

**NAME OF HOSPITAL  
JOB DESCRIPTION / PERFORMANCE APPRAISAL**

**POSITION TITLE:** Registered Nurse (1-11)

**DEPARTMENT:** Medical/Surgical Serv

**EMPLOYEE'S NAME:** \_\_\_\_\_

**REVIEW PERIOD:** \_\_\_\_\_

**FLSA STATUS:** NON-EXEMPT

**1. POSITION SUMMARY:**

Responsible for the delivery of patient care through the nursing process of assessment, diagnosing , planning, implementation, and evaluation. Responsible for directing and coordinating all nursing care for medical/ surgical patients based on established clinical nursing practice standards. Collaborates with other professional disciplines to ensure effective and efficient patient care delivery and the achievement of desired patient outcomes. Serves in the Resource Nurse role when oriented and as directed. Supports the organization vision and mission. Utilizes knowledge of patient's age and cultural diversity into the provision of patient care. Contributes to the provision of quality nursing care through performance improvement techniques that demonstrate positive outcomes in patient care.

**2. POSITION EDUCATION/QUALIFICATIONS:**

Graduate of an accredited school of professional nursing. Licensure in the Commonwealth of Pennsylvania as a Registered Professional Nurse (RN). Proficient oral and written communication skills.

**3. JOB KNOWLEDGE/EXPERIENCE:**

Ability to practice nursing as described by the following definition: "The diagnosis and treatment of human responses to actual or potential health alterations." Ability to utilize the nursing process in the provision of nursing care including but not limited to administering treatments and medications, interpreting diagnostic tests, formulating a plan of care, collaborating with other health care providers and providing education to patients and/or significant others. The successful candidate will be required to pass competencies for this position.

**4. LINES OF RESPONSIBILITY:**

President/CEO ... Vice President, Patient Care Services ... Director, Medical/Surgical Services ...  
Registered Nurse, Medical/Surgical Services

**5. AMERICANS WITH DISABILITIES ACT (ADA):**

A. **Essential Duties:** Indicated by bold print within performance standards, preceding individual numbered criteria.

B. **Physical Requirements:** The position requires a considerable amount of physical work not to exceed 50 pounds. Any work load exceeding 50 pounds will require assistance. The

individual will be required to pull up or reposition patients in bed, lift supplies, place equipment on supports, push beds throughout the hospital, and perform external cardiac compressions. The individual must be able to bend over to perform certain duties, e.g., check chest tube drainage, check urinary output, etc. The individual must also be able to maneuver throughout halls, stairways, and patient rooms in response to hospital emergencies. Interpretation of environmental input requires visual and auditory skills. In the event there is a need to evacuate the building, heavy lifting will be required to carry patients to safety. A significant amount of writing is required. Trips to various departments will be required.

C. **Working Conditions:** The individual spends over 95% of his/her time in an air-conditioned environment with varying exposure to noise. There is protection from weather conditions but not necessarily from temperature changes. The position does have heavy exposure to malodorous, infectious body fluids from patients and some minimal exposure to noxious smells from cleansing agents.

D. **Personal Protective Equipment (PPE):**

This position requires high exposure to infectious wastes such as blood and body fluids that mandate the wearing of gloves, masks, gowns and goggles for every actual or potential exposure. Back belts will be worn for all physical duties. For those who use a computer terminal, video display screen protectors are available upon request.

E. **Aptitudes:**                    **HIGH    1    2    3    4    5    6    LOW**

**Intelligence:** General learning ability: The ability to “catch on” or understand instructions and underlying principles. Ability to reason and make judgments.            **1**

**Verbal:** Ability to understand meanings of words and ideas associated with them, and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.            **1**

**Numerical:** Ability to perform arithmetic operations quickly and accurately.            **2**

**Spatial:** Ability to comprehend forms in space and understands relationships of plane and solid objects. Frequently described as the ability to “visualize” objects or two or three dimensions, or to think visually of geometric forms.            **2**

**Form Perception:** Ability to perceive pertinent details and objects or in pictorial or graphic material. To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines.            **1**

