



<b>RATING SCORE: E= Exceeds standard</b> <b>M= Meets standard</b> <b>NI= Needs improvement</b>			<b>Evaluator</b> <b>Rating</b> <b>Score</b>	<b>Self</b> <b>Evaluatio</b> <b>n</b> <b>Rating</b>
<b>AREAS OF</b> <b>PERFORMANCE</b>	<b>EVIDENCE/RESPONSIBILITES OF STANDARD</b> <b>COMPLIANCE</b>	<b>EVALUATION</b> <b>TOOLS USED</b>		
<b>PLANNING AND</b> <b>IMPLEMENTING</b> <b>CARE AND</b> <b>PROCEDURES</b>	Demonstrates knowledge of various procedures and treatments and ability to assist practitioner efficiently. <hr/> Triage walk-in patients using approved protocol.	Observation Record review		
<b>MEDICATION</b>	Maintain accurate inventory of sample medication with proper documentation of expiration dates and disposal of expired products. <hr/> Initiates and maintains patient medication list including new prescription and refills, patient allergy and verify at each visit. <hr/> Administer medication correctly per age group (PO, IM, IV, Subq, local) and per clinic policy. <hr/> Passes annual medication test with score of 85	Medication log and records		
<b>EQUIPMENT</b>	Demonstrates proficient technical skills, treatment modalities and operational knowledge of equipment for all ages of population served.	Obsevation, skills validation		
<b>Documentation and communication</b>	Performs appropriate recording of clinical information in record, labels all lab and diagnostic specimens accurately and ensures accurate delivery to designated facility. <hr/> Demonstrates practices to keep all medical record information protected and confidential. <hr/> Transcribes and initiates physician's orders promptly and accurately. <hr/> Conducts daily inventory and maintenance of adequate supply of equipment, supplies, and forms. <hr/> Provides appropriate information to callers, directs calls to appropriate practitioner obtains and relays messages accurately and appropriately. <hr/> Signs in all lab test to the lab log. Completes all immunization sheets and provides the appropriate information need to add immunizations into the GRITS system. <hr/> Collaborates with practitioners, patients and caregivers on establishing realistic, age specific outcome goals. <hr/> Demonstrates ability to communicate clearly and concisely with all patient population regardless of age or cultural diversity. <hr/> Demonstrates clear concise communications about patient care to members of the health care team.	Observation Record review		
<b>SAFETY</b>	Demonstrates understanding of age specific safety considerations for population served. <hr/> Demonstrates knowledge of proper body mechanics and ergonomics <hr/> Conducts required daily/monthly inspection of clinical procedural equipment and reports and identified problem to the Nurse Supervisor. <hr/> Demonstrates ability to follow clinic fire plan. <hr/> Follows OSHA guidelines.	Observation Record review Equipment review Fire Drill review		
<b>EDUCATION</b>	Participates in continuing education programs and completes all mandatory programs annually. <hr/> Completes departmental clinic cpmpetency evaluations including annual competency testing.	Education record		
<b>PROFESSIONALISM</b>	Demonstrates agreement and behaviors consistent with the clinic's philosophy, mission, goals, policy and procedures. <hr/> Demonstrates behaviors that promote poitive customer relations with physician, staff, patient and vistors. <hr/> Follows Patinet's Rights policies at all times. <hr/> Comes to work as scheduled and consistently demonstrates dependability and punctuality.	Observation		

1. **ASSESSMENT**- Include areas identified as needing improvement as well as areas that exceed.

Comments: \_\_\_\_\_  
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2. **PLANNING AND IMPLEMENTING CARE AND PROCEDURES**-Include areas identified as needing improvement as well as areas that exceed.

Comments: \_\_\_\_\_  
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3. **MEDICATION**- Include areas identified as needing improvement as well as areas that exceed.

Comments: \_\_\_\_\_  
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4. **EQUIPMENT**- Include areas identified as needing improvement as well as areas that exceed.

Comments: \_\_\_\_\_  
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5. **DOCUMENTATION AND COMMUNICATION**-Include areas identified as needing improvement as well as areas that exceed.

Comments: \_\_\_\_\_  
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6. **SAFETY**- Include areas identified as needing improvement as well as areas that exceed.

Comments: \_\_\_\_\_  
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7. **EDUCATION**- Include areas identified as needing improvement as well as areas that exceed.

Comments: \_\_\_\_\_  
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8. **PROFESSIONALISM**- Include areas identified as needing improvement as well as areas that exceed.

Comments: \_\_\_\_\_  
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9. **LEADERSHIP**- Include areas identified as needing improvement as well as area that exceed.

Comments: \_\_\_\_\_  
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**Educational Plan for areas identified as needing improvement:** \_\_\_\_\_

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