United Methodist Communities

HC RN

Using Staff Performance Review Template  
Template

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| First Name | xxxxx |
| Last Name | xxxxx |
| Position Code | 060 |
| Position Name | HC RN |
| Department Code | 6010 |
| Department Name | Health Care |
| Facility Name | Bristol Glen |
| Manager Name | xxxxx |
| Employee Number | xxxxx |
| FLSA status | xxxxx |
| EEOC | xxxxx |

Total Weight = 100%

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| **POSITION SUMMARY** |

* Responsible to perform duties such as, but not limited to those outlined below. Renders professional nursing care to resident’s within the assigned nursing residence in support of medical care, pursuant to the objectives and policies of this community. Exercises good judgment and respects confidential matters. Works effectively with others to ensure that quality of care and quality of life for each resident are provided in compliance with Federal, State and local requirements. Oversees nursing assistants and other nursing personnel according to New Jersey Nursing Standards for RN’s as designated by the Director of Nursing/Designee. Provides for the emotional support of the residents by recognizing, understanding and respecting their psychosocial, cultural, and religious and economic needs. Communicates with the residents, family, peers, and ancillary staff to promote quality care. Communicates and instructs or assists, as necessary, with activities of daily living, restorative nursing as outlined in the residents’ care plan. Consistently demonstrates clinical competency and maintains professional knowledge consistent with contemporary standards of practice of the RN. Participates in the orientation and instruction of new nursing associates assigned to the resident.

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| **RISK RATING** |

* Medium

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| **MISSION, VALUES AND BEHAVIORAL EXPECTATIONS** |

* **Support, uphold and maintain the mission and** values of the United Methodist Communities and promote the Communities in a positive manner in all interactions within and outside the community. Demonstrate loyalty to and pride in the community, its associates, residents and guests.
* **Respect and safeguard the confidentiality of information** including HIPAA, regarding residents, associates and guests.
* **Project a professional and caring** demeanor when interacting with residents, family members, guests and associates.
* **Maintain a clean, neat and orderly environment.** Use equipment, supplies and other materials in a responsible and cost effective manner.
* **Demonstrate teamwork** when interacting with other associates throughout the organization. Show respect for self and others in language, dress and behavior.
* **Initiate prompt and appropriate action/follow-up** to problems and issues.
* **Anticipate needs of residents, guests and associates in a proactive fashion;** seek to meet the needs promptly and courteously.
* **Welcome suggestions and new ideas as an opportunity** to learn, grow and improve services.

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| **POSITION REQUIREMENTS** |

* **Minimum Education:**
  + Graduate of an accredited school of Nursing or Associate Degree in Nursing.
* **Preferred Education:**
  + BSN
* **Minimum Applicable Experience:**
* **Preferred Applicable Experience:**
  + Prior Long Term Care experience
* **Minimum Professional Membership, Licensure, Certifications:**
  + Current New Jersey Registered Nurse License.
* **Preferred Professional Membership, Licensure, Certifications:**
* **General Working Conditions:**
  + Typical Office environment, regular travel is expected in this position.
* **Physical Demands:**
  + Physical Requirements Form: Medium Work Requirements
* **Knowledge, Skills and Abilities:**
  + Must be able to read, write, speak and understand the English language.
  + Must possess excellent written and oral communication skills and the ability to communicate effectively with all levels of personnel and external customers.
  + Must be able to work as a team player and collaborate with community and senior leadership in a matrix organizational structure.
  + Must possess good judgement and excellent problem-solving skills.
  + Must demonstrate excellent interpersonal skills.
  + Must demonstrate strong organizational skills and the ability to multi-task.
  + Must demonstrate excellent analytical abilities and be able to respond to inquiries and concerns from associates, residents and other customers or members of the community.
  + Must demonstrate the values and mission of United Methodist Communities.
* **Machines, Tools, Equipment, Electronic Devices, Computer Software, etc. use:**
  + Ability to operate a motor vehicle in accordance with company policy.
  + Ability to use common office equipment such as: telephone, fax machine, computer and copier.
  + Computer programs including MS Office and Outlook.

