



UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES

Job Title: Inpatient Registered Nurse I Advanced Beginner
Reports to: Clinical Services Manager

Mission: UAMS Medical Center provides patient centered, cost effective CARE through a healthcare system committed to education and research.

CARE VALUES
Compassion
Positive Attitude
Respect
Excellence

Job Description Performance Appraisal

Employee Name \_\_\_\_\_

Performance Areas

- I. Guest Relations
II. Safety and Emergency Preparedness
III. Institutional/Professional Standards
IV. Performance Improvement, EBP, Research
V Performs the Role of Registered Nurse
VI. Professional Development

Qualifications:

\*Licensed as a Registered Nurse by the State of Arkansas.
\*Promotions from RN I to RN II A are based on years of experience, satisfactory performance appraisal as RN I and recommendation by Clinical Services Manager.

Overview: The Registered Nurse (RN) I is an entry level professional nurse who successfully completes probationary period and functions as a member of the interdisciplinary team. The RN I consistently provides direct patient care, using the nursing process with support and mentoring from his/her team members with diagnoses commonly encountered within his/her specialty. Refer to unit population specific/staff competence policy. The RN practices within the limits of the Nurse Practice Act of the State of Arkansas and adheres to institutional policies, procedures and standards. The RN practices within the standards of the American Nurses Association (ANA) for: Scope and Standards of Practice, Code of Ethics for Nursing, Nursing's Social Policy Statement and Specialty Nursing Standards for his/her area(s) of clinical practice.

Table with 2 columns: Aged Served (Neonate less than 30 days, Infant 30 days - 1yr, Pediatrics 1yrs - 13 yrs, Adolescent 13 yrs - 18 yrs, Adult 18yrs - 65 yrs, Older adult greater than 65 yrs) and Check appropriate box(s)

I have read and do understand the description of my position with UAMS Medical Center

Signature:

Date:

**Employee's Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Employee's Department** \_\_\_\_\_ **SAP #** \_\_\_\_\_

Instructions: Performance appraisal will be completed annually for each employee. Each indicator on the job description will receive a score of 1-3 based on the assessment of the performance criteria. Each score may be determined by percentage, quantity or quality, individually or in combination. A score of two (2) is considered to meet the performance criteria. All scores of three (3) MUST have a comment by both the employee and evaluator. All scores of one (1) MUST have a comment by the evaluator.

**SCORES**

1	2	3
<b>Quantity</b>		
Meets the standard of performance less than 85% of the time.	Meets the standards of performance 85% - 94% of the time.	Meets the standard of performance 95% - 100% of the time.
<b>Quality</b>		
Performance is not acceptable and falls below standards of expectation for the position. Plan of professional development with corrective action for improvement is required and submitted to CSM within 14 days.	Capably and consistently produces work results that meet all performance standards and job requirements of the position. Commendable effort.	Clearly and consistently produces outstanding work with results that far exceed performance standards and job requirements. Demonstrates exceptional initiative, dependability and efforts. Demonstrates diligence in continuously seeking quality and productivity requirements.

**Professional Portfolio:**  
 A professional portfolio and self evaluation must be submitted to CSM within 2 weeks of evaluation by each Registered Nurse and includes the following:  
 Training Tracker Record for past year  
 Documentation of committee work i.e. Shared Governance  
 Documentation of participation in performance Improvement  
 Documentation of community involvement  
 Documentation of research study involvement  
 Personal Professional Goals and objectives for the coming year, including evaluation of previous years goals and objectives when applicable  
 Copy of required BCLS, ACLS, PALS, NRP, TNCC  
 Copy of exemplars that reflect your nursing practice and outcomes  
 Completion of all required competencies  
 Letters of Commendation

**Sources of Evidence:** Documentation that will be provided and used for evaluation purposes.

<b>Source:</b>	<b>Key:</b>	<b>Source:</b>	<b>Key:</b>	<b>Source:</b>	<b>Key:</b>
Training Tracker Record	TTR	Variances	V	Preceptor Evaluations	P E
QI Monitors	QI	Patient Satisfaction	PS	IDPOC Meetings	IPOC
Peer Reviews	PR	Care Cards	CC		
CDF Reviews	CDF R	Documentation	D		
Manager Review	M R	Student Evaluations	S E		

**Employee's Name** \_\_\_\_\_ **Title** \_\_\_\_\_

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**UAMS Medical Center  
Inpatient RN I Performance Appraisal**

