Baptist Health South Florida

PERFORMANCE EVALUATION

Employee Name	RN Position
Department	Supervisor Annual Review
Evaluation Date	Review Type

RATING DEFINITIONS OF PERFORMANCE RESULTS

(4) Exceeds Expectations- 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 improvements. This rating requires specific documentation of efforts and achievements.
(3) Fully Meets Expectations- Capably and consistently produces work results that meet all performance standards and job requirements of the position. Commendable effort.
(2) Minimally Meets Expectations- Performance is adequate but might occasionally fall below standards or expectations for the position. Plan of professional development needs to be formulated. Significant improvement is required within a short period of time to continue in this position, not to exceed 90 days.
(1) Does Not Achieve Expectations- Performance is not acceptable. Corrective action or immediate reassignment may be indicated based on specific circumstances.

Section I: Performance of Job Functions

This section provides an opportunity for the manager and employee to review the significant functions the employee performs in this position and the degree to which the employee performs to standards and expectations.

Step 1 List the significant job functions of this position as taken from the job description, or attach the essential functions section from the job description.

Step 2 Assess the degree (1-Does Not Achieve Expectations, 2-Minimally Meets Expectations, 3-Fully Meets Expectations, 4-Exceeds Expectations) by which the employee meets performance expectations for each function. Provide comments for all scores that are 2 or 4. You may provide comments for a score of 3 at your discretion. You may use ½ scores (i.e., 3.5, 2.5, etc.).

Step 3 Determine the average rating for this section by adding the points and dividing the total by the number of functions.

Step 4 Together with the employee, discuss and complete **Section VI–Professional Development** with the employee to address competencies and career development goals.

Job Functions		Score
1	Assesment: Ability to observer, record, and communicate pertinent information to other staff and physicians.	
2	Technical Skills: Ability to perform patient care related tasks effectively through the use of professional knowledge and medical technologies.	
3	Communication: Ability to communicate (oral and written) clearly and concisely.	
4	Critical Thinking:Ability to analyze and solve problems, draw from previous learning and knowledge of self-limitations.	
5	Planning, Intervention and Evaluation: Ability to plan and organize work, prioritize tasks, adapt role as needed, communicate and delegate tasks efficiently to meet patient care needs.	
6	Flexibility: See Baptist Health Systems Performance Evaluation section two, Baptist Health Service Standards. Ability to change and adapt to changing work demands.	
7	Organizational Skills:Ability to manage personal work and time, and maintain productivity in light of organizational strategy, mission, values, and protocols.	
8	Professional Accountability: Ability to take responsibility for ones' self and professional role, maintain positive interactions with other, maintain current professional skills (certifications) and self-development/education.	
9	Leadership: Ability to take charge, direct others, serve as role model/mentor to develop others.	
10	Other	
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	TOTALS	**0.00**

Section Rating:

Total Score:	**0.00**	**Divided by Number of Functions:**	**10**	**Rating:**	**0.00**

Section II: Baptist Health Service Standards

It is important that when performing the job functions, the employee maintains service standards that will result in greatest long-term success for all. The following standards are valued at Baptist Health, and are considered critical factors in our continuing success as an organization.

Step 1. Consider each standard carefully. All standards are in the **bold** heading. Refer to the BHSF Service Standards and Expectations for guidance regarding suggestions for what encompasses these standards. These expectations are not intended as the only ideas to be considered, but serve as suggestions for defining the standard. The comment section provided may be used to include additional expectations unique to the department.

Step 2. Total the points from all the standards and divide by 7. The result will be the average rating for this section.

Step 3. If the employee needs to improve performance in any of the standards, indicate in **Section VI: Professional Development** what actions will be taken to improve performance.

Baptist Health Service Standards					
1. CARING AND COMPASSION – Provides healthcare services with caring and compassion.					
Comments:					
2. TEAMWORK - Works as an system-wide team member providing quality, compassionate care and services.					
Comments:					
3. PRIVACY AND CONFIDENTIALITY - Maintains and protects privacy in every aspect of care and service.					
Comments:					
4. EFFECTIVE COMMUNICATION - Communicates effectively with patients, guests, coworkers, physicians and others.					
Comments:					
5. SAFETY - Consistently promotes and provides safe care services.					
Comments:					
6. QUALITY AND SERVICE RECOVERY- Provides consistently high quality care and services and is active in service recovery.					
Comments:					
7. COST EFFECTIVENESS – Performs work in a cost-effective manner while consistently providing high quality care and services.					
Comments: Initiates Service Recovery procedure, follows up.					
Section Rating:					**0.00**
Number of points:	**0.00**	**Divided by total number of standards:**	**7**	**Rating =**	**0.00**

Section III: Compliance

ETHICAL CONDUCT/COMPLIANCE Has received and read the Baptist Health Code of Ethics and is aware of and complies with the Code and policies and procedures.	*Yes* ☒	*No* ☐
I understand it is my responsibility to abide by the Code of Ethics and that I am required to report possible violations of ethical and/or legal conduct. I understand that I can do so confidentially by calling the compliance hotline at 1-888-492-9329 or logging onto MyComplianceReport.com (Access ID BHS.) Employee's Initials _____		

Section IV: Performance Rating

This section provides a formula for combining the sections' scores into an overall performance rating.

Step 1. Multiply each section's rating by the percentage weight assigned. Total the weighted rating points from the two sections.

Step 2. Using the total weighted rating points; determine the overall performance rating from the **Overall Performance Rating** table below. Check the box next to the appropriate rating.

Percentage weight		X	Section rating	=	Weighted rating points	
Section I	50%	X	0.00	=	0.00	Pts.
Section II	50%	X	0.00	=	0.00	Pts.
				TOTAL	0.00	Pts.

Overall Performance Rating:

☐	3.60 - 4.00	Exceeds Expectations
☐	2.80 - 3.59	Fully Meets Expectations
☐	2.00 - 2.79	Minimally Meets Expectations (Refer to policy)
☐	Below 2.00	Does Not Achieve Expectations (Refer to policy)

Employee Comments (a separate page may be attached if desired):

Reviewer's Comments:

Employee Signature	Date	Reviewer's Signature	Date
Human Resources Reviewer	Date	Reviewer's Name	

Section V: Competencies

Employee has completed annual: ***** TB eval _____ Required education _____ Manager's initials _____
Update to StepOne / Magnet Demographic Database _____ (if applicable) Manager's initials _____

(*) Not applicable for non-health care facilities.

PLEASE PROVIDE THE EMPLOYEE WITH A COPY OF THE COMPLETED EVALUATION.

SUBMIT THIS EVALUATION TO H.R. SITE ONCE ALL SECTIONS ARE COMPLETED.

Section VI: Professional Development

Name:		Supervisor:	
Job Class:		Dept:	

Baptist Health strongly supports continuous learning and career development for all employees. Please use this section of the evaluation to understand the employee's current learning needs and future career goals. The questions listed below are intended to guide you through a brief discussion. The information you collect can serve as an individualized development plan for the employee. In addition, it will be aggregated and used to improve learning and career development services across Baptist Health.

1. What areas of your current job would you like to learn more about? (new skills or strengthening existing ones)

2. What are your career goals? (short-term and long-term)

3. As your supervisor, how can I help you be successful in your current job and help you reach your career goals?

Please list any skills (interpersonal, technical or critical thinking) or areas of competency this employee needs or wants to develop in the next year, but which are not reflected above.

cc: Organizational Learning