Performance Appraisal Evidence Guide
Requirements to Advance from RN I to RN II
12 – 24 Months Experience

Name:	Unit:	Workday ID:

- ➤ **This document provides guidance for demonstration of meeting & exceeding expectations outlined in RN online performance appraisal template.**
- ➤ **The RN and/or Evaluator must provide evidence for <u>all</u> *applicable* required qualifiers to demonstrate expectations are met.**
- ➤ **Areas not highlighted are required to meet expectations. Highlighted areas are <u>"optional"</u> and represent exceeding expectations (Score of 4)**

✔️	Professional Practice and Development
	Must provide professional portfolio
	Proof of successful completion of all required annual competencies and courses as required by unit/ department (Basic Dysrhythmia course, LRCCP modules, BCCC, Chemo/Bio course, etc.)
	Evaluator confirms RN attendance at 8 of 12 staff meetings during evaluation period
	Must complete Advanced Clinical Certifications required for each unit/area as listed below. Submit copies of competency document and/or certification card for each required certification**.**

Unit/Area	BLS	ACLS	PALS	NRP	STABLE	Chemo	TNCC	Fetal Monitoring
Ambulatory	X							
ED	X	X	X				X	
ENDO	X	X						
Critical Care – E4	X	X						
Critical Care - H4, F4	X	X					X	
Oncology - H7, Stem Cell - F7, E7	X					X		
NICU - F5, H5	X			X	X			
Lactation	X			X				
L&D - E5, Perinatal - E6	X			X				X
Antepartum – A5	X							X
Med. Surg. Units - F9, H9, F8, H8, F6, H6	X							
Pre-OP	X	X	X					
PACU	X	X	X				X	
OR	X							
Infusion	X					X		
PRI Adult/Women	X							
PRI Child	X							
ECT	X	X						
Float Pool	X	X(ICU)	X(ICU)	X(M/I)	X(M/I)			X(M/I)

NOTE – BLS, ACLS, PALS, NRP, and Fetal Monitoring are renewed at 2 year intervals; TNCC is renewed at 4 year intervals; Chemo is renewed every year. STABLE is only required once and must be attained within 6 months of employment.

	Completes 36 hours of staff development activity, 20 of which can be academic hours earned while pursuing a nursing or related degree
	Optional: Actively working toward BSN or graduate degree in nursing or related field
	Optional: Membership in specialty organization (AORN, ONS, AWHONN, etc.)

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	Optional: Qualifier mutually agreed upon and documented by RN and unit/area leadership
✔	**Nursing Process** Assessment, Diagnosis, Outcomes Identification, Planning, Implementation (Coordination of Care, Health Teaching and Promotion, Consultation), Evaluation
	Evaluator ensures chart audits demonstrate compliance with documentation standards and expectations to include individualization of protocols
	RN verifies appropriate process for identification of patient need and associated referrals (dietary, rehab, care management etc.)
	Optional: RN provides an exemplar of implementation of patient care delivery using an interdisciplinary approach
	Optional: RN collaborates with patient education in the development/review of health promotion materials
	Optional: Qualifier mutually agreed upon and documented by RN and unit/area leadership

✔	Ethics
	RN verifies how to contact Medical Ethics or Nursing ethics committee
	RN verifies chain of command to follow when potential ethical issue is identified
	Evaluator confirms RN has no documented HIPAA violations during evaluation period
	Optional: RN writes (1) exemplar describing identification and action related to an ethical issue
	Optional: RN provides documentation of attendance at (1) Nursing Ethics Forum/CE
	Optional: Qualifier mutually agreed upon and documented by RN and unit/area leadership

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✔	Education, EBP and Research, Performance Improvement
	RN successfully completes all orientation requirements (New hire only)
	RN participates in required Joint Commission tracers if applicable
	RN selects an informational/educational article related to nursing care in current specialty. Write a synopsis of the information presented and how it will affect your nursing practice (contribute to the body of nursing knowledge, change how you care for patients, etc.) Include the article and the synopsis in your portfolio for evaluation.
	Optional: RN promotes quality assurance through conducting chart audits as needed
	Optional: RN presents at or attends a research or clinical specialty conference
	Optional: RN participates/completes one of the following during evaluation period: • Policy/procedure review as requested by unit/area leadership • Submits practice focused column for unit newsletter and/or Capsule • Performance Improvement development/implementation • Evidence Based Practice Project • Research Project • In-service/Unit Based Education
	Optional: Serves as a Safety Coach or Hand Hygiene Coach
	Optional: Qualifier mutually agreed upon and documented by RN and unit/area leadership

✔	Communication and Collaboration
	Evaluator observes RNs participation in unit-specific interdisciplinary processes (i.e. rounds, meetings)
	RN demonstrates participation in bedside handoff with peers using SBAR format, focusing on safety and patient goals
	Evaluator confirms the RNs ability to work with all team members within the framework of the UAMS Code of Conduct and the Circle of Excellence Standards. (Absence of patient/staff complaints; observed behaviors by unit leadership)
	RN verbalizes chain of command and appropriate processes for communicating and escalating variances in care or issues impacting the professional practice environment (Patient Safety Net, i Safe, Integrity)
	Optional: Evaluator/RN receives positive verbal or documented feedback from interdisciplinary team members regarding the RNs collaboration and practice
	Optional: Evaluator/RN receives documented positive patient feedback in Press Ganey survey, personal letter, unit KUDO, or award nomination
	Optional: Qualifier mutually agreed upon and documented by RN and unit/area leadership

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✔	Leadership
	Effectively leads and delegates to unlicensed personnel in patient care activities
	Evaluator verifies that RN demonstrates leadership characteristics (problem-solving, conflict resolution, motivating/inspiring team, positivity/role modeling) as evidenced by direct observation
	Optional: Participates in community outreach/volunteerism activities
	Optional: Active member or leader of the Unit Based Council (UBC)
	Optional: Qualifier mutually agreed upon and documented by RN and unit/area leadership