

No Name Dialysis Center				
Employee Performance Review Form				
Employee Name	Job Title	Job Date / /	Review Period / / thru / /	
Rating System				
TT = Top Talent: Performance exceeds position requirements. Results attained, values demonstrated, and personal contribution is exceptional.				
VC = Valued Contributor: Performance meets position requirements. Results attained, and personal contribution represents the level expected.				
NI = Needs Improvement: Performance requires improvement to meet position requirements. ACTION PLAN REQUIRED.				
Position-Specific Requirements				
Review job description to determine overall rating for job-specific requirements, including essential functions, technical competencies, and job-specific knowledge.				
Rate results attained for job-specific objectives (attach applicable job description):				
Ethics From Standard 7: Ethics The nephrology registered nurse practices ethically. Please note: (E) = employee's self-evaluation rating (M) = manager's rating	Rating E M	Communication/Collaboration From Standard 10: Communication and Standard 11: Collaboration The nephrology registered nurse communicates effectively in all areas of practice. The nephrology nurse collaborates with the healthcare consumer and other key stakeholders. Please note: (E) = employee's self-evaluation rating (M) = manager's rating	Rating E M	
Integrates principles of social justice in all aspects of nephrology nursing practice.		Maintains communication with interprofessional team members and others to facilitate safe transitions and continuity of care.		
Practices with compassion and respect for the inherent dignity, worth, and unique attributes of individuals receiving nephrology care whether an individual, family, group, community, or population.		Uses effective group dynamics and strategies to enhance performance of the interprofessional team.		
Contributes to the establishment and maintenance of an ethical environment that is conducive to safe, quality health care.		Uses language translation resources to ensure effective communication.		
Maintains therapeutic relationships and professional boundaries.		Communicates effectively in a variety of written, spoken, and technological formats.		
		Uses scripts for key customer encounters.		

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Employee Performance Review Form *continued*

<p>Safe Environment From Standard 18: Environmental Health The nephrology registered nurse practices in a manner that advances environmental safety and health. Please note: (E) = employee’s self-evaluation rating (M) = manager’s rating</p>	<p>Rating E M</p>		<p>Follows up on customer requests and issues.</p>	
<p>Creates a safe and healthy workplace and a professional practice environment.</p>			<p>Looks for opportunities to increase customer satisfaction with service.</p>	
<p>Uses products or treatments consistent with evidence-based practice to reduce environmental threats and hazards.</p>			<p>Greets coworkers, visitors, and patients with a smile and “Hello.”</p>	
<p>Integrates environmental health concepts into practice.</p>			<p>Answers every call with a greeting – “Good Morning/Afternoon” and states facility and name.</p>	
<p>Reduces environmental health risks to self, colleagues, and healthcare consumers.</p>			<p>Closes each interaction by asking, “Is there anything else I can do for you?”</p>	
<p>Quality of Practice From Standard 15: Quality of Practice The nephrology registered nurse contributes to quality nursing practice. Please note: (E) = employee’s self-evaluation rating (M) = manager’s rating</p>	<p>Rating E M</p>		<p>Leadership From Standard 12: Leadership The registered nephrology nurse demonstrates leadership in the professional practice setting Please note: (E) = employee’s self-evaluation rating (M) = manager’s rating</p>	<p>Rating E M</p>
<p>Ensures that nursing practice is safe, effective, efficient, equitable, timely, and patient-centered.</p>			<p>Promotes effective relationships to achieve quality outcomes and a culture of safety.</p>	
<p>Provides critical review and/or evaluation of policies, procedures, and guidelines to improve the quality of health care.</p>			<p>Leads decision-making groups.</p>	
<p>Documents nursing practice in a manner that supports quality and performance improvement initiatives.</p>			<p>Mentors colleagues and others to enhance their knowledge, skills, and abilities.</p>	
<p>Uses creativity and innovation in nursing practice to enhance nephrology nursing care.</p>			<p>Displays reliability and punctuality.</p>	
			<p>Shares ideas and contributes time to assist others (internal and external)</p>	

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Employee Performance Review Form *continued*

Performance Highlights/Comments Use this section to record individual pertinent information from the review and comments regarding achievements, accomplishments, strengths, changes in duties, and development areas. Please note: (E) = employee's self-evaluation rating and (M) = manager's rating	Rating E M
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Job-Specific Objectives: Use this section to record individual goals for the upcoming year that are job-specific. They can be related to change in responsibilities, developing new skills, improving a particular skill, projects, assignments, etc.	
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No Name Dialysis Center Employee Requirements		
Department Competencies Met	() Yes	() No
Age-Specific Competencies Met (if applicable)	() Yes	() No
PPD Requirement Met	() Yes	() No
Safety Day Requirement Met	() Yes	() No
Fit Test Requirement Met (if applicable)	() Yes	() No
Attendance Requirement Met	() Yes	() No
HIPAA Confidentiality Requirement Met	() Yes	() No
Dress Code Requirement Met	() Yes	() No
Corporate Compliance Awareness Met	() Yes	() No

Values Grid (use colors) Blue = Exceeds Standard/Role Model; Green= Consistently Meets Standard; Red = Does not Meet Standard/Needs Improvement					
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Integrity	Respect	Caring	Excellence	Commitment	Teamwork

Examples of Blue Values and Red Values in Practice

Caring – Always takes the time to speak with patients and educate families. (This is blue.)
 Commitment – Often calls out, leaving the staff short of registered nurses on weekends. (This is red.)

Behaviors this individual should KEEP doing:	
Behaviors this individual should STOP doing:	
Behaviors this individual should START doing:	
The next career step(s) for this individual is(are):	

Performance Discussion & Planning

Current BP Rating	
Top Talent	<input type="checkbox"/>
Valued Contributor	<input type="checkbox"/>
Needs Improvement	<input type="checkbox"/>