**Clinical Programs Performance Appraisal**

		Self	Evaluator
<b>I. Guest Relations</b>			
Supports and demonstrates a guest service and patient rights commitment to internal and external customers through adherence to UAMS Guest Relation Service standards and processes.			
Source of Evidence: TTR, PR, CDFR, MR, V, QI, PE, PS, CC			
<i>Measurement Criteria</i>			
1. Adheres to UAMS Guest Relations Guidelines <a href="http://intranet.uams.edu/uh/Policy/Policy-PDF/Human%20Resources/HR103.pdf">http://intranet.uams.edu/uh/Policy/Policy-PDF/Human%20Resources/HR103.pdf</a>			
2. Adheres to Patient Rights <a href="http://intranet.uams.edu/uh/Policy/Policy-PDF/Patient%20Services/PS201.pdf">http://intranet.uams.edu/uh/Policy/Policy-PDF/Patient%20Services/PS201.pdf</a>			
Comments:			
<b>II. Safety, Infection Control and Emergency Preparedness</b>			
Assists in maintaining a safe environment of care by actively participating in all hospital and department safety measures and reporting any hazardous or unsafe practices.		*Score of 1 or 2 only	
Source of Evidence: TTR, PR, CDFR, MR, V, QI, PE,			
<i>Measurement Criteria</i>			
1. Adheres to UAMS Patient Safety Plan <a href="http://intranet.uams.edu/uh/Policy/Policy-PDF/Administration/A406.pdf">http://intranet.uams.edu/uh/Policy/Policy-PDF/Administration/A406.pdf</a>			
2. Adheres to National Patient Safety Goals 100% of the time			
3. Adheres to Infection Control Policies <a href="http://intranet.uams.edu/IC/icmanuals.htm">http://intranet.uams.edu/IC/icmanuals.htm</a>			
4. Adheres to Emergency Preparedness Plans <a href="http://intranet.uams.edu/safety/policy/safetyman/UAMS_eics.pdf">http://intranet.uams.edu/safety/policy/safetyman/UAMS_eics.pdf</a>			
Comments:			
<b>III. Institutional Professional Standards</b>			
Adheres to and maintains current knowledge of all Clinical Programs policies and procedures.		* Score of 1 or 2 only	
Source of Evidence: TTR, PR, CDFR, MR, V, QI, PE,			
<i>Measurement Criteria:</i>			
1. Adheres to UAMS Code of Conduct <a href="http://intranet.uams.edu/uh/Policy/Policy-PDF/Human%20Resources/HR103.pdf">http://intranet.uams.edu/uh/Policy/Policy-PDF/Human%20Resources/HR103.pdf</a>			
2. Adheres to Clinical Programs and Department policies <a href="http://www.uams.edu/uh/policy/pp-toc.htm">http://www.uams.edu/uh/policy/pp-toc.htm</a>			
3. Adheres to Clinical Program and Departmental dress code standards <a href="http://intranet.uams.edu/uh/Policy/Policy-PDF/Human%20Resources/HR204.pdf">http://intranet.uams.edu/uh/Policy/Policy-PDF/Human%20Resources/HR204.pdf</a>			
4. Adheres to Clinical Program and Departmental HIPAA Policy			
5. Adheres to the UAMS Corporate Compliance Program Code of Conduct <a href="http://intranet.uams.edu/uh/Policy/Policy-PDF/Administration/A502.pdf">http://intranet.uams.edu/uh/Policy/Policy-PDF/Administration/A502.pdf</a>			
Comments:			
<b>IV. Participates in Performance Improvement, Evidence Based Practice/Research Process with support and mentoring by other team members.</b>			
Source of Evidence: TTR, PR, CDFR, MR, V, QI, PE, D			
<i>Measurement Criteria</i>			
1. Completes surveys and data collection forms for research, evaluations and projects, as requested.			
2. Participates in ongoing unit and hospital performance improvement processes and incorporates changes/findings into practice.			
3. Identifies actual quality concerns and communicates appropriately.			
4. Incorporates evidence based and quality changes implemented by unit/department/hospital into practice.			
5. Supports and participates in the change process at the unit level.			
Comments:			

<b>UAMS Medical Center</b>	<b>Clinical Programs Performance Appraisal</b>
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V. Performs the Role of RN I - *Delivers nursing care according to the standards of care defined by UAMS, ANA and Standards for specialty patient population with support and mentoring by other team members.*

V.1. Collects and Documents Assessment Data from Patients and/or others per standard at basic level.	Self	Evaluator
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Source of Evidence: PR, CDFR, MR, V,QI, PE, D, SE		
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(continued on next page)

*Measurement Criteria*

1. Assesses and documents the physiological, psychological, spiritual, cultural, population based and socio-economic variables on an ongoing basis.
2. Obtains data from patient assessment and notes deviations from normal.
3. Uses structured approach in basic assessment process within unit/PNO standards.

