

**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

LEVEL OF ACHIEVEMENT

Autonomy and Accountability
Professionalism
Patient Care Management

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

Areas of Performance

Level of Achievement

A. Autonomy and Accountability

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. Patient Care Management

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. _____

Areas of Performance

Level of Achievement

C. Professionalism

- | | |
|--|-------|
| 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: _____