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| **PHYSICAL REQUIREMENTS** |

* **Position Physical Requirements:**
  + Lifting no more than 35 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, we determine that he or she can also do sedentary and light work.
* **Number of hours per day, based on a 7.5 or 8 hour full time equivalent day, associate is required to be able to:**
  + Sit: 2.0
  + Stand: 3
  + Walk: 3
  + Drive: 0
* **Associate is required to:**
  + Lift 1-10lbs - Frequent (67%-100%)
  + Lift 11-25 lbs - Frequent (67%-100%)
  + Lift 25-35 lbs - Occasional (34%-66%)
  + Lift more than 35 lbs with assistance or device to max lift of 35 lbs per person - Infrequent (1%-33%)
  + Carry 1-10 lbs - Frequent (67%-100%)
  + Carry 11-25 lbs - Frequent (67%-100%)
  + Carry 25-35 lbs - Occasional (34%-66%)
  + Carry more than 35 lbs with assistance or device to max lift of 35 lbs per person - Occasional (34%-66%)
  + Push/Pull - Occasional (34%-66%)
  + Climb/Balance - Occasional (34%-66%)
  + Stoop/Squat - Occasional (34%-66%)
  + Kneel - Occasional (34%-66%)
  + Twist/Pivot - Occasional (34%-66%)
  + Bend - Occasional (34%-66%)
  + Reach above shoulders - Infrequent (1%-33%)
  + Grasp objects - Occasional (34%-66%)
  + Manipulate small objects - Occasional (34%-66%)
  + Crawl - Infrequent (1%-33%)
  + Move machinery - Occasional (34%-66%)
  + Do repetitive hand movement - Never
  + Do repetitive foot movement - Never
* **Other:**
  + Fit Test Required for Use of Respirator
  + Perform assisted transfers

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| **JOB HAZARD ASSESSMENT RISK & PPE USE FOR COVID-19** |

* Risk Rating - Very High

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| **PERFORMANCE REVIEW INSTRUCTIONS** |

* The Associate Performance Review has three components:
  + **Mission, Values and Behavioral Expectations**Review the observations you made of the associate’s work behavior throughout the entire past year. Use your notes to help you rate how frequently the associate exhibited each of the behaviors which demonstrate UMC’s values of compassion, respect, stewardship and service.
  + **Key Results Accomplished Based on Job Description**Select up to four key results and their metrics from the associate’s job description and copy them into the table provided. For each, rate whether the associate exceeded, met, or did not meet expectations for accomplishing the key results required as part of his or her job.
  + **Developmental Goals**First, ask the associate to suggest up to three goals that he or she will strive to achieve during the upcoming year. The goals should be linked to current job activities, behaviors that support our mission and values, or new skills that could enhance the associate’s future potential at UMC NJ. Second, if the associate’s goals are reasonable and achievable you may use them, revise them or agree to alternate goals. After you have discussed and agreed to the goals, use the space provided to list the goals, the specific activities required to achieve them, and the expected completion date.

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| **PERFORMANCE RATING KEY FOR MISSION, VALUES AND BEHAVIORAL EXPECTATIONS** |

* **Always/Almost Always** (more than 80% of the time)
* **Often** (much more than half the time, e.g. 61-80% of the time)
* **Occasionally**  (about 36-60% of the time)
* **Rarely** (much less than half the time, e.g. 20-35% of the time)
* **Never/Almost Never** (less than 20% of the time)
* **Not Rated** (don’t know, not applicable, not enough information)

50%

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| **MISSION, VALUES, AND BEHAVIORAL EXPECTATIONS** |

* The UMC mission is compassionately serving in community so that all are free to choose abundant life. Our vision is growing through creativity, innovation and gracious hospitality. Our key values are compassion, respect, stewardship and service. All associates are expected to behave in ways that support, uphold and maintain the mission, vision and values as well as the strategic goals of UMC.   
    
