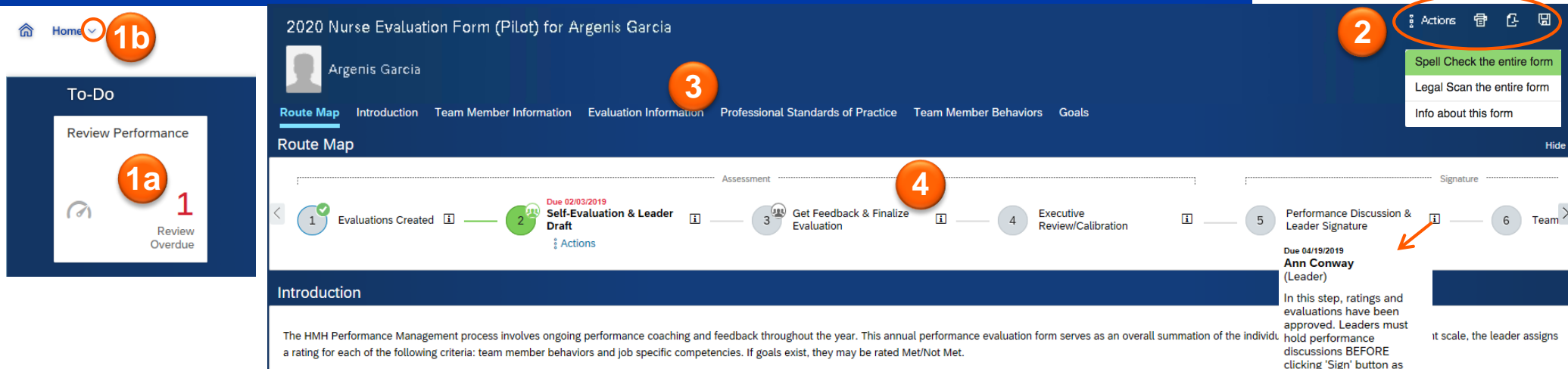


Pilot Nurse Evaluation Form (Team Member Guide)



2020 Nurse Evaluation Form (Pilot) for Argenis Garcia

Argenis Garcia

Route Map

1 Evaluations Created

2 Self-Evaluation & Leader Draft
Due 02/03/2019

3 Get Feedback & Finalize Evaluation

4 Executive Review/Calibration

5 Performance Discussion & Leader Signature
Due 04/19/2019
Ann Conway (Leader)

6 Team

Introduction


The MMH Performance Management process involves ongoing performance coaching and feedback throughout the year. This annual performance evaluation form serves as an overall summation of the individual's performance. On a 5-point scale, the leader assigns a rating for each of the following criteria: team member behaviors and job specific competencies. If goals exist, they may be rated Met/Not Met.

Actions





- Spell Check the entire form
- Legal Scan the entire form
- Info about this form

Overview: Performance 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 performance evaluation form. **Note:** The section you are in will be bold and highlighted.

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

- 2
 - The current step is green. Remember to check here to see if the step has a Step Due Date.
- 1
 - All completed steps will have a small green check to the right of the step number.
- 4
 - The group icon indicates multiple people may be involved in a step, for example, when 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 can (and 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.

Pilot Nurse Evaluation Form (Team Member Guide)

2020 Nurse Evaluation Form (Pilot) for Argenis Garcia

 Argenis Garcia

[Route Map](#) [Introduction](#) [Team Member Information](#) [Evaluation Information](#) [Professional Standards of Practice](#) [Team Member Behaviors](#) [Goals](#)

Evaluation

- Evaluates progress toward attainment of outcomes.
- Utilizes critical thinking skills based on nursing knowledge to achieve desired patient outcomes.
- Initiates interventions related to patient's change in condition and unexpected response to care.
- Evaluates age and disease specific patient response to care and revises plan based on ongoing assessment and goal / outcome attainment

Rating ⓘ

5.0 - Orchestrator of Excellence

1

Competency







































































- Completes and maintains all required organizational, unit/departmental, population specific and disease specific competency requirements
- Completes and maintains all required certifications and licenses required for the role
- Reviews and refers to all applicable practice related policies
- Understands and adheres to established safety standards and requirements (Organizational, Joint Commission, National Patient Safety Goals, Medication Administration, Universal Precautions, etc.)

Rating ⓘ

4.0 - Star Performer

Section Comments:

Team Member's Comments

B *I* U |                                                                                          

Pilot Nurse Evaluation Form (Team Member Guide)



2020 Nurse Evaluation Form (Pilot) for Argenis Garcia

Argenis Garcia

Route Map Introduction Team Member Information Evaluation Information Professional Standards of Practice **Team Member Behaviors** Goals

Creative

- Seeks to fully understand the "why" with a bias to action for the outcomes that matter most
 - Asks the right questions to accurately analyze situations. Clarifies information needed to solve problems. Acquires feedback, data, and ideas from multiple and diverse sources/stakeholders causes to difficult problems. Evaluates pros and cons, risks and benefits of different solution options.
- Takes initiative to make things better; never settles for "it has always been done that way"
 - Defines requirements and resources needed to implement new ideas. Produces a wide range of ideas and suggestions when presented with a problem or challenge. Comes up with creative others might miss.
- Remains open to change and quickly adapt as required
 - Appropriately adjusts behavior and priorities to changing conditions. Achieves forward progress in the face of poorly defined situations and/or unclear goals. Able to work effectively with li

Rating ⓘ
5.0 - Orchestrator of Excellence

Section Comments:

Team Member's Comments Collaborative Writing Assistant

I always consider diverse points of view when making decisions and taking action. I always consider the impacts that my actions will have on those from different backgrounds as well as those with disabilities and/or other special needs.

Goals

This section is for documenting accomplishment of goals, if applicable, and does not impact the overall performance rating. Any percentages shown reflect weights chosen for the individual goals in the Goal Plan. Select a rating for each goal and comment appropriately.

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

Evaluate HMH Team Member Behaviors

- Behavior Ratings:** Select a rating for each behavior based on performance. Click the down arrow to show a list of the rating choices. Click the ⓘ icon to see a definition of each rating in the scale.
- Section Comments:** Enter comments related to the 4 C's. There is only 1 Comments box for the Behaviors section. You can format comments and include a list or highlight with available Rich Text Features.
 - Click on A-z to spell check your comments.
 - Click on 🏠 to complete a legal scan (scans for potentially inappropriate words).

- Writing Assistant:** Click the Writing Assistant button to view text suggestions specific to the "C" shown in the drop-down menu. Select a different "C" to see writing assistant options for the other C's. Choose a behavioral statement from one of the columns (Improve, Meets, Exceeds) that best describes your performance. Click **Place Quote** to add the comment to your performance evaluation. Click **Close** to cancel or when you are finished adding text. **Note:** You can edit the quote once it has been placed in the comments box.
- Goals:** Any goals in your Goal Plan will be visible in this section but can only be rated using a non-numeric scale and will not directly impact overall rating.
- Save and Close:** You must click on **Save and Close** during the "Self-Evaluation & Leader Draft" step. Note: This is a collaborative step where your Leader also has access and may be entering ratings and comments, which you will not be able to see at this step. You or your Leader may move the form to the next step, or it may move automatically when we reach the step due date.