**Clerical Perception:** Ability to receive pertinent details and verbal or tabular material. To observe differences in copy, to proofread words and numbers, and to avoid perceptual errors in arithmetic computation.            **1**

**Motor Coordination:** Ability to coordinate eyes and hands to fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly. **1**

**Finger dexterity:** Ability to move fingers easily and skillfully. To work with fingers in placing and turning motions. **1**

**Manual Dexterity:** Ability to move hands easily and skillfully. To work with hands in placing and turning motions. **1**

**Eye-Hand-Foot Coordination:** Ability to move the hand and foot coordinately with each other in accordance with visual stimuli. **2**

**Color Discrimination:** Ability to perceive and respond to similarities or differences in colors, shapes, or other values of the same or different color. To identify a particular color, or to recognize harmonious or contrasting color combinations, or to match color accurately. **3**

## **6. DEFINITIONS OF PERFORMANCE RATINGS:**

- E:** **Individual criteria:** Meets the standard of performance 95% - 100% of the time.  
**Overall performance appraisal:** Clearly and consistently produces outstanding work results that far exceed performance standards and job requirements. Demonstrates exceptional initiative, dependability and effort. Demonstrates diligence in continuously seeking quality and productivity requirements. This rating requires specific documentation of efforts and achievements. Overall score between 1.50 and 2.00.
- M:** **Individual criteria:** Meets the standard of performance 80% - 94% of the time.  
**Overall performance appraisal:** Capably and consistently produces work results that meet all performance standards and job requirements of the position. Commendable effort. Overall score between 1.00 and 1.49.
- D:** **Individual criteria:** Meets the standard of performance less than 80% of the time.  
**Overall performance appraisal:** Performance is not acceptable and falls below standards or expectations for the position. Plan of professional development with corrective action for improvement is required within a short period of time to continue in this position, not to exceed 90 days. Immediate reassignment may be indicated based on specific circumstances. Overall score less than or equal to 0.99.

## **POSITION RESPONSIBILITIES:**

**Delivers nursing care according to the standards of care defined within the American Nurses Association (ANA) Standards of Clinical Practice.**

1. Collects patient health data:
  - a. Determines the priority of data collection based on the patient's immediate condition or needs. [E] [M] [D]
  - b. Collects pertinent data using appropriate assessment techniques. [E] [M] [D]

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|---|-------------|
| c. Involves the patient, significant others, and health care providers in data collection when appropriate.                   | [E] [M] [D] |
| d. Ensures that the data collection process is systematic and ongoing.  | [E] [M] [D] |
| e. Documents relevant data in the medical record according to hospital standards.   | [E] [M] [D] |
| 2. Analyzes the assessment data in determining diagnoses/patient problems.  |             |
| a. Derives diagnoses/patient problems from the assessment data.   | [E] [M] [D] |
| b. Validates diagnoses/patient problems with the patient, significant others, and health care providers, when possible.       | [E] [M] [D] |
| c. Documents diagnoses/patient problems in a manner that facilitates the determination of expected outcomes and plan of care. | [E] [M] [D] |
| 3. Identifies expected outcomes individualized to the patient.  |             |
| a. Derives outcomes from the diagnoses/patient problems.  | [E] [M] [D] |
| b. Documents outcomes as measurable goals.  | [E] [M] [D] |
| c. Formulates outcomes mutually with the patient and health care providers, when possible.                                    | [E] [M] [D] |
| d. Ensures outcomes are realistic in relation to the patient's present and potential capabilities.                            | [E] [M] [D] |
| e. Ensures outcomes are attainable in relation to resources available to the patient.   | [E] [M] [D] |
| f. Ensures outcomes include a time estimate for attainment.   | [E] [M] [D] |
| g. Ensures outcomes provide direction for continuity of care.   | [E] [M] [D] |
| 4. Develops a plan of care that prescribes interventions to attain expected outcomes.   |             |
| a. Individualizes the plan to the patient's condition or needs.   | [E] [M] [D] |
| b. Develops the plan with the patient, significant others, and health care providers, when appropriate.                       | [E] [M] [D] |
| c. Ensures the plan reflects current nursing practice.  | [E] [M] [D] |
| d. Documents the plan.  | [E] [M] [D] |
| e. Provides to continuity of care in the plan.  | [E] [M] [D] |
| 5. Implements the interventions identified in the plan of care.   |             |
| a. Establishes interventions that are consistent with the plan of care.   | [E] [M] [D] |
| b. Implements interventions in a safe and appropriate manner.   | [E] [M] [D] |
| c. Documents interventions.   | [E] [M] [D] |
| 6. Evaluates the patient's progress toward attainment of outcomes.  |             |
| a. Ensures evaluation is systematic and ongoing.  | [E] [M] [D] |
| b. Documents patient's responses to interventions.  | [E] [M] [D] |
| c. Evaluates the effectiveness of interventions in relation to outcomes.  | [E] [M] [D] |

