

Beaumont[®] | HEALTH SYSTEM

2016 Employee Appraisal

Appraisal Score

Overall Score: 3.7 / 5.0

Name: Sandra Moore

Supervisor Name: Garnoc, Josephine

Employee ID: 139375

Person Type: Contingent

Job Title: Clinical Nurse II

Department: Infusion Center - GP

Division: 3

RC: 72353

Quality and Safety (45%)

Employee Score: 3.2 Manager Score: 3.6 / 5.0(45%)

Competency	Rating Scale	Employee Score:	Manager Score:
Job Responsibilities/Productivity (25%) Evaluates and assesses the performance of the individual carrying out the key functions and responsibilities of his/her position in a manner consistent with the Beaumont Standards, patient/employee safety expectations, Corporate Compliance guidelines, and regulatory requirements (Joint Commission, CMS, etc.). These should reflect the key responsibilities identified in the job description. Score based on employee performance during the 2016 calendar year.	Commendable	3.0	4.0 (56%)
Job Skills/Competencies (10%) Assesses the individual's basic knowledge, competencies and skills required to successfully perform job responsibilities. Score based on employee performance during the 2016 calendar year.	Fully Effective	3.0	3.0 (22%)
Reliability (10%) Assesses reliability and dependability as it relates to availability and readiness to work. Use of Emergency CTO and/or approved FMLA covered leaves of absence do not count as occurrences of absenteeism or tardiness toward the performance appraisal. Score based on employee performance from the previous rolling 12-month period.	Fully Effective	4.0	3.0 (22%)

Quality and Safety Overall Comments

Self: I have had to refresh and relearn some new skills in nursing as well as documentation on the EPIC system. I have continued to be open to all types of opportunities to advance my skills and knowledge. I feel I am dependable and ready to work on days that I commit to being at the infusion department.

Greater than 2 occurrences combined with tardiness, no corrective action. Work at being ready to work promptly at 0830.

Sandy continues to expand her knowledge related to all of the infusible agents

that are administered in the AIC, Needs to complete ONS Chemo/Biotherapy Course since has been exposed to chemo agents and care for those patients. Sandy demonstrates a positive work environment and supports department initiatives.

Service (35%)**Employee Score: 4.7 Manager Score: 3.7 / 5.0(35%)**

Competency	Rating Scale	Employee Score:	Manager Score:
Beaumont Standards (25%) Assesses expected behaviors that demonstrate the Beaumont Standards of Service, Ownership, Attitude and Respect toward patients/visitors, co-workers, volunteers and physicians. Score based on employee performance during the 2016 calendar year.	Commendable	5.0	4.0 (71%)
Employee Engagement (10%) Score based on employee's individual contributions to employee satisfaction and engagement within their workgroup during the 2016 calendar year.	Fully Effective	4.0	3.0 (29%)

Service Overall Comments

Self: I have always performed as a nurse using high standards of service. I am respectful, helpful, considerate and caring towards all I come in contact with during my working hours.

Sandy demonstrates the Beaumont Standards with her interactions with patients, families and other staff members. Sandy supports a positive approach to employee engagement and work environment.

People and Systems (10%)**Employee Score: 3.5 Manager Score: 3.5 / 5.0(10%)**

Competency	Rating Scale	Employee Score:	Manager Score:
Personal/Professional Development (5%) Demonstrates commitment to personal/professional development. Score based on employee performance during the 2016 calendar year.	Commendable	4.0	4.0 (50%)
Partnerships (5%) Builds team and collaborative partnerships within the organization, and/or with outside agencies/organizations which support the Hospital's Mission, Vision and strategic initiatives. Builds and maintains positive working relationships with employees in other departments. Score based on employee performance during the 2016 calendar year.	Fully Effective	3.0	3.0 (50%)

People and Systems Overall Comments

Self: I am committed to continue with personal and professional growth through reading, attending seminars and doing my continuing education that is pertinent to my nursing practice.

Serves as a preceptor for students, attends programs and meetings to increase knowledge related to medications and professional development. Sandy demonstrates a positive, welcoming environment for all those she comes into contact with.

Financial Performance (10%)

Employee Score: 4.0 Manager Score: 4.0 / 5.0(10%)

Competency	Rating Scale	Employee Score:	Manager Score:
Efficient Use of Resources/Enhanced Productivity (10%) Continual monitoring and efficient use of time and supplies, as well as other departmental resource usage. Efficiently and effectively utilizes time devoted to department/operational needs. Personal needs are managed during personal time. Score based on employee performance during the 2016 calendar year.	Commendable	4.0	4.0 (100%)

Financial Performance Overall Comments

Self: I am aware of cost effective use of my time with my performance. I try to leave all personal issue at home unless they are emergencies. I am aware of usage of supplies and try to not waste resources available to me.

Sandy demonstrates efficient use of time and supplies. She finishes assignments and supports others in completion of tasks/patient care activities.

Past Development Plans

Development Objectives

Accomplishments

Due:
12/13/2016

Completed:

Development Plan

Development Objectives

Self: Title:
RN

I have been employed by Beaumont for one year and have developed my knowledge of the using the EPIC computer system and learned to perform nursing skills that either I hadn't performed in the past or needed to relearn skills that I hadn't used in a while.

Title: ONS Chemo/Biotherapy Course Completions

1. Completed online course by 6/1/17. Online course is changing 1/1/17. Enroll after 1/1/17.
2. Attend one Oncology or infusion related conference 2017.

New Goals**Goals****Weight****Self: Title: RN**

to enhance my knowledge base of the diseases being treated in the infusion department , To continue to improve on my technical skills.

Due:**Self: Title: RN**

To continue to educate myself on providing care using new treatments.

Due:**Self:****Due:****PERFORMANCE SUMMARY****Summary Score****Score: 3.7 / 5.0 (100%)**

This is the overall score, calculated using the ratings, scores, and weights in the form above.

Result Achieved**Score**

Role Model	4.5 - 5.0
Commendable	3.6 - 4.4
Fully Effective	2.8 - 3.5
Developing	2.0 - 2.7
Fails To Meet	1.0 - 1.9

Quality and Safety**Score: 3.6 / 5.0 (45%)****Service****Score: 3.7 / 5.0 (35%)**

People and Systems

Score: 3.5 / 5.0 (10%)

Financial Performance

Score: 4.0 / 5.0 (10%)

Supervisor Comments

Sandy continues to learn related to all of the medications that are administered in the AIC. Sandy is a valuable member of the Infusion team with exemplary patient care values and standards that are reflective of the Beaumont Values.

Manager: Josephine Garnoc J.G. (electronic signature for the evaluation of Sandra Moore)

Date (MM/dd/yyyy): 12/16/2016 10:43 AM EST