is utilized in the provision of care. The RN practices within the limits of the Nurse Practice Act of the State of Arkansas and adheres to institutional policies, procedures and standards.

Qualifications

- *Licensed as a Registered Nurse by the State of Arkansas
- *Promotions from RN I to RN II are based on education and years of experience
- *Promotions from RN II to RN III are based on acceptance of an application for promotion based on qualifications and performance
- *RN IV level is reserved for RNs who display exemplary professional skills

Annual Training Competency	
Age Specific Competency	
Corporate Compliance	
HIPAA	
Annual Requirements Module	

Ages served:	(Check appropriate box.)
Neonate <30 days	
Infant >30 days <1yr	
Pediatrics >1 yrs <13 yrs	
Adolescent <13 yrs - 18 yrs	
Adult >18 yrs <65 yrs	
Older adult >65 yrs	

Job Specific Competencies

1	
2	
3	
4	
5	

I have read and do understand the description of my position with UAMS Medical Center.

 EMPLOYEE'S SIGNATURE

 DATE

EMPLOYEE'S NAME _____

TITLE _____

EMPLOYEE'S DEPARTMENT _____

SAP# _____

EVALUATOR'S NAME _____

TITLE _____

SAP# _____

DATE EMPLOYEE BEGAN PRESENT POSITION _____

DATE OF LAST APPRAISAL _____

SCHEDULED APPRAISAL DATE _____

INSTRUCTIONS: A performance appraisal will be completed annually for each employee. Each indicator on the job description will receive a score of 1 - 5 based on the assessment of the performance criteria. Each score may be determined by percentage, quantity or quality, individually or in combination. A score of three (3) is considered to be an average score. When an employee complies with the performance criteria, a score of 3 should be given. Any score of 1 or 5 requires a comment by the evaluator.

SCORES:	- 1 -	- 2 -	- 3 -	- 4 -	- 5 -
QUANTITY:	Rarely	Occasionally	Routinely	Consistently	Always
QUALITY:	Unacceptable	Needs Improvement	Meets Expectations	Exceeds Expectations	Outstanding

UAMS MEDICAL CENTER		CLINICAL PROGRAMS PERFORMANCE APPRAISAL						
(Job Title) INPATIENT RN I, RN II, RN III								
KEY:								
S=Self	PR=Peer Review							
E=Evaluator	D=Demonstration							
PT=Post Test	CEU=Continuing Education Units							
V=Verbal								
I. GUEST RELATIONS				Posttest	Verbal	PeerReview	Demo	CEU
		Self	Evaluator	PT	V	PR	D	CEU
Adheres to UAMS guest Relations Guidelines								
http://www.uams.edu/uh/policy/human_resources/hr103.htm								
Uses appropriate communication (written & verbal)								
Availability/Responsiveness								
Respectful of others								
Takes proactive approach toward customers.								
GUEST RELATIONS SCORE		0	0					
Comments:								
II. SAFETY, INFECTION CONTROL AND EMERGENCY PREPAREDNESS				Posttest	Verbal	PeerReview	Demo	CEU
		Self	Evaluator	PT	V	PR	D	CEU
Adheres to UAMS patient safety plan								
http://www.uams.edu/uh/policy/administration/a406.htm								
Complies with safety instructions								
Observes safe work practices								
Provides input on safety issues								
Promotes a safe work environment								
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								
Works effectively with team/work groups and others to fulfill UAMS Mission								
Adopts practices to improve work processes, enhance guest satisfaction and reduce wastes and costs.								
Protects confidential information								
STANDARDS SCORE		0	0					
Comments:								

