

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 (<i>HR ONLY</i>):	<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:	3.00 %	<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>
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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)	RICO RUZ	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 Spratt 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

*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: 3-7-19

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]



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.

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

Amy 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



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



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

HAND HYGIENE COMPETENCY ASSESSMENT PERFORMANCE

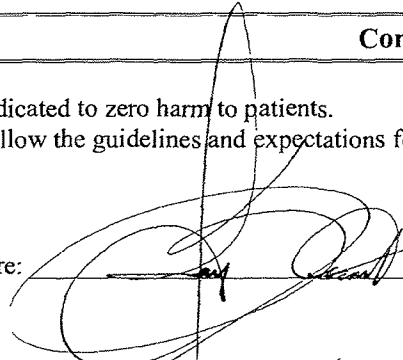
Employee Name: <u>Jay Sprout</u>		Job Title: <u>Instructional Designer</u>	
Prerequisite: <u>Completes review of Hand Hygiene Policy IC-43</u>		Unit: <u>OD</u>	
Competency: All staff will perform hand hygiene according to TGH policy. Initial competency to be completed within 30 days of hire.			
Rationale: 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. 	GA	
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 	GA	

*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:

- | | | |
|---|----------------------------------|------------------------------------|
| o Neonate/Infant (Birth through 1 year) | o Pediatric (1 through 12 years) | o Adolescent (13 through 18 years) |
| o Adult (19 through 64 years) | o Geriatric (65 and older) | o 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: 5-26-19

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