  **Compassion: Demonstrating love in our daily interactions**
  + Is welcoming and easily approachable; hospitable.
  + Focuses on the needs of residents, family members and/or other UMC associates; anticipates their needs and responds promptly to meet them.
  + Shares ideas and information willingly; listens attentively; displays understanding, empathy and sensitivity when communicating with others.
* **Respect: Seeing and valuing sacred worth**
  + Respectful, courteous and non-judgmental toward all persons regardless of their beliefs, background, age, gender, ethnicity, etc.
  + Follows through and keeps commitments. Dependable; can be trusted to do the right thing.
  + Takes responsibility for own actions; doesn’t get defensive or blame others for mistakes.
  + Adheres to compliance standards; upholds all applicable laws, rules and regulations affecting the organization.  Upholds legal and regulatory privacy and security standards including HIPAA.
  + Maintains acceptable attendance and punctuality. Provides proper notice of foreseeable problems.
* **Stewardship: Faithfully managing the resources entrusted to us**
  + Uses money, supplies, equipment and other materials in a cost-effective manner; maintains a clean and orderly environment; avoids wasting resources.
  + Open to change; finds more effective ways of doing things. Supports organizational initiatives; improves processes.
  + Accepts suggestions and new ideas as opportunities to learn, grow and improve own performance.
  + Completes all assigned education in a timely manner.
  + Works efficiently; manages time well and meets deadlines.
* **Service: Finding joy in caring**
  + Projects a positive, enthusiastic attitude in their work.
  + Takes initiative to serve others; goes “above and beyond”. Finds ways to recover and “make things right” when needed.
  + Serves, supports and communicates with other associates to accomplish common tasks and reach goals; a cooperative team member.
  + Completes assignments thoroughly and correctly with appropriate supervision. Maintains high work quality, even under pressure.
  + Displays a clear understanding and ability to perform the assigned job responsibilities.  Learns new skills and acquires needed knowledge.

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| **PERFORMANCE RATING KEY FOR ESSENTIAL FUNCTIONS** |

* 5 - Achieved the best possible results (exceeded all expectations)
* 3 - Achieved expected results (met expectations)
* 1 - Did not achieve expected results (did not meet expectations)

50%

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| **ESSENTIAL FUNCTIONS** (Specific Tasks/Duties) |

