

*Recommendation is that all PE evaluations start from right column (does not meet expectations) to left (consistently exceeds).

MJR	4 Consistently Exceeds	3 Occasionally Exceeds	2 Meets Expectations	1 Does Not Meet Expectations
<p align="center"><u>Quality & Safety for Patient Care</u></p>	<p>Meeting Unit-specific Enterprise Quality and Safety Goal MAX (cascade from leadership goal), AND TWO (2) of the following:</p> <p>OR</p> <p>Meet FIVE (5) of the following:</p> <ul style="list-style-type: none"> ○ Current Super User/Validator; ○ Cleans computers/work areas each shift; ○ Monitors areas outside work space (kitchen/hallway/supply room) for cleanliness; ○ Hand hygiene 95% or greater for work unit (clinical staff – RN, NCT, MA, LPN, etc); ○ Participates in a nursing sensitive indicator project; ○ Formal presentation to other units or another clinic related to patient safety or no harm; ○ Provides teaching/instruction to peers or patients (as appropriate); ○ Poster presentation related to patient safety; ○ Consistently identifies and initiates unassigned tasks, within scope of practice, without nurse direction; ○ At threshold or greater for quality metric for unit/clinic specific goal (determined by dyad or leadership team). 	<p>Meeting Unit-specific Enterprise Quality and Safety Goal Target (cascade from leadership goal) AND ONE (1) of the following:</p> <p>OR</p> <p>Meet THREE (3) of the following:</p> <ul style="list-style-type: none"> ○ Current Super User/ Validator; ○ Cleans computers/work areas each shift; ○ Monitors areas outside work space (kitchen/hallway/supply room) for cleanliness; ○ Hand hygiene 90% or greater for unit (clinical staff – RN, NCT, MA, LPN, etc); ○ Participates in a nursing sensitive indicator project; ○ Provides teaching/instruction to peers or patients (as appropriate); ○ Occasionally identifies and initiates unassigned tasks, within scope of practice, without nurse direction; ○ At threshold or greater for quality metric for unit/clinic specific goal (determined by dyad or leadership team). 	<p>Work unit meets ONE (1) of the following:</p> <ul style="list-style-type: none"> ○ Hand Hygiene equal or greater than 85% for unit (clinical staff - RN, NCT, MA, LPN, etc); ○ At threshold or greater for quality metric for unit/clinic specific goal (determined by dyad or leadership team). <p>AND</p> <p>Meets NINE (9) of the following:</p> <ul style="list-style-type: none"> ○ Ensures work area is clean; ○ Rounds on waiting rooms and monitors standards- notifies security of any safety concerns; ○ Ensures bed alcoves/hallways are clear, requests pick up of extra beds/equipment; ○ Participates in daily safety huddles; ○ Attends all unit/clinic specific meetings mandatory educational sessions; ○ Follows standard policy during code alerts, including activating them as delegated (Blue, Red, Pink, Silver, Yellow); ○ Reports to work on time and as scheduled; ○ Documents care provided in an accurate, thorough, legible manner, according to policy; ○ Responds to call lights or requests for assistance by patients with a sense of urgency; ○ Completes delegates tasks within assigned time as directed nurse; ○ Follows all bundle compliance (NO HARM). 	<ul style="list-style-type: none"> ○ Does not ensure work area is clean; ○ Does not rounds on waiting rooms to monitor standards; ○ Does not monitor bed alcove/hallways, or request pick up of extra beds/equipment; ○ Hand Hygiene < 85% for work unit (clinical staff - RN, NCT, MA, LPN, etc); ○ Does not follow standard policy during code alerts, including activating them as delegated (Blue, Red, Pink, Silver, Yellow); ○ Multiple instance of non-compliance with safety standards; ○ Does not attend/participate in daily safety huddles; ○ Fails to provide feedback and share own thoughts and ideas in team huddles; ○ Does not actively participate in team meetings, fails to provide feedback and share own thoughts and ideas; ○ Consistently works past scheduled time to leave; ○ Consistently uses overtime to complete work; ○ Consistently fails to take a lunch requesting no meal; ○ Does not complete delegated tasks in a timely manner, as directed; ○ Documentation is inaccurate/incomplete; ○ Does not follow Bundle Compliance standards; ○ If employee meets any of the criteria in this column, then their score will be a 1.

