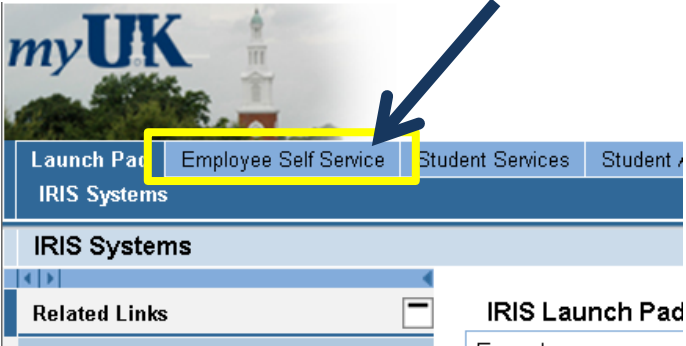
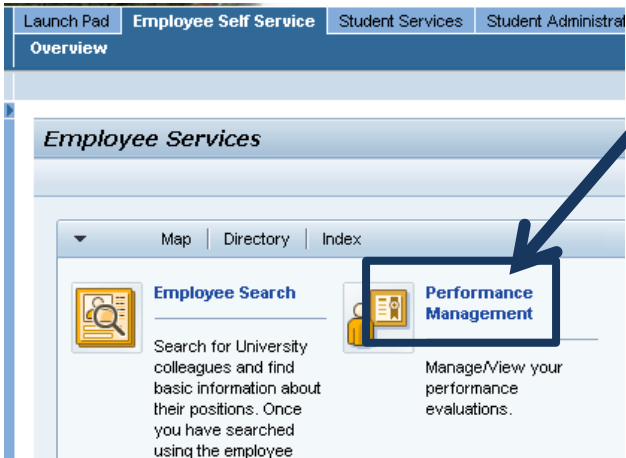
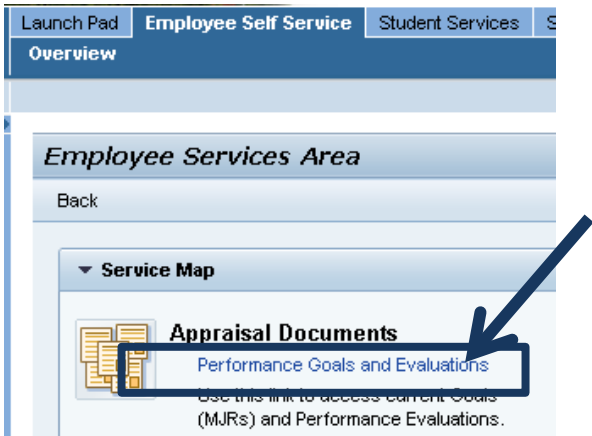


UK Online PE System – Completing the Online PE for Bedside Nurses and Nurse Care Techs

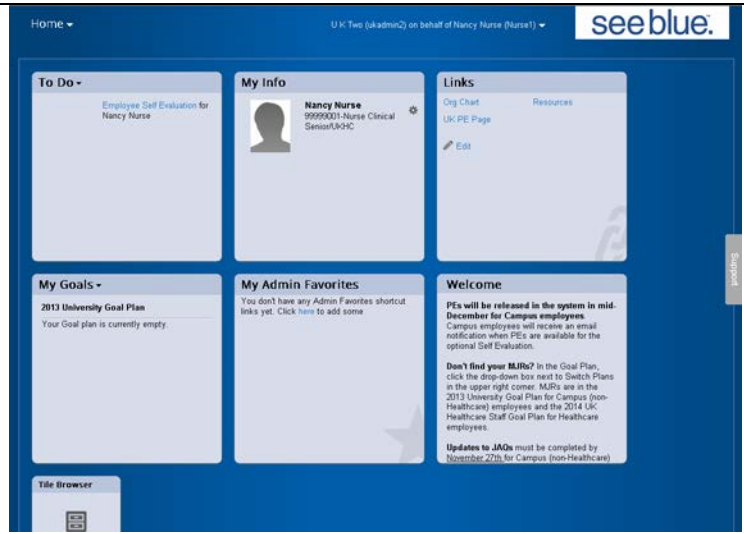
PE forms are not available year-round. PE forms are generated and released one to two months before the PE due date. For UK HealthCare employees, the release date is in May.

