



JOB HISTORY AUDIT SHEET

FOR

Murl Sprout

REVIEW PERIOD ENDING: 2/23/2020

EMPLOYEE #: 33253

CURR GRADE: S23

JOB TITLE: Sr Instructional Designer

OLD HOURLY RATE: \$ 31.318

NEW HOURLY RATE: \$ 32.258

MERIT % RECEIVED: 3.000 %

BONUS RECEIVED: 0.000

JOB RESPONSIBILITIES PERFORMANCE LEVEL: 2

NEXT SALARY REV DATE

3/1/2021

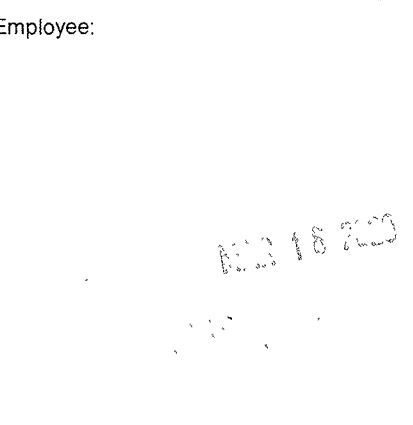
Annual Performance Summary Sheet

Name	PS Record No.	Cost Center No.	Cost Center Name	Hrly/Sal
Sprout Jr, Muri J	33253	21020	Organizational Development	SLY
Job Title	Comp Seniority Dt	Appraisal Eff date	Pay Rule	Salary Plan
Sr Instructional Designer	2015-03-30	2020-03-01	NN SALARY	S001
Base Rate	Min Rate	Max Rate	Job Code	Grade
31.318	24.51	37.55	00718	S23
Supervisor	Supervisor Title			Hours
Ruiz, Robert J	Dir Organizational Development			40

Appraisal Type:	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Special
New Badge Required:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
New Badge Form (HR ONLY):	<input type="checkbox"/> Received	
Required Licenses/Certifications:	<input type="checkbox"/> Current	
Annual Competency :	<input checked="" type="checkbox"/> Attached	
HIPAA Compliance Form :	<input checked="" type="checkbox"/> Attached	

Conflict of Interest:	<input type="checkbox"/> Attached - N/A <i>ap</i>
TGH Core Values:	<input checked="" type="checkbox"/> Attached
Annual Health Screening:	<input checked="" type="checkbox"/> Attached
Annual Education Requirements:	<input checked="" type="checkbox"/> Attached
Self Review (as Required):	<input type="checkbox"/> Attached - N/A <i>ap</i>
Peer Review (as Required):	<input type="checkbox"/> Attached - N/A <i>ap</i>

As per the Annual Performance Appraisal Summary, overall the employee:		
<input type="checkbox"/> Does not meet expectations	<input checked="" type="checkbox"/> Meets expectations	<input type="checkbox"/> Consistently exceeds expectations
Merit for this Annual Appraisal: <u>3.00</u> %		
<i>Merit Increases Over 3.0% Require Executive Approval</i>		

Remarks Evaluator: Jay continues to be a solid contributor to our OD team and TGH! To continue building your personal brand and assist with your professional growth, I'm suggesting you regularly seek opportunities that align with our OD & TGH initiatives. Thank you for all you do and I wish you continued growth and success this coming year!	Employee: <div style="text-align: center; margin-top: 100px;">  </div>
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Acknowledgement			
Employee	<u>JAY SPROUT</u>	Signature	Date <u>3-18-2020</u>
Evaluator (print name)	_____	Signature	Date _____
Manager (print name)	_____	Signature	Date _____
Director (print name)	<u>ROBERT RUIZ</u>	Signature	Date <u>3-18-2020</u>
VP (print name)	_____	Signature	Date _____



Verification of Annual Educational Update

This form serves as your **CERTIFICATE of COMPLETION** for your TGH 2020 Annual Update.

This section is completed by employee:

Employee Name: Jay Sprout Badge Number: 608410 Job Title: Instructional Designer

Unit or Department: Org Dev Manager: Rico Ruiz

Health Screening

Annual Health Screening Hours:

Employee Health Services (ext. 7649)

Monday - Friday: 06:30 AM to 4:30 PM

***Appointments can be scheduled via Employee Health page on the Portal.**

After completing the Annual Education Update in MindLab, you must complete the Employee Health Annual Screening forms. The link to the Annual Screening questionnaire is located at the end of your Education Update in MindLab. Depending on your answers, you may or may not need to visit Employee Health to complete your Annual Screening.

Your Annual Screening will include a review of your current health status. Depending on your position and job duties this may include TB testing, immunizations update, review of previous exposures, respirator fit testing clearance, accommodations, and medical surveillance.

Employee Health front office number: 813-844-7649
Employee Health is open Monday-Friday: 6:30am to 4:30pm

Manager section: Please check off and sign before sending to Human Resources for processing.

I certify that the employee is in compliance with all annual educational requirements.

Manager signature: _____

Date: 3-10-2020

Organizational Development Section (844-7456)

As an employee of Tampa General Hospital and as part of your annual performance appraisal, you are required to complete an online Annual Educational Update. The Annual Educational Update includes: General information about The Joint Commission, National Patient Safety Goals, Ethics, Abuse and Reporting, Information Systems, Safety and Security Management, Employee Health Services, Infection Prevention Program, Quality Improvement, Risk Management, HIPAA, EMTALA, Corporate Compliance, Human Resources, Injury Prevention, and our Hurricane and High Water Plan.

Date Educational Update completed:

I have read the entire contents of the Annual Educational Update. I acknowledge and understand that I'm responsible for complying with all TGH standards and policies.

Employee Signature: _____

[Signature]



**ORGANIZATIONAL DEVELOPMENT
COMPETENCY ASSESSMENT PROGRAM**

Mapping Learning Plans to End-Users

Critical Elements	Verification Method	Verified By
From the control panel click "Advanced Learning."	D	rjr
Click "Learning Plans."	D	rjr
Click "Filters" to expand view and search for the Learning Plan.	D	rjr
Rest your pointer (Mouse) on the Learning Plan and then click the properties icon to view the Learning Plan's properties.	D	rjr
Click "Map/Unmap Training."	D	rjr
Select Users from the View Mapped drop-down list.	D	rjr
Click "Map to Learning Plan." The Users Selector window opens.	D	rjr
Search for the User(s) you want to add to the plan.	D	rjr
To return back to Learning Plans details, click "Return To Learning Plan."	D	rjr

Name: Jay Sprout

Date: March 2, 2020

Validated by: Rico Ruiz

Initials: 

VERIFICATION METHOD CODES:

D: Demonstration

O: Other (describe method)



JOB DESCRIPTION/PERFORMANCE APPRAISAL

TITLE:	Senior Instructional Designer	JOB CODE:	00718
DEPARTMENT:	Organizational Development	FLSA:	Salaried
TEAM MEMBER NAME:	Murl "Jay" Sprout	EVALUATION DUE DATE:	March 2020

GENERAL SUMMARY

Under general direction of the Director of Organizational Development and following established policies, procedures and professional guidelines, the Senior Instructional Designer is responsible for designing learning programs, including classroom workshops, online curriculum, and/or self-study sessions for employees throughout the organization. Develops materials for various learning programs based on knowledge of adult learning theories. Evaluates the extent to which current programs are meeting the needs of learners, perform needs analyses to identify areas where learning solutions are required within the organization, bridging knowledge/skill gaps and increasing overall performance levels. Maintains awareness of current trends and best practices in instructional design as well as learning mediums and technologies. Serves as expert user for content management system, learning management system, and other technologies for the design and delivery of instructional materials. Develops performance measurement methodology/tools to assess the effectiveness of the instructional programs and processes. Provides expert recommendations to subject matter experts and cross-functional teams within the organization to address established learning needs, and will also collaborate with internal resources to identify areas for focus in improving current program offerings and in the improvement process around areas for greatest impact. Responsible for performing job duties in accordance with the mission, vision and values of Tampa General Hospital. Performs other duties as assigned.

QUALIFICATIONS

Master's degree in Instructional Design/Adult Learning/Organizational Development or similar field. 5 - 7 years experience in instructional design. Must have strong knowledge of visual learning mediums, outstanding customer service skills, project management experience and ability to oversee projects from inception through development. Must demonstrate creativity, innovation, and strategic problem-solving orientation, and must exhibit improvement-focused, proactive and collaborative approach. Experience with authoring tools, preferably Captivate and/or Articulate.

WORKING CONDITIONS

Work performed in a normal office setting and in classrooms. Involves walking, standing, keyboard activities. Extensive interaction with all levels of staff. Mobile throughout all areas of hospital, clinics, and external locations.

This position has been evaluated as a Level 1 in accordance with the Occupational Safety and Health Administration (OSHA) definition of occupational exposure to blood borne pathogens.

Level I Positions in this category require the performance of tasks which involve exposure to blood and potentially infectious body fluids.

AGE SPECIFIC COMPETENCY Exempt

REPORTING RELATIONSHIPS

Reports to: Department Director/Manager or Vice President

Supervises: As assigned

**TAMPA GENERAL HOSPITAL
JOB DESCRIPTION/PERFORMANCE APPRAISAL**

TEAM MEMBER NAME: Murl "Jay" Sprout

EVALUATION DUE DATE: March 2020

Key: 1 = Does not meet expectations 2 = Successfully meets expectations 3 = Consistently exceeds expectations Note: Ratings of 1 or 3 require comments and/or Examples to support the rating.	1, 2 or 3	Methodology: 1 – Direct Observation 2 – Document Review 3 – Peer Review 4 – Per policy & procedure	Comments/Examples
Job Knowledge Participates in formal and informal needs assessment process to determine needs for new courses and revisions and updates to existing materials.	3	1,2	Designed and developed several house-wide courses and continuously revises our Annual Updates and NTMO modules with the most current organizational and regulatory content. <ul style="list-style-type: none"> Jay's clients remain extremely pleased with outcomes of the learning modules and are impressed with his level of expertise, content and design development! Worked extensively with Nancy O'Neill, Kathleen Crawford, Frank Wood and others to determine how best to meet training requirements of auditors.
Utilizes multiple teaching methods and modalities, including simulation and multimedia, to replicate the patient care or hospital environment.	2	2	In addition to the usual slide-based courses, created multiple cartoons for Corporate Compliance and OD.
Meets identified learning needs as demonstrated by: collaborative relationships with managers, educators and other departments to determine curriculum needs and design online multimedia instruction and/or instructor-led instruction.	3	1,2	Jay meets with his client(s) to assess their training needs and provides recommendations as to the content, modality, and style of the training. He further presses his clients for a true purpose and desired outcome for the training. <ul style="list-style-type: none"> Continually encourages a rising quality standard and offers to "renovate" or redesign old courses.
Designs and documents learning environment, including technology tools and delivery, user interactions, and production protocols.			
Reviews and provides feedback on all course materials and production processes.			

Quality			
Participates in department, education, and organizational performance improvement activities.	2	1,2,4	Jay has participated in several of our Team Member Communication Forums and attends all Tech/OD Team meetings.
Provides accurate and consistent documentation and guidance to ensure consistency in processes and content management in relation to course design/delivery across all education and training activities.	2	1,2	As courses are updated, he applies a consistent look and feel to them.
Designs and develops education according to established procedures, protocols and professional standards of adult learning.	2	2	Jay consults with SMEs and original content creators as well as proofing/editing so information is translated and transformed into knowledge transfer.
Problem Solving/Critical Thinking			
Remains alert to changes in work environment and responds appropriately.	2	1,2	When working with those who have different standards, visions or philosophies regarding the presentation of educational materials (design and appropriate content), Jay makes every effort to explain what he does, how he does it, and the resulting changes in what clients may have started with or previously published.
As a team member, provides support to management and educators in identifying educational and performance issues of staff.			
Utilizes appropriate conflict management skills; considers alternative actions when necessary in approaching problem solving.			
Dependability			
Complies with all TGH policies, procedures, and standards. Examples include and are not limited to: adheres to attendance standards; complies with hospital/dept./team policies/procedures; reports equipment malfunction to TSC in timely manner; completes all mandatory/required training as assigned and on time; maintains confidentiality of patients/visitors/employees; etc.	2	1,4	Jay complies with our TGH policies, procedures, and standards and strives to meet organizational & departmental goals/commitments.
Completes assignments and delegated responsibilities within established time frames.	2	1,2	Maintains flexibility to opposing priorities and ongoing changes within the department/organization. Meets these demands with a positive attitude and leverages strengths to arrive at desired outcomes.
Productivity/Financial Management			
Uses resources (time, rooms, money, and staffing) effectively and efficiently.	2	1,2,4	

Demonstrates ability to prioritize assigned activities.	3	1,2	Jay exhibits solid project planning skills and possesses the ability to manage multiple projects simultaneously. • He has met all assignment deadlines unless they were changed or extended by his client(s).
Develops and prepares visual aids and training materials within budget constraints and observation of copyright protocols.	2	1,2,4	
Leadership			
Promotes a positive image of the department and organization through professional conduct, appearance, and communication.	2		
Supports department and organizational mission and goals; participates in the orientation and education of new employees and students as assigned.	2	1,4	Jay continually updates; including adding new content, courses in the NTMO learning plans to ensure our team members have the most current organizational and regulatory information available.
Personal/Professional Development			
Formulates goals for professional development annually.	2	1,4	
Participates in educational programs and research to enhance personal and professional growth.	2	1,2	Attended internal Emotional Intelligence class, <i>STRENGTHENING YOUR PARTNERSHIP + PM ESSENTIALS</i> <i>JP</i>
Investigates current research, periodicals, and references to maintain currency in field.	2	1,2	
Attends annual and mandatory in-services, required meetings and continuing education.	2	1,4	
Teamwork			
Works interdependently with peers; demonstrates cooperative interactions with all customers.	2	1,2	Has collaborated with many of our OD team members and internal customers on various projects
Works collaboratively with other departments and educators in achieving staff education goals.			
Maintains flexibility in work assignments.	3	1,2	Varies work hours and days to accommodate assigned duties; voluntarily works extra hours as needed to complete urgent tasks. • Jay accepts additional work assignments, without reservation, as delegated.
Communication			
Demonstrates active listening and speaking skills; demonstrates appropriate verbal and written communication skills in interactions with peers, staff, physicians, visitors and all other customers.	3	1,2	Exceptional communication skills both written and verbal to a wide variety of people and positions within the organization. • Jay understands the needs of our customers and ensures expectations on both sides are understood and met.

Customer Service			
Promotes a positive image of TGH by treating patients, families, physicians, vendors, hospital and department staff with courtesy, respect and dignity at all times.	2	1,2,4	Jay demonstrates respect for others and their ideas. He exhibits our TGH core values and behaviors in all he does and expects his peers and others to display the same behaviors and principles with all customers.
Responds promptly to requests and complaints according to service level agreements and keeps customers informed of status and progress towards resolution.			
Follows the "10-5" Rules (eye contact at 10feet, greet/smile at 5 feet), assists patients and visitors with way finding needs, and picks up trash or reports to Service Response Center to maintain and support the patient/customer experience.			
OVERALL PERFORMANCE SCORE	2.2		

DEPARTMENT COMPETENCY ASSESSMENT: The hospital's ability to fulfill its mission and provide for patients' needs is directly related to its ability to provide qualified, competent staff. During this year's evaluation period, this employee demonstrated proficiency in the performance of department/unit specific competencies, as required for ALL TGH employees, X YES or NO.