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<p><u>Service</u></p>	<p>Work unit meets Max goal for specific enterprise patient centeredness goal (cascaded from leadership goal) or predetermined patient experience/key driver questions.</p> <p>OR</p> <p>Work unit meets Target goal for specific enterprise patient centeredness goal (cascaded from leadership goal) or predetermined patient experience/key driver questions AND Two (2) of the following:</p> <ul style="list-style-type: none"> ○ Consistently anticipates the special needs and/or circumstances of patients/families before requested; ○ Identify one area of improvement and/or change to better meet the needs of an underserved/underrepresented patient population (i.e. non-English speaking patient, use of dedicated fields in EPIC to document pronouns and preferred name of patients, dietary needs of patients during Ramadan, end-of-life care decisions among African American patients, peer support process for individuals subjected to inappropriate language/racial slurs, etc.). Must develop a unit/clinic plan to address the need; ○ 6 STARs, email recognition/get well network/thank you cards specifically related to patient care; ○ 1 STAR award related to patient care; ○ 3 acknowledgements/mention from patients on Press Ganey patient experience survey or leader rounds; ○ Clinical Excellence winner (this year); ○ Committee officer; ○ Foreign language training. 	<p>Work unit meets Target goal for specific enterprise patient centeredness goal (cascaded from leadership goal) or predetermined patient experience/key driver questions.</p> <p>OR</p> <p>Meets Three (3) of the following:</p> <ul style="list-style-type: none"> ○ Occasionally anticipates the special needs and/or circumstances of patients/families before requested; ○ Identify one area of improvement and/or change to better meet the needs of an underserved/underrepresented patient population (i.e. non-English speaking patient, use of dedicated fields in EPIC to document pronouns and preferred name of patients, dietary needs of patients during Ramadan, end-of-life care decisions among African American patients, peer support process for individuals subjected to inappropriate language/racial slurs, etc.). Must develop a unit/clinic plan to address the need; ○ 4 STARs, email recognition/get well network/thank you cards specifically related to patient care; ○ 1 STAR award related to patient care; ○ 2 acknowledgement/mention from patients on Press Ganey patient experience survey or leader rounds; ○ Clinical Excellence nominee; ○ Committee officer; ○ Foreign language training. 	<p>Work unit meets Threshold goal for specific enterprise patient centeredness goal (cascaded from leadership goal) or predetermined patient experience/key driver questions.</p> <p>OR</p> <p>Meets all of the following:</p> <ul style="list-style-type: none"> ○ Rounds for outcomes on every patient according to organizational standard; ○ Models behavioral expectations & demonstrates service excellence to all customers; ○ No patient/family/peer complaints; ○ Attitude is supportive of positive unit morale, follows dress code and usage of computer/cell phone appropriately; ○ Considers the special needs and/or circumstances of patients/families to promote comfort and well-being. 	<p>If employee meets any of the criteria in this column, then their score will be a 1.</p> <p>Does not meet Threshold goal for specific enterprise patient centeredness goal (cascaded from leadership goal) or predetermined patient experience/key driver questions.</p> <p>OR</p> <ul style="list-style-type: none"> ○ Received TWO (2) substantiated negative comments from patient via rounding, Press Ganey survey, leader rounds; ○ Does not adhere to the principals of AIDET; ○ Fails to demonstrate professionalism and respect; ○ Pattern behavior of negative tone and facial expression in interactions with peers, patients, colleagues, etc.; ○ Does not communicate appropriately and/or thoroughly; ○ Does not demonstrate behaviors to resolve conflict with others; ○ Fails to work with others to achieve a professional work environment; ○ Shows lack of regard for the time of others; ○ Display disruptive behavior that negatively affects patient care, education, research or other services performed by the individual or team; ○ Does not show any personal engagement in satisfaction initiatives.

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	<p><u>OR</u></p> <p>Meets Five (5) of the following:</p> <ul style="list-style-type: none">○ Consistently anticipates the special needs and/or circumstances of patients/families before requested;○ Identify one area of improvement and/or change to better meet the needs of an underserved/underrepresented patient population (i.e. non-English speaking patient, use of dedicated fields in EPIC to document pronouns and preferred name of patients, dietary needs of patients during Ramadan, end-of-life care decisions among African American patients, peer support process for individuals subjected to inappropriate language/racial slurs, etc.). Must develop a unit/clinic plan to address the need;○ 6 STARS, email recognition/get well network/thank you cards specifically related to patient care;○ 1 STAR award related to patient care;○ 3 acknowledgements/mention from patients on Press Ganey patient experience survey or leader rounds;○ Clinical Excellence winner (this year);○ Committee officer;○ Foreign language training.			
