

Healthcare Staff Performance Evaluation

90 Day Evaluation Annual Evaluation

Employee Print Name _____

Performance: [0] Poor Performance Standards [1] Below Performance Standards [2] Meets Performance Standards
 [3] Exceeds Performance Standards [4] Highly Exceeds Performance Standards

Requirements	
Complete annual updates within the Established Time Frame	[0] [1] [2] [3] [4]
Physical	[0] [1] [2] [3] [4]
TB Test/Chest X-Ray	[0] [1] [2] [3] [4]
BCLS	[0] [1] [2] [3] [4]
Other Certifications	[0] [1] [2] [3] [4]
CEU/In-Service/Seminar	[0] [1] [2] [3] [4]
Yearly Testing/In-Service	[0] [1] [2] [3] [4]
License/ Certification	[0] [1] [2] [3] [4]
Duties and Responsibility	
Assessment, Nursing Diagnosis Planning, Implementation	[0] [1] [2] [3] [4]
Evaluation, Revision	[0] [1] [2] [3] [4]
Re-Evaluation and Documentation	[0] [1] [2] [3] [4]
Delivers care based on plan of care, age appropriateness, and scope of practice	[0] [1] [2] [3] [4]
Physicians order completed/Patient Preparation and documentation performed	[0] [1] [2] [3] [4]
Medication administered safely and on time. Aware of Look-A-Like...Sound-A-like Drugs	[0] [1] [2] [3] [4]
Current medication list obtained from and forwarded with patient, family, previous facility	[0] [1] [2] [3] [4]
Insure patient safety by appropriate patient identification, utilizing approved equipment only, removing potential safety risk, support fall prevention guidelines practicing excellent hand hygiene and infection control guidelines, proficiency with implementation of skills	[0] [1] [2] [3] [4]
Responds appropriately in an emergency situation	[0] [1] [2] [3] [4]
Aseptic technique, maintaining sterile field, Physician pick list, case carts, equipment use, bio-med checks	[0] [1] [2] [3] [4]
Facilitates active involvement of patient and family participation related to patient's own care	[0] [1] [2] [3] [4]

Duties and Responsibility	
Facilitates communication among care givers through reporting of critical test values, patient status changes, participating in shift change or level of care change report	[0] [1] [2] [3] [4]
Insures ongoing patient and family education	[0] [1] [2] [3] [4]
Availability and Attendance	
Provides availability in timely manner	[0] [1] [2] [3] [4]
Available for shift confirmation	[0] [1] [2] [3] [4]
Arrives to duty on time	[0] [1] [2] [3] [4]
No history of late cancellation or no call/no show	[0] [1] [2] [3] [4]
Professionalism	
Abides by policies and procedures of the agency and facilities	[0] [1] [2] [3] [4]
Reflected through attitude, behavior and appearance	[0] [1] [2] [3] [4]
Communication skills verbal and written	[0] [1] [2] [3] [4]
Maintains patient confidentiality and rights at all times	[0] [1] [2] [3] [4]
Completes assignments in effective safe manner	[0] [1] [2] [3] [4]
Interpersonal Relationships	
Interacts with patients, families, visitors, facility staff, physicians and co-workers in a professional, courteous, honest and compassionate manner	[0] [1] [2] [3] [4]
Assist co-workers as needed	[0] [1] [2] [3] [4]
Work Environment	
Infection control	[0] [1] [2] [3] [4]
MSDS	[0] [1] [2] [3] [4]
Body Mechanics	[0] [1] [2] [3] [4]

Annual Goals and Objectives: _____

Comments: _____

Director of Nursing Signature _____

Date _____

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