IV. PERFORMANCE 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.									
RN I	RN II	RN III							
Understands unit based PI initiatives and participates when requested.	Assists in PI monitoring and incorporates unit PI initiatives into practice.	Facilitates change process and assists peers through change transition.							
Communicates PI concerns to unit PI Representative and CSM.	Identifies actual/potential quality concerns and communicates appropriately.	Participates in PI process of using PDCA process.							
Reports variances and risk management issues per policy									
PROCESS IMPROVEMENT SCORE			0	0					
V. PERFORMS ROLE OF (INPATIENT) RN I, RN II, RN III			Self	Evaluator	Posttest PT	Verbal V	PeerReview PR	Demo D	CEU CEU
RN I	RN II	RN III							
V.1. PARTICIPATES IN UNIT ORGANIZATION									
Participates in unit staff meetings and reads minutes of all unattended meetings.	Participates in unit council/unit based committees.	*Follows up and acts as resource for information from communication book and memos.							
Able to articulate UAMS mission statement and unit specific goals.	Participates in developing unit goals that promote UAMS mission statement.	Assumes leadership in unit meetings/committees. Promotes harmony and teamwork in group meetings.							
		Facilitates staff understanding of the relationship of their work and organizational goals.							
Comments:									
V.2 PARTICIPATES IN PNO SHARED GOVERNANCE STRUCTURE									
Maintains knowledge of PNO initiatives by reading meeting minutes.	Demonstrates support and professional growth by attending PNO meetings.	Mentors new employees to PNO Shared Governance Structure.							
	Provides feedback to PNO council when requested.	Serves as effective member of PNO and communicates information with staff.							
		Demonstrates leadership and participates in developing, reviewing and revising unit specific protocols.							
		Takes responsibility for building loyalty and commitment throughout the organization.							
Comments:									

V. PERFORMS ROLE OF (INPATIENT) RN I, RN II, RN III			Posttest	Verbal	PeerReview	Demo	CEU
			Self	Evaluator	PT	V	PR
RN I	RN II	RN III					
V.3. DEMONSTRATES SUPPORT FOR EDUCATIONAL MISSION							
Role models positive interaction with health care team students as evidenced by student evaluations.	Identifies opportunities to enrich learning activities/processes.	Participates in the support, supervision and teaching of students to achieve their professional development.					
Contributes to a positive work environment that is conducive to clinical education of students.	Participates in the student evaluation process.	Serves as preceptor for student extern.					
Serves as a resource/preceptor for student nurse.	Promotes nursing as a desirable profession.	Participates in prompt identification of unit issues with students and effectively solves problems rather than symptoms.					
Comments:							
V.4. COLLECTS AND DOCUMENTS ASSESSMENT DATA FROM PATIENTS AND/OR OTHERS PER STANDARD							
Uses a structured approach in the holistic assessment process within unit/PNO standards.	Analyze more complex and ongoing patient assessment and data in identifying patient needs and provides rationale.	Anticipates patient needs prior to arrival/assessment, expediting initiation of the nursing process.					
Completes and documents assessments as needed for students and LPN's.	Obtains consults to address the unique patient needs identified upon admission assessment.	Performs and acts as a clinical expert in non-routine and highly specialized assessment skills for staff.					
Analyzes data accurately and comprehensively to identify patient needs/nursing diagnosis.	Actual and potential patient problems are identified collaboratively through accurate interpretation of data.						
Addresses patient immediate needs upon admission.	Acts as a clinical resource to RN I and RN II for assessment and data collection and interpretation.						
Demonstrates effective assessments that relate to the physiological, psychological, spiritual, cultural, age-specific and socio-economic variables on an ongoing basis.							
Comments:							
V.5. DEVELOPS PATIENT'S PLAN OF CARE (POC) PER STANDARDS UTILIZING ASSESSMENT DATA							
Develops individual POC to attain expected outcomes based on patient on-going analysis of assessments.	Modifies POC to include potential patient problems, proactive nursing interventions.	Acts as resource to others in developing and individualizing patient POC.					
Develops POC with patient/family/team members and documents clearly and reflects goals.	Assists in developing POC to meet patient's needs not addressed in existing protocols.	Assumes leadership role in development and revision of standards for their patient population.					
Maintains relevancy of POC by reviewing and revising as needed every 24 hours and prn.	Prioritizes multiple nursing diagnosis and collaborative medical problem in POC.	Ensures POC reflects current nursing practice.					
Comments:							

