



POSITION DESCRIPTION and PERFORMANCE EVALUATION

Complete this section of the form when evaluating job performance

Employee Name _____

Business Unit/Department _____

Type of Evaluation: Annual Supplemental

Evaluation Period: from _____ to _____

Overall Performance Rating	
Position Behaviors Score	0.07
Position Duties Score	0.00
Total Score	0.07
<small>(Multiply Total Score times 100 if not using whole numbers)</small>	
Overall Performance Rating	7
<small>At least 100 points MUST be obtained from the Position Behaviors Score. A Total Score of 200 or greater qualifies the employee to participate in the Scripps Salary Program.</small>	

The following ratings are used to score the employee's performance in Position Behaviors and Duties.
 0, 1, 2, 3, 4
REFER TO PERFORMANCE RATING DEFINITIONS

SIGNATURES:

My signature indicates that the contents of this document were discussed with me and I was given the opportunity to make written comments. It does not necessarily imply that I agree with this evaluation.

Employee _____ Date _____

Evaluator _____ Date _____

Check one: Self Peer
 Supervisor Customer
 Other

Director (If Applicable) _____ Date _____

POSITION DESCRIPTION

Include only the "Essential Functions" of the position and related performance standards. Essential functions and standards should reflect Scripps' mission, goals and commitment to quality patient care and operational efficiencies.

Title: Student Nurse Extern Reports to: Patient Care Manager

Date: _____ Written Revised

Approved by: _____
 Original Signed by _____ Date _____

I. **POSITION SUMMARY (Scope/Purpose):** Provides direct patient care within the scope of his/her practice under the direct supervision of a registered nurse. Works collaboratively with the other members of patient care team to ensure optimal patient care.

II. **POSITION QUALIFICATIONS AND REQUIREMENTS:** List the minimum qualifications/requirements necessary to adequately perform this position.
Experience/Specialized Skills: Must be able to speak, read and follow instructions in English, excellent interpersonal skills. Must be able to demonstrate positive behaviors.

Required Education/Course(s)/Training: Enrolled in an accredited school of nursing. Must be a senior in an A.D.N. program or a junior in a B.S.N. program.

Required Certification/Registration: Current BLS-C provider.

III. POSITION EVALUATION FACTORS:

Impact of Decisions: Errors may jeopardize patient care comfort or safety.

Internal/External Contacts: Patients, co-workers, managers, directors, physicians, and visitors.

Supervision Given/Received: Supervised by the unit manager/director.

Job-Specific Safety Rules: Refer to attached Job Specific Safety Rules.

Physical Requirements: Refer to attached Physical Requirements for the Job Classification.

IV. AGES OF PATIENTS SERVED:

- Newborn Pediatric (0-12 years) Adolescent (13-18 yrs) All Ages
 Adult (19-64 years) Geriatric (65+ yrs) Not Applicable

POSITION ACCOUNTABILITIES AND PERFORMANCE STANDARDS

This Position Description/Performance Evaluation includes the "Essential Functions" of the position and the performance standards associated with the functions. This description is not exhaustive and may be modified on a temporary or regular basis at the discretion of Scripps. Scripps expects that its employees will need to assume other "Non-Essential Functions" not listed herein which support company business objectives; this may include duties which fall outside of normal position scope.

