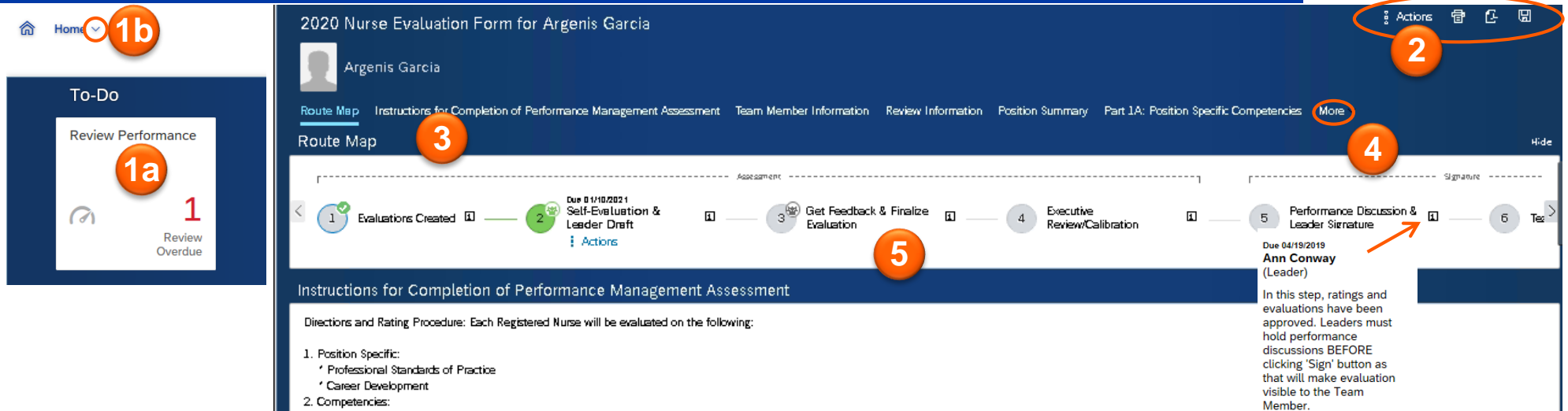



# Nurse Evaluation Form- Meridian Union (Team Member Guide)







## Overview: Nurse Evaluation Form

**Getting Started:** On the Home Page, you'll see a To-Do tile for any modules that have pending tasks assigned to you. Either (a) Click on the

- 1 To-Do Tile to navigate to your evaluation form or (b) Click the  next to **Home** to view your menu options and select **Performance**. You'll be taken to your Inbox and will see a list of forms available to you.





### Performance Evaluation Action Buttons:

- 2
  - Click the  icon to enable spell check, legal scan, or to view information for the form.
  - Click the  icon to print the evaluation.
  - Click the  icon to save the evaluation as a PDF.
  - Click the  icon to save the form. **Note:** The system autosaves the form every 15 to 20 seconds.

- 3 **Performance Evaluation Sections:** Select an option to jump directly to that section of the nurse evaluation form. **Note:** The section you're in will be bold and highlighted.

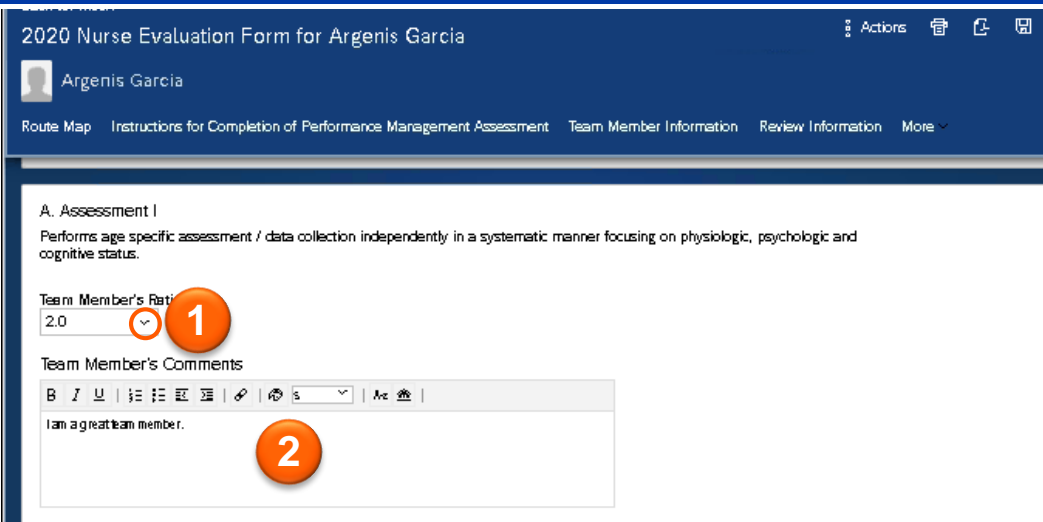
- 4 **Additional Sections:** Click **More** or the  icon to see additional sections that are available in the form.