Comments:

V.2. Develops Patient's Plan of Care (POC) per Standards Utilizing Assessment Data.	Self	Evaluator
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Source of Evidence: PR, CDFR, MR, V,QI, PE, D, SE		
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*Measurement Criteria*

1. Individualizes patient's POC to set priorities to address immediate physical, psychosocial, educational and social needs.
2. Develops the POC with the patient, family and interdisciplinary team and communicates during "hand-off."
3. Utilizes assessment data and standards to identify short term goals and documents on POC.
4. Seeks mentoring from experienced clinicians and incorporates recommendations into practice.

Comments:

V.3. Implements Plan of Care (POC) Including Medical Orders using an Interdisciplinary Approach to Patient Care.	Self	Evaluator
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Source of Evidence: PR, CDFR, MR, V,QI, PE, D, SE		
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*Measurement Criteria*

1. Delivers nursing care to patients with less complex needs in accordance with the plan that is accurate, safe and effective.
2. Identifies and collaborates with others to revise nursing interventions with change in patient's condition, needs or priorities.
3. Obtains consults to address identified immediate patient needs.

Comments:

V.4. Evaluates the Progress of Patients Toward Attainment of Desired Outcomes.	Self	Evaluator
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Source of Evidence: PR, CDFR, MR, V,QI, PE, D, SE		
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*Measurement Criteria*

1. Evaluates the effectiveness of POC in achieving the planned outcomes with patient/family.
2. Evaluates individual and family responses to nursing interventions and revises approach as needed .
3. Evaluates , prioritizes and revises POC as patient status changes.
4. Collaborates and communicates in proactive manner with interdisciplinary team in evaluation of patient outcomes.

Comments:

V.5 Provides Effective Patient/Family Education/Discharge Planning for actual needs.	Self	Evaluator
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Source of Evidence: PR, CDFR, MR, V, QI, PE, D, SE, IPOC		
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*Measurement Criteria*

1. Develops teaching plan based on identified needs.
2. Identifies and documents patient/family barriers to teaching and learning.
3. Actively participates in interdisciplinary discharge planning using referrals to Patient Education and all available patient education resources

Comments:

<b>UAMS Medical Center</b>	<b>Clinical Programs Performance Appraisal</b>
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<b>V.6 Administers Medication Following Department/Unit Standards and Nurse Practice Act and Provides Drug Information to Patients/Families. * Score of 1 or 2 only</b>	<b>Self</b>	<b>Evaluator</b>
Source of Evidence: PR, CDFR, MR, V,QI, PE, D, SE	[ ]	[ ]

- Measurement Criteria*
1. Administers medication using five rights and adheres to medication administration standards 100 % of time.
  2. Documents all medications and patient responses per standards.
  3. Maintains current knowledge of drug actions, side effects and interactions for frequently administered drugs and seeks support and mentoring of other team members.
  4. Provides education for patient/family regarding all medications, including first dose medication
  5. Follows medication reconciliation standards 100% of the time.
  6. Consistently utilizes profiles and guardrails in the delivery of IV fluids and IV medications.

Comments:

<b>V.7 Acts as a Resource/Support to Others in the Performance of Duties.</b>	<b>Self</b>	<b>Evaluator</b>
Source of Evidence: PR, CDFR, MR, V,QI, PE, D, SE	[ ]	[ ]

- Measurement Criteria*
1. Collaborates and develops effective relationship with team members.
  2. Provides support to all team members through encouragement and recognition while promoting an environment which fosters teamwork.
  3. Remains well informed and prepared at all times.
  4. Demonstrates high standard of professional conduct during interaction with interdisciplinary team.

Comments:

<b>V.8 Delivers Patient Care Using the Principles of the Primary Nursing Modality.</b>	<b>Self</b>	<b>Evaluator</b>
Source of Evidence: PR, CDFR, MR, V,QI, PE, D, SE	[ ]	[ ]

- Measurement Criteria*
1. Functions as Primary Nurse:
    - a. Initiates the patient/nurse relationship per specific unit Primary Nursing guidelines.
    - b. Assumes accountability for developing and managing POC from admission to discharge in the area of practice.
    - c. Responsible for coordination of care with the associate nurses on all shifts.
    - d. Coordinates and facilitates patient care processes and discharge plan with patient/family and interdisciplinary team.
    - e. Serves as the patient's advocate and liaison to other team members.
  2. Functions as associate nurse:
    - a. Initiates and collaborates with the Primary Nurse to develop an individualized POC.
    - b. Implements the Primary Nurses' POC and revises when patient condition warrants.
    - c. Communicates pertinent information to the Primary Nurse, patient/family and other team members.
    - d. Provides and is accountable for patient care when Primary Nurse is not available.