V. PERFORMS ROLE OF (INPATIENT) RN I, RN II, RN III			Posttest	Verbal	PeerReview	Demo	CEU		
RN I	RN II	RN III	Self	Evaluator	PT	V	PR	D	CEU
V.6. IMPLEMENTS PLAN OF CARE (POC) INCLUDING MEDICAL ORDERS									
Delivers nursing care to assigned patients in accordance with the plan that is accurate, safe, comprehensive and effective.	Delivers nursing care to patients with complex needs in accordance with the plan that is accurate, safe, comprehensive and effective.	Develops specialty in patient care related to unit populations and acts as resource.							
Implements medical care plan and orders in an effective manner and adhering to standards.	Revises nursing interventions with change in patient's condition, needs or priorities.	Implements innovative approaches and sets priorities to meet patient/family needs.							
Identifies and documents information needed for continuity of POC.	Integrates critical thinking into providing proactive patient care.								
Communicates POC to maintain continuity of care when patient is transferred internally or to another facility.	Assists others in identifying and implementing intervention for patient issues.								
Comments:									
V.7 EVALUATES THE PROGRESS OF PATIENTS TOWARD ATTAINMENT OF DESIRED OUTCOMES									
Evaluates the effectiveness of POC in achieving their planned outcomes.	Uses critical thinking to identify potential patient problems and identifies and implements effective interventions.	Monitors specialty patient population for recurring patient problems and identifies effective interventions.							
Evaluates and documents effectiveness of medical treatments/therapies.	Evaluates the effectiveness of POC in achieving the planned outcomes with patient/family and other healthcare team members.	Collaborates with others in the design of projects to evaluate patient outcomes.							
Ensures evaluation of POC is systematic and on-going.	Evaluates the effectiveness of interventions in relation to outcomes.	Makes recommendations to health care team for changes to improve cost effectiveness and timely progression toward meeting stated patient outcomes and anticipated length of stay.							
Reviews nursing intervention in accordance with evaluation data and determines further outcomes.		Commitment to patient outcomes results in high levels of performance despite workload changes.							
Comments:									
V.8 PROVIDES EFFECTIVE PATIENT/FAMILY EDUCATION/DISCHARGE PLANNING									
Identifies and documents teaching needs and uses the nursing process in creating and modifying a teaching plan.	Acts as a clinical expert with Med Teach Tools/Patient Education Tools/Echart.	Identifies and documents patient/family teaching needs and uses the nursing process in creating and modifying a teaching plan for patients with multiple complex learning needs.							
Actively participates in discharge planning using teaching and age specific principles as evidenced by documents.	Identifies and documents patient/family teaching needs and uses the nursing process in creating and modifying a teaching plan for patient with complex learning needs.	Assists RN I and RN II in modification of teaching tools and development of teaching plan.							
Facilitates referrals to Patient Education Department and utilizes patient education resources.									
Identifies any barriers to learning and appropriate interventions for teaching plan.									
Comments:									

V. PERFORMS ROLE OF (INPATIENT) RN I, RN II, RN III			Self	Evaluator	Posttest	Verbal	PeerReview	Demo	CEU	
RN I	RN II	RN III								
V.9. DEMONSTRATES PATIENT/FAMILY CULTURAL SENSITIVITY, KNOWLEDGE AND INCLUDES IN POC										
Completes cultural diversity training.	Recognizes needs and advocates for patients based on knowledge of cultural needs.	Analyzes socio-cultural variables and adapts interventions into care.								
Assesses patient's cultural values, beliefs and health practices in developing relationship with patient/family and incorporates and modifies POC.	Participates in assessing the unit's ability to meet cultural needs of patients.	Demonstrates leadership in assessing individuals and unit's ability to meet cultural needs of patients.								
Provides nonjudgmental care, respects the impact of gender, ethnicity, aging and the family on illness.		Develop tools/materials/processes to meet identified cultural needs of the unit's patient population.								
Advocates for patients. Tries to identify patterns in systems or processes of care that impact patient/families.										
Begins to recognize the differences in how patients/families react to illness and treatment.										
Comments:										
V.10. PROVIDES PATIENT CARE BASED ON THE NURSING PROCESS AS EVIDENCED BY DOCUMENTATION										
Documents completely, concisely, accurately and reflects comprehensive nursing process and is adherent to standards.	Serves as a proficient staff resource for documentation standards.	Serves as expert staff resource for documentation standards.								
Documentation is timely and legible.										
Comments:										
V.11. ADMINISTERS MEDICATION FOLLOWING DEPARTMENT/UNIT STANDARDS AND NURSE PRACTICE ACT AND PROVIDES DRUG INFORMATION TO PATIENTS/FAMILIES										
Administers medication using five rights and adheres to medication administration standards. .	Actively serves as resource for RN I and RN II regarding medication.	Identifies and facilitates medication updates.								
Documents all medications and patient responses per standards.	Collaborates with pharmacists as needed.	Provides unit inservices regarding high-risk drugs or new drug therapies.								
Maintains current knowledge of drug actions, side effects and interactions.										
Completes variance in PSN.										
Comments:										