* **Cares for residents by:**
  + Admit, transfer, and discharge residents
    - **Why/In Order To** 
      * To make sure residents’ needs are met.
      * Provide a paper trail so that others know what must be done for a resident.
    - **How Measured**
      * Chart Audit
      * MDS Review
      * Survey Outcome
      * Care plan process
      * Risk management reports
      * Root Cause Analysis reports
      * Re-hospitalization report
      * COMs
      * Resident Chart review
      * Narcotic count sheet audit
  + Performs nursing assessments regarding the health status of the resident
    - **Why/In Order To** 
      * To make sure residents’ needs are met.
      * Provide a paper trail so that others know what must be done for a resident.
    - **How Measured**
      * Chart Audit
      * MDS Review
      * Survey Outcome
      * Care plan process
      * Risk management reports
      * Root Cause Analysis reports
      * Re-hospitalization report
      * COMs
      * Resident Chart review
      * Narcotic count sheet audit
  + Develops  care plans; Attends and participates at care plan meetings as scheduled
    - **Why/In Order To** 
      * To make sure residents’ needs are met.
      * Provide a paper trail so that others know what must be done for a resident.
    - **How Measured**
      * Chart Audit
      * MDS Review
      * Survey Outcome
      * Care plan process
      * Risk management reports
      * Root Cause Analysis reports
      * Re-hospitalization report
      * COMs
      * Resident Chart review
      * Narcotic count sheet audit
  + Provides nursing documentation in EHR per standard nursing practices on each resident
    - **Why/In Order To** 
      * To make sure residents’ needs are met.
      * Provide a paper trail so that others know what must be done for a resident.
    - **How Measured**
      * Chart Audit
      * MDS Review
      * Survey Outcome
      * Care plan process
      * Risk management reports
      * Root Cause Analysis reports
      * Re-hospitalization report
      * COMs
      * Resident Chart review
      * Narcotic count sheet audit
  + Contributes to the resident’s assessment (MDS/RAP’s)
    - **Why/In Order To** 
      * To make sure residents’ needs are met.
      * Provide a paper trail so that others know what must be done for a resident.
    - **How Measured**
      * Chart Audit
      * MDS Review
      * Survey Outcome
      * Care plan process
      * Risk management reports
      * Root Cause Analysis reports
      * Re-hospitalization report
      * COMs
      * Resident Chart review
      * Narcotic count sheet audit
  + Completes accident/incident reports on all incidents observed/ reported on the shift that they occur
    - **Why/In Order To** 
      * To make sure residents’ needs are met.
      * Provide a paper trail so that others know what must be done for a resident.
    - **How Measured**
      * Chart Audit
      * MDS Review
      * Survey Outcome
      * Care plan process
      * Risk management reports
      * Root Cause Analysis reports
      * Re-hospitalization report
      * COMs
      * Resident Chart review
      * Narcotic count sheet audit
  + Recognize and assess changes in resident’s physical condition early and notifies the physician or licensed independent in a timely manner
    - **Why/In Order To** 
      * To make sure residents’ needs are met.
      * Provide a paper trail so that others know what must be done for a resident.
    - **How Measured**
      * Chart Audit
      * MDS Review
      * Survey Outcome
      * Care plan process
      * Risk management reports
      * Root Cause Analysis reports
      * Re-hospitalization report
      * COMs
      * Resident Chart review
      * Narcotic count sheet audit
  + Accurately receives, transcribes and carries out physician orders
    - **Why/In Order To** 
      * To make sure residents’ needs are met.
      * Provide a paper trail so that others know what must be done for a resident.
    - **How Measured**
      * Chart Audit
      * MDS Review
      * Survey Outcome
      * Care plan process
      * Risk management reports
      * Root Cause Analysis reports
      * Re-hospitalization report
      * COMs
      * Resident Chart review
      * Narcotic count sheet audit
  + Collaborates with the resident, partners of healthcare and, when appropriate, the resident’s responsible party
    - **Why/In Order To** 
      * To make sure residents’ needs are met.
      * Provide a paper trail so that others know what must be done for a resident.
    - **How Measured**
      * Chart Audit
      * MDS Review
      * Survey Outcome
      * Care plan process
      * Risk management reports
      * Root Cause Analysis reports
      * Re-hospitalization report
      * COMs
      * Resident Chart review
      * Narcotic count sheet audit
  + Consults with, utilizes and initiates referrals to appropriate community agencies and healthcare resources to provide continuity of care as per physician orders
    - **Why/In Order To** 
      * To make sure residents’ needs are met.
      * Provide a paper trail so that others know what must be done for a resident.
    - **How Measured**
      * Chart Audit
      * MDS Review
      * Survey Outcome
      * Care plan process
      * Risk management reports
      * Root Cause Analysis reports
      * Re-hospitalization report
      * COMs
      * Resident Chart review
      * Narcotic count sheet audit
  + Administers and documents administration of medications, enteral nutrition and treatments per the physician’s order and accurately records all care provided in the EHR. Adheres to the 6 rights of medication administration
    - **Why/In Order To** 
      * To make sure residents’ needs are met.
      * Provide a paper trail so that others know what must be done for a resident.
    - **How Measured**
      * Chart Audit
      * MDS Review
      * Survey Outcome
      * Care plan process
      * Risk management reports
      * Root Cause Analysis reports
      * Re-hospitalization report
      * COMs
      * Resident Chart review
      * Narcotic count sheet audit
  + Accountable for all narcotics on a shift; and medication cart keys
    - **Why/In Order To** 
      * To make sure residents’ needs are met.
      * Provide a paper trail so that others know what must be done for a resident.
    - **How Measured**
      * Chart Audit
      * MDS Review
      * Survey Outcome
      * Care plan process
      * Risk management reports
      * Root Cause Analysis reports
      * Re-hospitalization report
      * COMs
      * Resident Chart review
      * Narcotic count sheet audit
  + Attends and participates in all scheduled mandatory trainings, educational in-services, and completes annual Relias trainings timely.
    - **Why/In Order To**
      * Responsibility is taken for own professional growth
    - **How Measured** 
      * Relias reports
      * In-service attendance reports

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| **NON-ESSENTIAL FUNCTIONS** |

* Perform other duties as assigned or as responsibilities dictated.

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| **SUPERVISOR** |

* Where associate’s performance did not meet expectations, please explain how it fell short and what should be done differently in the future.

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| **GOALS** |

* Did associate meet any development goals assigned during this cycle?

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| **JOB DESCRIPTION ACKNOWLEDGEMENT** |

* I have reviewed this position description and understand the performance standards that are expected of me. I understand that nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time as needed. I also understand that this job description in no way constitutes an employment contract and that I am employed at-will.

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| **SIGNATURE** |

* **Associate signature does not necessarily indicate agreement but acknowledges that the appraisal has been discussed with associate.**