Comments:

UAMS Medical Center		Clinical Programs Performance Appraisal	
V.9 Delegates Care Based on UAMS Standards, Legal and Regulatory Requirements, Specific Job Descriptions and Individual Level of Education and Training.		Self	Evaluator
Source of Evidence: PR, CDFR, MR, V,QI, PE, D, SE			
<i>Measurement Criteria</i>			
1. Demonstrates ability to successfully delegate using the five "Rights of Delegation:" (Right task, right person, right communication and feedback, right follow through).			
2. Delegates effectively and appropriately to UAPs/LPNs verifying their competency and provides appropriate and timely patient care "hand-offs."			
3. Monitors delegated aspects of care to assure quality, continuity of care and provides assistance when required.			
4. Relays accurate staffing information to CDF, charge nurse and/or supervisor.			
5. Always obtains coverage for assignment when off the unit and provides appropriate "hand-offs."			
Comments:			
V.10. Participates in Professional Nursing Organization (PNO).		Self	Evaluator
Source of Evidence: PR, CDFR, MR, V,QI, PE, D, SE, TTR			
<i>Measurement Criteria</i>			
1. Participates in 80% unit staff meetings and reads minutes of all unattended meetings.			
2. Responsible for implementation of content provided in unit staff meetings.			
3. Maintains knowledge of PNO initiatives.			
Comments:			
V.11. Demonstrates Support for Educational Mission.		Self	Evaluator
Source of Evidence: PR, CDFR, MR, V,QI, PE, D, SE, TTR			
<i>Measurement Criteria</i>			
1. Role models positive interaction with interdisciplinary students.			
2. Serves as a resource for students, externs, CCAs.			
3. Facilitates learning experiences based on student's level of skills, needs and competencies.			
Comments:			
VI. Demonstrates Commitment to Professional Nursing/Professional Development /Professional Growth * If criteria # 1, #2 and #3 are met in addition to achieving criteria #4 or #5, employee receives a score of 3.		Self	Evaluator
PR, CDFR, MR, QI, D, TTR			
1. Participates in continuing education - maintains current education records.			
2. Completes 36 hours of staff development activity.			
3. Designs and implements one of the following with CSM approval: care Conference, inservice, patient or staff education, public presentation, literature review with presentation or participation in UAMS sponsored community/volunteerism activity.			
4. Demonstrates accountability for improving professional practice based on feedback and self-assessments.			
5. Holds membership and participates in nursing organization.			
6. Shares nursing organization activities with staff.			
Comments:			

		SECTION VALUE	SECTION MAX POSSIBLE	SECTION TOTAL FROM EACH SECTION	VALUE WEIGHT	SECTION SCORE
<b>Rate Employee's Overall Performance</b>						
I.	GUEST RELATIONS (25%)	125	3	0	41.6666667	0
II.	SAFETY AND EMERGENCY PREPAREDNESS (10%)	50	2	0	25	0
III.	INSTITUTIONAL/PROFESSIONAL STANDARDS (5%)	25	2	0	12.50	0
IV.	PROCESS IMPROVEMENT (5%)	25	3	0	8.3333333	0
V.	PERFORMS ROLE OF INPATIENT RN (50%)	250	32	0	7.8125000	0
VI.	PROFESSIONAL GROWTH (5%)	25	3	0	8.3333333	0

**OVERALL SCORE** 0

**RECOMMENDED MERIT INCREASE**

- Section Value - multiple 500 points by the assigned percent value for the section.
- Section Maximum Possible - multiply the maximum possible score of 2 or 3 by the total number of criteria.
- Section Total - total the scores achieved for each criteria based on employee's performance.
- Value Weight - divide the Section Value by the Section Maximum Possible.
- Section Score - multiply the Section Total by the Value Weight.

I have reviewed my performance appraisal and I:  Agree with my evaluation  Disagree with my evaluation

COMMENTS:

Signatures

\_\_\_\_\_  
 EMPLOYEE'S SIGNATURE / DATE

\_\_\_\_\_  
 EVALUATOR'S SIGNATURE / DATE

I acknowledge that this performance appraisal was discussed with me.  
 Signature does not necessarily mean agreement.



Name \_\_\_\_\_ Date: \_\_\_\_\_

**I. Career Goals**

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**II. Development Action Plan**

Describe the specific actions that you expect to take during the next year to achieve your specific goals inclusive of target dates

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**Employee's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewer/ Title** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Performance Results for Goals and Objectives for an Annual Appraisal Period**

Name \_\_\_\_\_

Reviewer/Title \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_

Objectives	Results	Summary of Results			
		Exceeds	Fully Met	Not fully Met	Not Met