V. PERFORMS ROLE OF (INPATIENT) RN I, RN II, RN III			Posttest	Verbal	PeerReview	Demo	CEU		
RN I	RN II	RN III	Self	Evaluator	PT	V	PR	D	CEU
V.12 ACTS AS RESOURCE/SUPPORT TO OTHERS IN THE PERFORMANCE OF DUTIES									
Listens and communicates effectively to the concerns of the team.	Educates new staff and other health care team members on clinic/unit policies, procedures, usage of equipment, response plans to emergencies, care of patients with complex needs.	Builds strong teams to meet performance goals.							
Creates positive environment for new team members.	Collaborates and develops effective relationship with team members as to reach patient outcomes.	Interprets policies, procedures for other health care team members.							
Begins to learn orientation coaching techniques for team members.	Assists RN in competency and training in assigned time frame.	Serves as superuser for implementation of new equipment, policies, procedures, etc.							
Demonstrates willingness to assist when needed for additional tasks.	Provides feedback to leadership regarding other team members in confidential and professional manner.	Leads effectively in developing an unit cultures that fosters teamwork.							
Promotes environment of effective teamwork.	Provides support to all team members through encouragement and recognition.	Coaching and mentoring techniques are used to orient and develop team members.							
Role models positive behavior during periods of change/increased stress.	Participates effectively in developing unit culture that foster teamwork.	Leads/coordinates activities that impact quality of patient care.							
	Participates in orientation and coaching of team members.	Excels in troubleshooting.							
Comments:									
V.13 USES AN INTERDISCIPLINARY APPROACH TO PATIENT CARE									
Assumes ownership of problems and employs logical approach to problem solving. Seeks assistance as needed.	Participates in problem solving when responding to critical and on-going situations.	Leads effectively in identifying problems, developing action plan and evaluating resolution.							
Collaborates and supports therapeutic interventions of the interdisciplinary team.	Collaborates with interdisciplinary team to: prioritize care, identify patient problems, interventions and desired patient outcomes.	Demonstrates and role models effective collaborative and conflict resolution skills with interdisciplinary team.							
Demonstrates high standard of professional conduct during interactions with interdisciplinary team.	Participates in patient problem resolution and reports to appropriate health team member.	Excels in collaborating with interdisciplinary team to: prioritize care, identify actual and potential patient problems, interventions and desired patient outcomes, and initiating consults.							
Serves as resource for team.	Participates on interdisciplinary team initiatives to promote collaborative patient care.	Functions as leader on interdisciplinary team initiatives to PI.							
Participates in interdisciplinary POC discharge planning.	Acts as a resource to peers, interdisciplinary team and makes referrals as needed.	Negotiates conflict skillfully to promote collaboration.							
Collaborates and communicates in proactive manner with health team members to identify and anticipate patient needs.	Challenges and acts on questionable actions, orders and decisions made by other interdisciplinary members.								
Provides effective contribution to team objectives.									
Comments:									

V. PERFORMS ROLE OF (INPATIENT) RN I, RN II, RN III			Posttest	Verbal	PeerReview	Demo	CEU
			Self	Evaluator	PT	V	PR
RN I	RN II	RN III					
V.14 DELEGATES CARE BASED ON UAMS STANDARDS, LEGAL AND REGULATORY REQUIREMENTS, SPECIFIC JOB DESCRIPTIONS AND INDIVIDUAL LEVEL OF EDUCATION AND TRAINING							
Uses departmental policies to make patient assignment.	Assists staff in reprioritizing activities based on changes in staffing, patient census and acuity.	Supervises unlicensed and licensed personnel.					
Relays accurate staffing information to CDF and/or supervisor.	Reallocates staff within unit on emergency basis.	Offers suggestions to CSM for long term staffing plans.					
Delegates effectively and appropriately to UAPs/LPNs verifying their competency and provides appropriate and timely patient care report.	Monitors delegated aspects of care to assure quality, continuity of care and provides assistance when required.	Demonstrates leadership in delegation, follow up and feedback.					
Demonstrates ability to successfully delegate using the five "Right of Delegation": Right task, right person, right communication and feedback, right follow through.	Consistently uses understanding of both strengths and limitations of others to effectively delegate.	Delegates with clearly defined responsibility and authority.					
Collaborates with team members in prioritizing patient care needs.		Provides constructive feedback to others when delegating and following up on delegated tasks.					
Monitors delegated aspects of care and provides assistance when required.		Champions the capabilities and unique talents of others and develops their self-confidence.					
Timely follow up of delegated task to assure quality and continuity of care.							
Always obtains coverage for assignment when off unit.							
Comments:							
V.15 PARTICIPATES IN EVIDENCE BASED PRACTICE/RESEARCH PROCESS							
Completes surveys and data collection forms for research, evaluations, projects, as requested.	Identifies problems, issues related to nursing practice that need to be addressed with use of evidenced based research.	Provide educational session/inservice related to nursing practice issue based on evidence based research findings.					
Comments:							
V.16 ACCOUNTABLE FOR OUTCOMES AND TRANSFORMS STRATEGIES INTO RESULTS							
Understands issues that negatively impact patient outcomes and LOS expectations.	Participates in on-going initiatives to address barriers and interventions to patient LOS initiatives.	Demonstrates leadership in on-going initiatives to address barriers and interventions to patient LOS initiatives.					
Seeks assistance in identifying barriers and interventions to patient discharge.	Participates with CSM to develop scheduling plan to meet unit needs.	Partners with CSM to assume responsibility for and maintain outstanding patient and staff satisfaction.					
Accepts responsibility and accountability for consequences of own actions or omissions.							
Comments:							