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<p>Teamwork</p>	<p>Meets Four (4) of the following:</p> <ul style="list-style-type: none"> ○ Assists with unit or clinic needs such as stocking, filling blanket warmer, making coffee, running labs, etc.; ○ 6 STARS, email recognition/get well network/thank you cards specifically; related to peer support; ○ 1 STAR award related to peer support. ○ Consistently responds to call lights regardless of patient assignment; ○ Perfect Attendance (no absences in fiscal year) ○ Develops an atmosphere that is safe for all employees to ask for help; ○ Regularly offers assistance in an area of strength to co-workers struggling in that area; ○ Volunteer to accept work in an area other than home unit/POD; ○ Accepts assignment to service lines outside home unit/ POD; ○ Recognize when peer needs assistance and helps to complete tasks to catch up in work; ○ Once caught up with own tasks, actively looks for ways to help peers; ○ Complete a minimum of 4 WBTs from myUK learning on diversity, equity, or inclusion plus completion of SAFE Pledge commitment; ○ Works 6 additional shifts or adjusts schedule and is flexible with schedule to meet work unit/enterprise needs (ambulatory only). 	<p>Meets Three (3) of the following:</p> <ul style="list-style-type: none"> ○ Assists with unit or clinic needs such as stocking, filling blanket warmer, making coffee, running labs, etc.; ○ 4 STARS, email recognition/get well network/thank you cards specifically related to peer support; ○ 1 STAR award related to peer support; ○ Occasionally responds to call lights outside of assigned area; ○ Excellent Attendance (no more than 3 absences in fiscal year); ○ Develops an atmosphere that is safe for all employees to ask for help; ○ Regularly offers assistance in an area of strength to co-workers struggling in that area; ○ Volunteer to accept work in an area other than home unit/ POD; ○ Accepts assignment to service lines outside home unit/POD; ○ Recognize when peer needs assistance and helps to complete tasks to catch up in work; ○ Once caught up with own tasks, actively looks for ways to help peers; ○ Complete a minimum of 2 WBTs from myUK learning on diversity, equity, or inclusion plus completion of SAFE Pledge commitment; ○ Works 3 additional shifts or adjusts schedule and is flexible with schedule to meet work unit/enterprise needs (ambulatory only). 	<ul style="list-style-type: none"> ○ Fosters and models interdisciplinary team collaboration & cooperative relations; ○ Collaborates with nurse and communicates any changes observed in assigned patients ○ Exhibits teamwork by assisting fellow colleagues; ○ Attitude is supportive of unit/clinic initiatives ○ Demonstrate behaviors toward resolving conflict with all customers; ○ Demonstrates willingness to work effectively with colleagues at all levels to solve problems; ○ Monitors tube system or lab depository as needed; ○ Demonstrates responsibility and dependability in performing work duties and can be relied on by other team members; ○ Demonstrates support, respect, and professionalism for colleagues and is accountable for all interactions. 	<p>If employee meets any of the criteria in this column, then their score will be a 1.</p> <ul style="list-style-type: none"> ○ Probation &/or suspension related to attendance; ○ Does not show any personal engagement in satisfaction initiatives; ○ Does not show collaboration in an interdisciplinary team setting; ○ Does not demonstrate behaviors to resolve conflict with others; ○ Fails to work with others to achieve a professional work environment; ○ Shows lack of regard for the time of others; ○ Display disruptive behavior that negatively affects patient care, education, research or other services performed by the individual or team; ○ Self-centered with approach to completing tasks; rarely asks team members if they need assistance; ○ Fails to provide a supportive environment for work unit such as gossiping, belittling, or other behavior associated with horizontal violence.

