

2016 Employee Appraisal

Appraisal Score

Overall Score: 4.7 / 5.0

Name: !

Supervisor Name: Whitney, Randy

Employee ID: 116048

Person Type: Employee

Job Title: Clinical Nurse Specialist

Department: Nursing Education - GP

Division: 3

RC: 77719

Quality and Safety (45%)

Employee Score: 5.0

Manager Score: 5.0 / 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.	Role Model	5.0	5.0 (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.	Role Model	5.0	5.0 (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.	Role Model	5.0	5.0 (22%)

Quality and Safety Overall Comments

Self: -I chair the bi-monthly GP CPR Committee (since 2006); perform monthly review of all Codes for ACLS compliance; audits of crash carts in the hospital and drug boxes at the ambulatory sites; and assure that the hospital is Joint Commission compliant. Data is reported quarterly to the Critical Care Committee, CPR Committee and additionally, the Director of Quality receives the PI reports. Overall hospital crash cart compliance is 99.96%.

-Am a member of the Corp CPR Committee (since 2009) which meets quarterly. This committee works towards standardizing corporate policies and equipment as

they relate to crash carts, emergency drugs, BLS, ACLS, PALS, NRP, etc...

-As primary nurse planner for the Corporate Ohio Nurses Association (ONA) and chair of the Corporate ONA Educational Planning Committee (for the 3 legacy Beaumont hospitals), I am responsible for overseeing compliance of all programs that are offered for contact hours to the nursing staff. I chair the monthly meetings; ensure the database and activity documents are accurate; submit continuing nursing education (CNE) audits twice a year to the ONA; and this June submitted documents for the new three year application, recently received confirmation that the application was accepted and we will be able to offer CNE programs through 10/1/2019.

-I continue to be a representative of the Professional Nurse Ladder program. I encourage and assist Med/Surg staff through the ladder application process at GP, and review PNL documents assigned to me from a committee standpoint.

-I am the course director, faculty & instructor for American Heart Association (AHA) for the ACLS courses held at GP. Offered 3 certification & 5 renewal courses in 2016.

-Hold the position of faculty & instructor for AHA-BLS courses held at PNC & GP. Worked corporately with all 8 hospitals to initiate new BLS 2 part AHA guidelines for RN's. Currently developing guidelines for voice activated manikins that will be incorporated in early 2017.

-Hospital liaison for Student Nurse Clinicals at GP is another aspect of my role. I navigate the ACEMAPP System and review/approve nursing student clinicals from several different colleges/universities at this site (UDM, WSU, OU, Baker, Davenport, Chamberlain, MCC, U of M Flint). I coordinate units, preceptors, parking badges and compliance for the school faculty, students and BGP.

-Also coordinate the observation/shadow experience for high school students from Grosse Pointe North and Lake Shore. This entails, coordination of units/departments, contact sources, orientation for students, ensuring all vaccinations and documents are up-to-date prior to the start of the school year and rotations at BGP.

-Am an active member of the Corp Products VAT Committee that meets monthly, often facilitating product selection and product trials at GP with the intent to standardize products throughout the corporation.

-Am an active member of the Corp Endocrine/Diabetic Committee. This committee has actively changed the DM guidelines, standing orders and hypoglycemic protocol. Meetings are bi-monthly.

-An active member of the Sepsis Committee. This meeting meets monthly, information is shared with staff in an effort to improve this core measure.

-Actively participate in the DM nursing subcommittee. This committee reviews and modifies all policies related to DM from the three legacy hospitals as needed. Additionally, current projects are: implementing 'Carb Counting' as a form of DM management in the hospital.

-Member of the OCNRC teleconference meeting along with many project subcommittees and assist with rollout of new initiatives.

-An active member of Corp Blood and Tissue Committee, meets bi-monthly.

-Attend the GP Emergency Management Committee Meetings as the in-patient nursing representative, meets monthly. Assist with in-house disaster management drills.

-Currently a member of the Advisory Board for MCC, WCCCD, and Lake Shore High School. Meetings are twice yearly (spring/fall). The meetings are for the purpose of sharing ideas to help the schools better prepare their students for a

future in healthcare.

- Continue to work with staff and administration to address issues, improve corporate initiatives and educate on new initiatives, products, etc... at the nursing education sessions, roving in-services, unit specific training and unit audits on all shifts.

- All required and mandatory learning modules and education are current.

- I have consistently accepted assignments and educated myself to become the content expert. The knowledge is shared as appropriate with staff and peers through on-site classes, in-services, CNE offerings, etc...

- Attend Model of Care, Care Council and Leadership meetings as schedule permits.

- My attendance is excellent, one call in since hire date (2006).

- I flex my hours to meet the demands of 24/7 staff.

- Often stay late to complete assignments.