COMPETENCY ASSESSMENT MUST BE COMPLETED AND ATTACHED

AGE-SPECIFIC COMPETENCY ASSESSMENT REQUIRED X EXEMPT

IF REQUIRED, PLEASE FILL OUT SECTION BELOW:

Employee provides care to the following patient populations:

- ☐ Neonate/Infant (Birth through 1 year)
 ☐ Pediatric (1 through 12 years)
 ☐ Adolescent (13 through 18 years)
☐ Adult (19 through 64 years)
 ☐ Geriatric (65 and older)
 ☐ All ages

SUMMARY (Detailed age-specific documentation maintained in department/unit file)			Methodology: 1 – Direct Observation 2 – Document Review 3 – Peer Review 4 – Per Policy & Proc.	Comments/Examples
	YES	NO		
Considers the age of patients when assessing, planning, and implementing care.				
Demonstrates the ability to interpret and integrate information in terms of the patient needs based on age and developmental level.				
Demonstrates understanding of the range of interventions needed by patients according to their age and developmental level.				
Competence maintained during the evaluation period according to departmental and unit specific standards, including in-service and continuing education.				
Competence in patient safety and infection control demonstrated during the evaluation period				
Overall competence meets standards				

Employee's Signature: [Signature] Date: 3-18-2020

Evaluator's Signature: [Signature] Date: 3-18-2020



To assure compliance with HIPAA Federal regulations regarding patient privacy, in addition to the HIPAA educational booklet provided to staff upon hire, TGH has in place several policies to hold our healthcare providers accountable for maintaining respect for patient privacy. As a reminder to you, these policies include:

- Policy RI-46 Photography/ Videography/Audio Recordings: "Under no circumstances are other patients or staff to be photographed without *written* consent." Pictures may only be taken **FOR EDUCATIONAL** purposes by those who are approved to utilize for case reviews, and again with written consent. This includes the taking of any picture or x-ray, even if it has no patient identifier and/or face included.
- TGH Code of Conduct Standard 3.1 - Patient Relationship/Protection: "Protection of the well-being and privacy of patients is expected at all times. Neglect and/or mistreatment of patients, patients' reputations, or unauthorized removal or disclosure of patient records, whether verbal, written or electronically transmitted, are prohibited." Any posting on a social networking site (i.e. *Facebook* or *MySpace*, etc.) regarding patient encounters are prohibited. Additionally, you are prohibited from accessing any patient chart (either electronic or physical chart or components of the medical record) unless you are specifically involved with that patient's care, required audit, or have management responsibility for that patient.

It is the expectation that all staff will monitor compliance with these policies and intervene when someone is not in compliance. Maintaining patient privacy is everyone's responsibility. Violation of patient privacy will result in disciplinary action, up to and including termination.

I have read and understand my responsibilities regarding the Health Insurance Portability and Accountability Act (HIPAA), and also acknowledge that I have received training in HIPAA provisions related to my position at Tampa General Hospital during my orientation process.

Print Name Jay Spratt Signature [Signature] Date 3/10/2020



Core Values Acknowledgment Form

We Put Our Patients First in All We Do.

INTEGRITY

Doing the Right Thing Because It's the Right Thing to Do

We build trust and reduce fear through ethical, honest and transparent interactions.

- I protect the privacy of patients and all other confidential information.
- I report concerns and errors in a timely manner.
- I listen first so that I can provide timely, open, and honest communication.
- I apologize when things go wrong without making excuses or blaming others.
- I do what I say I will do.

COMPASSION

Treating All with Dignity and Respect

We show genuine kindness to those we serve and to each other.

- I provide a warm, culturally appropriate welcome to everyone.
- I explain all aspects of an encounter, including length of time, delays, and provide timely updates.
- I anticipate the needs of others and meet those needs.
- I show empathy for other by recognizing their current situation, identifying needs, and responding with care and compassion.
- I recognize suffering and actively take steps to provide comfort.

ACCOUNTABILITY

Taking Responsibility for the People and Resources Entrusted to our Care

We serve the community by providing exceptional care in a responsible manner.

- I contribute to a welcoming environment by refraining from the use or display of personal property in public locations.
- I value diversity and treat all with dignity, courtesy, and respect.
- I take ownership for the outcomes resulting from my choices, behaviors, and actions.
- I take pride in our facilities and keep them neat and clean.
- I use all supplies, equipment, and facilities in a safe and efficient manner.

EXCELLENCE

Striving to Produce the Best Outcomes

We strive to produce high quality results in a professional manner using evidence-based practices.

- I keep patients safe through proper hand hygiene and adherence to all patient safety practices.
- I maintain a safe, quiet, and clean environment.
- I represent the organization, coworkers, and patients in a positive way.
- I complete my work in an accurate, timely manner.
- I follow all dress code and appearance policies.

I have been presented with, reviewed and understand Tampa General Hospital's values, standards and the service behaviors I am expected to have and to demonstrate.

Employee signature

Printed name

Date



JOB HISTORY AUDIT SHEET

FOR

Murl Sprout

REVIEW PERIOD ENDING: 2/24/2019

EMPLOYEE #: 33253

CURR GRADE: S21

JOB TITLE: Instructional Designer

OLD HOURLY RATE: \$ 28.250

NEW HOURLY RATE: \$ 29.098

MERIT % RECEIVED: 3.000 %

BONUS RECEIVED: 0.000

JOB RESPONSIBILITIES PERFORMANCE LEVEL: 2

NEXT SALARY REV DATE

3/1/2020

Annual Performance Summary Sheet

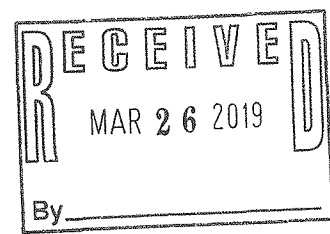
Name	PS Record No.	Cost Center No.	Cost Center Name	Hrly/Sal
Sprout Jr, Murl J	33253	21020	Organizational Development	SLY
Job Title	Comp Seniority Dt	Appraisal Eff date	Pay Rule	Salary Plan
Instructional Designer	2015-03-30	2019-03-01	NN SALARY	S001
Base Rate	Min Rate	Max Rate	Job Code	Grade
28.25	20.81	30.8	00717	S21
Supervisor	Supervisor Title			Hours
Ruiz, Robert J	Dir Organizational Development			40

Appraisal Type:	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Special
New Badge Required:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
New Badge Form (HR ONLY):	<input type="checkbox"/> Received	
Required Licenses/Certifications:	<input type="checkbox"/> Current	
Annual Competency :	<input checked="" type="checkbox"/> Attached	
HIPAA Compliance Form :	<input checked="" type="checkbox"/> Attached	

Conflict of Interest:	<input checked="" type="checkbox"/> Attached
TGH Core Values:	<input checked="" type="checkbox"/> Attached
Annual Health Screening:	<input checked="" type="checkbox"/> Attached
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Self Review (as Required):	<input type="checkbox"/> Attached
Peer Review (as Required):	<input type="checkbox"/> Attached

As per the Annual Performance Appraisal Summary, overall the employee:		
<input type="checkbox"/> Does not meet expectations	<input checked="" type="checkbox"/> Meets expectations	<input type="checkbox"/> Consistently exceeds expectations

Merit for this Annual Appraisal:	3.00 %	<i>Merit Increases Over 3.0% Require Executive Approval</i>
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<p>Remarks</p> <p>Evaluator:</p> <p>Jay is an asset to our team and his Instructional Design contributions continue to make a difference with our team members.</p> <p>Thank you, Jay, for all you do and wishing you all the best for the next year!</p>	<p>Employee:</p> <div style="text-align: center; margin-top: 100px;">  </div>
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Acknowledgement			
Employee	JAY SPROUT	Signature	Date 3-26-19
Evaluator (print name)		Signature	Date
Manager (print name)		Signature	Date
Director (print name)	ROBERT RUIZ	Signature	Date 3-26-19
VP (print name)		Signature	Date



Verification of Annual Educational Update
This form serves as your **CERTIFICATE of COMPLETION** for your TGH 2019 Annual Update.

This section is completed by employee:

Employee Name: Jay Spruit Badge Number: 908410 Job Title: Instructional Designer
Unit or Department: Organizational Development Director Manager: Rico Ruiz

Health Screening

Annual Health Screening Hours:

Employee Health Services (ext. 7649)

Monday - Friday: 06:30 AM to 4:30 PM

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Your Annual Screening will include a review of your current health status. Depending on your position and job duties this may include TB testing, immunizations update, review of previous exposures, respirator fit testing clearance, accommodations, and medical surveillance.

Employee Health front office number: 813-844-7649
Employee Health is open Monday-Friday: 6:30am to 4:30pm

Manager section: Please check off and sign before sending to Human Resources for processing.

I certify that the employee is in compliance with all annual educational requirements.

Manager signature: _____

Date: 3-7-19

Organizational Development Section (844-7456)

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Date Educational Update completed:

I have read the entire contents of the Annual Educational Update. I acknowledge and understand that I'm responsible for complying with all TGH standards and policies.

Employee Signature: _____


Ruiz, Rico

From: Team Member Health Clinic <no-reply@sharepointonline.com>
Sent: Thursday, March 7, 2019 9:22 AM
To: Sprout, Jay
Cc: Ruiz, Rico
Subject: [EXTERNAL] TMH Clinic Annual Screening Verification - You DO NOT Need to Report to Team Member Health Clinic

Verification of Completion of TMH Clinic Annual Screening

Employee Name: Sprout, Jay	
Badge Number: G08410	Dept: Organizational Development
Manager: Ruiz, Rico	Job Title: Instructional Designer

According to the Team Member's responses on the online TMH Clinic Annual Screening questionnaire:	
<u>TB SCREENING</u> Annual TB screening is <u>NOT REQUIRED</u> for this employee as the team member reported that as a part of his/her regular job duties he/she: <ul style="list-style-type: none">• Does NOT have any known exposures to TB in the community• Has NOT traveled to areas where TB is endemic• Does NOT work routinely having patient contact in any of the higher-risk areas within the hospital	
<u>FIT TESTING</u> Fit Testing is <u>NOT REQUIRED</u> for this team member as the team member reported that he/she: <ul style="list-style-type: none">• is not required to wear a TB isolation (i.e. VFlex) mask• has not worn the TB isolation mask within the previous two years and is not anticipated to float to a unit in which the TB isolation mask will be required	
<i>This team member is NOT required to report to TMH Clinic for an annual screening.</i>	Date online annual screen completed: 3/7/2019

Manager Section	
I have verified the statements above and certify that this employee: <ul style="list-style-type: none">• Does NOT require TB screening• Does NOT require Fit Testing for the TB isolation (i.e. VFlex) mask. This form must be attached to the annual performance appraisal and sent to Human Resources.	
Manager Signature: 	Date: 3-7-19

Team Member: You must provide this form to your manager in order to complete your annual performance appraisal.

HAND HYGIENE COMPETENCY ASSESSMENT PERFORMANCE

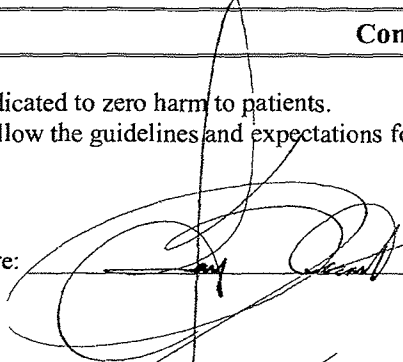
Employee Name: <u>Jay Sprent</u>		Job Title: <u>Instructional Designer</u>	
Prerequisite: <u>Completes review of Hand Hygiene Policy IC-43</u>		Unit: <u>OD</u>	
Competency: All staff will perform hand hygiene according to TGH policy. Initial competency to be completed within 30 days of hire.			
Rationale: Standardize the process for hand hygiene.			
Target Audience: All staff			
Reason(s) for Assessment:	<input checked="" type="checkbox"/> ↑ Risk-↑ volume <input type="checkbox"/> ↓ Risk-↑ volume <input type="checkbox"/> ↑ Risk-↓ volume <input type="checkbox"/> New Equipment	<input type="checkbox"/> Age related <input type="checkbox"/> Regulatory <input checked="" type="checkbox"/> Safety	<input checked="" type="checkbox"/> Patient Satisfaction <input checked="" type="checkbox"/> Infection Control <input checked="" type="checkbox"/> Quality-Related <input checked="" type="checkbox"/> Learner's needs <input type="checkbox"/> Policy change <input type="checkbox"/> Performance issue <input type="checkbox"/> New scope of practice <input type="checkbox"/> Professional development <input type="checkbox"/> Others:
Recommended Validation Methods:	<input checked="" type="checkbox"/> Direct observation of actual behaviors in work environment <input type="checkbox"/> Indirect observation through superiors, peer reports, document reviews		<input checked="" type="checkbox"/> Direct Observation in Simulated Laboratory <input type="checkbox"/> Documented results of test: Oral or written
Skill Set:	<input checked="" type="checkbox"/> Critical Thinking <input checked="" type="checkbox"/> Psycho-Motor <input checked="" type="checkbox"/> Technical Skills	<input type="checkbox"/> Interpersonal Skills	
Reference(s):	<input checked="" type="checkbox"/> Policy & Procedure Manual IC-43 <input type="checkbox"/> Medical Records	<input type="checkbox"/> Professional Organization's Standards Manual <input checked="" type="checkbox"/> Regulatory Agency Guidelines	<input checked="" type="checkbox"/> Others: WHO

Behavioral Criteria	Assessment	
	Met	* Not Met
Hand Hygiene		
1. Discusses the importance of hand hygiene.	<u>EA</u>	
2. Differentiates when it is appropriate to use alcohol hand sanitizer versus handwashing. <ul style="list-style-type: none"> Alcohol hand sanitizer is the preferred method for hand hygiene, unless contraindicated. 	<u>EA</u>	
3. Demonstrates the procedure for using alcohol hand sanitizer (duration = 20 seconds): <ul style="list-style-type: none"> Apply alcohol hand sanitizer to the palm of one hand. Rub hands together, covering all surfaces, focusing in particular on the fingertips and fingernails, in between fingers, until dry. 	<u>EA</u>	

4. Demonstrates the procedure for handwashing (duration = 20 seconds): <ul style="list-style-type: none"> Wet hands, without soap, to rinse away germs. Leave water on. Apply soap, cover surfaces of both hands to kill remaining germs. Rub hands, palm to palm and palm to backs to clean entire surface. Rub fingers: thumbs (most active part of hand), interlocking (sides of fingers cleaned at one time), back of fingers to palm (cuticles and knuckles), and tips to palm (under fingernails). Rinse hands. Use a paper towel to dry hands and turn water off to prevent recontamination. 	CA	
5. Identifies the five critical moments for hand hygiene: <ul style="list-style-type: none"> Before touching a patient Before a procedure After a procedure or body fluid exposure risk After touching a patient After touching a patient's surroundings 	CA	

*Complete below for behavioral criterion assessed as "Not Met":

Criteria	Corrective Action(s)	Target Date For Completion

Commitment to patient safety through compliance with IC-43	
1. I am dedicated to zero harm to patients. 2. I will follow the guidelines and expectations for Hand Hygiene Policy IC-43.	
Signature: 	Date: 1-10-19

Reviewer's Name (manager or his/her designee):

Edna Anaya
(Print name)

Reviewer's signature:

Edna Anaya

Date:

1/10/19

JOB DESCRIPTION/PERFORMANCE APPRAISAL

TITLE: Instructional Designer

JOB CODE: 00717

DEPARTMENT: Organizational Development

FLSA: Salaried

EMPLOYEE NAME: Murl "Jay" Sprout

EVALUATION DUE DATE: March 2019

GENERAL SUMMARY

Under general direction of the Director of Organizational Development and following established policies, procedures and professional guidelines, the Instructional Designer is responsible for designing learning programs, including classroom workshops, online curriculum, and/or self-study sessions for employees throughout the organization. Develops materials for various learning programs based on knowledge of adult learning theories. Evaluates the extent to which current programs are meeting the needs of learners, perform needs analyses to identify areas where learning solutions are required within the organization, bridging knowledge/skill gaps and increasing overall performance levels. Maintains awareness of current trends and best practices in instructional design as well as learning mediums and technologies. Develops performance measurement methodology/tools to assess the effectiveness of the instructional programs and processes. Provides expert recommendations to subject matter experts and cross-functional teams within the organization to address established learning needs and will also collaborate with internal resources to identify areas for focus in improving current program offerings and in the improvement process around areas for greatest impact. Responsible for performing job duties in accordance with the mission, vision and values of Tampa General Hospital. Performs other duties as assigned.

