

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	Conflict of Interest:	<input checked="" type="checkbox"/> Attached
New Badge Required:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	TGH Core Values:	<input checked="" type="checkbox"/> Attached
New Badge Form (HR ONLY):	<input type="checkbox"/> Received		Annual Health Screening:	<input checked="" type="checkbox"/> Attached
Required Licenses/Certifications:	<input type="checkbox"/> Current		Annual Education Requirements:	<input type="checkbox"/> Attached
Annual Competency :	<input checked="" type="checkbox"/> Attached		Self Review (as Required):	<input type="checkbox"/> Attached
HIPAA Compliance Form :	<input checked="" 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
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Merit for this Annual Appraisal:	3.25 %	<u>Merit Increases Over 3.0% Require Executive Approval</u>
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Remarks	
Evaluator: Thank you, Jay, for your numerous contributions to OD and TGH. You have and continue to make a difference each and every day!	Employee:

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

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]



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. Spout
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



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

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.

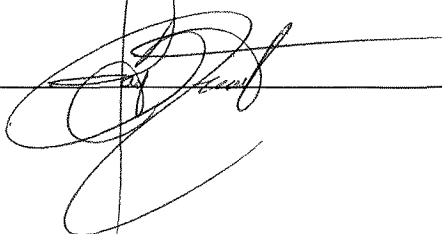

Values

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

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

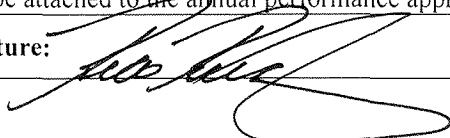
Manager Section

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

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
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 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	Collaborated with our LMS Learning Technology Specialist to improve the design and delivery of courses and MindLab. <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	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. <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	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. <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	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, 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">• 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)

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

YES	NO

Methodology:

- 1 – Direct Observation
- 2 – Document Review
- 3 – Peer Review
- 4 – Per Policy & Proc.

Comments/Examples

Employee's Signature: _____

Date: 3/23/17

Evaluator's Signature: _____

Date: 3-23-17