- Submitted one 'story' towards GP Magnet journey

- I have met at least twice with every RN Med/Surg new hire this year (28 staff as of this writing) to facilitate their orientation process and trouble shoot any issues that may arise. Information is shared with the managers and documentation is placed in the employees file.

- Participate in development of Nursing Ed Sessions for RN's and NCA's/CA's. Coordinate rooms, dates/times, develop material, didactic, skills, hands-on, speakers, CNE activities, etc...

- Assist with RN & NCA orientation at GP & RO.

- I have been a preceptor for 4 RN-BSN students this year.

Peer

*Deb has numerous responsibilities within the department. She is the lead for BLS and ACLS, Chair of several committees, she maintains the CPR stats, responsible for nursing student placements, lead for the ONA, VAT committee, Endocrine/Diabetes corporate committee, She worked with Sue Kokko to complete the application for ONA renewal. She has developed, coordinated and presented many educational opportunities this year

*Deb takes her role very seriously and works very hard to make sure that the educational needs of RN staff are met. She teaches the RN mandatory classes and organizes them to meet the needs of leadership and the bedside nurse. Always organized.

*Deb has a wealth of knowledge and is a great resource for staff and for me. She is always willing to stop what she is doing to educate someone when they have a question or problem.

*Has many years of experience developing, coordinating and presenting educational opportunities. . She has served as a mentor and preceptor for me in my first year in the department. She has also taken BSN students during their leadership clinicals and helped them meet the expectations of their program Always there when I need her :)

*She has good attendance. Is willing to come in early and stay late when needed.

Internal Customer

*Deb consistently collaborates with ANM's with disseminating important nursing information that is required. She is very knowledgeable and readily shares her knowledge appropriately during meetings, classes, unit inservices, etc.

*Debra demonstrates Beaumont Standards in her day-to-day interaction with hospital staff in all departments. She effectively educates employees on the latest

policies and procedures

*Deb maintains her required licensure/CME's for her job. She is efficient in teaching the nursing education classes and BLS classes. She provides opportunities for questions during her education sessions.

*Debra demonstrates a through knowledge of her role as an educator. She assess the areas of greatest educational needs and works with that department to educate and train

Supervisor

I agree with comments by Self, Peers, and Internal Customer.

Debra has many responsibilities at BGP and within the corporation with her role as a CNS. She has a wealth on knowledge on many topics regarding education at GP. She is the Lead CNS on continuing education at Beaumont. She is very aware of her job responsibilities and completes them as assigned. She is willing to flex her hours to meet the needs of the nursing staff at GP. (ACLS, BLS, EKG Class).

Deb meets with the nursing leaders to assist them with the educational needs of the staff, most recently with the Ortho staff and leaders and with 3 North. Deb is taking an active role in the education of the staff on 3 North.

Debra is very competent in her role as a CNS. She is the go t person for many topic as outlined above. Completed mandatories as required.

Deb has had perfect attendance.

Service (35%)

Employee Score: 4.7 Manager Score: 4.7 / 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.	Role Model	5.0	5.0 (71%)
Employee Engagement (10%) Score based on employee's individual contributions to employee satisfaction and engagement within their workgroup during the 2016 calendar year.	Commendable	4.0	4.0 (29%)

Service Overall Comments

Self: -I have a good working relationship with multiple departments and individuals throughout the Beaumont Health organization which facilitates and promotes team efforts towards improvement initiatives and mutual system wide changes.
-I work well/collaborate with peers, nursing leaders, physicians, and staff to develop/promote positive changes that reflect best practices and enhance patient care utilizing the Beaumont Standards.
-I continually revise and implement new strategies to educational program offerings based on needs assessments, different learning styles, new technology, Joint Commission requirements and feedback from employees and administration.
-Participate in Nurses Week, Nursing Assistant Day, Salute our Stars, Nurse

Leader Retreat and others as appropriate and as schedule permits..

-I am a resource and mentor to new hire nursing staff.

-I offer Mock Code simulation to the residences twice a year.

-Often take on extra assignments and assist others to meet a deadline or initiative.

Peer

*She demonstrates the Beaumont standards.

Always willing to do whatever it takes to help make a program successful

Internal Customer

*Deb is very supportive of any service improvements initiatives that occur. She offers valuable insight during meetings, and is always willing to participate with any educational needs that are required for the initiatives

*Debra regularly assists with special projects and looks for creative solutions around the obstacles that arise. She researches outside resources and best practices to improve her knowledge

*Deb consistently contributes to the nursing departments accomplishments and supports nursing in achieving team goals.

Supervisor

I agree with comments by Self, Peer and Internal Customer

Deb support and promotes the Beaumont Standards. She is well respected by staff and leaders and will do what is in the best interest of the patient and staff. If available attends the weekly customer service meeting. Works well with all departments to ensure that the proper items are being addressed.