QUALIFICATIONS

Bachelor's in Instructional Design/Adult Learning/Organizational Development or similar field: Master's preferred. 3-5 + years experience in instructional design. Must have strong knowledge of visual learning mediums, outstanding customer service skills, project management experience and ability to oversee projects from inception through development. Must demonstrate creativity, innovation, and strategic problem-solving orientation, and must exhibit improvement-focused, proactive and collaborative approach. Experience with authoring tools, preferably Captivate and /or Articulate.

WORKING CONDITIONS

Work performed in a normal office setting and in classrooms. Involves walking, standing, keyboard activities. Extensive interaction with all levels of staff. Mobile throughout all areas of hospital, clinics, and external locations.

This position has been evaluated as a Level 1 in accordance with the Occupational Safety and Health Administration (OSHA) definition of occupational exposure to blood borne pathogens.

Level I Positions in this category require the performance of tasks which involve exposure to blood and potentially infectious body fluids.

AGE SPECIFIC COMPETENCY Exempt

REPORTING RELATIONSHIPS

Reports to: Department Director/Manager or Vice President

Supervises: As assigned

TAMPA GENERAL HOSPITAL

JOB DESCRIPTION/PERFORMANCE APPRAISAL

EMPLOYEE NAME: Murl “Jay” Sprout

EVALUATION DUE DATE: March 2019

Key: 1 = Does not meet expectations 2 = Successfully meets expectations 3 = Consistently exceeds expectations Note: Ratings of 1 or 3 require comments and/or examples to support the rating.	1, 2 or 3	Methodology: 1 – Direct Observation 2 – Document Review 3 – Peer Review 4 – Per policy & procedure	Comments/Examples
Job Knowledge			
Participates in formal and informal needs assessment process.	2	1,2	Jay has had a few opportunities in the last year to improve the material provided. He has also suggested additions he felt would enhance the course material.
Utilizes multiple teaching methods and modalities, including simulation and multimedia, to replicate the patient care or hospital environment.	2	1,2	Four projects started with potential opportunity for using Vyond (formerly “GoAnimate”). Two of these projects resulted in complete products.
Meets identified learning needs as demonstrated by: collaborative relationships with managers, educators and other departments to determine curriculum needs and design online multimedia instruction and/or instructor-led instruction.	3	1,2	Jay meets with his client(s) to assess their training needs and provides recommendations as to the content, modality, and style of the training. He further presses his clients for a true purpose and desired outcome for the training. <ul style="list-style-type: none"> • He continually encourages a rising quality standard and offers to “renovate” or redesign old courses.
Reviews and provides feedback on all course materials and production processes.			
Quality			
Participates in department, education, and organizational performance improvement activities.	2	1,2	Actively participated in our Summer 2018 & Winter 2019 Team Member Communication Forums.
Provides accurate and consistent documentation and guidance to ensure consistency in processes and content management in relation to course design/delivery across all education and training activities.	2	1,2	Jay strives to create a consistent look across all courses and within categories such as NEO/AU.
Designs and develops education according to established procedures, protocols and professional standards of adult learning.	2	2,4	Jay’s online learning courses incorporate the professional standards of adult learning.

Problem Solving/Critical Thinking			
Remains alert to changes in work environment and responds appropriately.	2	1,2	When working with those who have different standards, visions, or philosophies regarding the presentation of educational materials; design and appropriate content, Jay makes every effort to explain what he does, how he does it, and the resulting changes in what clients may have started with or previously published.
As a team member, provides support to management and educators in identifying educational and performance problems of staff.			
Utilizes appropriate conflict management skills; considers alternative actions when necessary in approaching problem solving.			
Dependability			
Complies with all TGH policies, procedures, and standards. Examples include and are not limited to: adheres to attendance standards; complies with hospital/dept./team policies/procedures; reports equipment malfunction to TSC in timely manner; completes all mandatory/required training as assigned and on time; maintains confidentiality of patients/visitors/employees; etc.	3	1,4	Very dependable! Jay complies with our TGH policies, procedures, and standards and strives to meet and/or exceed organizational & departmental goals/commitments.
Completes assignments and delegated responsibilities within established time frames.	3	1,2	Maintains flexibility to opposing priorities and ongoing changes within the department/organization. Meets these demands with a positive attitude and leverages strengths to arrive at desired outcomes
Productivity/Financial Management			
Uses resources (time, rooms, money, and staffing) effectively and efficiently.	2	2	
Demonstrates ability to prioritize assigned activities.	3	1,2	Jay exhibits strong project planning skills and possesses the ability to manage multiple projects simultaneously. He has met all assignment deadlines unless they were changed or extended by his client(s).
Develops and prepares visual aids and training materials within budget constraints and observation of copyright protocols.	2	2	Uses Shutterstock for images or he creates them. And, he finds free, public domain, open license music when needed.
Leadership			
Promotes a positive image of the department and organization through professional conduct, appearance, and communication.	2	1,4	He works well with our OD & Epic Training team and strives to promote a foundation from which we can exchange information and learning ideas to better understand the customer experience.

Supports department and organizational mission and goals; participates in the orientation and education of new employees and students as assigned.	2	1,4	Jay does his best to always support OD and TGH's mission and goals and continually tries to improve each day.
Personal/Professional Development			
Formulates goals for professional development annually.	2.5	1,4	This is a continuous process for Jay! He studies, researches, reads, practice his craft, learns new skills, and takes and attends classes constantly!
Participates in educational programs and research to enhance personal and professional growth.			
Investigates current research, periodicals, and references to maintain currency in field.			
Attends annual and mandatory in-services, required meetings and continuing education.			
Teamwork			
Works interdependently with peers; demonstrates cooperative interactions with all customers.	2	1,2,4	He has collaboratively worked more with others in our department this year than past years.
Works collaboratively with other departments and educators in achieving staff education goals.	2	1,2	
Maintains flexibility in work assignments.	2	1,2	Varies work hours to accommodate assigned duties; works extra hours as needed to complete urgent assignments!
Communication			
Demonstrates active listening and speaking skills; demonstrates appropriate verbal and written communication skills in interactions with peers, staff, physicians, visitors and all other customers.	3	1,2	Exceptional communication skills both written and verbal to a wide variety of people and positions within the organization. <ul style="list-style-type: none"> He has realized that he must constantly be aware of the knowledge and skill-level of co-workers and clients and be more of a "consultant" or "teacher" in this role than has historically been the case.
Customer Service			
Promotes a positive image of TGH by treating patients, families, physicians, vendors, hospital and department staff with courtesy, respect and dignity at all times.	2.5	1,2,4	Jay consistently demonstrates reliability, personal accountability, and maturity in all actions, building trust and positive relationships with his clients and coworkers.
Responds promptly to requests and complaints according to service level agreements and keeps customers informed of status and progress towards resolution.			
OVERALL PERFORMANCE SCORE	2.3		

DEPARTMENT COMPETENCY ASSESSMENT: The hospital's ability to fulfill its mission and provide for patients' needs is directly related to its ability to provide qualified, competent staff. During this year's evaluation period, this employee demonstrated proficiency in the performance of department/unit specific competencies, as required for ALL TGH employees, X YES or ____NO.

COMPETENCY ASSESSMENT MUST BE COMPLETED AND ATTACHED

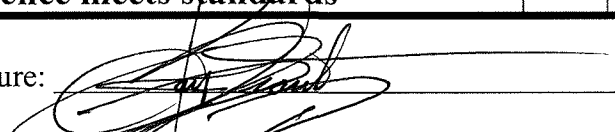
AGE-SPECIFIC COMPETENCY ASSESSMENT ____ REQUIRED ____X_ EXEMPT

IF REQUIRED, PLEASE FILL OUT SECTION BELOW:

Employee provides care to the following patient populations:

- | | | |
|----------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Neonate/Infant (Birth through 1 year) | <input type="checkbox"/> Pediatric (1 through 12 years) | <input type="checkbox"/> Adolescent (13 through 18 years) |
| <input type="checkbox"/> Adult (19 through 64 years) | <input type="checkbox"/> Geriatric (65 and older) | <input type="checkbox"/> All ages |

SUMMARY (Detailed age-specific documentation maintained in department/unit file)			Methodology: 1 – Direct Observation 2 – Document Review 3 – Peer Review 4 – Per Policy & Proc.	Comments/Examples
	YES	NO		
Considers the age of patients when assessing, planning, and implementing care.				
Demonstrates the ability to interpret and integrate information in terms of the patient needs based on age and developmental level.				
Demonstrates understanding of the range of interventions needed by patients according to their age and developmental level.				
Competence maintained during the evaluation period according to departmental and unit specific standards, including in-service and continuing education.				
Competence in patient safety and infection control demonstrated during the evaluation period				
Overall competence meets standards				

Employee's Signature:  Date: 3-26-19

Evaluator's Signature:  Date: 3-26-19



HIPAA Acknowledgement

To assure compliance with HIPAA Federal regulations regarding patient privacy, in addition to the HIPAA educational booklet provided to staff upon hire, TGH has in place several policies to hold our healthcare providers accountable for maintaining respect for patient privacy. As a reminder to you, these policies include:

- Policy RI-46 Photography/ Videography/Audio Recordings: "Under no circumstances are other patients or staff to be photographed without *written* consent." Pictures may only be taken **FOR EDUCATIONAL** purposes by those who are approved to utilize for case reviews, and again with written consent. This includes the taking of any picture or x-ray, even if it has no patient identifier and/or face included.
- TGH Code of Conduct Standard 3.1 - Patient Relationship/Protection: "Protection of the well-being and privacy of patients is expected at all times. Neglect and/or mistreatment of patients, patients' reputations, or unauthorized removal or disclosure of patient records, whether verbal, written or electronically transmitted, are prohibited." Any posting on a social networking site (i.e. *Facebook* or *MySpace*, etc.) regarding patient encounters are prohibited. Additionally, you are prohibited from accessing any patient chart (either electronic or physical chart or components of the medical record) unless you are specifically involved with that patient's care, required audit, or have management responsibility for that patient.

It is the expectation that all staff will monitor compliance with these policies, and intervene when someone is not in compliance. Maintaining patient privacy is everyone's responsibility. Violation of patient privacy will result in disciplinary action, up to and including termination.

I have read and understand my responsibilities regarding the Health Insurance Portability and Accountability Act (HIPAA), and also acknowledge that I have received training in HIPAA provisions related to my position at Tampa General Hospital during my orientation process.

Print Name Jay Sprout Signature [Handwritten Signature] Date 3-7-2019



Core Values Acknowledgment Form

We Put Our Patients First in All We Do.

INTEGRITY

Doing the Right Thing Because It's the Right Thing to Do

We build trust and reduce fear through ethical, honest and transparent interactions.

- I protect the privacy of patients and all other confidential information.
- I report concerns and errors in a timely manner.
- I listen first so that I can provide timely, open, and honest communication.
- I apologize when things go wrong without making excuses or blaming others.
- I do what I say I will do.

COMPASSION

Treating All with Dignity and Respect

We show genuine kindness to those we serve and to each other.

- I provide a warm, culturally appropriate welcome to everyone.
- I explain all aspects of an encounter, including length of time, delays, and provide timely updates.
- I anticipate the needs of others and meet those needs.
- I show empathy for other by recognizing their current situation, identifying needs, and responding with care and compassion.
- I recognize suffering and actively take steps to provide comfort.

ACCOUNTABILITY

Taking Responsibility for the People and Resources Entrusted to our Care

We serve the community by providing exceptional care in a responsible manner.

- I contribute to a welcoming environment by refraining from the use or display of personal property in public locations.
- I value diversity and treat all with dignity, courtesy, and respect.
- I take ownership for the outcomes resulting from my choices, behaviors, and actions.
- I take pride in our facilities and keep them neat and clean.
- I use all supplies, equipment, and facilities in a safe and efficient manner.

EXCELLENCE

Striving to Produce the Best Outcomes

We strive to produce high quality results in a professional manner using evidence based practices.

- I keep patients safe through proper hand hygiene and adherence to all patient safety practices.
- I maintain a safe, quiet, and clean environment.
- I represent the organization, coworkers, and patients in a positive way.
- I complete my work in an accurate, timely manner.
- I follow all dress code and appearance policies.

I have been presented with, reviewed and understand Tampa General Hospital's values, standards and the service behaviors I am expected to have and to demonstrate.

Employee signature

Printed name

Date

Conflict of Interest Certification Statement

I have read and understand the Tampa General Hospital's policy on Conflict of Interest, included as **Principal 8** in the **Code of Conduct Policy**. I agree to abide by the intent of the policy and will report immediately any real or potential violations to my manager. I also certify that:

1. I have listed below the activities, gifts, and other benefits, affiliations, employment of household members, business interests, ownerships, investments, or any other actions or associations that may conflict with Tampa General Hospital's policy on Conflict of Interest. I also have listed employment and/or business activities/consulting with any other company, organization or agency, and activities as a director/trustee of any organization or agency.

N/A

2. To the best of my knowledge, neither I, nor (if applicable) any of the TGH healthcare partners under my responsibility, have been in violation of any of the activities identified in Tampa General Hospital's policy regarding Conflict of Interest.

I understand that I have a continuing obligation to report any information relevant to **Tampa General Hospital's policy regarding Conflict of Interest** that may develop, or that I become aware of, prior to my next certification.

Hay Sprout
TGH Healthcare Partner (Your Name - Please Print)
Hay Sprout
Signature
9924
Social Security Number (Last 4 digits)

Instructional Designer
Relationship with TGH (Job Title)
March 7, 2019
Date

Human Resources Use Only

Notes:

Conflict: ☐ Yes ☐ No If Yes, complete Form C131A

Director of Human Resources Signature

Date



JOB HISTORY AUDIT SHEET

FOR

Murl Sprout

REVIEW PERIOD ENDING: 2/25/2018

EMPLOYEE #: 33253

CURR GRADE: S21

JOB TITLE: Instructional Designer

OLD HOURLY RATE: \$ 27.361

NEW HOURLY RATE: \$ 28.250

MERIT % RECEIVED: 3.250 %

BONUS RECEIVED: 0.000

JOB RESPONSIBILITIES PERFORMANCE LEVEL: 2

NEXT SALARY REV DATE

3/1/2019

Annual Performance Summary Sheet

Name	PS Record No.	Cost Center No.	Cost Center Name	Hrly/Sal
Sprout Jr, Murl J	33253	21020	Organizational Development	SLY
Job Title	Comp Seniority Dt	Appraisal Eff date	Pay Rule	Salary Plan
Instructional Designer	2015-03-30	2018-03-01	NN SALARY	S001
Base Rate	Min Rate	Max Rate	Job Code	Grade
27.361	20.81	30.8	00717	S21
Supervisor	Supervisor Title			Hours
Ruiz, Robert J	Dir Organizational Development			40

Appraisal Type:	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Special
New Badge Required:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
New Badge Form (HR ONLY):	<input type="checkbox"/> Received	
Required Licenses/Certifications:	<input type="checkbox"/> Current	
Annual Competency :	<input checked="" type="checkbox"/> Attached	
HIPAA Compliance Form :	<input checked="" type="checkbox"/> Attached	

Conflict of Interest:	<input checked="" type="checkbox"/> Attached
TGH Core Values:	<input checked="" type="checkbox"/> Attached
Annual Health Screening:	<input checked="" type="checkbox"/> Attached
Annual Education Requirements:	<input type="checkbox"/> Attached
Self Review (as Required):	<input type="checkbox"/> Attached
Peer Review (as Required):	<input type="checkbox"/> Attached

As per the Annual Performance Appraisal Summary, overall the employee:		
<input type="checkbox"/> Does not meet expectations	<input checked="" type="checkbox"/> Meets expectations	<input type="checkbox"/> Consistently exceeds expectations

Merit for this Annual Appraisal:	3.25 %	<u>Merit Increases Over 3.0% Require Executive Approval</u>
----------------------------------	--------	-------------------------------------------------------------

Remarks Evaluator: Thank you, Jay, for your contributions to our OD & TGH team and for always making a difference!	Employee: <div style="text-align: center; border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> RECEIVED MAR 21 2018 HUMANRESOURCES </div>
-------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Acknowledgement			
Employee	Jay Sprout	Signature	Date Mar 21, 2018
Evaluator (print name)	Rico Ruiz	Signature	Date Mar 21, 2018
Manager (print name)		Signature	Date
Director (print name)		Signature	Date
VP (print name)	Chris Roederer	Signature	Date 3/21/18



Verification of Annual Educational Update

This form serves as your **CERTIFICATE of COMPLETION** for your TGH 2018 Annual Update.