V. POSITION BEHAVIORS: Behaviors represent 50% of the Overall Performance Score. The following behaviors contribute to the organization's and department's mission, vision and values. Listed behaviors must be demonstrated 100% of the time. Evaluator must provide a comment when the employee's performance falls below or exceeds the standard.			
Position Behaviors: use one of the following ratings to indicate the employee's performance. 0, 1, 2, 3, 4 (Refer to Performance Rating Definition)	Weight	Rating	Score
A. Behaviors proactively support quality & performance improvement efforts within the organization. * Identifies opportunities and participates in improving the quality of patient care and/or work processes. * Participates in unit/department-based projects or teams. *	7%		0.07
Measurement: Participates in at least one project or team effort per year. Completes audits per department standard, where applicable.			
B. Behaviors demonstrate understanding and appropriate utilization of resources (i.e., materials, financial, etc.). * Demonstrates flexibility and willingness to support changing needs of the organization. * Utilizes, maintains and allocates equipment and supplies so that time, energy and/or funds are expended in a cost-effective and efficient manner. *	7%	0	0.0
Measurement: Leadership (Director, Manager, Supervisor, Lead) observation and verification.			
C. Behaviors demonstrate ability to appropriately plan and prioritize work. * Involves others as appropriate (staff/departments) in planning and prioritizing work. * Utilizes time efficiently through proper time management, including assisting others and accomplishing other work-related tasks. * Meets established deadlines and achieves desired outcomes. *	7%	0	0.0
Measurement: No more than 2 instances of unauthorized overtime per year. No more than 2 valid complaints (as verified by management) regarding timeliness of work completion.			

<p>D. Behaviors demonstrate effective and professional interpersonal skills.</p> <ul style="list-style-type: none"> ★ Demonstrates effective interpersonal skills and a positive attitude when interacting with patients, customers and co-workers as it relates to putting the patient first. ★ Demonstrates respect, concern and empathy for the spiritual, cultural, emotional and informational needs of patients, customers and co-workers. ★ Demonstrates self-directed, responsive and courteous care/service to patients, customers and co-workers. ★ 	8%	0	0.0
<p>Measurement: Seeks management input to resolve interpersonal conflict no more than two (2) times per year. Receives no more 1-2 valid (as determined by managerial review) complaints, concerns related to interpersonal communication per year. Customer feedback, peer evaluation input and management observation.</p>			
<p>E. Behaviors proactively contribute to meeting team goals.</p> <ul style="list-style-type: none"> ★ Communicates appropriate information to patients, customers and co-workers in a timely manner, respecting confidentiality. ★ Supports team consensus even though individual's view differs. ★ Demonstrates effective teamwork to accomplish team/department goals. ★ 	7%	0	0.0
<p>Measurement: Completes 100% of peer evaluations by designated time if applicable. Compliance with department policies and procedures as demonstrated by no written counselings. Completes self evaluation with list of accomplishments related to team goals.</p>			
<p>F. Behaviors demonstrate dependability and reliability.</p> <ul style="list-style-type: none"> ★ Demonstrates compliance with Scripps' standards for time and attendance. ★ Demonstrates flexibility in working hour/days scheduled to meet the needs of the department or business unit. ★ Floats as necessary to other departments and units. ★ 	7%	0	0.0
<p>Measurement: Compliance to ScrippsHealth Human Resources attendance policy with no more than one written counseling. Peer evaluation input and management observation and verification. Compliance of mandated regulatory health and safety requirements within specified deadlines.</p>			
<p>G. Behaviors support shared decision making and problem solving.</p> <ul style="list-style-type: none"> ★ Keeps self informed of issues pertinent to work place. ★ Encourages input/feedback from patients, customers and co-workers. ★ Participates in department/business unit meetings and committees that contribute to shared decision making. ★ Completes problem solving cycle from problem identification to problem resolution so as to maximize opportunity or minimize problem. ★ 	7%	0	0.0
<p>Measurement: Attends 100% of mandatory inservices and meetings unless prior approval by manager. Attend 80% of staff meetings per department policy and signs minutes for 95% of meetings. Peer evaluation input and manager observation. Practice or performance reflects understanding of policies, procedures, and standards of care or department standards with no formal counselings.</p>			
<p>Position Behaviors (Add scores for Position Behaviors and write total score here and on page one)</p>			<p>Total Score: 0.07</p>

EVALUATOR'S COMMENTS:

VI. POSITION DUTIES: *Position Duties (Essential Functions) represent 50% of the Overall Performance Score. List the position duties and the average percent of time spent on each duty. The percent of time spent performing all position duties must total 100%. Keep in mind how these duties contribute to the department's goals and operational needs. The evaluator may list specific measurements for the listed performance criteria, and must comment to explain when the employee's performance falls below or exceeds the standard performance criteria.*