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| d. Utilizes ongoing assessment data to revise diagnoses/patient problems, outcomes, and the plan of care, as needed. | [E] | [M] | [D] |
| e. Documents revisions in diagnoses/patient problems, outcomes, and the plan of care.                                | [E] | [M] | [D] |
| f. Involves the patient, significant others, and health care providers in the evaluation process, when appropriate.  | [E] | [M] | [D] |

**Systematically evaluates the quality and effectiveness of nursing practice.**

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|---|-----|-----|-----|
| 1. Participates in quality of care activities as appropriate the individual's position, education, and practice environment, including: |     |     |     |
| a. Identification of aspects of care important for quality monitoring.  | [E] | [M] | [D] |
| b. Identification of indicators used to monitor quality and effectiveness of nursing care.  | [E] | [M] | [D] |
| c. Collection of data to monitor quality and effectiveness of nursing care.   | [E] | [M] | [D] |
| d. Analysis of quality data to identify opportunities for improving care.   | [E] | [M] | [D] |
| e. Formulation of recommendations to improve nursing care or patient outcomes.  | [E] | [M] | [D] |
| f. Implementation of activities to enhance the quality of nursing practice.   | [E] | [M] | [D] |
| 2. Utilizes the results of quality of care activities to initiate changes in practice.  | [E] | [M] | [D] |

**Acquires and maintains current knowledge in nursing practice.**

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|--|-----|-----|-----|
| 1. Participates in ongoing educational activities related to clinical knowledge and professional issues. | [E] | [M] | [D] |
| 2. Seeks experiences to maintain clinical skills.  | [E] | [M] | [D] |
| 3. Seeks knowledge and skills appropriate to the practice setting.                                       | [E] | [M] | [D] |

**Contributes to the professional development of peers, colleagues, and others.**

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|---|-----|-----|-----|
| 1. Shares knowledge and skills with colleagues and others.  | [E] | [M] | [D] |
| 2. Provides peers with constructive feedback regarding their practice.  | [E] | [M] | [D] |
| 3. Contributes to an environment that is conducive to clinical education of nursing students, as appropriate. | [E] | [M] | [D] |

**Decisions and actions on behalf of patients are determined in an ethical manner.**

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|--|-----|-----|-----|
| 1. Individual nursing practice is guided by the Code for Nurses. | [E] | [M] | [D] |
|--|-----|-----|-----|

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|----|---|-----|-----|-----|
| 2. | Maintains patient confidentiality.  | [E] | [M] | [D] |
| 3. | Assumes the role of patient advocate.   | [E] | [M] | [D] |
| 4. | Delivers care in a nonjudgmental and nondiscriminatory manner that is sensitive to diversity. | [E] | [M] | [D] |
| 5. | Delivers care in a manner that preserves/protects patient autonomy, dignity and rights.       | [E] | [M] | [D] |
| 6. | Seeks available resources to help formulate ethical decisions.                                | [E] | [M] | [D] |

**Collaborates with the patient, significant others, and health care providers in providing patient care.**

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|----|--|-----|-----|-----|
| 1. | Communicates with the patient, significant others, and health care providers regarding patient care and nursing's role in the provision of care. | [E] | [M] | [D] |
| 2. | Consults with health care providers for patient care, as needed.   | [E] | [M] | [D] |
| 3. | Makes referrals, including provisions for continuity of care, as needed.   | [E] | [M] | [D] |