This section is completed by employee:

Employee Name: July Sprunt Badge Number: 608410 Job Title: Instructional Designer

Unit or Department: Org Dev Manager: Rico Ruiz

Health Screening

Annual Health Screening Hours:

Employee Health Services (ext. 7649)

Monday - Friday: 06:30 AM to 4:30 PM

***Appointments can be scheduled via Employee Health page on the Portal.**

After completing the Annual Education Update in MindLab, you must complete the Employee Health Annual Screening forms. The link to the Annual Screening questionnaire is located at the end of your Education Update in MindLab. Depending on your answers, you may or may not need to visit Employee Health to complete your Annual Screening.

Your Annual Screening will include a review of your current health status. Depending on your position and job duties this may include TB testing, immunizations update, review of previous exposures, respirator fit testing clearance, accommodations, and medical surveillance.

Employee Health front office number: 813-844-7649

Employee Health is open Monday-Friday: 6:30am to 4:30pm

Manager section: Please check off and sign before sending to Human Resources for processing.

I certify that the employee is in compliance with all annual educational requirements.

Manager signature: [Signature] Date: 2-27-18

Organizational Development Section (844-7456)

As an employee of Tampa General Hospital and as part of your annual performance appraisal, you are required to complete an online Annual Educational Update. The Annual Educational Update includes: General information about The Joint Commission, National Patient Safety Goals, Ethics, Abuse and Reporting, Information Systems, Safety and Security Management, Employee Health Services, Infection Prevention Program, Quality Improvement, Risk Management, HIPAA, EMTALA, Corporate Compliance, Human Resources, Injury Prevention, and our Hurricane and High Water Plan.

Date Educational Update completed: 2/26/18

I have read the entire contents of the Annual Educational Update. I acknowledge and understand that I'm responsible for complying with all TGH standards and policies.

Employee Signature: [Signature]

Ruiz, Rico

From: Employee Health <no-reply@sharepointonline.com>
Sent: Monday, February 26, 2018 4:10 PM
To: Sprout, Jay
Cc: Ruiz, Rico
Subject: [EXTERNAL] EHS Annual Screening Verification - You DO NOT need to report to Employee Health

Verification of Completion of EHS Annual Screening

Employee Name: Sprout, Jay	
Badge Number: G08410	Dept: Organizational Development
Manager: Ruiz, Rico	Job Title: Instructional Designer

**According to the Employee's responses on the online
EHS Annual Screening questionnaire:****TB SCREENING**

Annual TB screening is **NOT REQUIRED** for this employee as the employee reported that as a part of his/her regular job duties he/she:

- Does NOT have face-to-face contact with INPATIENTS in the MAIN hospital
- Does NOT enter INPATIENT rooms within the MAIN hospital
- Does NOT work in Cytology, Esoteric, Histology, Lab Support Staff, Microbiology, Phlebotomy

OR

- Works in Rehab Center, Surgical Prep Unit (SPU), Pre-Op, or Admission and does NOT float to INPATIENT areas of the MAIN hospital

OR

- Works off-site and does NOT have contact with INPATIENTS within the MAIN hospital

FIT TESTING

Fit Testing is **NOT REQUIRED** for this employee as the employee reported that he/she:

- is not required to wear a TB isolation (i.e. VFlex) mask
- has not worn the TB isolation mask within the previous two years and is not anticipated to float to a unit in which the TB isolation mask will be required

*This employee is NOT required to report to
EHS for an annual screening.*

Date online annual screen completed:
2/26/2018

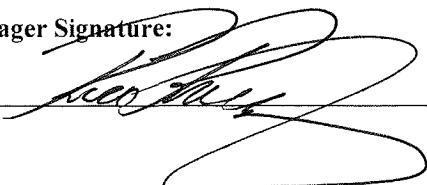
Manager Section

I have verified the statements above and certify that this employee:

- Does NOT require TB screening
- Does NOT require Fit Testing for the TB isolation (i.e. VFlex) mask.

This form must be attached to the annual performance appraisal and sent to Human Resources.

Manager Signature:



Date:

2-27-18



**ORGANIZATIONAL DEVELOPMENT
COMPETENCY ASSESSMENT PROGRAM
Instructional Designer**

Assessing/Designing/Developing/Implementing/Evaluating eLearnings

Critical Elements	Verification Method	Verified By
Conducts a needs assessment in order to recommend appropriate design solutions and strategies	O/D	rjr
Selects and uses analysis techniques for determining instructional content	O/D	rjr
Analyzes the characteristics of existing and emerging technologies and their potential use	O/D	rjr
Uses an instructional design and development process appropriate for a given project	O/D	rjr
Designs learning assessment	O/D	rjr
Revises instructional and non-instructional solutions based on data/evaluation	O/D	rjr

Name: Jay Sprout

Date: Mar 14, 2018

Validated by:

Initials: 

VERIFICATION METHOD CODES:

D: Demonstration

O: Other (describe method)

JOB DESCRIPTION/PERFORMANCE APPRAISAL

TITLE: Instructional Designer

JOB CODE: 00717

DEPARTMENT: Organizational Development

FLSA: Salaried

EMPLOYEE NAME: Murl "Jay" Sprout

EVALUATION DUE DATE: March 2018

GENERAL SUMMARY

Under general direction of the Director of Organizational Development and following established policies, procedures and professional guidelines, the Instructional Designer is responsible for designing learning programs, including classroom workshops, online curriculum, and/or self-study sessions for employees throughout the organization. Develops materials for various learning programs based on knowledge of adult learning theories. Evaluates the extent to which current programs are meeting the needs of learners, perform needs analyses to identify areas where learning solutions are required within the organization, bridging knowledge/skill gaps and increasing overall performance levels. Maintains awareness of current trends and best practices in instructional design as well as learning mediums and technologies. Develops performance measurement methodology/tools to assess the effectiveness of the instructional programs and processes. Provides expert recommendations to subject matter experts and cross-functional teams within the organization to address established learning needs, and will also collaborate with internal resources to identify areas for focus in improving current program offerings and in the improvement process around areas for greatest impact. Responsible for performing job duties in accordance with the mission, vision and values of Tampa General Hospital. Performs other duties as assigned.

QUALIFICATIONS

Bachelor's in Instructional Design/Adult Learning/Organizational Development or similar field: Master's preferred. 3-5 + years experience in instructional design. Must have strong knowledge of visual learning mediums, outstanding customer service skills, project management experience and ability to oversee projects from inception through development. Must demonstrate creativity, innovation, and strategic problem-solving orientation, and must exhibit improvement-focused, proactive and collaborative approach. Experience with authoring tools, preferably Captivate and /or Articulate.

WORKING CONDITIONS

Work performed in a normal office setting and in classrooms. Involves walking, standing, keyboard activities. Extensive interaction with all levels of staff. Mobile throughout all areas of hospital, clinics, and external locations.

This position has been evaluated as a Level 1 in accordance with the Occupational Safety and Health Administration (OSHA) definition of occupational exposure to blood borne pathogens.

Level I Positions in this category require the performance of tasks which involve exposure to blood and potentially infectious body fluids.

AGE SPECIFIC COMPETENCY Exempt

REPORTING RELATIONSHIPS

Reports to: Department Director/Manager or Vice President

Supervises: As assigned

**TAMPA GENERAL HOSPITAL
JOB DESCRIPTION/PERFORMANCE APPRAISAL**

EMPLOYEE NAME: Murl “Jay” Sprout

EVALUATION DUE DATE: March 2018

Key: 1 = Does not meet expectations 2 = Successfully meets expectations 3 = Consistently exceeds expectations Note: Ratings of 1 or 3 require comments and/or Examples to support the rating.	1, 2 or 3	Methodology: 1 – Direct Observation 2 – Document Review 3 – Peer Review 4 – Per policy & procedure	Comments/Examples
Job Knowledge			
Plans formal and informal learning activities including classroom workshops, online curriculum, self-study sessions, and contact hour programs.	3	1,2	Designed and developed a number of house-wide courses and continuously revises our Annual Updates and NEO modules with the most current organizational and regulatory content. <ul style="list-style-type: none"> Jay’s clients remain extremely pleased with outcomes of the learning modules and are impressed with his level of ISD expertise, content and design development!
Delivers training programs; follows instructional design when teaching; applies adult learning principles in classroom or training setting.	2	1	Met a number of times with our EE Development Specialist and one of our Epic Trainers to teach Storyline fundamentals as well as Instructional Design principals and workflow.
Participates in formal and informal needs assessment process.	2	1,2	Collaborating with our Epic Training Manager and IT partners to design and develop two eUnity courses for different learner types with different needs.
Utilizes multiple teaching methods and modalities, including simulation and multimedia, to replicate the patient care or hospital environment.	2	2	Increasingly replacing Storyline with video where appropriate. Part of that is learning and using AfterEffects to create animated videos. <ul style="list-style-type: none"> Intending to use simulations and “scenarios” in developing Corporate Compliance eLearnings.

Meets identified learning needs as demonstrated by: collaborative relationships with managers, educators and other departments to determine curriculum needs and design online multimedia instruction and/or instructor-led instruction.	3	1,2	Jay meets with his client(s) to assess their training needs and provides recommendations as to the content, modality, and style of the training. He further presses his clients for a true purpose and desired outcome for the training.
Reviews and provides feedback on all course materials and production processes.			<ul style="list-style-type: none">• Collaborating with Director of Corporate Compliance to discuss her initial design & vision and brainstorming several ideas for what she wants to be, “the coolest part of NEO.”• Continually encourages a rising quality standard and offers to “renovate” or redesign old courses.
Quality			
Plans, provides and maintains a safe environment for patients, staff and families.	2	1,4	Jay has designed and developed many courses affecting patient safety for our Patient Experience, Provider Orientation, Risk Management, and Corporate Compliance partners.
Participates in department, education, and organizational performance improvement activities.	2	1,2,4	Actively engaged in OD’s Level I Evaluations and Marketing goal initiatives.
Provides accurate and consistent documentation and guidance to ensure consistency in processes and content management in relation to course design/delivery across all education and training activities.	3	1,2	As courses are updated, he applies a consistent look and feel to them. Even the videos have a specific style (although that is currently a very fluid work-in-progress).
Designs and develops education according to established procedures, protocols and professional standards of adult learning.	3	2	Jay consults with SMEs and original content creators as well as proofing/editing so information is translated and transformed into knowledge transfer. Writing an article or tip sheet on “Writing Great Assessment Questions” for SMEs and Educators. <ul style="list-style-type: none">• On multiple occasions (both whiteboard projects, for example) found it difficult to persuade clients there were opportunities for better planning and production choices and what he considered to be a lack of quality in the final product that sometimes did not result from that lack of proper planning and production.

Problem Solving/Critical Thinking			
Remains alert to changes in work environment and responds appropriately.	2	1,2	When working with those who have different standards, visions or philosophies regarding the presentation of educational materials (design and appropriate content), Jay makes every effort to explain what he does, how he does it, and the resulting changes in what clients may have started with or previously published.
As a team member, provides support to management and educators in identifying educational and performance problems of staff.			
Utilizes appropriate conflict management skills; considers alternative actions when necessary in approaching problem solving.			
Dependability			
Complies with all TGH policies, procedures, and standards. Examples include and are not limited to: adheres to attendance standards; complies with hospital/dept./team policies/procedures; reports equipment malfunction to TSC in timely manner; completes all mandatory/required training as assigned and on time; maintains confidentiality of patients/visitors/employees; etc.	3	1,4	Very dependable! Jay complies with our TGH policies, procedures, and standards and strives to meet and/or exceed organizational & departmental goals/commitments.
Demonstrates the Trust Behavior Deliver Results by completing and prioritizing assignments and delegated responsibilities within established time frames.	3	1,2	Maintains flexibility to opposing priorities and ongoing changes within the department/organization. Meets these demands with a positive attitude and leverages strengths to arrive at desired outcomes.
Productivity/Financial Management			
Uses resources (time, rooms, money, and staffing) effectively and efficiently.	2	1,2,4	Some projects have taken far longer than they should have and thus, Jay is working on a process document for customers that sets a formal process and provides a mechanism to formally set expectations and procedure for requested changes beyond the original scope, etc.
Demonstrates ability to prioritize assigned activities.	3	1,2	Jay exhibits strong project planning skills and possesses the ability to manage multiple projects simultaneously. <ul style="list-style-type: none">• He meets these demands with an optimistic attitude and leverages strengths to arrive at desired/positive outcomes• He has met all assignment deadlines unless they were changed or extended by his client(s).
Develops and prepares visual aids and training materials within budget constraints and observation of copyright	2	1,2,4	Jay is merciless in removing potential copyright violations from clients' materials. As always, he

protocols.			<p>ensures our Shutterstock images are effectively utilized and within budget constraints.</p> <ul style="list-style-type: none"> • He downloads and experiment with dozens of versions to produce the best possible product and while still having access to dozens and hundreds of downloads to spare.
Leadership			
Promotes a positive image of the department and organization through professional conduct, appearance, and communication.	2	1,2,4	<ul style="list-style-type: none"> • Jay has created relations with many of his clients and other hospital team members by providing excellent customer service. • He works well with our OD & Epic Training team and strives to promote a foundation from which we can exchange information and learning ideas to better understand the customer experience.
Supports department and organizational mission and goals; participates in the orientation and education of new employees and students as assigned.	3	1,4	<ul style="list-style-type: none"> • Jay continually updates; including adding new content, courses in the New Personnel Orientation learning plans to ensure our team members have the most current organizational and regulatory information available. • Instrumental in designing materials for last year's resounding Leadership Retreat and currently collaborating with our OD Manager to revise and reintroduce our New Personnel Resource Guide.
Personal/Professional Development			
Formulates goals for professional development annually.	2	1,4	Jay has had a long-term plan with short-term goals and milestones for the last couple of years. Continually making progress with some modifications to the plan.
Participates in educational programs and research to enhance personal and professional growth.	2	1,2	<ul style="list-style-type: none"> • Joined local professional development groups and participated in others through meetup.com. Continually completing courses on Lynda and Udemy among other resources. • Applied to and selected; he's one of 10k chosen from 100k+ applicants, for Grow With Google Challenge scholarship for a competitive course from which they'll choose 1,000 finalists to continue on to a non-degree program.
Investigates current research, periodicals, and references to maintain currency in field.	2	1,2	With recent purchase of Articulate 360 which includes QuizMaker and Engage – learning these products to

			incorporate into existing and new eLearnings. Learning After Effects to raise the bar in the visual quality and educational effectiveness of how we present information through video and animation.
Attends annual and mandatory in-services, required meetings and continuing education.	2	1,4	
Teamwork			
Works interdependently with peers; demonstrates cooperative interactions with all customers.	2	1,2,4	
Works collaboratively with other departments and educators in achieving staff education goals.	2	1,2	Amongst many of his projects, Jay enjoyed his experience collaborating with Corporate Compliance to revise the HIPAA courses; very proud of the outcome!
Maintains flexibility in work assignments.	3	1,2	Varies work hours and days to accommodate assigned duties; voluntarily works extra hours as needed to complete urgent tasks. <ul style="list-style-type: none"> Jay accepts additional work assignments, without reservation, as delegated.
Communication			
Demonstrates active listening and speaking skills; demonstrates appropriate verbal and written communication skills in interactions with peers, team members, physicians, visitors and all other customers.	3	1,2	Exceptional communication skills both written and verbal to a wide variety of people and positions within the organization. <ul style="list-style-type: none"> Jay understands the needs of our customers and ensures expectations on both sides are understood and met.
Customer Service			
Promotes a positive image of TGH by treating patients, families, physicians, vendors, hospital and department staff with courtesy, respect and dignity at all times.	2	1,2,4	Jay sets the example by demonstrating respect for others and their ideas. He exhibits our TGH core values and behaviors in all he does and expects his peers and others to display the same behaviors and principles with all customers.
Responds promptly to requests and complaints according to service level agreements and keeps customers informed of status and progress towards resolution.			
OVERALL PERFORMANCE SCORE	2.4		

DEPARTMENT COMPETENCY ASSESSMENT: The hospital's ability to fulfill its mission and provide for patients' needs is directly related to its ability to provide qualified, competent staff. During this year's evaluation period, this employee demonstrated proficiency in the performance of department/unit specific competencies, as required for ALL TGH employees, __X__ YES or _____ NO.