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<p>Efficiency</p>	<p>Meets four (4) of the following:</p> <ul style="list-style-type: none"> ○ Consistently engages in transfer process (in/out of unit) to facilitate timely transfers; ○ Works 6 additional shifts or adjusts schedule; ○ Occasionally adjusts & is flexible with schedule to accommodate unit; ○ Super user/Validator; ○ Self-directed & takes ownership of issues on work unit (places work orders/tags broken equipment) and notifies manager of work order numbers; ○ Work on cost-containment project; ○ 5 years or greater longevity on unit/clinic. 	<p>Meets Two (2) of the following:</p> <ul style="list-style-type: none"> ○ Consistently engages in transfer process (in/out of unit) to facilitate timely transfers; ○ Works 3 extra shifts throughout the year; ○ Occasionally adjusts & is flexible with schedule to accommodate unit; ○ Super user/Validator; ○ Self-directed & takes ownership of issues on work unit (places work orders/tags broken equipment) and notifies manager of work order numbers; ○ Work on cost-containment project; ○ 5 years or greater longevity on unit/clinic. 	<ul style="list-style-type: none"> ○ Works efficiently and completes tasks within appropriate time parameters; ○ Broken Equipment is reported and work order number is sent to manager (Fax, phone, blanket warmer, lift, scanners, etc.); ○ Ensures supplies are stocked; ○ Completes duties assigned per area/unit specific; ○ Resources are used appropriately (computer, supplies, equipment, personal calls); ○ Reports to work on time, and as scheduled. 	<p>If employee meets any of the criteria in this column, then their score will be a 1.</p> <ul style="list-style-type: none"> ○ Inappropriate cell phone use; ○ Inappropriate internet use; ○ Multiple personal calls; ○ Received more than One (1) written warning, probation &/Or suspension for any reason other than attendance; ○ Accesses records of patients not in your area, or that will be coming to your area; ○ Does not monitor for appropriate UK ID badges ○ Does not maintain contained/ specialty/ high risk areas; ○ Leaves computer logged in and unattended ○ Improperly looks up patients' locations; ○ Discloses sensitive or confidential information; ○ Does not report broken equipment.

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<p>Professional Development & Competency</p>	<p>Level Two on TAP</p> <p>OR</p> <p>Meets Five (5) of the following:</p> <ul style="list-style-type: none"> ○ SRNA certification current; ○ CMA/RMA certification current; ○ Precept new hire to work unit; ○ Active member of para-professional organization; ○ Hold an office at the regional, state, or national level in a para-professional nursing organization; ○ Extra Certifications- specialty; ○ Participant in unit/clinic/nursing enterprise committee or council; ○ Chair or co-chair unit/clinic/nursing/enterprise council; ○ Journal article publication; ○ Journal club participant; ○ Journal club Facilitator/organizer; ○ Leading a discussion on a DEI related topic (book or article on health equity, social justice, systemic bias, etc.); ○ Serves as an Equity Ambassador for unit, clinic, division, or department; ○ Formal poster and/or podium presentation; ○ Completes Harvard Implicit Association Test (IAT) modules and has 1-2 action steps to address module findings; ○ Continuing education; ○ Collaborate and contribute to weekly/monthly unit/clinic note. 	<p>Level One on TAP</p> <p>OR</p> <p>Meets Three (3) of the following:</p> <ul style="list-style-type: none"> ○ SRNA certification current; ○ CMA/RMA certification current; ○ Precept new hire to work unit; ○ Active member of para-professional organization; ○ Hold an office at the regional, state, or national level in a para-professional organization; ○ Extra Certifications- specialty ○ Participant in unit/clinic/nursing enterprise committee or council; ○ Chair or co-chair unit/clinic/nursing/enterprise council; ○ Journal article publication; ○ Journal club participant; ○ Journal club Facilitator/organizer; ○ Abstract for poster and/or podium presentation; ○ Leading a discussion on a DEI related topic (book or article on health equity, social justice, systemic bias, etc.); ○ Continuing education; ○ Serves as an Equity Ambassador for unit, clinic, division, or department; ○ Collaborate and contribute to weekly/monthly unit/clinic note. 	<ul style="list-style-type: none"> ○ Completes all competencies by deadline and/or according to policy; ○ Attends all unit/clinic specific meetings; mandatory educational sessions; ○ Maintains mandatory license & certifications required for specific position; ○ Attends/completes nursing bi-annual sessions, as required; ○ Assumes accountability for professional development. 	<p>If employee meets any of the criteria in this column, then their score will be a 1.</p> <ul style="list-style-type: none"> ○ Does not meet competency requirements by deadline; ○ Does not attend unit specific meetings, educational sessions or committee meetings as required; ○ Does not attend/complete nursing bi-annual quarterly sessions, as required.