**Considers factors relating to safety, effectiveness, and cost in planning and delivering patient care.**

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|----|---|-----|-----|-----|
| 1. | Evaluates factors related to safety, effectiveness, and cost when two or more practice options would result in the same expected patient outcome. | [E] | [M] | [D] |
| 2. | Assigns tasks or delegates care based on the needs of the patient and the knowledge and skill of the provider selected.                           | [E] | [M] | [D] |
| 3. | Assists the patient and significant other in identifying and securing appropriate services available to address health-related needs.             | [E] | [M] | [D] |

**Demonstrates ability to adapt to varied age-specific patient populations.**

**(To be completed for all employees in departments having patient and/or customer contact; checking N/A box indicates employee does not care for patients in that particular age group).**

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|----|--|-----|-----|-----|
| 1. | <u>Neonate (&lt; 28 days) / Infant (28 days to 18 months):</u>   | N/A |     |     |
| a. | Assists parent(s)/guardian to identify and meet infant's needs.  | [E] | [M] | [D] |
| b. | Involves parents in procedure(s), if possible.   | [E] | [M] | [D] |
| c. | Explains procedure(s) to parents/guardian prior to initiation.   | [E] | [M] | [D] |
| d. | Uses accessories/equipment appropriate for infant's size and mobility.   | [E] | [M] | [D] |
| e. | Does not leave infant unattended.  | [E] | [M] | [D] |
| f. | Permits infant to be held, if possible.  | [E] | [M] | [D] |
| g. | Always places infant back in isolette/crib and ensures safety rails are in place or places infant in safe environment. | [E] | [M] | [D] |

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| 2. | <u>Toddler (1 ½ to 3 years):</u>   | N/A |     |     |
|    | a. Explains actions prior to initiating.   | [E] | [M] | [D] |
|    | b. Demonstrates equipment prior to utilization,  | [E] | [M] | [D] |
|    | c. Involves parent(s)/guardian in procedure and education of procedure.  | [E] | [M] | [D] |
|    | d. Uses appropriate distraction techniques.  | [E] | [M] | [D] |
|    | e. Gives child one directive at a time.  | [E] | [M] | [D] |
|    | f. Speaks at eye level with child; maintains eye contact.  | [E] | [M] | [D] |
|    | g. Speaks in a calm, clear, slow voice in language that the child may understand.                                  | [E] | [M] | [D] |
|    | h. Provides for a safe environment by removing any unnecessary equipment; does not leave child unattended.         | [E] | [M] | [D] |
|    | i. Utilizes equipment specific to age and size of child.   | [E] | [M] | [D] |
|    | j. Encourages the use of comfort objects such as blankets and stuffed toys.  | [E] | [M] | [D] |
|    | k. Tells the child when the assessment/procedure is completed.   | [E] | [M] | [D] |
|    | l. Provides opportunities for social activity/play.  | [E] | [M] | [D] |
| 3. | <u>Preschool-Age Child (3 to 6 years):</u>   | N/A |     |     |
|    | a. Permits parent(s)/guardian to remain close to the child.  | [E] | [M] | [D] |
|    | b. Explains procedure(s) to parent(s)/guardian prior to initiating.  | [E] | [M] | [D] |
|    | c. Permits the child to handle the equipment. Uses demonstration techniques as appropriate.                        | [E] | [M] | [D] |
|    | d. Explains procedures to child in language that the child may understand.   | [E] | [M] | [D] |
|    | e. Exposes the child minimally.  | [E] | [M] | [D] |
|    | f. Utilizes games to gain cooperation.   | [E] | [M] | [D] |
|    | g. Does not leave child unattended.  | [E] | [M] | [D] |
|    | h. Utilizes equipment specific to age and size of child.   | [E] | [M] | [D] |
|    | i. Provides opportunities for social activity/play.  | [E] | [M] | [D] |
| 4. | <u>School-Age Child (6 to 12 years):</u>   | N/A |     |     |
|    | a. Educates parent(s)/guardian prior to examination/procedure(s).  | [E] | [M] | [D] |
|    | b. Explains procedure(s) to patient using correct terminology.   | [E] | [M] | [D] |
|    | c. Permits questions and answers prior to examination,   | [E] | [M] | [D] |
|    | d. Permits child to exercise some control.   | [E] | [M] | [D] |
|    | e. Gives the child the choice as to whether the parent(s)/guardian is present, if appropriate for the situation.   | [E] | [M] | [D] |
|    | f. Does not leave child unattended.  | [E] | [M] | [D] |
|    | g. Plans procedure(s) in advance to minimize waiting time.   | [E] | [M] | [D] |
|    | h. Provides for privacy/modesty when possible.   | [E] | [M] | [D] |
|    | i. Provides for safe environment by removing unnecessary equipment.  | [E] | [M] | [D] |
|    | j. Utilizes equipment specific to size and mobility of child.  | [E] | [M] | [D] |
| 5. | <u>Adolescent (12 to 18 years):</u>  | N/A |     |     |
|    | a. Explains procedure(s) uses correct terminology.   | [E] | [M] | [D] |
|    | b. Gives the patient the choice as to whether the parent(s)/guardian is present, if appropriate for the situation. | [E] | [M] | [D] |
|    | c. Includes parent(s)/guardian in education.   | [E] | [M] | [D] |
|    | d. Explains the purpose of equipment and assessments/procedure(s).   | [E] | [M] | [D] |
|    | e. Involves the patient in decision-making and planning.   | [E] | [M] | [D] |
|    | f. Alleviates any fears by addressing all questions.   | [E] | [M] | [D] |
|    | g. Maintains privacy.  | [E] | [M] | [D] |
|    | h. Plans for a safe/comfortable environment.   | [E] | [M] | [D] |