COMPETENCY ASSESSMENT MUST BE COMPLETED AND ATTACHED

AGE-SPECIFIC COMPETENCY ASSESSMENT _____ REQUIRED __X__ EXEMPT
IF REQUIRED, PLEASE FILL OUT SECTION BELOW:

Employee provides care to the following patient populations:

- ☐ Neonate/Infant (Birth through 1 year)
 ☐ Pediatric (1 through 12 years)
 ☐ Adolescent (13 through 18 years)
☐ Adult (19 through 64 years)
 ☐ Geriatric (65 and older)
 ☐ All ages

SUMMARY (Detailed age-specific documentation maintained in department/unit file)			Methodology: 1 – Direct Observation 2 – Document Review 3 – Peer Review 4 – Per Policy & Proc.	Comments/Examples
	YES	NO		
Considers the age of patients when assessing, planning, and implementing care.				
Demonstrates the ability to interpret and integrate information in terms of the patient needs based on age and developmental level.				
Demonstrates understanding of the range of interventions needed by patients according to their age and developmental level.				
Competence maintained during the evaluation period according to departmental and unit specific standards, including in-service and continuing education.				
Competence in patient safety and infection control demonstrated during the evaluation period				
Overall competence meets standards				

Employee's Signature: _____ Date: 3/21/18

Evaluator's Signature: _____ Date: 3-21-18



HIPAA Acknowledgement

To assure compliance with HIPAA Federal regulations regarding patient privacy, in addition to the HIPAA educational booklet provided to staff upon hire, TGH has in place several policies to hold our healthcare providers accountable for maintaining respect for patient privacy. As a reminder to you, these policies include:

- Policy RI-46 Photography/ Videography/Audio Recordings: "Under no circumstances are other patients or staff to be photographed without *written* consent." Pictures may only be taken **FOR EDUCATIONAL** purposes by those who are approved to utilize for case reviews, and again with written consent. This includes the taking of any picture or x-ray, even if it has no patient identifier and/or face included.
- TGH Code of Conduct Standard 3.1 - Patient Relationship/Protection: "Protection of the well-being and privacy of patients is expected at all times. Neglect and/or mistreatment of patients, patients' reputations, or unauthorized removal or disclosure of patient records, whether verbal, written or electronically transmitted, are prohibited." Any posting on a social networking site (i.e. *Facebook* or *MySpace*, etc.) regarding patient encounters are prohibited. Additionally, you are prohibited from accessing any patient chart (either electronic or physical chart or components of the medical record) unless you are specifically involved with that patient's care, required audit, or have management responsibility for that patient.

It is the expectation that all staff will monitor compliance with these policies, and intervene when someone is not in compliance. Maintaining patient privacy is everyone's responsibility. Violation of patient privacy will result in disciplinary action, up to and including termination.

I have read and understand my responsibilities regarding the Health Insurance Portability and Accountability Act (HIPAA), and also acknowledge that I have received training in HIPAA provisions related to my position at Tampa General Hospital during my orientation process.

Print Name Lucy Spout Signature [Signature] Date 2/26/18



Core Values Acknowledgment Form

We Put Our Patients First in All We Do.

INTEGRITY

Doing the Right Thing Because It's the Right Thing to Do

We build trust and reduce fear through ethical, honest and transparent interactions.

- I protect the privacy of patients and all other confidential information.
- I report concerns and errors in a timely manner.
- I listen first so that I can provide timely, open, and honest communication.
- I apologize when things go wrong without making excuses or blaming others.
- I do what I say I will do.

COMPASSION

Treating All with Dignity and Respect

We show genuine kindness to those we serve and to each other.

- I provide a warm, culturally appropriate welcome to everyone.
- I explain all aspects of an encounter, including length of time, delays, and provide timely updates.
- I anticipate the needs of others and meet those needs.
- I show empathy for other by recognizing their current situation, identifying needs, and responding with care and compassion.
- I recognize suffering and actively take steps to provide comfort.

ACCOUNTABILITY

Taking Responsibility for the People and Resources Entrusted to our Care

We serve the community by providing exceptional care in a responsible manner.

- I contribute to a welcoming environment by refraining from the use or display of personal property in public locations.
- I value diversity and treat all with dignity, courtesy, and respect.
- I take ownership for the outcomes resulting from my choices, behaviors, and actions.
- I take pride in our facilities and keep them neat and clean.
- I use all supplies, equipment, and facilities in a safe and efficient manner.

EXCELLENCE

Striving to Produce the Best Outcomes

We strive to produce high quality results in a professional manner using evidence based practices.

- I keep patients safe through proper hand hygiene and adherence to all patient safety practices.
- I maintain a safe, quiet, and clean environment.
- I represent the organization, coworkers, and patients in a positive way.
- I complete my work in an accurate, timely manner.
- I follow all dress code and appearance policies.

I have been presented with, reviewed and understand Tampa General Hospital's values, standards and the service behaviors I am expected to have and to demonstrate.

Employee signature

Printed name

Date



HUMAN RESOURCES

Conflict of Interest Certification Statement

I have read and understand the **Tampa General Hospital's policy on Conflict of Interest**, included as **Principal 8** in the **Code of Conduct Policy**. I agree to abide by the intent of the policy and will report immediately any real or potential violations to my manager. I also certify that:

1. I have listed below the activities, gifts, and other benefits, affiliations, employment of household members, business interests, ownerships, investments, or any other actions or associations that may conflict with Tampa General Hospital's policy on Conflict of Interest. I also have listed employment and/or business activities/consulting with any other company, organization or agency, and activities as a director/trustee of any organization or agency.

N/A

2. To the best of my knowledge, neither I, nor (if applicable) any of the TGH healthcare partners under my responsibility, have been in violation of any of the activities identified in Tampa General Hospital's policy regarding Conflict of Interest.

I understand that I have a continuing obligation to report any information relevant to **Tampa General Hospital's policy regarding Conflict of Interest** that may develop, or that I become aware of, prior to my next certification.

Jay Probst
TGH Healthcare Partner (Your Name - Please Print)

Signature

Social Security Number (Last 4 digits)

9924

Instructional Designer
Relationship with TGH (Job Title)

Date

2/26/18

Human Resources Use Only

Notes:

Conflict: ☐ Yes ☐ No If Yes, complete Form C131A

Director of Human Resources Signature

Date



JOB HISTORY AUDIT SHEET

FOR

Murl Sprout

REVIEW PERIOD ENDING: 2/26/2017

EMPLOYEE #: 33253

CURR GRADE: S21

JOB TITLE: Instructional Designer

OLD HOURLY RATE: \$ 26.500

NEW HOURLY RATE: \$ 27.361

MERIT % RECEIVED: 3.250 %

BONUS RECEIVED: 0.000

JOB RESPONSIBILITIES PERFORMANCE LEVEL: 2

NEXT SALARY REV DATE

3/1/2018

Annual Performance Summary Sheet

Name	PS Record No.	Cost Center No.	Cost Center Name	Hrly/Sal
Sprout Jr, Murl J	33253	21020	Organizational Development	SLY
Job Title	Comp Seniority Dt	Appraisal Eff date	Pay Rule	Salary Plan
Instructional Designer	2015-03-30	2017-03-01	NN SALARY	S001
Base Rate	Min Rate	Max Rate	Job Code	Grade
26.5	20.81	30.8	00717	S21
Supervisor	Supervisor Title			Hours
Ruiz, Robert J	Dir Organizational Development			40

Appraisal Type:	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Special
New Badge Required:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
New Badge Form (HR ONLY):	<input type="checkbox"/> Received	
Required Licenses/Certifications:	<input type="checkbox"/> Current	
Annual Competency :	<input checked="" type="checkbox"/> Attached	
HIPAA Compliance Form :	<input checked="" type="checkbox"/> Attached	

Conflict of Interest:	<input checked="" type="checkbox"/> Attached
TGH Core Values:	<input checked="" type="checkbox"/> Attached
Annual Health Screening:	<input checked="" type="checkbox"/> Attached
Annual Education Requirements:	<input type="checkbox"/> Attached
Self Review (as Required):	<input type="checkbox"/> Attached
Peer Review (as Required):	<input type="checkbox"/> Attached

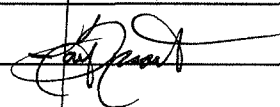
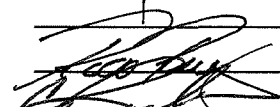

As per the Annual Performance Appraisal Summary, overall the employee:

<input type="checkbox"/> Does not meet expectations	<input checked="" type="checkbox"/> Meets expectations	<input type="checkbox"/> Consistently exceeds expectations
-----------------------------------------------------	--------------------------------------------------------	------------------------------------------------------------

Merit for this Annual Appraisal:	3.25 %	<i>Merit Increases Over 3.0% Require Executive Approval</i>
----------------------------------	--------	-------------------------------------------------------------

<p>Remarks</p> <p>Evaluator: Thank you, Jay, for your numerous contributions to OD and TGH. You have and continue to make a difference each and every day!</p>	<p>Employee:</p>
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Acknowledgement

Employee	Jay Sprout	Signature		Date	3-23-17
Evaluator (print name)		Signature		Date	
Manager (print name)		Signature		Date	
Director (print name)	Rico Ruiz	Signature		Date	3-23-17
VP (print name)	Chris Roederer	Signature		Date	3/25/17



Verification of Annual Educational Update

This form serves as your **CERTIFICATE of COMPLETION** for your TGH 2017 Annual Update.

This section is completed by employee:

Employee Name: Jay Sprout Badge Number: G08410 Job Title: Instructional Designer

Unit or Department: Org Dev Manager: Rico Ruiz

Health Screening

Annual Health Screening Hours:

Employee Health Services (ext. 7649)

Monday - Friday: 06:30 AM to 4:30 PM

***Appointments can be scheduled via Employee Health page on the Portal.**

After completing the Annual Education Update in MindLab, you must complete the Employee Health Annual Screening forms. The link to the Annual Screening questionnaire is located at the end of your Education Update in MindLab. Depending on your answers, you may or may not need to visit Employee Health to complete your Annual Screening.

Your Annual Screening will include a review of your current health status. Depending on your position and job duties this may include TB testing, immunizations update, review of previous exposures, respirator fit testing clearance, accommodations, and medical surveillance.

Employee Health front office number: 813-844-7649

Employee Health is open Monday-Friday: 6:30am to 4:30pm

Manager section: Please check off and sign before sending to Human Resources for processing.

I certify that the employee is in compliance with all annual educational requirements.

Manager signature: [Signature] Date: 3-9-17

Organizational Development Section (844-7456)

As an employee of Tampa General Hospital and as part of your annual performance appraisal, you are required to complete an online Annual Educational Update. The Annual Educational Update includes: General information about The Joint Commission, National Patient Safety Goals, Ethics, Abuse and Reporting, Information Systems, Safety and Security Management, Employee Health Services, Infection Prevention Program, Quality Improvement, Risk Management, HIPAA, EMTALA, Corporate Compliance, Human Resources, Injury Prevention, and our Hurricane and High Water Plan.

Date Educational Update completed:

I have read the entire contents of the Annual Educational Update. I acknowledge and understand that I'm responsible for complying with all TGH standards and policies.

Employee Signature: [Signature]

Ruiz, Rico

From: Employee Health <no-reply@sharepointonline.com>
Sent: Thursday, March 09, 2017 8:39 AM
To: Sprout, Jay
Cc: Ruiz, Rico
Subject: EHS Annual Screening Verification - You DO NOT need to report to Employee Health

Follow Up Flag: Follow up
Due By: Thursday, March 23, 2017 8:30 AM
Flag Status: Flagged

Verification of Completion of EHS Annual Screening

Employee Name: Sprout, Jay	
Badge Number: g08410	Dept: Organizational Development
Manager: Ruiz, Rico	Job Title: Instructional Designer

According to the Employee's responses on the online EHS Annual Screening questionnaire:

TB SCREENING

Annual TB screening is **NOT REQUIRED** for this employee as the employee reported that as a part of his/her regular job duties he/she:

- Does NOT have face-to-face contact with INPATIENTS in the MAIN hospital
- Does NOT enter INPATIENT rooms within the MAIN hospital
- Does NOT work in Cytology, Esoteric, Histology, Lab Support Staff, Microbiology, Phlebotomy

OR

- Works in Rehab Center, Surgical Prep Unit (SPU), Pre-Op, or Admission and does NOT float to INPATIENT areas of the MAIN hospital

OR

- Works off-site and does NOT have contact with INPATIENTS within the MAIN hospital

FIT TESTING

Fit Testing is **NOT REQUIRED** for this employee as the employee reported that he/she:

- is not required to wear a TB isolation (i.e. VFlex) mask
- has not worn the TB isolation mask within the previous two years and is not anticipated to float to a unit in which the TB isolation mask will be required

*This employee is NOT required to report to
EHS for an annual screening.*

Date online annual screen completed:
3/9/2017

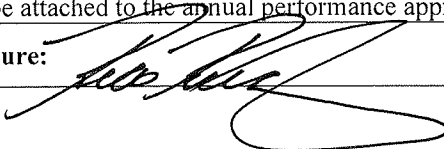
Manager Section

I have verified the statements above and certify that this employee:

- Does NOT require TB screening
- Does NOT require Fit Testing for the TB isolation (i.e. VFlex) mask.

This form must be attached to the annual performance appraisal and sent to Human Resources.

Manager Signature:



Date: 3-9-17

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Employee: You must provide this form to your manager in order to complete your annual performance appraisal.