Access the UK Online PE System via myUK

Step	Action	
1	From myUK, click on the Employee Self Service Tab	
2	Click on the Performance Management link	
3	Click on the Performance Goals and Evaluations link This link takes you to the UK Online PE System.	

UK Online PE System – Completing the Online PE for Bedside Nurses and Nurse Care Techs

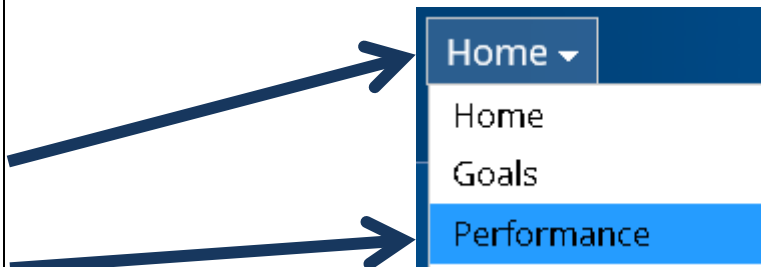
You should now see your Home page in the UK Online PE System.



Accessing your Performance Evaluation Form

On your **Home** page, in the **Navigation Menu**,

- Click on **Home**,
- Then choose the **Performance** option



On your **Performance** page, your PE form can be found in the **Inbox** of the **In Progress** section.

- Click on the link in the **Form Title** column to access your PE form

My Forms

All Forms
In Progress
Inbox
En Route
Completed
Form Status

Items per page: 10 Showing 1-1 of 1

Create New Form

Display Options

Form Title Employee Step Date Assigned Step Due Dat

Form Title	Employee	Step
★ 2014 Nursing Performance Evaluation for Nancy Nurse	Nancy Nurse	Employee Self Evaluation

UK Online PE System – Completing the Online PE for Bedside Nurses and Nurse Care Techs

Completing the PE Process – Progress Line and Introduction

After accessing the PE form, at the top of the page, you can view the progress line. This gives you a quick update of which step the PE form is currently in.



There is also an introduction that explains the process from beginning to end.

Performance Evaluation Introduction

The employee may complete a self-evaluation and then forward to his or her manager. The manager will complete the evaluation and make it available for higher-level review. Once higher-level review is complete, the manager and employee will meet to discuss the evaluation. After the meeting additional comments or rating adjustments can be made. Once this is complete the employee and manager will sign the form.

Completing the PE Process - Step One: Employee Self Evaluation

The PE form in the UK Online PE System starts with an Employee Self Evaluation. Each Major Job Responsibility has its own section where you self-rate each Essential Function and enter comments to support your ratings.

1.1 Quality and Safety for Patient Care, Documentation Weight: 25.0%

Major Job Responsibility:
Quality and Safety for Patient Care, Documentation
Start: 07/01/2013 Due: 06/30/2014 MJR Rating: 0.00

Essential Functions

Mgr Rating (1-4)	Essential Function	EE Rating (1-4)
0	1. Care plans and their implementation are completed accurately and within appropriate time parameters.	0
0	2. Clinical interventions are appropriate, timely and evidence based	0
0	3. Patient teaching is completed appropriately and within time parameters	0
0	4. Possesses knowledge of Core Measures , NSI and other key metrics and successfully demonstrates during patient care.	0

Results/Notes

Date	Result/Note
10/28/2013	test note
11/13/2013	excellent work today

Manager Rating:

Manager Nurse's Comments:

Nancy Nurse's Comments:

Callouts:
 - To enter self-ratings, click on the Edit Goal button.
 - Notes input on the Goal Plan will automatically feed into the PE form.
 - Enter comments to support your self-ratings.

To review what the rating levels mean, click on the **Manager Rating** link. The window to the right will open, in which detailed information will be presented for each rating.

Reminder: Only whole numbers are permitted for Essential Function rating levels.