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|----|--|-----|-----|-----|
| i. | Utilizes equipment appropriate for the size/mobility of the patient.           | [E] | [M] | [D] |
| j. | Stays within sight of the patient whenever possible.                           | [E] | [M] | [D] |
| k. | Addresses the patient by name.   | [E] | [M] | [D] |
| l. | Does not make patient feel like you are treating them as a child.              | [E] | [M] | [D] |
| 6. | <u>Adult (18 to 65 years):</u>   | N/A |     |     |
| a. | Provides education regarding procedure(s) to patient and/or significant other. | [E] | [M] | [D] |
| b. | Explains information using correct understandable terminology.                 | [E] | [M] | [D] |
| c. | Explains equipment that is utilized.   | [E] | [M] | [D] |
| d. | Addresses the patient using their last name.                                   | [E] | [M] | [D] |
| e. | Involves the patient in procedure and planning.                                | [E] | [M] | [D] |
| f. | Maintains privacy.   | [E] | [M] | [D] |
| g. | Explains time sequencing and individual variances.                             | [E] | [M] | [D] |
| h. | Remains in sight of the patient whenever possible.                             | [E] | [M] | [D] |
| 7. | <u>Geriatric (&gt; 65 years):</u>  | N/A |     |     |
| a. | Provides education regarding procedure(s).                                     | [E] | [M] | [D] |
| b. | Addresses the patient using their last name.                                   | [E] | [M] | [D] |
| c. | Speaks distinctly and does not raise voice unless patient is hard of hearing.  | [E] | [M] | [D] |
| d. | Provides adequate lighting.  | [E] | [M] | [D] |
| e. | Slows down pace if necessary.  | [E] | [M] | [D] |
| f. | Ensures patient warmth due to decrease heat regulation.                        | [E] | [M] | [D] |
| g. | Permits patient to dictate mobility.   | [E] | [M] | [D] |
| h. | Maintains privacy.   | [E] | [M] | [D] |
| i. | Interacts frequently with patient.   | [E] | [M] | [D] |

**Demonstrates maturity and accountability for job performance. Supports the philosophy, objectives and goals of the Department(s) and assesses areas of personal and professional growth.**