Employee Health Services

Updated 2/2016



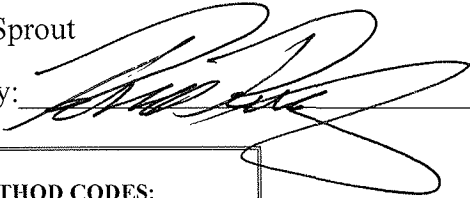
**ORGANIZATIONAL DEVELOPMENT
COMPETENCY ASSESSMENT PROGRAM**


Mapping Learning Plans to End-Users

Critical Elements	Verification Method	Verified By
From the control panel click "Advanced Learning."	D	rjr
Click "Learning Plans."	D	rjr
Click "Filters" to expand view and search for the Learning Plan.	D	rjr
Rest your pointer (Mouse) on the Learning Plan and then click the properties icon to view the Learning Plan's properties.	D	rjr
Click "Map/Unmap Training."	D	rjr
Select Users from the View Mapped drop-down list.	D	rjr
Click "Map to Learning Plan." The Users Selector window opens.	D	rjr
Search for the User(s) you want to add to the plan.	D	rjr
To return back to Learning Plans details, click "Return To Learning Plan."	D	rjr

Name: Jay Sprout

Date: 3/13/17

Validated by: 

Initials: 

VERIFICATION METHOD CODES:

D: Demonstration

O: Other (describe method)

JOB DESCRIPTION/PERFORMANCE APPRAISAL

TITLE: Instructional Designer

JOB CODE: 00717

DEPARTMENT: Organizational Development

FLSA: Salaried

EMPLOYEE NAME: Murl Jay Sprout

EVALUATION DUE DATE: March 2017

GENERAL SUMMARY

Under general direction of the Director of Organizational Development and following established policies, procedures and professional guidelines, the Instructional Designer is responsible for designing learning programs, including classroom workshops, online curriculum, and/or self-study sessions for employees throughout the organization. Develops materials for various learning programs based on knowledge of adult learning theories. Evaluates the extent to which current programs are meeting the needs of learners, perform needs analyses to identify areas where learning solutions are required within the organization, bridging knowledge/skill gaps and increasing overall performance levels. Maintains awareness of current trends and best practices in instructional design as well as learning mediums and technologies. Develops performance measurement methodology/tools to assess the effectiveness of the instructional programs and processes. Provides expert recommendations to subject matter experts and cross-functional teams within the organization to address established learning needs, and will also collaborate with internal resources to identify areas for focus in improving current program offerings and in the improvement process around areas for greatest impact. Responsible for performing job duties in accordance with the mission, vision and values of Tampa General Hospital. Performs other duties as assigned.

QUALIFICATIONS

Bachelor's in Instructional Design/Adult Learning/Organizational Development or similar field: Master's preferred. 3-5 + years experience in instructional design. Must have strong knowledge of visual learning mediums, outstanding customer service skills, project management experience and ability to oversee projects from inception through development. Must demonstrate creativity, innovation, and strategic problem-solving orientation, and must exhibit improvement-focused, proactive and collaborative approach. Experience with authoring tools, preferably Captivate and /or Articulate.

WORKING CONDITIONS

Work performed in a normal office setting and in classrooms. Involves walking, standing, keyboard activities. Extensive interaction with all levels of staff. Mobile throughout all areas of hospital, clinics, and external locations.

This position has been evaluated as a Level 1 in accordance with the Occupational Safety and Health Administration (OSHA) definition of occupational exposure to blood borne pathogens.

Level I Positions in this category require the performance of tasks which involve exposure to blood and potentially infectious body fluids.

AGE SPECIFIC COMPETENCY Exempt

REPORTING RELATIONSHIPS

Reports to: Department Director/Manager or Vice President

Supervises: As assigned

**TAMPA GENERAL HOSPITAL
JOB DESCRIPTION/PERFORMANCE APPRAISAL**

EMPLOYEE NAME: Murl Jay Sprout
EVALUATION DUE DATE: March 2017

Key: 1 = Does not meet expectations 2 = Successfully meets expectations 3 = Consistently exceeds expectations Note: Ratings of 1 or 3 require comments and/or Examples to support the rating.	1, 2 or 3	Methodology: 1 – Direct Observation 2 – Document Review 3 – Peer Review 4 – Per policy & procedure	Comments/Examples
ob Knowledge			
Plans formal and informal learning activities including classroom workshops, online curriculum, self-study sessions, and contact hour programs.	3	1,2	Designed and developed several house-wide courses, revised Annual Updates and NEO modules, as well as many Divisional Education Block learning modules. <ul style="list-style-type: none"> Jay's clients extremely satisfied with outcomes of the learning modules and very impressed with his level of ISD expertise, content and design development!
Delivers training programs; follows instructional design when teaching; applies adult learning principles in classroom or training setting.	2	1	Established expertise with Instructional Design Concepts and Adult Learning Principals. <ul style="list-style-type: none"> Delivered a PowerPoint "Best Practices" lunch-n-learn for our unit & divisional based educators. Also presented a workshop on Storyline for a few members of our OD team.
Participates in formal and informal needs assessment process.	2	2	Jay follows up with his own questions and evaluation after receiving materials to make sure he understands and is meeting the requested needs of the client's requirements and TGH and/or Regulatory policies.
Utilizes multiple teaching methods and modalities, including simulation and multimedia, to replicate the patient care or hospital environment.	3	1,2	Jay utilizes multiple instructional design techniques when creating eLearning courses to replicate the patient care or hospital environment. <ul style="list-style-type: none"> Uses Storyline authoring tool as it's the most robust and offers a great deal of flexibility when creating simulations, scenarios, or 3d environments. Feedback from end-users and clients consistently express a positive learning/engagement experience.

Meets identified learning needs as demonstrated by: collaborative relationships with managers, educators and other departments to determine curriculum needs and design online multimedia instruction and/or instructor-led instruction.	3	1,2	Collaborated with a variety of educators, departments, and managers to develop and add eLearning courses to MindLab that met the needs of their departments/divisions.
Reviews and provides feedback on all course materials and production processes.			<ul style="list-style-type: none"> Jay meets with the client(s) to assess their training needs and provides recommendations as to the content, modality, and style of the training. He further presses his clients for a true purpose and desired outcome for the training.
Quality			
Plans, provides and maintains a safe environment for patients, staff and families.	2	1,4	Actively participating in improvement efforts based on our Employee Engagement Survey results.
Participates in department, education, and organizational performance improvement activities.	3	1,4	<p>Collaborated with our LMS Learning Technology Specialist to improve the design and delivery of courses and MindLab.</p> <ul style="list-style-type: none"> Assisted with the redesigned of LMS pages for overall effectiveness of the platform's functionality and enhanced the aesthetics and learning content for an improved end-user experience.
Provides accurate and consistent documentation and guidance to ensure consistency in processes and content management in relation to course design/delivery across all education and training activities.	3	1,2	<p>Jay meets with the client(s) to assess their training needs and provides recommendations as to the content, modality, and style of the training. He further presses his clients for a true purpose and desired outcome for the training.</p> <ul style="list-style-type: none"> Creating Storyline Best Practices doc for OD team members and others. Also creating documentation for iSpring.
Designs and develops education according to established procedures, protocols and professional standards of adult learning.	3	2	Jay continues to educate himself on Articulate Storyline & Captivate authoring tools and adult learning trends.
Problem Solving/Critical Thinking			
Remains alert to changes in work environment and responds appropriately.	2	1,2	Participating in improvement efforts based on Employee Engagement.
As a team member, provides support to management and educators in identifying educational and performance problems of staff.	2	1,2	Works very closely with LMS Learning Technology Specialist to continuously improve the design and delivery of courses and MindLab for a better end-user experience.

Utilizes appropriate conflict management skills; considers alternative actions when necessary in approaching problem solving.	2	1,2	Jay carefully considers all possible outcomes associated with decisions, striving to identify and achieve the best possible outcome for our end-users, leaders, stakeholders and team members.
Dependability			
Complies with all TGH policies, procedures, and standards. Examples include and are not limited to: adheres to attendance standards; complies with hospital/dept./team policies/procedures; reports equipment malfunction to TSC in timely manner; completes all mandatory/required training as assigned and on time; maintains confidentiality of patients/visitors/employees; etc.	3	1,4	Extremely dependable! Jay consistently complies with all TGH policies, procedures, and standards and does whatever it takes to exceed organizational & departmental goals/commitments.
Demonstrates the Trust Behavior Deliver Results by completing and prioritizing assignments and delegated responsibilities within established time frames.	3	1,2	Regardless of the situation, Jay meets all deadlines and provides requested information in an exceptionally timely manner. <ul style="list-style-type: none"> • Maintains flexibility to opposing priorities and ongoing changes within the department/organization. Meets these demands with a positive attitude and leverages strengths to arrive at desired outcomes.
Productivity/Financial Management			
Uses resources (time, rooms, money, and staffing) effectively and efficiently.	2	2,4	Looks for ways to effectively utilize our existing resources while still providing outstanding, educational opportunities.
Demonstrates ability to prioritize assigned activities.	3	1,2	Jay exhibits strong project planning skills and possesses the ability to manage multiple projects simultaneously. <ul style="list-style-type: none"> • He has met all assignment deadlines unless they were changed or extended by his clients.
Leadership			
Promotes a positive image of the department and organization through professional conduct, appearance, and communication.	2	1,4	Jay has created relations with many of his clients and other hospital staff by providing excellent customer service. He works well with our OD team and strives to promote a foundation from which we can exchange information and learning ideas to better understand the customer experience.
Supports department and organizational mission and goals; participates in the orientation and education of new employees and students as assigned.	2.5	1,4	Works with SMEs and stakeholders to continually update onboarding materials and resources.

Personal/Professional Development			
Formulates goals for professional development annually.	2	1,4	Goals are refined on a daily, weekly and monthly basis as engagement opportunities are presented.
Participates in educational programs and research to enhance personal and professional growth.	2.5	1,2,4	<ul style="list-style-type: none"> • Still taking classes constantly, devouring books and learning new skills. • Spend lots of time on blogs, forums, books on tools and techniques. • Completed AU and has attended all team meetings and training.
Investigates current research, periodicals, and references to maintain currency in field.			
Attends annual and mandatory in-services, required meetings and continuing education.			
Teamwork			
Works interdependently with peers; demonstrates cooperative interactions with all customers.	2	1,2,4	Far more than last year. Helping others learn new things and has great relationships with OD team members.
Works collaboratively with other departments and educators in achieving staff education goals.	3	1,2	<p>Collaborated with a variety of educators, departments, and managers to develop and add eLearning courses to MindLab that met the needs of their departments/divisions.</p> <ul style="list-style-type: none"> • Jay meets with the client(s) to assess their training needs and provides recommendations as to the content, modality, and style of the training. He further presses his clients for a true purpose and desired outcome for the training.
Maintains flexibility in work assignments.	3	1,2	<p>Varies work hours and days to accommodate assigned duties; voluntarily works extra hours as needed to complete urgent tasks.</p> <ul style="list-style-type: none"> • Jay accepts additional work assignments, without reservation, as delegated.
Communication			
Demonstrates active listening and speaking skills; demonstrates appropriate verbal and written communication skills in interactions with peers, staff, Physicians, visitors and all other customers.	3	1,2	<p>Exceptional communication skills both written and verbal to a wide variety of people and positions within the organization.</p> <ul style="list-style-type: none"> • Erring on the side of caution, he sometimes “over-explain” things so everyone understands what he does and why. In the same vein, he listens and asks a lot of detailed questions to demonstrate he understands their ideas, information, and opinions expressed.

Customer Service			
Promotes a positive image of TGH by treating patients, families, physicians, vendors, hospital and department staff with courtesy, respect and dignity at all times.	2.5	1,2,4	Jay sets a strong personal example by demonstrating respect for others and their ideas. He exhibits our TGH values and behaviors in all he does and expects his peers and others to display the same behaviors and principles with all customers.
Responds promptly to requests and complaints according to service level agreements and keeps customers informed of status and progress towards resolution.			
Follows the “10-5” Rules (eye contact at 10 feet, greet/smile at 5 feet), assists patients and visitors with way finding needs, and picks up trash or reports to Service Response Center to maintain and support the patient/customer experience.			
OVERALL PERFORMANCE SCORE	2.5		

DEPARTMENT COMPETENCY ASSESSMENT: The hospital's ability to fulfill its mission and provide for patients' needs is directly related to its ability to provide qualified, competent staff. During this year's evaluation period, this employee demonstrated proficiency in the performance of department/unit specific competencies, as required for ALL TGH employees, X YES or NO.

COMPETENCY ASSESSMENT MUST BE COMPLETED AND ATTACHED

AGE-SPECIFIC COMPETENCY ASSESSMENT REQUIRED X EXEMPT


IF REQUIRED, PLEASE FILL OUT SECTION BELOW:

Employee provides care to the following patient populations:

- | | | |
|----------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Neonate/Infant (Birth through 1 year) | <input type="checkbox"/> Pediatric (1 through 12 years) | <input type="checkbox"/> Adolescent (13 through 18 years) |
| <input type="checkbox"/> Adult (19 through 64 years) | <input type="checkbox"/> Geriatric (65 and older) | <input type="checkbox"/> All ages |

SUMMARY (Detailed age-specific documentation maintained in department/unit file)			Methodology: 1 – Direct Observation 2 – Document Review 3 – Peer Review 4 – Per Policy & Proc.	Comments/Examples
	YES	NO		
Considers the age of patients when assessing, planning, and implementing care.				
Demonstrates the ability to interpret and integrate information in terms of the patient needs based on age and developmental level.				
Demonstrates understanding of the range of interventions needed by patients according to their age and developmental level.				
Competence maintained during the evaluation period according to departmental and unit specific standards, including in-service and continuing education.				
Competence in patient safety and infection control demonstrated during the evaluation period				
Overall competence meets standards				

Employee's Signature:  Date: 3/23/17

Evaluator's Signature:  Date: 3-23-17



HIPAA Acknowledgement

To assure compliance with HIPAA Federal regulations regarding patient privacy, in addition to the HIPAA educational booklet provided to staff upon hire, TGH has in place several policies to hold our healthcare providers accountable for maintaining respect for patient privacy. As a reminder to you, these policies include:

- Policy RI-46 Photography/ Videography/Audio Recordings: "Under no circumstances are other patients or staff to be photographed without (*written*) consent." Pictures may only be taken **FOR EDUCATIONAL** purposes by those who are approved to utilize for case reviews, and again with written consent. This includes the taking of any picture or x-ray, even if it has no patient identifier and/or face included.
- TGH Code of Conduct Standard 3.1 - Patient Relationship/Protection: "Protection of the well-being and privacy of patients is expected at all times. Neglect and/or mistreatment of patients, patients' reputations, or unauthorized removal or disclosure of patient records, whether verbal, written or electronically transmitted, are prohibited." Any posting on a social networking site (i.e. *Facebook* or *MySpace*, etc.) regarding patient encounters are prohibited. Additionally, you are prohibited from accessing any patient chart (either electronic or physical chart or components of the medical record) unless you are specifically involved with that patient's care, required audit, or have management responsibility for that patient.

It is the expectation that all staff will monitor compliance with these policies, and intervene when someone is not in compliance. Maintaining patient privacy is everyone's responsibility. Violation of patient privacy will result in disciplinary action, up to and including termination.

I have read and understand my responsibilities regarding the Health Insurance Portability and Accountability Act (HIPAA), and also acknowledge that I have received training in HIPAA provisions related to my position at Tampa General Hospital during my orientation process.