MJR Non Leadership Rating Scale		
Scale Value	Description	Detailed Information
1.0	Does Not Meet Expectations	• Employee did not consistently meet the job standards • Performance needs improvement in areas of consistent weakness • Employee requires close supervision to meet expectations • If employee fails to improve, corrective action may be recommended
2.0	Meets Expectations	• Employee consistently met the job standards • Results were timely and accurate and were produced with minimum supervision • Employee recognized and adjusted well to changes in work situations and assignments • Solid, good performance was the employee's norm
3.0	Occasionally Exceeds Expectations	• Employee periodically exceeded the job standards • Employee achieved results above expectations • Employee showed exceptional performance and effort from time to time • Performance is sustained and uniformly high with thorough and on time results
4.0	Consistently Exceeds Expectations	• Employee clearly and consistently exceeded the job standards • Exceptional performance and effort was the employee's norm • Employee achieved results well beyond expectations • Employee contributed unique, innovative and workable solutions to projects and/or problems

Completing the PE Process - Step One: Employee Self Evaluation, continued

After clicking on the Edit Goal button, you enter self-ratings for each Essential Function.

Click the  button at the bottom of the screen when finished.

Essential Functions:	Mgr Rating (1-4)	Essential Function	EE Rating (1-4)	Action
	<input type="text" value="0"/>	1. Care plans and their implementation are completed accurately and within appropriate time parameters.	<input type="text" value="0"/>	
	<input type="text" value="0"/>	2. Clinical interventions are appropriate, timely and evidence based.	<input type="text" value="0"/>	
	<input type="text" value="0"/>	3. Patient teaching is completed appropriately and within time parameters.	<input type="text" value="0"/>	
	<input type="text" value="0"/>	4. Possesses knowledge of Core Measures , NSI and other key metrics and successfully demonstrates during patient care.	<input type="text" value="0"/>	

Below the MJR sections, you will find the Behavioral Expectations. These can be rated on a 1 to 3 level and are not included in the overall PE score, unless you are UK HealthCare Leadership.

Behavioral Expectations

UK HealthCare's Behavioral Expectations are the tenets around which the commitment to service excellence can be organized. These commitments prescribe our interactions with our patients and everyone we come into contact with during our work day and the actions we will take to provide excellent customer service. By following these commitments, we will promote a positive image of UK HealthCare as a preferred patient care provider and workplace of choice. Click on the Writing Assistant link for examples of describing the Behavioral Expectation levels. The manager needs to provide supporting comments for the rating.

Section Summary

- [Customer Centered](#) unrated
- [Growth Oriented](#) unrated
- [Quality Driven](#)
- [Resource Wise](#)
- [Service Focused](#)

Customer Centered

Our customer is every patient and every other person with whom we come into contact during our work day. Being customer centered demands a high level of performance requiring that we work with integrity to present our facility and ourselves in a manner that promotes trust and confidence in UK HealthCare. The care we provide our patients, and the respect, politeness, grace, and courtesy we show to our patients, and our employees, are a reflection of our values. We are committed to listening to the needs, preferences, and expressions and concerns for our patients and other customers, support our desire to be a preferred patient care provider and a workplace of choice.

Rating by Manager Nurse: **Rating by Nancy Nurse:**

Rating: unrated **Rating:** unrated

Comments by Nancy Nurse: [writing assistant...](#)

The Writing Assistant gives you examples of behaviors exemplifying the Behavioral Expectations at each rating level.

UK Online PE System – Completing the Online PE for Bedside Nurses and Nurse Care Techs

Completing the PE Process - Step One: Employee Self Evaluation, continued

Any professional development goals entered on the Professional Development Goal Plan will be included at the bottom of the PE form. There are no rating fields for these goals as they are not included in the overall PE score.

Professional Development/Other Goals




1.1 Remove Goal

Professional Development: work harder!

Results/Notes: These records can be removed from the PE form.

Status: Complete **Start:** 01/01/2013 **Due:** 12/31/2013 **Complete:** 0.0%

Comments by Cal Abbott: spell check... legal scan...

	The PE form can be saved at any time by clicking on the Save button at the top of the screen.
	The PE form can also be saved and closed to allow for multiple work sessions. To do this, click on the Save and Close button at the bottom of the screen.
	The employee sends the PE form to their manager by clicking on the Send to Manager button which is at the top and bottom of the PE form. <i>After the Legal Scan, there is a second, confirmation step that must be completed before the form is sent to the manager.</i>

Completing the PE Process - Step Two: Manager Review

After you send the PE form to your manager, it is now time for the manager to input their ratings and comments related to your performance. The information entered by the manager in this step is not viewable by you at this time.

