





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

Merit for this Annual Appraisal:	<u>2.5</u> %	<u>Merit Increases Over 3.0% Require Executive Approval</u>
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Acknowledgement			
Employee	<u>Sprout, Murl J</u>	Signature 	Date <u>3/29/16</u>
Evaluator (print name)	<u></u>	Signature <u></u>	Date <u></u>
Manager (print name)	<u></u>	Signature <u></u>	Date <u></u>
Director (print name)	<u>Ruiz, Rico</u>	Signature 	Date <u>3-29-16</u>
VP (print name)	<u></u>	Signature <u></u>	Date <u></u>



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: [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: [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 Signature: 	Date: 3-29-16
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Employee: You must provide this form to your manager in order to complete your annual performance appraisal.



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

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

9924
Social Security Number (Last 4 digits)

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

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: _____



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.	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
<ul style="list-style-type: none"> • 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. Reviews and provides feedback on all course materials and production processes.	2.5	1,2	<ul style="list-style-type: none"> Collaborated with a variety of educators, departments, and managers to develop and add eLearning courses to MindLab that met the needs of their departments. 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	<ul style="list-style-type: none"> Jay strives to create a consistent look across all courses and within categories such as NEO/AU and Pharmacy courses 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	<ul style="list-style-type: none"> Jay's eLearnings incorporate the professional standards of adult learning 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.			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.			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.	2	1,2,4	
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.			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.	2	1,2,4	
<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).			
Where applicable, meets departmental patient satisfaction goal of ____ entered by manager annually).	N/A		
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. ☐ YES or ☐ NO.

COMPETENCY ASSESSMENT MUST BE COMPLETED AND ATTACHED

AGE-SPECIFIC COMPETENCY ASSESSMENT ☐ REQUIRED ☒ 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)	YES	NO	Methodology: 1 – Direct Observation 2 – Document Review 3 – Peer Review 4 – Per Policy & Proc.	Comments/Examples
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