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|----|--|-----|-----|-----|
| 1. | Maintains an effective rapport with patients, visitors, physicians, subordinates and other directors.        | [E] | [M] | [D] |
| 2. | Works collaboratively with other staff members to provide continuous service to the organization.            | [E] | [M] | [D] |
| 3. | Demonstrates good judgment and analytical ability in preparing work for review.                              | [E] | [M] | [D] |
| 4. | Promotes confidentiality and uses complete discretion when discussing information.                           | [E] | [M] | [D] |
| 5. | Maintains calm and effective behavior during stressful situations.   | [E] | [M] | [D] |
| 6. | Inspires confidence from callers, visitors, co-workers by remaining well informed and prepared at all times. | [E] | [M] | [D] |
| 7. | Establishes good rapport and cooperative working relationships with personnel in the organization.           | [E] | [M] | [D] |



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| 8.  | Appears well groomed and observes established dress guidelines, visibly wearing the photo/name identification badge.                                  | [E] | [M] | [D] |
| 9.  | Demonstrates ability to express self in all areas of communication (verbal, written, non-verbal).   | [E] | [M] | [D] |
| 10. | Attentive to detail, record-keeping and required paperwork inherent to the position.  | [E] | [M] | [D] |
| 11. | Demonstrates knowledge of current computer systems used in the organization.  | [E] | [M] | [D] |
| 12. | Demonstrates effective delegation skills.   | [E] | [M] | [D] |
| 13. | Completes assignments accurately and on time.   | [E] | [M] | [D] |
| 14. | Willingly accepts assignments to special projects.  | [E] | [M] | [D] |
| 15. | Adheres to identified work schedule; notifies the department director of needed changes in schedule.  | [E] | [M] | [D] |
| 16. | Is punctual in attendance to meetings.  | [E] | [M] | [D] |
| 17. | Adjusts personal schedule to complete assignments.  | [E] | [M] | [D] |
| 18. | Maintains assigned equipment, reports malfunction and orders services as necessary.   | [E] | [M] | [D] |
| 19. | Responsible for charging of supplies utilized.  | [E] | [M] | [D] |
| 20. | Participates in continuing education programs and utilizes the information in area(s) of practice as evidenced by attendance records or certificates. | [E] | [M] | [D] |
| 21. | Participates in 75% of staff meetings as evidenced by attendance records.   | [E] | [M] | [D] |
| 22. | Participates in performance improvement activities, including data collection, development of indicators, and evaluation criteria.                    | [E] | [M] | [D] |
| 23. | Floats to other areas as assigned; responds to floating requests with a positive attitude.  | [E] | [M] | [D] |
| 24. | Provides proper notification for absence as per hospital policy as evidenced by Kronos time and attendance records.                                   | [E] | [M] | [D] |

Total absences in 12 months  
(Pro-rate for less than 12 months)  
E = 0 -2, M = 3 - 5, D =  $\geq$  6

**Supports and promotes excellence in customer/guest relations.**

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|-----|--|-----|-----|-----|
| 1.  | Assists all patients, family members/significant others, physicians, visitors and employees in a friendly manner.  | [E] | [M] | [D] |
| 2.  | Introduces self and uses caring, thoughtful words either in person or on the telephone.  | [E] | [M] | [D] |
| 3.  | Demonstrates ethical and appropriate behavior for a clinical environment to include, but not limited to, dignity, patient's rights and privacy, and the maintenance of confidentiality of patient information. | [E] | [M] | [D] |
| 4.  | Demonstrates caring. If unable to assist an individual in needs, offers to find someone who can.   | [E] | [M] | [D] |
| 5.  | Demonstrates proper telephone etiquette. If transferring a telephone call, announces the caller and briefly explains the situation before ending the transfer.   | [E] | [M] | [D] |
| 6.  | Always makes eye contact when speaking with patients, family members/significant others, visitors, employees, etc.   | [E] | [M] | [D] |
| 7.  | Knocks before entering a room or office.   | [E] | [M] | [D] |
| 8.  | Addressees all individuals courteously.  | [E] | [M] | [D] |
| 9.  | Keeps voice down; does not shout or use improper language.   | [E] | [M] | [D] |
| 10. | Responds to all inquiries promptly and courteously.  | [E] | [M] | [D] |
| 11. | Works together in the spirit of teamwork.  | [E] | [M] | [D] |
| 12. | Shares information so that the people who need to be aware of the facts are informed.  | [E] | [M] | [D] |

