

**PERFORMANCE APPRAISAL**  
**Inpatient Nurse Practitioner**

Employee Name \_\_\_\_\_ Evaluator's Name \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_

*For each area of performance evaluate the level of achievement demonstrated during the past year.*

**AREAS OF PERFORMANCE**

Autonomy and Accountability  
Professionalism  
Patient Care Management

**LEVEL OF ACHIEVEMENT**

5 - Outstanding  
4 - Highly Effective  
3 - Effective  
2 - Improvement Needed  
1 - Unacceptable  
NA- Not Applicable

<b><u>Areas of Performance</u></b>	<b><u>Level of Achievement</u></b>
<b>A. <u>Autonomy and Accountability</u></b>	
1. Functions within scope of practice delineated by state currently employed.	_____
2. Demonstrates reliability in meeting deadlines and completing responsibilities.	_____
3. Maintains required certifications and licensures.	_____
4. Complies with hospital policies and procedures.	_____
5. Displays ability to utilize appropriate channel(s) for communication and/or problem solving.	_____
6. Performs work assignment with minimum need for supervision and guidance.	_____
7. Possesses skills and technical competence to execute work responsibilities.	_____
8. Operates within the established scope of practice.	_____
9. Assists with training/education of staff, contributes to an open learning environment.	_____
10. Adheres to Hospital and Company health and safety standards.	_____
11. Participates in unit/hospital wide committees as applicable	_____
<b>B. <u>Patient Care Management</u></b>	
12. Completes and documents initial and ongoing assessments as per policy.	_____
13. Prioritizes treatment based on medical and nursing diagnosis, patient history, and expected patient outcomes.	_____
14. Completes responsibilities with timeliness, schedules and uses time efficiently.	_____
15. Functions as a patient advocate assuring patient's right to information, providing patient safety at all times, and maintaining confidentiality.	_____
16. Utilizes clinical knowledge and skills to assess the needs of patients.	_____
17. Written communication is clear, legible and objective.	_____
18. Demonstrates ability to set goals, assign priorities, anticipate problems, establish limits and achieve quality results.	_____
19. Develops comprehensive plan of Treatment for assigned panel of patients based on patient needs, standards of care, clinical knowledge and expected patient outcomes.	_____
20. Incorporates evidenced based practice into patient care.	_____

<u>Areas of Performance</u>	<u>Level of Achievement</u>
<b>C. Professionalism</b>	
21. Promotes good public image for the profession and the Hospital.	_____
22. Establishes and maintains therapeutic and supportive relationships.	_____
23. Effectively expresses self. Listens attentively and creates a climate of open communication. Respects confidentiality and privacy.	_____
24. Accepts constructive comments from hospital/contracting company as a mechanism for improvement.	_____
25. Functions as an integral part of the health care delivery team and participates in the maintenance of a cohesive work environment.	_____
26. Maintains credentials and education files as per The Joint Commission (TJC) standards and Department of Health Regulations.	_____
27. Communicates accurately/appropriately with patients, family and other personnel.	_____
28. Reports to work in a timely manner.	_____
29. Contributes to advancement of nurse practitioner practice through education, research, consultation or professional organizational engagement.	_____
30. Demonstrates excellence in communication when communication with team members, families, and consulting services.	_____

**GOALS AND COMMENTS:**

Consider goals such as obtaining specialty training or certification, submitting a manuscript for publication, leading quality initiative projects, providing formal education for staff, etc.

**Signature of Nurse Practitioner:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Clinical Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Manager:** \_\_\_\_\_

**Date:** \_\_\_\_\_