Print Name

Jay Sprout

Signature

[Handwritten Signature]

Date

3/9/17

Core Values

Mission

Tampa General Hospital is committed to serving all residents of West Central Florida. We provide comprehensive health services, ranging from wellness and primary care to the most complex specialty care and post-acute services. Our care reflects a patient-centered approach, and our services are delivered in an exceptional manner, with benchmark performance in clinical outcomes, care processes, cost-effectiveness, and patient experience. With our unique blend of academic and other healthcare partners, we play a special role in supporting medical education and research in our region.

Vision

Tampa General Hospital will be a leader of a clinically integrated network of providers serving West Central Florida. We will continue to be recognized as a leading medical center in Florida and one of the best in the nation. We will work with a network of community and academic providers to be at the forefront of care delivery, care coordination, and population health management in our region.

Values

1. Respect, caring, courtesy, dignity, and a sense of fairness must be shown to all individuals including patients, families, visitors, employees, trainees, students, volunteers, and healthcare professionals. Due sensitivity must be shown to the needs of individuals from diverse backgrounds related to gender, race, age, disability, nationality, sexual orientation, and religion.
2. Mutual understanding must define all communications between team members. Communication must be open, respectful, and direct in order to optimize health services.
3. All individuals must be supported in their attempts to assert themselves in pursuit of patient safety and optimal quality of care.
4. Conflict resolution must proceed in a non-threatening, constructive, and private manner.
5. Teaching, research, and patient care must be subject to the highest ethical standards, intellectual honesty, and competence.
6. Properly report to supervisors any individual who has been observed to be impaired in his ability to perform assigned duties, whether the cause is emotional issues, substance abuse, etc.
7. Adverse event reporting and potential safety hazard reporting should proceed promptly, and all individuals are expected to encourage their colleagues to report such events.
8. Full cooperation is expected in investigations and briefings related to adverse events.
9. The privacy and confidentiality of all individuals is to be respected. All TGH and HIPAA regulations regarding personal health information must be strictly observed.
10. Uphold the rules, regulations, and policies of TGH.
11. Properly and responsibly utilize all TGH facilities and property, including computer facilities and telecommunications assets.
12. Maintain education and training standards required to perform job duties.
13. Be fit for duty during work time, including during on-call time.

Signature: _____

Printed name: _____

Date: 3/9/17



HUMAN RESOURCES

Conflict of Interest Certification Statement

I have read and understand the **Tampa General Hospital's policy on Conflict of Interest**, included as **Principal 8** in the **Code of Conduct Policy**. I agree to abide by the intent of the policy and will report immediately any real or potential violations to my manager. I also certify that:

1. I have listed below the activities, gifts, and other benefits, affiliations, employment of household members, business interests, ownerships, investments, or any other actions or associations that may conflict with Tampa General Hospital's policy on Conflict of Interest. I also have listed employment and/or business activities/consulting with any other company, organization or agency, and activities as a director/trustee of any organization or agency.

N/A

2. To the best of my knowledge, neither I, nor (if applicable) any of the TGH healthcare partners under my responsibility, have been in violation of any of the activities identified in Tampa General Hospital's policy regarding Conflict of Interest.

I understand that I have a continuing obligation to report any information relevant to **Tampa General Hospital's policy regarding Conflict of Interest** that may develop, or that I become aware of, prior to my next certification.

T. S. Post
TGH Healthcare Partner (Your Name - Please Print)

Instructional Designer
Relationship with TGH (Job/Title)

[Signature]
Signature

3/9/17
Date

9924
Social Security Number (Last 4 digits)

Human Resources Use Only

Notes:

Conflict: ☐ Yes ☐ No If Yes, complete Form C131A

Director of Human Resources Signature

Date



JOB HISTORY AUDIT SHEET

for

SPROUT MURL J

REVIEW PERIOD ENDING: **03/01/2016**

EMPLOYEE #: 3729299242 PAY CYCLE: 2 PAY STATUS: S PAY PER HRS : 80

POS NO : 717 TITLE: INSTRUCT DESIGNER CURR GRADE: 021

HIRE DATE: (Not Defined) EMPLOYEE CODE: (Not Defined)

CURRENT DEPARTMENT : 18342 ORG DE

DATE REVIEW PROCESSED: 03/30/2016

MERIT % AWARDED : **0.0250**

EFFECTIVE DATE : **02/28/2016**

MERIT % RECEIVED : **0.0250**

ZONE UPON WHICH MERIT DETERMINED

BONUS % RECEIVED : **0.0000**

OLD HOURLY RATE: \$25.85

NEW HOURLY RATE: **\$26.50**

OLD SALARY : \$2,068.00

NEW SALARY : **\$2,120.00**

JOB RESPONSIBILITIES PERFORMANCE LEVEL : 2

VALUED BEHAVIOR PERFORMANCE LEVEL : 2

PROBATIONARY REVIEW?: N

NEXT SALARY REV DATE

03/01/2017

REC #

CHANGE TYPE

EVENT DATE **02/28/2016**

PAYROLL

PLEASE PROCESS FOR

BONUS @ **0.0000**

Annual Performance Summary Sheet

Name	User ID	Cost Center No.	Cost Center Name	Hrly/Sal
Sprout, Murl J	g08410	18342	ORGANIZATIONAL DEVELOPMENT	Salaried
Job Title	Hire Date	Appraisal Eff date	Pay Rule	Pay Cycle
Instructional Designer	03/30/2015	03/01/2016	NN SALARY	2
Base Rate	Min Rate	Max Rate	Job Code	Grade
\$ 25.85	\$ 20.81	\$ 30.80	00717	ME57
Supervisor	Supervisor Title			Hours
Ruiz, Robert J	Director Organizational Development			80.00

Appraisal Type:	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Special
New Badge Required:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
New Badge Form (<u>HR ONLY</u>):	<input type="checkbox"/> Received	
Required Licenses/Certifications:	<input type="checkbox"/> Current	
Annual Competency :	<input checked="" type="checkbox"/> Attached	
HIPAA Compliance Form :	<input checked="" type="checkbox"/> Attached	

Conflict of Interest:	<input checked="" type="checkbox"/> Attached
TGH Core Values:	<input checked="" type="checkbox"/> Attached
Annual Health Screening:	<input checked="" type="checkbox"/> Attached
Annual Education Requirements:	<input type="checkbox"/> Attached
Self Review (as Required):	<input type="checkbox"/> Attached
Peer Review (as Required):	<input type="checkbox"/> Attached

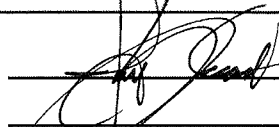
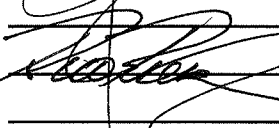
As per the Annual Performance Appraisal Summary, overall the employee:

<input type="checkbox"/> Does not meet expectations	<input checked="" type="checkbox"/> Meets expectations	<input type="checkbox"/> Consistently exceeds expectations
-----------------------------------------------------	--------------------------------------------------------	------------------------------------------------------------

Merit for this Annual Appraisal:	2.5 %	<u>Merit Increases Over 3.0% Require Executive Approval</u>
----------------------------------	-------	-------------------------------------------------------------

<p>Remarks</p> <p>Evaluator:</p> <p>Jay - You've done a very nice job since joining our OD team and have quickly made an impact. You've designed and developed effective learning solutions that have led to positive behavior change and measurable human performance improvement.</p> <p>Thank you for your contributions to OD & TGH. You have and continue to make a difference each and every day!</p>	<p>Employee:</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------

Acknowledgement

Employee	Signature	Date
Sprout, Murl J		3/29/16
Evaluator (print name)	Signature	Date
Manager (print name)	Signature	Date
Director (print name)	Signature	Date
Ruiz, Rico		3-29-16
VP (print name)	Signature	Date



Verification of Annual Educational Update

This form serves as your **CERTIFICATE of COMPLETION** for your TGH 2016 Annual Update for Employees.

This section is completed by employee:

Employee Name: Jay Sprout Badge Number: g08410 Job Title: Instructional Designer
Unit or Department: Organizational Development Manager: Rico Ruiz

Health Screening

Annual Health Screening Hours:

Employee Health Services (ext. 7649)

Monday - Friday: 06:30 AM to 4:30 PM

Appointments can be scheduled via Employee Health page on the Portal.

Appointments are not necessary.

AFTER completing the Annual Education Update, the Employee Health annual update and health assessment, report to Employee Health to complete Part II of your Annual Health Screening PRIOR to your annual performance appraisal.

Part II of your annual health screen will include, depending on your position and job duties: TB testing, vital signs, update on immunizations and exposures, respirator fit testing and clearance and medical surveillance.

If you are insured by TGH, you will have your blood drawn for your Know Your Numbers screening (cholesterol panel, glucose, HgbA1C) as well as your body fat, weight and waist measurements.

Appointments are not necessary.

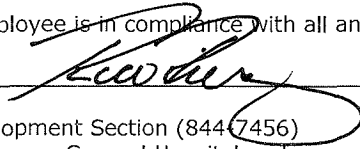
Employee Health front office number: 813-844-7649

Employee Health is open Monday-Friday: 6:30am to 4:30pm

Off-site employees do not need to report to Employee Health.

Manager section: Please check off and sign before sending to Human Resources for processing.

I certify that the employee is in compliance with all annual educational requirements.

Manager signature: 

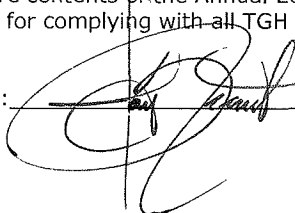
Date: 3.29.16

Organizational Development Section (844-7456)

As an employee of Tampa General Hospital and as part of your annual performance appraisal, you are required to complete an online Annual Educational Update. The Annual Educational Update includes: General information about The Joint Commission, 2011 National Patient Safety Goals, Ethics, Abuse and Reporting, Information Systems, Safety and Security Management, Employee Health Services, Infection Prevention Program, Quality Improvement, Risk Management, HIPAA, EMTALA, Corporate Compliance Program, Human Resources, Injury Prevention Program, and Hurricane and High Water Plan.

Date Educational Update completed: 3/15/2016

I have read the entire contents of the Annual Educational Update. I acknowledge and understand that I'm responsible for complying with all TGH standards and policies.

Employee Signature: 

Sprout, Jay

From: Employee Health <no-reply@sharepointonline.com>
Sent: Friday, March 11, 2016 4:16 PM
To: Sprout, Jay
Cc: Ruiz, Rico
Subject: EHS Annual Screening Verification - You DO NOT need to report to Employee Health

Verification of Completion of EHS Annual Screening

Employee Name: Sprout, Jay	
Badge Number: g08410	Dept: Org Development
Manager: Ruiz, Rico	Job Title: Instruction Designer

According to the Employee's responses on the online EHS Annual Screening questionnaire:

TB SCREENING

Annual TB screening is **NOT REQUIRED** for this employee as the employee reported that as a part of his/her regular job duties he/she:

- Does NOT have face-to-face contact with INPATIENTS in the MAIN hospital
 - Does NOT enter INPATIENT rooms within the MAIN hospital
 - Does NOT work in Cytology, Esoteric, Histology, Lab Support Staff, Microbiology, Phlebotomy
- OR**
- Works in Rehab Center and does NOT float to INPATIENT areas of the MAIN hospital
- OR**
- Works off-site and does NOT have contact with INPATIENTS within the MAIN hospital

FIT TESTING

Fit Testing is **NOT REQUIRED** for this employee as the employee reported that he/she:

- is not required to wear a TB isolation (i.e. VFlex) mask
- has not worn the TB isolation mask within the previous two years and is not anticipated to float to a unit in which the TB isolation mask will be required

***This employee is NOT required to report to
EHS for an annual screening.***

Date online annual screen completed:
3/11/2016

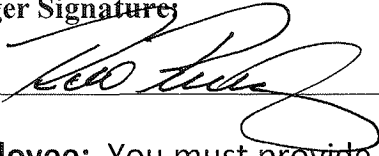
Manager Section

I have verified the statements above and certify that this employee:

- Does NOT require TB screening
- Does NOT require Fit Testing for the TB isolation (i.e. VFlex) mask.

This form must be attached to the annual performance appraisal and sent to Human Resources.

Manager Signatures



Date:

3-29-16

Employee: You must provide this form to your manager in order to complete your annual performance appraisal.



**ORGANIZATIONAL DEVELOPMENT
COMPETENCY ASSESSMENT PROGRAM
Instructional Designer**

Assessing/Designing/Developing/Implementing/Evaluating eLearnings

Critical Elements	Verification Method	Verified By
Conducts a needs assessment in order to recommend appropriate design solutions and strategies	O/D	rjr
Selects and uses analysis techniques for determining instructional content	O/D	rjr
Analyzes the characteristics of existing and emerging technologies and their potential use	O/D	rjr
Uses an instructional design and development process appropriate for a given project	O/D	rjr
Designs learning assessment	O/D	rjr
Revises instructional and non-instructional solutions based on data/evaluation	O/D	rjr

Name: Jay Sprout

Date: Mar 14, 2016

Validated by:

Initials:

VERIFICATION METHOD CODES:

D: Demonstration

O: Other (describe method)

JOB DESCRIPTION/PERFORMANCE APPRAISAL

TITLE: Instructional Designer

JOB CODE: 00717

DEPARTMENT: Organizational Development

FLSA: Salaried

EMPLOYEE NAME: JAY SPROUT

EVALUATION DUE DATE: MARCH 2016

GENERAL SUMMARY

Under general direction of the Director of Organizational Development and following established policies, procedures and professional guidelines, the Instructional Designer is responsible for designing learning programs, including classroom workshops, online curriculum, and/or self-study sessions for employees throughout the organization. Develops materials for various learning programs based on knowledge of adult learning theories. Evaluates the extent to which current programs are meeting the needs of learners, perform needs analyses to identify areas where learning solutions are required within the organization, bridging knowledge/skill gaps and increasing overall performance levels. Maintains awareness of current trends and best practices in instructional design as well as learning mediums and technologies. Develops performance measurement methodology/tools to assess the effectiveness of the instructional programs and processes. Provides expert recommendations to subject matter experts and cross-functional teams within the organization to address established learning needs, and will also collaborate with internal resources to identify areas for focus in improving current program offerings and in the improvement process around areas for greatest impact. Responsible for performing job duties in accordance with the mission, vision and values of Tampa General Hospital. Performs other duties as assigned.

QUALIFICATIONS

Bachelor's in Instructional Design/Adult Learning/Organizational Development or similar field: Master's preferred. 3-5 + years experience in instructional design. Must have strong knowledge of visual learning mediums, outstanding customer service skills, project management experience and ability to oversee projects from inception through development. Must demonstrate creativity, innovation, and strategic problem-solving orientation, and must exhibit improvement-focused, proactive and collaborative approach. Experience with authoring tools, preferably Captivate and /or Articulate.

WORKING CONDITIONS

Work performed in a normal office setting and in classrooms. Involves walking, standing, keyboard activities. Extensive interaction with all levels of staff. Mobile throughout all areas of hospital, clinics, and external locations.

This position has been evaluated as a Level 1 in accordance with the Occupational Safety and Health Administration (OSHA) definition of occupational exposure to blood borne pathogens.

Level I Positions in this category require the performance of tasks which involve exposure to blood and potentially infectious body fluids.