**Supports and promotes the organization's Infection Control Program.**

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|----|---|-----|-----|-----|
| 1. | Demonstrates adherence to infection control policies as evidenced by inservice attendance records and employee practices. | [E] | [M] | [D] |
| 2. | Demonstrates correct handwashing technique.   | [E] | [M] | [D] |
| 3. | Demonstrates knowledge of appropriate personal protective equipment (PPE) and uses same in practice.                      | [E] | [M] | [D] |
| 4. | Notifies the Infection Control Practitioner of real or potential exposures.   | [E] | [M] | [D] |

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|----|--|-----|-----|-----|
| 5. | Demonstrates knowledge of OSHA regulations:  |     |     |     |
| a. | Complies with OSHA regulations regarding Bloodborne Pathogens Exposure Control Plan. | [E] | [M] | [D] |
| b. | Complies with OSHA regulations regarding TB Exposure Control plan.                   | [E] | [M] | [D] |
| 6. | Demonstrates knowledge of the organization's Hazardous Waste Management Plan:        |     |     |     |
| a. | Appropriately segregates waste at the point of origin.                               | [E] | [M] | [D] |
| b. | Discards waste in appropriate bags, receptacles, etc.                                | [E] | [M] | [D] |

**Supports and promotes the organization's Safety Program.**

- |    |   |     |     |     |
|----|---|-----|-----|-----|
| 1. | Demonstrates adherence to safety policies as evidenced by inservice attendance records and employee practices.  | [E] | [M] | [D] |
| 2. | Maintains a clean and safe environment for patients and co-workers:   |     |     |     |
| a. | Follows all general safety rules.   | [E] | [M] | [D] |
| b. | Identifies the person designated as Safety Officer.   | [E] | [M] | [D] |
| c. | Notifies the Safety Officer of real or potential safety hazards.  | [E] | [M] | [D] |
| 3. | Demonstrates an understanding of fire drills, internal/external disaster plans and procedures, and evacuation procedures as evidenced by inservice records and participation in drills. | [E] | [M] | [D] |
| 4. | Demonstrates knowledge of Safety Committee activities.  | [E] | [M] | [D] |

**Supports and promotes the organization's Risk Management program.**

- |    |   |     |     |     |
|----|---|-----|-----|-----|
| 1. | Demonstrates adherence to risk management policies as evidenced by inservice attendance records and employee practices. | [E] | [M] | [D] |
| 2. | Submits incident reports according to hospital policy.  | [E] | [M] | [D] |
| 3. | Notifies the Risk Manager of incidents involving injury or having the potential for injury.                             | [E] | [M] | [D] |
| 4. | Maintains confidentiality regarding knowledge of adverse incidents.   | [E] | [M] | [D] |

Job Description / Performance Appraisal Registered Nurse, Medical/Surgical Services
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General Comments: \_\_\_\_\_

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Employee Comments:

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Expectations: \_\_\_\_\_ Deadline:

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Number of criteria meeting the standard of performance less than 80% of the time.	(D)	_____	X 0 =	_____
Number of criteria meeting the standard of performance 80% - 94% of the time.	(M)	_____	X 1 =	_____
Number of criteria meeting the standard of performance 95% - 100% of the time.	(E)	_____	X 2 =	_____
Totals =		_____		_____
		(A)		(B)
Total Score:		_____		(B / A)

Recommended Action:

Merit increase     End Probation (No increase) - Date: \_\_\_\_\_

Probation - Date: \_\_\_\_\_     Termination - Date: \_\_\_\_\_

Other: \_\_\_\_\_

Job Description / Performance Appraisal  
Registered Nurse, Medical/Surgical Services

**I have read and reviewed my performance appraisal with my supervisor.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NEW EMPLOYEES ONLY:**

**I have read and reviewed my job description / performance appraisal with my supervisor or designee and I understand the job I am expected to perform.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_