**Route Map:** The steps in the nurse evaluation process are listed here.

- 5
  -  - The current step is green. Remember to check here to see if the step has a Step Due Date.
  -  - All completed steps will have a small green check to the right of the step number.
  -  - The group icon indicates multiple people may be involved in a step, for example, users may be completing their self-evaluation or providing feedback.
  -  - Click the information icon to see a description of the step, including responsibilities and the participants involved in the step.

**Note:** In Step 2, Leader may begin drafting the evaluation without ratings/comments being visible to the Team Member, and the Team Member should complete their self-evaluation, without having to send form back and forth to each other. However, they cannot access the form at the same time. When exiting the form, each user must click "Save and Close," otherwise the other user must wait 60 minutes before accessing the form. In Step 3, Leader may send form back to Team Member to edit self-evaluation, or to other Leaders to collect Feedback, but Leader cannot access form again until user returns it to the Leader.

# Nurse Evaluation Form- Meridian Union (Team Member Guide)



2020 Nurse Evaluation Form for Argenis Garcia

Argenis Garcia

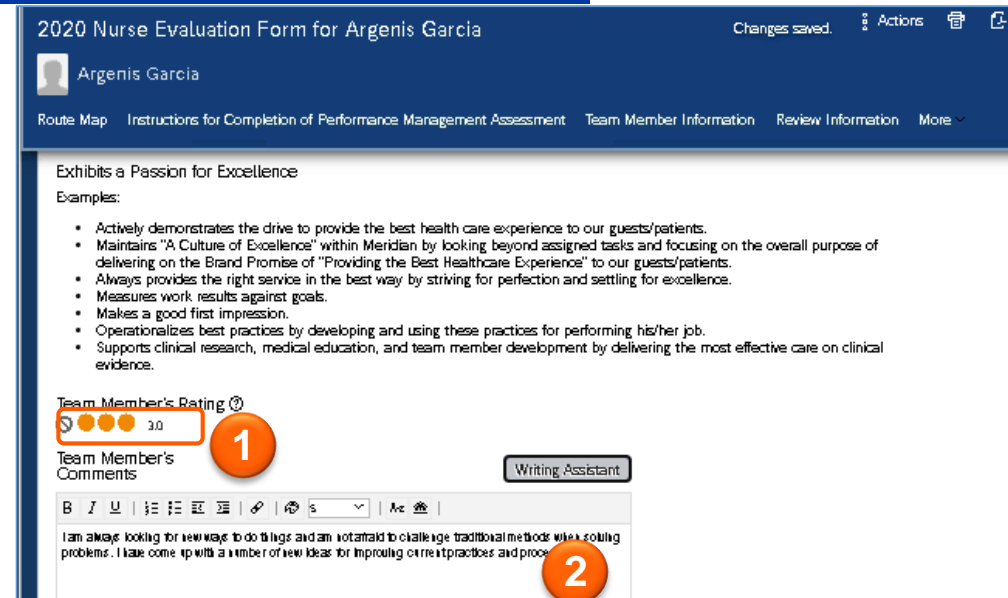
Route Map | Instructions for Completion of Performance Management Assessment | Team Member Information | Review Information | More

A. Assessment I

Performs age specific assessment / data collection independently in a systematic manner focusing on physiologic, psychologic and cognitive status.

Team Member's Rating  
2.0

Team Member's Comments  
I am a great team member.



