



PERFORMANCE APPRAISAL/EVALUATION

Registered Nurse (RN)

	1	2	3	4
Provides services in accordance with the plan of care.				
Makes the initial evaluation visit and regularly reevaluates the patient's nursing needs.				
Initiates the plan of care and necessary revisions.				
Provides those services requiring substantial specialized nursing skills.				
Initiates appropriate preventive and nursing procedures.				
Prepares clinical and progress notes for each patient visit and summaries of care conferences on his/her patients in a timely manner as per Agency policy.				
Coordinates services.				
Informs personnel of changes in the condition and needs of the patient.				
Counsels with the patient and family in meeting nursing and related needs.				
Participates in and presents inservice programs.				
Processes orders and notifies physician of patient needs and changes in condition.				
Completes comprehensive assessments within forty-eight (48) hours.				
Completes certification/recertification orders as specified in policy.				
Implements and documents in nursing notes actions/interventions as outlined in the plan of care.				
Determines the amount and type of nursing needed for the patient.				
Initiates individualized care plans based on admission assessment and physician orders according to Agency policy.				
Involves the patient/family in developing the plan of care.				
Reviews, evaluates and updates the care plan based upon assessments.				
Prepares discharge summaries which reflect the care provided and outcomes.				
Refers to PT, OT, SLP and MSW those patients requiring their specialized skills.				
Supervises and teaches other nursing personnel.				
Provides appropriate information regarding the patient to other agencies/individuals involved in the patient's care.				
Directs and supervises performance of LPN as specified, and reports findings as appropriate.				
Supervises HHA's work every fourteen days, either in the presence of or absence of the HHA, and completes supervisory visit form.				
Participates in after hour on-call duty as assigned.				
Provides total patient care as needed.				

1 - Does Not Meet Standards 2 - Needs Improvement

3 - Meets Standards 4 - Exceeds Standards

Staff Name:

Position Applied for:

Application Date:

Hire Date:



Performance Appraisal/Evaluation – Registered Nurse (RN)...continued

	1	2	3	4
Obtains knowledge and supervised practice of new skills.				
Observes confidentiality, safeguards all patient related information.				
Attends staff meetings and patient care conferences as scheduled.				
Completes and submits OASIS assessments, reassessments, transfers, resumptions of care, discharges and significant change in condition in accordance with Agency defined time frames.				
Appropriately utilizes ICD-9 codes.				
Completes documentation and paperwork in a timely manner per Agency policy.				
Immediately reports to Nursing Supervisor/Director of Clinical Services any patient incidents/variances or complaints.				
Demonstrates competent performance of technical skills according to established procedures.				
Participates in peer review and PI activities as requested.				
Participates in utilization review of medical records as assigned.				
Understands and adheres to established policies/procedures.				
Adheres to Agency standards and consistently interprets and accurately performs all assigned responsibilities.				
Maintains acceptable attendance status, per Agency policy.				
Maintains acceptable level of tardiness, per Agency policy.				
Reports all incomplete work assignments to Director of Clinical Services/Nursing Supervisor.				
Appearance is always within Agency standard; is clean and well groomed.				
Demonstrates effective time management skills through daily documentation and infrequent overtime for routine assignments.				
Participates in inservice programs and presents inservices as assigned.				
Maintains clean and neat work environment.				
Demonstrates sound judgment and decision making.				
Maintains current CPR certification, if required.				
Performs other duties as assigned.				

Comments

Employee Signature Date

Supervisor Signature Date

**1 - Does Not Meet Standards 2 - Needs Improvement
 3 - Meets Standards 4 - Exceeds Standards**

Staff Name:

Position Applied for:

Application Date:

Hire Date: