

2016 Employee Appraisal

Appraisal Score

Overall Score: 3.9 / 5.0

Name: _____

Supervisor Name: Rogers, Alexis

Employee ID: 127072

Person Type: Employee

Job Title: Clinical Nurse II - 36
HoursDepartment: Orthopaedic/Surgery -
GP

Division: 3

RC: 73428

Quality and Safety (45%)

Employee Score: 3.0 Manager Score: 3.8 / 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.	Commendable	3.0	4.0 (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	3.0	3.0 (22%)

Quality and Safety Overall Comments

Self: arrives on time for work, very little to no absences other than one when daughter was sick. completes all documentation for patients including pain reassessment, assessing pain q 4 hours, care plans almost every shift. Completed CE for RN license, job .

Peers:

..... is a role model in nursing competencies and nursing skills. She knows how

to do almost anything in caring for our patients.

Manager:

2 or more occurrences of UCTO with no reliability corrective action during the evaluation period.

Service (35%)		Employee Score: 3.0 Manager Score: 4.0 / 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	3.0	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.	Commendable	3.0	4.0 (29%)

Service Overall Comments

Self: works respectfully with others including doctors and coworkers. Consistently contributes by doing extra things for the unit and employees by participating in UPC meetings and returning bottles for employee of the month gift card, working on relaxation room for staff.

Peer

follows Beaumont Standards in everything she does, from making sure a patient is safe when being transferred from the bed to a stretcher, to giving medications and teaching me and others nursing content.

is kind and respectful to everyone. She goes the extra mile: she always carries cups of water around every lunch and dinner time to her patients.

Manager:

She successfully carries out all responsibilities in the job description in a manner consistent with the Beaumont Standards which demonstrates a high level of customer service and satisfaction.

People and Systems (10%)		Employee Score: 3.0 Manager Score: 4.0 / 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	3.0	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.	Commendable	3.0	4.0 (50%)
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People and Systems Overall Comments

Self: Turned in letter for Nursing Ladder program and am working with others in hospital system to achieve this goal.

Peer

- is consistently striving to expand her knowledge base by volunteering for committees and offering to attend conferences. She is also always willing to assist her coworkers
- is part of the Unit Practice Council on our unit, and speaks up for changes. She brought a microwave for our break/conference room, and she often brings desserts for our unit staff.

Manager:

models a commitment to learning her job responsibilities and takes an active role in promoting a positive work environment; displays enthusiasm for department initiatives.

Financial Performance (10%)

Employee Score: 3.0 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	3.0	4.0 (100%)

Financial Performance Overall Comments

Self: Make most of time at work. Very reliable as far as not having much down time, as there is always something to do at work. Helps others when free, asks T if anything needs to be done. Will spend any free time engaging with families or patients by sitting and chatting in rooms.

Peer

- is efficient when she is on the floor, and she does not waste any time; she is focused on caring for her patients at all times when she is on the floor.

Manager:

consistently demonstrates and models Beaumont's Standards of Service, Ownership, Attitude and Respect through Day-to-Day actions. She has been complimented in patient satisfaction surveys and letters.

monitors for efficient use of time and resources. She is proactive in addressing patient issues/concerns that could interfere with the targeted LOS.

Past Development Plans**Development Objectives****Accomplishments****Title:** Education

Attend one med/surg or Ortho conference in 2016 NAON Chapter Annual Conference

Due:**Completed:**

04/26/2016

Development Plan**Development Objectives****Self: Title:****Title:** Professional Growth

Complete BLS instructor training.
Orient to the Charge role.

New Goals

Goals	Weight
<p>Self: Title: Look into BSN completion program/start by 3/2017 Talk with someone at The Ohio University, Chamberlain and South University to evaluate what time, \$ and involvement it would take to finish BSN</p> <p>Due:</p>	
<p>Self: Title: Finish Nursing Ladder by 3/2017 Finish my Ladder by the one year date, which is 3/2017. Complete the rest of required work involved</p> <p>Due:</p>	
<p>Self: Title: Become BLS instructor by 2/2017 Finished the required activity and teach at least one BLS class by 2017</p> <p>Due:</p>	
<p>Self: Title: Have completed my Med Surg certification by 3/2017 Study at least 4 hours a week toward this goal of Med Surg certification and complete by 2/2017</p> <p>Due:</p>	
<p>Self: Title: Attend another units UPC and PNC meeting Not only is this a requirement for Nursing Ladder, it is a clear/ interesting way to improve the engagement of the unit and our UPC</p> <p>Due:</p>	

PERFORMANCE SUMMARY**Summary Score****Score: 3.9 / 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: 3.8 / 5.0 (45%)****Service****Score: 4.0 / 5.0 (35%)****People and Systems****Score: 4.0 / 5.0 (10%)****Financial Performance****Score: 4.0 / 5.0 (10%)****Supervisor Comments**

models a commitment to learning her job responsibilities. She takes an active role in promoting a positive work environment; displays enthusiasm for department initiatives.

works well with other members of the team. She receives patient complements as well as staff. is a great asset to our team.

Thanks you for all you do for the unit and or patients.

Manager: Alexis Rogers A.R. (electronic signature for the evaluation of 1)

Date (MM/dd/yyyy): 10/30/2016 09:53 PM EDT