2020 Nurse Evaluation Form for Argenis Garcia

Argenis Garcia

Route Map | Instructions for Completion of Performance Management Assessment | Team Member Information | Review Information | More

Exhibits a Passion for Excellence

Examples:

- Actively demonstrates the drive to provide the best health care experience to our guests/patients.
- Maintains "A Culture of Excellence" within Meridian by looking beyond assigned tasks and focusing on the overall purpose of delivering on the Brand Promise of "Providing the Best Healthcare Experience" to our guests/patients.
- Always provides the right service in the best way by striving for perfection and settling for excellence.
- Measures work results against goals.
- Makes a good first impression.
- Operationalizes best practices by developing and using these practices for performing his/her job.
- Supports clinical research, medical education, and team member development by delivering the most effective care on clinical evidence.


Team Member's Rating  
3.0

Team Member's Comments  
I am always looking for new ways to do things and am not afraid to challenge traditional methods when solving problems. I have come up with a number of new ideas for improving current practices and processes.



## Evaluate Position Specific Competencies

**Competency Ratings:** Select a rating for each competency based on observable behavior. Click the down arrow to show a list of the rating choices.


Review instructions at top of evaluation for scoring guidance. For Part 1A, the team member will submit to their leaders 2 examples of each standard that demonstrate competency. The leader will conduct a further evaluation on each standard 3 additional times in the evaluation period. A point will be achieved for each time the standard is met, for a possible total score of 5 for each competency.

- 1 Click the  icon to see a definition of each rating in the scale. **Note:** Different sections of the form may have different rating scales.



**Competency Comments:** Enter comments related to the Professional Standards of Practice or Career Development. You may apply Rich Text Features to format your comments and to check for potentially inadvisable words

- 2
  - Click on  to spell check your comments.
  - Click on  to complete a legal scan.

## Evaluate Traits & Behaviors

**Traits & Behaviors Ratings:** Select a rating for each item based on observable behavior. Review instructions at top of evaluation for scoring guidance. Click the  icon to see a definition of each rating in the scale. **Note:** Different sections of the form may have different rating scales.

**Traits & Behaviors Comments:** Enter comments based on observable behavior. You may apply Rich Text Features to format your comments and to check for potentially inadvisable words

- 2
  - Click on  to spell check your comments.
  - Click on  to complete a legal scan.

# Nurse Evaluation Form- Meridian Union (Team Member Guide)

2020 Nurse Evaluation Form for Argenis Garcia

Argenis Garcia

Route Map | Instructions for Completion of Performance Management Assessment | Team Member Information | Review Information | Position Summary | Part 1A: Position Specific Competencies | Part 1B: Position Specific Competencies | Part 1C: Position Specific Competencies Addendum | More

Service: 8.3 ED 23: JFK: Nurse Courtesy/Respect

Top Box Score

Team Member's Rating: Canceled **1**

Team Member's Comments

Goal could not be completed due to unforeseen circumstances. **2**

Goal Details



|                                |            |                                    |            |
|--------------------------------|------------|------------------------------------|------------|
| Start                          | 01/01/2020 | Due                                | 12/31/2020 |
| 1) No Accomplishment           | < 55.2     | 4) Target                          | 62.4       |
| 2) Baseline or Below Threshold | 55.2       | 5) Maximum (Extraordinary Success) | 63.4       |
| 3) Threshold                   | 61.4       | Year-end Results                   |            |

Cancel | Save and Close **4** | Send to Next Step (Get Feedback & Finalize Evaluation)

## Evaluate Goals (if applicable)

**1 Goal Ratings:** Select a rating for each goal based on outcome. Click the down arrow to show a list of the rating choices.

**2 Goal Comments:** Enter comments based on performance for the section. You can format comments and include a list or highlight with available Rich Text Features.

- Click on  to spell check your comments.
- Click on  to complete a legal scan.

**3 Goal Details:** You can view the goal details here.

**4 Save and Close:** You must click on **Save and Close** during the Self-Evaluation & Leader Draft step, otherwise your leader may not be able to access for 60 minutes. **Note:** This is a collaborative step where your Leader also has access and may be entering ratings and comments. The Leader may move the form to the next step, or it may move automatically when the step reaches the step due date.