% Time Spent	Position Duties and Performance Criteria (Essential Functions) Use one of the following ratings to indicate the employee's performance. 0, 1, 2, 3, 4 (Refer to Performance Rating Definitions)	Weight	Rating	Score
20%	<p>1. Performs and documents initial and routine assessments under the direct supervision of an R.N.</p> <ul style="list-style-type: none"> • Interviews patient family/significant others and completes appropriate documentation (includes Advanced Directive sheet). • Assessment data reflects the following factors: biophysical, psychosocial, educational, age-related, self-care, environmental and discharge needs. • Incorporates diagnostic data in assessment process. <p>Measurement: Aware of changes in patient status and intervenes to mitigate negative outcomes as measured by manager and charge nurse observation, and peer/patient/physician input.</p>	5%	0.00	0.00
20%	<p>2. Collects data from a broad range of resources and collaborates with the multi-disciplinary team to achieve patient outcomes.</p> <ul style="list-style-type: none"> • Identifies and documents signs, symptoms and trends that indicate immediate and potential risk situations and follows up with appropriate interventions. • Identifies nursing diagnoses/patient problems. • Accesses appropriate support services to resolve patient problem needs. <p>Measurement: Aware of changes in patient status and recommends/intervenes to mitigate negative outcomes as measured by manager and charge nurse observation, and peer/patient/physician input. No more than one reported issue with inappropriate intervention per year as documented by coaching/counseling. Recognizes own limitations and seeks guidance when appropriate as demonstrated by interactions with charge nurse and patient care manager and no written warnings in the past year.</p>	20%	0.00	0.00
10%	<p>3. Assists in the development of the patient's plan of care.</p> <ul style="list-style-type: none"> • Utilizes standards of care as basis for developing written plan of care. • Contributes to an individualized written plan of care that is realistic, pertinent and congruent with the assessment data to include learning needs and discharge planning appropriate to the age of the patient served. • Initiates/interacts with multi-disciplinary team which includes hospital and community resources. • Modifies and communicates existing plans of care according to changes in patient status. <p>Measurement: Documents legibly, completely, and concisely in a timely manner with no more than two verbal coachings per year.</p>	10%	0.00	0.00

30%	<p>4. Under the direct supervision of an RN, implements nursing strategies and interventions to attain the stated patient outcomes.</p> <ul style="list-style-type: none"> Intervenes appropriately in response to unexpected changes in patient status. Demonstrates knowledge and skills and the ability to respond to the patient's needs for emotional and informational support appropriate to the patient's age. Provides education to patient and family related to reason for admission, discharge, medications, management of change in condition, tests/procedures, identified knowledge deficits and discharge instructions. Modifies and delivers care that is specific to the patient's needs including age and growth and development of the patient. <p>Measurement: Aware of changes in patient status and intervenes to mitigate negative outcomes as measured by manager and charge nurse observation, and peer patient physician input. No more than one reported issue with inappropriate intervention per year as documented by coaching/counseling. Recognizes own limitations and seeks guidance when appropriate as demonstrated by interactions with patient care manager and no written warnings in the past year.</p>	10%	0.00	0.00
20%	<p>5. Assists in the evaluation of the patient's progress related to the expected outcomes.</p> <ul style="list-style-type: none"> Evaluates and documents patient's response to care in relation to expected outcome. Validates effectiveness of teaching based on the patient/family's response. Revises the plan of care based on reassessment data. <p>Measurement: Documents legibly, completely and concisely, in a timely manner with no more than two verbal coachings per year. Aware of changes in patient status and intervenes to mitigate negative outcomes as measured by manager and charge nurse observation, and peer patient physician input.</p>	5%	0.00	0.00
0%	<p>6.</p> <ul style="list-style-type: none"> <p>Measurement:</p>	0%	0.00	0.00
100%	Position Duties (add scores for Position Duties and write total score here and on page 1)	Total Score 0.0		

EVALUATOR'S COMMENTS:

VII. EMPLOYEE COMMENTS: *The employee may provide comments on the performance review in the space provided below.*
