

## Registered Nurse Self Evaluation – Scoring Guidelines

Essential Function: Delivers Patient Care	5 Consistently exceeded	4 Occasionally exceeded	3 Met	2 Sometimes Met.	1 Rarely Met
<b>Provides safe and competent care</b> <i>Check CBL for age appropriate piece</i>	Serves as a Clinical Leader and facilitates a team atmosphere.	With direction from manager, address patient safety concerns with other staff. Accepts Team Leader/Unit Charge responsibilities as assigned. Serves as a clinical expert.	Meets and verbalizes Patient Safety Requirements, completes on-line reports, and makes needed corrections immediately.	Documentation of multiple issues related to safety or age specific care.	Corrective action (probation or greater) related to safety or patient care or unable to verbalize Patient Safety Requirements.
<b>Reports on time and as scheduled:</b>	Works extra shifts throughout the year (10 per year)	Sometimes works an extra shift or adjusts schedule to accommodate unit (5 per year)	Works shifts as scheduled.	One written warning for absence or tardy. Consistently works past scheduled time to leave.	One written warning for absence and one for tardy; probation or suspension for absence or tardy
<b>Demonstrates Service Excellence</b>	Plans and organizes activities to enhance Service Excellence.	Actively participates in initiatives to enhance Service Excellence.	Consistently meets behavioral expectations. Attitude is always supportive of unit morale (i.e. follows dress code, no personal phone calls, or computer use)	One written warning related to Behavioral Standards or Service Excellence.	Multiple written warnings or one probation or suspension related to Behavioral Standards or Service Excellence.
<b>Completes care plans/pathways, CPGs and documents according to policy</b>	Completes projects (ICIS, audits completed as part of QI efforts) specific to documentation.	Individualizes care plans/CPG's & completes thorough documentation for special circumstances (i.e. social situations, deteriorating patient condition, medical issues outside medical diagnosis).	Consistently follows documentation policy. Charting is legible. No medications in RED on e-MAR.	Audits reveal documentation policy not followed consistently or some medications in RED on e-MAR.	Corrective action due to incomplete/inadequate documentation
<b>Utilizes patient education record and discharge instruction sheets and documents according to policy</b>	Utilizes additional resources for additional educational information for families.	Prepares educational materials in preparation for discharge teaching. Project specific to educational record/core measures	Completes documentation of teaching per policy. Initiates Home Med Reconciliation Form on admission and reviews at transfer and discharge. Able to identify core measures	Audits reveal documentation policy not followed consistently	Corrective action due to incomplete/inadequate documentation
<b>Collaborates with other members of the health care team</b>	Uses alternative methods of communication with other disciplines to assure patient/family needs are met. Plans and organizes collaborative practice activities	Occasionally uses alternative methods of communication with other disciplines to assure patient/family needs are met. Participates in collaborative practice activities. Communicates with PCM via written documentation of team member performance	Notifies health care team of clinical concerns in a timely manner and documents interaction. Participates as a team player and rounds with Health Care Team Notifies Rapid Response and uses SBAR for all patient Hand-Offs.	Documentation of issues related to collaboration or communication	Failure to collaborate results in patient deterioration or family dissatisfaction.

<b>Essential Function: Pursues Professional Development</b>	<b>5 Consistently exceeded</b>	<b>4 Occasionally exceeded</b>	<b>3 Met</b>	<b>2 Sometimes Met.</b>	<b>1 Rarely Met</b>
<b>Completes all annual and bi-annual competency requirements within designated deadlines</b>	Certification related to job but not required; advanced to / maintained Gold Level NPA Develops CBL or staff competency assessment	Identifies issues that warrant staff education or competency assessment; advanced to / maintained Silver or Bronze Level NPA	Completes required unit competencies and EH requirements by due dates.	Competencies not completed on time.	Corrective action for failure to complete any requirements.
<b>Utilizes various means of communication to stay abreast of current and new unit/divisional/enterprise information, procedures, and policies (pull up e-mail, policies and on-line reporting)</b>	Plans and organizes the dissemination of important information.	Assists in dissemination of information through posters, presentations and other alternative avenues.	Takes appropriate action and is knowledgeable of information disseminated by management and administration through various means of communication. Checks e-mail per manager's requirements.	Practice, knowledge not up to date with disseminated information.	Consistently lacks knowledge of recently disseminated information. Unable to utilize e-mail (password expired), access policies or on-line reporting.
<b>Attends/presents educational offerings and reads professional literature related to area of practice</b>	Teaches orientation classes. Shares educational material with other staff through literature, poster presentation, or presentation of information from a conference attended. Presents a CEU offering. Attending classes to advance degree	Subscribes to own journal or regularly reads journals on-line; comes in for staff education offering at UK. Attends conferences outside of UK offerings.	Reads magazines, articles, and books available on unit; attends educational offerings while at work	Seldom reads in an effort to increase knowledge in area of practice.	Unable to identify any new topics related to area of practice
<b>Serves as a resource for other staff and students</b>	Initiates and leads a unit work group. Volunteers to serve on a hospital council/committee. Precepts at least 2 orientees or students. Evaluations by preceptees are consistently excellent. Teaches Clinical group for Nursing Program.	Seeks opportunities to be a preceptor and/or resource to others. Seeks opportunity to participate in unit/hospital activities or work groups/committees. Positive evaluations from preceptees and/or leaders of work groups	Offers assistance/information to colleagues. Precepts new staff and students as requested.	Minimal effort put forth with orienting and precepting. Weekly documentation and checklists not completed.	Refuses to serve as preceptor, does not actively participate in unit/hospital activities or work groups.