V. PERFORMS ROLE OF (INPATIENT) RN I, RN II, RN III			Posttest	Verbal	PeerReview	Demo	CEU		
RN I	RN II	RN III	Self	Evaluator	PT	V	PR	D	CEU
V.17 DEMONSTRATES COMMITMENT TO PROFESSIONAL NURSING									
Holds membership and participates in nursing organization.	Shares nursing organization activities with staff.	Takes active part in organization i.e. committee chair or officer.							
		Attains national certification in area of clinical expertise.							
PERFORMS ROLE OF RN I, RN II, RN III			0	0					
Comments:									
VI. PROFESSIONAL GROWTH			Posttest	Verbal	PeerReview	Demo	CEU		
Criteria attached			Self	Evaluator	PT	V	PR	D	CEU
Participates in continuing education - maintains current education records.									
Participates in professional/institutional advancement.									
RN I	RN II	RN III							
Completes 24 hours of staff development activity.	Completes 32 hours of staff development activity.	Completes 40 hours of staff development activity.							
Designs and implements one of the following: unit based inservice, patient education tool, educational tool, information from external conference in form of poster or inservice.	Designs/implements two of the following: unit/clinic based inservice, departmental inservice, patient education tool, educational tool, teach in Staff Education course, nursing rounds presentation, public presentation.	Designs and implements three of the following: case conference, inservice, patient or staff education tool, public presentation, literature review with presentation.							
Comments:									
PROFESSIONAL GROWTH SCORE			0	0					
Employee Comments:									
Evaluator Comments:									

Rate Employee's Overall Performance		SECTION TOTAL				SECTION SCORE
		SECTION VALUE	SECTION MAX POSSIBLE	FROM EACH SECTION	VALUE WEIGHT	
I.	GUEST RELATIONS (25%)	125	25	0	5	0
II.	SAFETY AND EMERGENCY PREPAREDNESS (10%)	50	25	0	2	0
III.	INSTITUTIONAL/PROFESSIONAL STANDARDS (5%)	25	30	0	0.8333333	0
IV.	PROCESS IMPROVEMENT (5%)	25	15	0	1.6666667	0
V.	PERFORMS ROLE OF INPATIENT RN (50%)	250	85	0	2.9411765	0
VI.	PROFESSIONAL GROWTH (5%)	25	10	0	2.5	0

Section Value - multiple 500 points by the assigned percent value for the section.

Section Maximum Possible - multiply the maximum possible score of 5 by the total number of criteria.

Section Total - total the scores achieved for each criteria based on employee's performance.

Value Weight - divide the Section Value by the Section Maximum Possible.

Section Score - multiply the Section Total by the Value Weight.

Classified Conversion: 500 - 426 =3 exceeds expectations
425-300 =2 Satisfactory
299-100 = 1 Unsatisfactory

OVERALL SCORE

0

RECOMMENDED MERIT INCREASE

I have reviewed my performance appraisal and I:

Agree with my evaluation

Disagree with my evaluation

COMMENTS:

Signatures

EMPLOYEE'S SIGNATURE / DATE

EVALUATOR'S SIGNATURE / DATE

Administrative

I acknowledge that this performance appraisal was discussed with me.

Signature does not necessarily mean agreement.