AGE SPECIFIC COMPETENCY Exempt

REPORTING RELATIONSHIPS

Reports to: Department Director/Manager or Vice President

Supervises: As assigned

**TAMPA GENERAL HOSPITAL
JOB DESCRIPTION/PERFORMANCE APPRAISAL**

EMPLOYEE NAME: JAY SPROUT

EVALUATION DUE DATE: MARCH 2016

Key: 1 = Does not meet expectations 2 = Successfully meets expectations 3 = Consistently exceeds expectations Note: Ratings of 1 or 3 require comments and/or Examples to support the rating.	1, 2 or 3	Methodology: 1 – Direct Observation 2 – Document Review 3 – Peer Review 4 – Per policy & procedure	Comments/Examples
Job Knowledge			
Plans formal and informal learning activities including classroom workshops, online curriculum, self-study sessions, and contact hour programs.	2.5	1,2	Designed and developed the WFH Home Care New Employee Orientation eLearning, WFH New Employee Orientation eLearning, WFH Annual Update, and redesigned the TGH Annual Updates. In addition, he designed and developed several house-wide elearnings as well as Divisional Education Block learning modules. Currently in the process of designing and developing the Physician Onboarding module. <ul style="list-style-type: none"> • Clients extremely satisfied with outcomes of the learning modules and very impressed with Jay's level of ISD expertise, content and design development!
Participates in formal and informal needs assessment process. <ul style="list-style-type: none"> • 	2	1,2	Jay follows up with his own questions and evaluation after receiving materials to make sure he's meeting the actual needs targeted by the client's requirement and TGH and/or Regulatory policies
Utilizes multiple teaching methods and modalities, including simulation and multimedia, to replicate the patient care or hospital environment.	2.5	1,2	Jay utilizes several instructional design techniques when creating online courses. He uses the Storyline authoring tool as it's the most robust and offers a great deal of flexibility when creating simulations, scenarios, or 3d environments. <ul style="list-style-type: none"> • Created short, animated videos for the Wellness Center and Security as well as software sim for ERP • Clients extremely satisfied with end product!

Meets identified learning needs as demonstrated by: collaborative relationships with managers, educators and other departments to determine curriculum needs and design online multimedia instruction and/or instructor-led instruction.	2.5	1,2	Collaborated with a variety of educators, departments, and managers to develop and add eLearning courses to MindLab that met the needs of their departments.
Reviews and provides feedback on all course materials and production processes.			<ul style="list-style-type: none">Jay meets with the client(s) to assess their training needs and provides recommendations as to the content, modality, and style of the training. He further presses all clients for a true purpose and desired outcome for the training
Quality			
Plans, provides and maintains a safe environment for patients, staff and families.	2	1,4	
Participates in department, education, and organizational performance improvement activities.	2	1,2	
Provides accurate and consistent documentation and guidance to ensure consistency in processes and content management in relation to course design/delivery across all education and training activities.	2	1,2	Jay strives to create a consistent look across all courses and within categories such as NEO/AU and Pharmacy courses <ul style="list-style-type: none">Working on standard eLearning templates for Divisional Education Blocks
Designs and develops education according to established procedures, protocols and professional standards of adult learning.	2	1,2	Jay's eLearnings incorporate the professional standards of adult learning <ul style="list-style-type: none">He continues to educate himself on Articulate Storyline authoring tool and adult learning trends
Problem Solving/Critical Thinking			
Remains alert to changes in work environment and responds appropriately.	2	1,2,4	
As a team member, provides support to management and educators in identifying educational and performance problems of staff.	2	1,2	Always eager to give his opinion when asked or when the situation seems appropriate
Utilizes appropriate conflict management skills; considers alternative actions when necessary in approaching problem solving.	2	1,2	Jay carefully and deliberately considers all possible outcomes associated with decisions, striving to identify the best possible outcome and works diligently to achieve that outcome
Dependability			
Meets TGH attendance standards.	2	1,4	Stays late, works weekends...does whatever it takes to get the job done!

Completes assignments and delegated responsibilities within established time frames.	2.5	1,2	Jay does whatever it takes to meet goals and commitments. <ul style="list-style-type: none"> • He has met all assignment deadlines unless they were changed or extended by his clients.
Productivity/Financial Management			
Uses resources (time, rooms, money, and staffing) effectively and efficiently.	2.5	1,4	Jay consistently manages his time well to ensure maximum accomplishment, frequently going above and beyond typical work timeframes to meet demands of his role.
Demonstrates ability to prioritize assigned activities.	2.5	1,2	Jay is extremely talented at dealing with multiple assignments/instructional design projects by prioritizing and understanding desired outcomes <ul style="list-style-type: none"> • Maintains flexibility to opposing priorities and ongoing changes within the department/organization; supports OD & TGH leadership in all areas necessary, regardless of personal responsibilities. • He meets these demands with an optimistic attitude and leverages strengths to arrive at desired/positive outcomes
Leadership			
Promotes a positive image of the department and organization through professional conduct, appearance, and communication.	2	1,4	Jay's interactions with others are of the highest level of integrity and ethical conduct. He sets a personal example by demonstrating respect for others and their ideas.
Supports department and organizational mission and goals; participates in the orientation and education of new employees and students as assigned.	2	1,4	Jay does his best to always support OD and TGH's mission and goals and continually tries to improve each and every day.
Personal/Professional Development			
Formulates goals for professional development annually.	2	1,4	This is a continuous process for Jay!
Participates in educational programs and research to enhance personal and professional growth.	2	2	Jay studies, researches, reads, practice his craft, learns new skills, and takes classes constantly
Investigates current research, periodicals, and references to maintain currency in field.			
Attends annual and mandatory in-services, required meetings and continuing education.	2	1,4	
Teamwork			
Works interdependently with peers; demonstrates cooperative interactions with all customers.	2	1,2	Jay loves meeting with customers and working with them to raise the bar of what we do for them.

Works collaboratively with other departments and educators in achieving staff education goals.	2	1,2	His favorite part of the job!
Maintains flexibility in work assignments.	2.5	1,2,4	Varies work hours to accommodate assigned duties; works extra hours as needed to complete urgent assignments
Communication			
Demonstrates effective presentation skills as evidenced by peer, supervisor, and participant evaluations.	2	1	Jay is a polished presenter! Effectively presented “SOP Proposal for Education Blocks & CAPS” to our Education Council and Divisional Educators group
Demonstrates active listening and speaking skills; demonstrates appropriate verbal and written communication skills in interactions with peers, staff, physicians, visitors and all other customers.	2.5	1,2	If productivity and efficiency is a good measure, Jay seems to be successful in conveying his thoughts and intentions; both verbal and written. He understands the needs and messages of our customers ensuring expectations on both sides are understood and met
Customer Service			
Consistently exhibits the guiding principles of Showtime (TREE, LEAF, ROOT) when interacting with patients, visitors, physicians, coworkers, supervisors, and volunteers.			
TREE: <i>Treats</i> everyone with respect, kindness, and dignity; displays enthusiasm and ‘can-do’ attitude in <i>Responding</i> to customers’ requests and obtains help if unable to meet needs; promotes an <i>Environment</i> of healing and safety; provides <i>Education</i> and explanation when performing processes or procedures to alleviate customer anxiety.	2	1,2,4	Jay consistently demonstrates reliability, personal accountability, and maturity in all actions, building trust and positive relationships with his clients and coworkers.
LEAF: actively <i>Listens</i> by paying close attention to customers’ requests seeking to fully understand their needs and respond in a caring manner; <i>Empathizes</i> with customers by displaying the ability to understand and share their feeling; <i>Acts</i> quickly and appropriately to meet customers’ needs; <i>Follows up</i> with customers to verify needs have been met.			
ROOT: fosters <i>Respect</i> for all individuals and points of view by demonstrating a personal commitment to create a hospitable and welcoming environment; proactively <i>Offers</i> assistance to customers and coworkers; portrays <i>Organizational pride</i> when interacting with customers, coworkers, and performing job duties; promotes <i>Teamwork</i> to achieve the common purpose of providing excellent service to our customers.			

Demonstrates consistent proficiency in performing the core cultural competency of the AIDET model (<i>Acknowledges, Introduces, Duration, Explanation, Thanks</i>) when communicating with patients, visitors, physicians, coworkers, supervisors, and volunteers.			
<i>Acknowledges</i> the customer, when applicable knocks or asks permission to enter room, smiles, makes eye contact and greets in a pleasant manner, consistently demonstrates the 10/5 rule.	2	1,2,4	Jay frequently applies the concepts of AIDET/Customer Service to help reduce anxiety and improve loyalty and customer satisfaction at TGH.
<i>Introduces</i> self, states name and role, highlights skill of expertise of self and other staff (manages up).			
<i>Duration</i> —gives the customer a time expectation, keeps the customer informed as to the amount of time a procedure or process will take, lets the customer know if there is a wait time and gives time expectation of wait.			
<i>Explanation</i> —keeps the customer informed by explaining all processes and procedures, assist the customer in having clear expectations of what will be occurring and manages up when appropriate.			
<i>Thanks</i> the customer for his or her time, expresses appreciation to the customer, and asks if there is anything else he or she can do for the customer before ending the interaction.			
Patient Satisfaction Scores			
Meets organization-wide patient satisfaction goal of ____ - ____ (entered by manager annually).	N/A		
Where applicable, meets departmental patient satisfaction goal of ____ entered by manager annually).			
OVERALL PERFORMANCE SCORE	2.15		

DEPARTMENT COMPETENCY ASSESSMENT: The hospital's ability to fulfill its mission and provide for patients' needs is directly related to its ability to provide qualified, competent staff. During this year's evaluation period, this employee demonstrated proficiency in the performance of department/unit specific competencies, as required for ALL TGH employees, X YES or NO.

COMPETENCY ASSESSMENT MUST BE COMPLETED AND ATTACHED

AGE-SPECIFIC COMPETENCY ASSESSMENT REQUIRED X EXEMPT

IF REQUIRED, PLEASE FILL OUT SECTION BELOW:

Employee provides care to the following patient populations:

- ☐ Neonate/Infant (Birth through 1 year) ☐ Pediatric (1 through 12 years) ☐ Adolescent (13 through 18 years)
☐ Adult (19 through 64 years) ☐ Geriatric (65 and older) ☐ All ages

SUMMARY (Detailed age-specific documentation maintained in department/unit file)			Methodology: 1 – Direct Observation 2 – Document Review 3 – Peer Review 4 – Per Policy & Proc.	Comments/Examples
	YES	NO		
Considers the age of patients when assessing, planning, and implementing care.				
Demonstrates the ability to interpret and integrate information in terms of the patient needs based on age and developmental level.				
Demonstrates understanding of the range of interventions needed by patients according to their age and developmental level.				
Competence maintained during the evaluation period according to departmental and unit specific standards, including in-service and continuing education.				
Competence in patient safety and infection control demonstrated during the evaluation period				
Overall competence meets standards				

Employee's Signature:  Date: 3/29/16

Evaluator's Signature:  Date: 3-29-16



HIPAA Acknowledgement

To assure compliance with HIPAA Federal regulations regarding patient privacy, in addition to the HIPAA educational booklet provided to staff upon hire, TGH has in place several policies to hold our healthcare providers accountable for maintaining respect for patient privacy. As a reminder to you, these policies include:

- Policy RI-46 Photography/ Videography/Audio Recordings: "Under no circumstances are other patients or staff to be photographed without *written* consent." Pictures may only be taken **FOR EDUCATIONAL** purposes by those who are approved to utilize for case reviews, and again with written consent. This includes the taking of any picture or x-ray, even if it has no patient identifier and/or face included.
- TGH Code of Conduct Standard 3.1 - Patient Relationship/Protection: "Protection of the well-being and privacy of patients is expected at all times. Neglect and/or mistreatment of patients, patients' reputations, or unauthorized removal or disclosure of patient records, whether verbal, written or electronically transmitted, are prohibited." Any posting on a social networking site (i.e. *Facebook* or *MySpace*, etc.) regarding patient encounters are prohibited. Additionally, you are prohibited from accessing any patient chart (either electronic or physical chart or components of the medical record) unless you are specifically involved with that patient's care, required audit, or have management responsibility for that patient.

It is the expectation that all staff will monitor compliance with these policies, and intervene when someone is not in compliance. Maintaining patient privacy is everyone's responsibility. Violation of patient privacy will result in disciplinary action, up to and including termination.

I have read and understand my responsibilities regarding the Health Insurance Portability and Accountability Act (HIPAA), and also acknowledge that I have received training in HIPAA provisions related to my position at Tampa General Hospital during my orientation process.

Print Name

Signature

3/15/16 Date

Core Values

Mission

Tampa General Hospital is committed to serving all residents of West Central Florida. We provide comprehensive health services, ranging from wellness and primary care to the most complex specialty care and post-acute services. Our care reflects a patient-centered approach, and our services are delivered in an exceptional manner, with benchmark performance in clinical outcomes, care processes, cost-effectiveness, and patient experience. With our unique blend of academic and other healthcare partners, we play a special role in supporting medical education and research in our region.

Vision

Tampa General Hospital will be a leader of a clinically integrated network of providers serving West Central Florida. We will continue to be recognized as a leading medical center in Florida and one of the best in the nation. We will work with a network of community and academic providers to be at the forefront of care delivery, care coordination, and population health management in our region.

Values

1. Respect, caring, courtesy, dignity, and a sense of fairness must be shown to all individuals including patients, families, visitors, employees, trainees, students, volunteers, and healthcare professionals. Due sensitivity must be shown to the needs of individuals from diverse backgrounds related to gender, race, age, disability, nationality, sexual orientation, and religion.
2. Mutual understanding must define all communications between team members. Communication must be open, respectful, and direct in order to optimize health services.
3. All individuals must be supported in their attempts to assert themselves in pursuit of patient safety and optimal quality of care.
4. Conflict resolution must proceed in a non-threatening, constructive, and private manner.
5. Teaching, research, and patient care must be subject to the highest ethical standards, intellectual honesty, and competence.
6. Properly report to supervisors any individual who has been observed to be impaired in his ability to perform assigned duties, whether the cause is emotional issues, substance abuse, etc.
7. Adverse event reporting and potential safety hazard reporting should proceed promptly, and all individuals are expected to encourage their colleagues to report such events.
8. Full cooperation is expected in investigations and briefings related to adverse events.
9. The privacy and confidentiality of all individuals is to be respected. All TGH and HIPAA regulations regarding personal health information must be strictly observed.
10. Uphold the rules, regulations, and policies of TGH.
11. Properly and responsibly utilize all TGH facilities and property, including computer facilities and telecommunications assets.
12. Maintain education and training standards required to perform job duties.
13. Be fit for duty during work time, including during on-call time.

Signature: _____

Printed name: _____

Date: _____



Conflict of Interest Certification Statement

I have read and understand the **Tampa General Hospital's policy on Conflict of Interest**, included as **Principal 8** in the **Code of Conduct Policy**. I agree to abide by the intent of the policy and will report immediately any real or potential violations to my manager. I also certify that:

1. I have listed below the activities, gifts, and other benefits, affiliations, employment of household members, business interests, ownerships, investments, or any other actions or associations that may conflict with Tampa General Hospital's policy on Conflict of Interest. I also have listed employment and/or business activities/consulting with any other company, organization or agency, and activities as a director/trustee of any organization or agency.

N/A

2. To the best of my knowledge, neither I, nor (if applicable) any of the TGH healthcare partners under my responsibility, have been in violation of any of the activities identified in Tampa General Hospital's policy regarding Conflict of Interest.

I understand that I have a continuing obligation to report any information relevant to **Tampa General Hospital's policy regarding Conflict of Interest** that may develop, or that I become aware of, prior to my next certification.

Jay Sprout
TGH Healthcare Partner (Your Name - Please Print)

Signature

Social Security Number (Last 4 digits)

9924

Instructional Designer
Relationship with TGH (Job Title)

Date

3/15/16

Human Resources Use Only

Notes:

Conflict: ☐ Yes ☐ No If Yes, complete Form C131A

Director of Human Resources Signature

Date