Completing the PE Process - Step Three: 1:1 Meeting

The PE form is parked at the 1:1 Meeting step until the face-to-face meeting between you and the manager has occurred. While the form is in this step:

- Upper-level management can review PE forms for employees in their direct reporting line
- Employees cannot view any rating or comments entered by their manager
- Managers can make edits to their fields on the PE form based on information gained during the face-to-face meeting with the employee

UK Online PE System – Completing the Online PE for Bedside Nurses and Nurse Care Techs

Completing the PE Process - Step Four: Employee Signature

In this step, you can view the completed PE form, seeing the manager's ratings and comments, and the overall PE rating. These fields are now locked and no changes can be made.

Major Job Responsibility: Quality and Safety for Patient Care, Documentation			Weight: 25.0%
Start: 07/01/2013	Due: 06/30/2014	MJR Rating: 3.00	
Essential Functions			
Mgr Rating (1-4)	Essential Function	EE Rating (1-4)	
3	1. Care plans and their implementation are completed accurately and within appropriate time parameters.	4	
3	2. Clinical interventions are appropriate, timely and evidence based.	3	
3	3. Patient teaching is completed appropriately and within time parameters.	3	
3	4. Possesses knowledge of Core Measures , NSI and other key metrics and successfully demonstrates during patient care.	4	
Results/Notes			
Date	Result Note		
03/21/2014	Test notes		
03/21/2014	Test		
03/21/2014	Mgr test note		
Manager Rating: <input type="text" value="3.00"/>			
Manager Nurse's Comments: Manager's supporting comments here.		Nancy Nurse's Comments: Add supporting notes here.	

Summary ?		
Ratings for each MJR and Behavioral Expectation are listed here. The overall rating is calculated from the MJR scores. The Behavioral Expectation ratings are not calculated into the overall rating. Professional Development goal results are also included but not rated. Overall comments on the employee's performance can be entered in this section.		
Overall Form Rating: 2.2		
	Rating	Weights
<u>Major Job Responsibilities</u>	2.2 / 4.0	100.0%
<u>Quality and Safety for Patient Care, Documentation</u>	2.50	25.0%
<u>Service</u>	2.00	25.0%

Completing the PE Process - Step Four: Employee Signature, continued

Overall Comments
Comments by Manager Nurse:
 Manager's overall comments entered here.

Signature

Sign below

Employee: _____
 Nancy Nurse

Manager: _____
 Manager Nurse

Section Comments:
Comments by Nancy Nurse:

Save and Close Close Without Saving **Sign** Manager Nurse

Callout 1: You can read any comments or performance summary that was entered by your manager.

Callout 2: Your signature acknowledges the one-to-one conversation has taken place and the PE form has been reviewed. Your signature does not necessarily mean you agree with the content of the PE form.

Callout 3: You now have the opportunity to add final comments of your own.

Callout 4: Click on the **Sign** button to electronically sign the PE form and send it to your manager.

Completing the PE Process - Step Five: Manager Signature

After you sign your PE form and send it to your manager, they will have the opportunity to add any final comments they have. They will then sign the PE form to complete the process.

Viewing Your Completed PE Form

To view your completed PE form, go to your **Performance** page, click on the **Completed** section.

- Click on the link in the **Form Title** column to view your completed PE form

My Forms

All Forms	Items per page: 10 Showing 1–1 of 1	Create New Folder		Move to Folder: Select Folder								
In Progress		Display Options										
Completed		<input checked="" type="checkbox"/> Form Title <input checked="" type="checkbox"/> Employee <input checked="" type="checkbox"/> Form Start Date <input checked="" type="checkbox"/> Form End Date <input checked="" type="checkbox"/> Form Due Date										
Create New Folder		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 70%;">Form Title</th> <th style="width: 15%;">Employee</th> <th style="width: 10%;">Form Start Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>★ 2014 Nursing Performance Evaluation for Nancy Nurse</td> <td>Nancy Nurse</td> <td>08/07/2013</td> </tr> </tbody> </table>				Form Title	Employee	Form Start Date	<input type="checkbox"/>	★ 2014 Nursing Performance Evaluation for Nancy Nurse	Nancy Nurse	08/07/2013
		Form Title	Employee	Form Start Date								
<input type="checkbox"/>	★ 2014 Nursing Performance Evaluation for Nancy Nurse	Nancy Nurse	08/07/2013									
Un-Filed												
Form Status												