

Performance Appraisal Evidence Guide


Requirements to Maintain RN III

3 Years' or More Experience

(NOTE: RN must continue to complete these requirements to maintain RN III level)

Name:	Unit:	Workday ID:
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- 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 **all applicable** required qualifiers to demonstrate expectations are met.
- Areas not highlighted are required to meet expectations. Highlighted areas are **“optional”** and represent **exceeding expectations**. (Score of 4)


	Professional Practice and Development																																																																																																																																																																																				
	Must provide professional portfolio																																																																																																																																																																																				
	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.																																																																																																																																																																																				
	<table border="1"> <thead> <tr> <th>Unit/Area</th> <th>BLS</th> <th>ACLS</th> <th>PALS</th> <th>NRP</th> <th>STABLE</th> <th>Chemo</th> <th>TNCC</th> <th>Fetal Monitoring</th> </tr> </thead> <tbody> <tr><td>Ambulatory</td><td>X</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>ED</td><td>X</td><td>X</td><td>X</td><td></td><td></td><td></td><td>X</td><td></td></tr> <tr><td>ENDO</td><td>X</td><td>X</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Critical Care – E4</td><td>X</td><td>X</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Critical Care - H4, F4</td><td>X</td><td>X</td><td></td><td></td><td></td><td></td><td>X</td><td></td></tr> <tr><td>Oncology - H7, Stem Cell - F7, E7</td><td>X</td><td></td><td></td><td></td><td></td><td>X</td><td></td><td></td></tr> <tr><td>NICU - F5, H5</td><td>X</td><td></td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr> <tr><td>Lactation</td><td>X</td><td></td><td></td><td>X</td><td></td><td></td><td></td><td></td></tr> <tr><td>L&D - E5, Perinatal - E6</td><td>X</td><td></td><td></td><td>X</td><td></td><td></td><td></td><td>X</td></tr> <tr><td>Antepartum – A5</td><td>X</td><td></td><td></td><td></td><td></td><td></td><td></td><td>X</td></tr> <tr><td>Med. Surg. Units - F9, H9, F8, H8, F6, H6</td><td>X</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Pre-OP</td><td>X</td><td>X</td><td>X</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>PACU</td><td>X</td><td>X</td><td>X</td><td></td><td></td><td></td><td>X</td><td></td></tr> <tr><td>OR</td><td>X</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Infusion</td><td>X</td><td></td><td></td><td></td><td></td><td>X</td><td></td><td></td></tr> <tr><td>PRI Adult/Women</td><td>X</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>PRI Child</td><td>X</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>ECT</td><td>X</td><td>X</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Float Pool</td><td>X</td><td>X(ICU)</td><td>X(ICU)</td><td>X(M/I)</td><td>X(M/I)</td><td></td><td></td><td>X(M/I)</td></tr> </tbody> </table> <p>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.</p>	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)
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	Proof of successful completion of all annual competencies and courses as required by department (Basic Dysrhythmia course, LRCCP modules, BCCC, Chemo/Bio course, etc.)																																																																																																																																																																																				
	Completes 36 hours of staff development activity, 20 of which can be academic hours earned while pursuing a nursing degree																																																																																																																																																																																				

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	Professional Practice and Development (Continued)
	Optional: Actively working toward BSN or graduate degree in health related field
	Optional: Membership in specialty organization (AORN, ONS, AWITONN, ETC.)
	Optional: Achieves and maintains national specialty certification
	Optional: Completed Charge Nurse or Preceptor Training during evaluation period
	Optional: Completes "Learning to Lead" course through Staff Education
	Optional: Qualifier mutually agreed upon and documented by RN and unit/area leadership

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	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

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	Ethics
	RN demonstrates how to contact Medical Ethics or Nursing ethics committee
	RN verifies chain of command to follow when potential ethical issue is identified
	RN provides documentation of attendance at (1) Nursing Ethics Forum/CE during evaluation period
	Evaluator confirms RN has no documented HIPAA violations during evaluation period
	Optional: Writes (1) exemplar of the identification of an ethical issue and the identification of possible or actual follow up.
	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 "Portfolio Education for the RN" (online module)
	RN successfully completes "Adult Learning Principles" (online module)
	RN successfully completes "TRAQ" training (NOTE: Required only if Resource Nurse)
	<p>RN completes either A or B:</p> <p>A. Consider a current Organizational or Unit-based Quality Improvement (QI) project, Evidence Based Practice (EBP) project, or current RN/MD Research trial being conducted at UAMS. Select 3 articles published within the last 3-5 years related to the QI/EBP/Research project. Write a synopsis with reference page of the studies and the relevance of the research to the QI/EBP/Research project and nursing practice. Include the articles, reference page and synopsis in your portfolio for evaluation.</p> <p>OR</p> <p>B. Utilize the library services or online database search engine (EBSCO, PubMed, Google Scholar, OVID, etc.) to perform a literature review on a topic related to nursing care. Limit the articles to those published in scholarly, peer-reviewed journals from the last 5 years. Choose 5 articles and complete one of the following to submit for evaluation.</p> <ol style="list-style-type: none"> I. Write a review of the information for unit newsletter/Nursing Newsletter/other formal publication journal including a reference page. Include the relevance of the information presented in the articles to nursing practice. II. Create an educational PowerPoint for staff to present the information including reference slide. Include the relevance of information presented in the articles to nursing practice. III. Create poster board for staff to present information including reference slide. Include the relevance of information presented in the articles to nursing practice. Submit photo of poster board and sign-in sheet.
	RN participates in required Joint Commission tracers if applicable
	Student evaluations show the RN supports an effective learning environment/experience
	<p>RN participates/completes one of the following during evaluation period:</p> <ul style="list-style-type: none"> • 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

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	Education, EBP and Research, Performance Improvement (Continued)
	Optional: Successfully completes Presentation Essentials Lessons 1, 2, 3, and 4 (online courses) http://inside.uams.edu/clinicaleducation/resources/
	Optional: Attends or presents at Research Conference or clinical specialty conference
	Optional: <u>Leads</u> one unit-based QI initiative or Joint Commission tracer
	Optional: Serves as a preceptor for new RN, UAP, Summer Extern
	Optional: Serves as a Safety Coach or Hand Hygiene Coach
	Optional: Serves as an instructor (BLS, ACLS, etc.), EHR super-user/SME, clinical instructor for a school of nursing and/or competency validator
	Optional: RN promotes quality assurance through conducting chart audits as needed
	Optional: Qualifier mutually agreed upon and documented by RN and unit/area leadership

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✓	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 verifies 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 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
	Serves as a preceptor for UAP, student nurse and/or Summer Extern as needed
	Optional: Serves as a unit verifier for unit competencies
	Optional: Participates in community outreach/volunteerism activities
	Optional: Serves as a Resource Nurse
	Optional: Serves as a Charge Nurse
	Optional: Active member of the Unit Based Council (UBC)
	Optional: Represents unit/area as a member of a Nursing Council
	Optional: Qualifier mutually agreed upon and documented by RN and unit/area leadership