People and Systems (10%)

Employee Score: 4.5 Manager Score: 4.5 / 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.	Role Model	5.0	5.0 (50%)

People and Systems Overall Comments

Self: -All mandatory education is completed.

-Continue to maintain certification in Emergency Nursing (CEN) since 1994.

-Currently hold a MSN-Ed from OU, 2008

-Currently hold a position as course director, faculty & instructor of American Heart Association (AHA) for ACLS along with faculty and instructor for BLS courses. I participate in corporate BLS courses and offered 8 ACLS courses at GP (3

certification, 5 Renewal).

- As the Ohio Nurses Association (ONA) primary planner, I have assisted and/or applied for several continuing nursing education (CNEs) contact hours that were offered throughout Beaumont Health.
- Member of SEMNSDO organization, attend quarterly meetings, able to partner/network with CNS's from area hospitals.
- Member of Emergency Nurses Association (ENA).
- Stay current with evidence-based-practice by reading journals and attending seminars/conferences.
- Actively engaged I corporate wide initiatives and work collaboratively and effectively with many departments, physicians, staff and peers to implement needed changes and reinforce the Beaumont Standards.
- Schedule contingent ACLS instructors as the need arises to assist with teaching on-site ACLS courses.
- Continue to work closely with wound care nurse (Renee Mende) to develop and instruct wound care to the inpatient nursing staff (RN/NCA).
- I have partnered and/or assisted with multiple nursing initiatives.
- Worked collaboratively to have several different speakers present material at the Nursing Ed Sessions (Wound Care, RT, Epidemiology, Physician Rounding (2SE Mangers), Delegation (Anne Stewart), Quality, etc...)

Peer

- *She maintains her certification and has attended many educational opportunities for professional development this past year.
- *Deb is a member of many corporate committees and represents the GP perspective. She has also established many interdisciplinary relationship within the GP hospital.
- *Deb is respected and valued by staff. She has been the educator for the nursing education classes and is appreciated for her hard work trying to keep staff up to date on everything going on in the hospital.
- She is always there when I have a question about my job as a CNS and I appreciate her willingness to help me.

Internal Customer

- *Deb is very supportive and has been a mentor to many who have signed up to be a BLS instructor. She encourages BLS instructors to take the lead at times during classes to help support growth and advancement
- *Deb is always willing to assist ANM's with nursing education. When unsure of a question that was asked, she will find the answer and follow up with the individual. She works with different schools of nursing for proper placement on nursing units, as well as working with ANM's to pair nursing students up with BSN RN for precepting.
- *Debra recognizes each individual's unique contribution to patient care. She treats others with respect and ongoing career guidance

Supervisor

I agree with comments by Self, Peers and Internal Customer.
 Deb is active in professional organization and is certified in Emergency nursing. She is both and ACLS and BLS Instructor. Deb has an wealth of knowledge that I would like her to share with the staff and leaders of GP. I would like to see Deb to more professional activities of a CNS such as Publication, Presentation and Research. She had the knowledge to share with the nursing community, but has

not completed that task.

Deb is an active partner with her colleagues at the Royal Oak and Troy Hospital. She partners with them on BLS, ACLS, Continuing education. She also partner with many staff and leaders at GP.

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 self motivated and use my time effectively to complete assignments and support others as appropriate/needed.
-Often reinforce the importance to staff regarding proper care and documentation and how it affects the bottom line with reimbursement.
-Projects and assignments are completed in a timely fashion.

Agree with Self Evaluation

Deb is aware of the financial issues of the hospital and always looks for ways to improve work process. She is aware of the cost of educational programs and will recommend cancelling a program if there is not sufficient registration.
Deb is self motivating and is able to manage her time with little supervision.

Past Development Plans

Development Objectives

Accomplishments

Due:

Completed:

Development Plan

Development Objectives

Self: Title:
Professional Development

I will continue to attend conferences that will support my certification and enhance my role as a Clinical Nurse Specialist.

New Goals

Goals	Weight
Self: Title: Goal #1 Assist with new unit opening 3NE. Develop an Educational Plan for the nursing staff.	30 %

Due:

Self: Title: Goal #2 Submit 2016 Year-End Summary to the Ohio Nurses Association for the 3 legacy Beaumont hospitals (GP, RO, TR)	30 %
---	------

Due:

Self: Title: Goal #3 Write a magnet story	30 %
---	------

Due:**PERFORMANCE SUMMARY****Summary Score****Score: 4.7 / 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: 5.0 / 5.0 (45%)**

Manager:

Randy Whitney R.W. (electronic signature for the evaluation of Debra Briske)

Date (MM/dd/yyyy):

12/16/2016 02:00 PM EST