

Eastern Idaho Regional Medical Center Employee Evaluation 2015- Must be completed by March 31, 2016

Employee Information		Component Weights	
Name:	Andria Dotson	25%	I Am EIRMC
3-4 ID:	fwu8854	25%	Patient Experience
Dept:	774 Wound Care	25%	Job Knowledge and Productivity
Title:	Wound Care RN	15%	Goals and Development
Leader:	Traci Maier	10%	Compliance
Job Description Review		Overall Score	
Attach signed job description to every evaluation.		3.4	

Performance Indicators	
5 = Exceptional	Consistently exceeds expectations
4 = Exceeding Expectations	Meets all expectations, exceeds most
3 = Meeting Expectations	Meets expectations
2 = Improvement Needed	Meets some expectations, improvement needed
1 = Unsatisfactory	Fails to meet expectations, immediate improvement needed

"I AM EIRMC" - 25%			
Value	Descriptor	Rating	Specific Examples
Accountability	<ul style="list-style-type: none"> • I will act like an owner. • I will pull my weight. • I will be fully accountable for everything I do and say. • The problem is mine until it is solved. • I will appropriately hold others accountable. 	3	
Integrity	<ul style="list-style-type: none"> • I will be open, honest and appropriate in all communications. • I will "take the mail" to the right address, not discussing it with everyone along the way. • I will follow through on commitments, large and small. • I will speak up, sharing my ideas and concerns. 	4	Andria is kind and honest with integrity. She has been talking with clinical coordinator about concerns and together they create a plan to move forward.
Quality	<ul style="list-style-type: none"> • I will anticipate the needs of those I serve. • I will crave both new knowledge and new experiences. • Every day, by delivering my very best, my work will make a difference. • When identifying a problem, I will also identify potential solutions. • I will constantly look for ways to turn "good enough" into "even better." 	3	
Respect	<ul style="list-style-type: none"> • I will bring a positive attitude to work. • I will be on time. • I will show humility for the role I play in the lives of others. • All work has dignity. - I will appreciate and respect what each EIRMC employee does. • I will respect the ways others are different from me, knowing that from the richness of us all, we are unstoppable. • Everyone I come into contact with will know that I truly care. 	3	
Loyalty	<ul style="list-style-type: none"> • I will build teamwork by being a good team member, and I will not back-bite or pot-stir. • I will be loyal to our leaders. • I will be an ambassador of EIRMC. 	4	Andria is loyal to the team and reliable in all areas. She has expressed interest in changing status to part time.
Enjoyment	<ul style="list-style-type: none"> • Humor and laughter - but never at another's expense or discomfort - will be a daily part of my work. • I will greet, smile and welcome each person I encounter. • Not only will others see my smile, they will hear it in my voice. 	3	
Total "I AM EIRMC"		3.3	

Patient Experience or Customer Service - 25% (complete only one section)			
Group	Descriptor	Rating	Specific Examples
Direct Patient Caregivers	<ul style="list-style-type: none"> Consistently uses "I Care Model." Works to facilitate smooth transitions between caregivers, by promoting co-workers and physicians in a positive light to give patients and families peace of mind about quality of care. Everything I do is in support of the patient experience, I will be present, the patient is my focus, and I will actively listen to and answer patient and family questions, as well as resolve any concerns or grievances. Supports bedside shift report; uses words and actions to assure understanding, acceptance and trust with patients and their families Consistently uses whiteboard as a communication tool to connect with patients and their families 	3	
Support Services/ Non-Caregivers	<ul style="list-style-type: none"> Delivers exceptional customer service to internal and external customers, patients, family members Provides quality and timely support to those that provide direct patient care Seeks opportunities and goes out of the way to make patients and visitors feel welcome and at home, any time, any place within the facility. 		
Total Patient Experience/Customer Service		3.0	
Job Knowledge and Responsibilities - 25%			
Review items that meet expectation (3) using job description, add below areas needing improvement or exceeding expectations			
#	Responsibilities that need improvement	Rating	Specific Examples
	Wound Expert scheduling/Charting proficiency		
	Wound assessment, classification and debridement		
	Meditech charting/POC entry proficiency		
#	Responsibilities that exceeds expectations	Rating	Specific Examples
	Time management		
Total Job Knowledge and Responsibilities		3.0	Total Score A score of 1, 2, 4 or 5 require details above. Total score are independent of individual scores above
Goals and Development - 15%			
2015 Goal Description		Rating	Results
Orientation of hospital and department		5	
2016 Goal Description			
4DX Employee satisfaction 73% to 90% through decrease of missed or late patient visits.			
Personal Development Activities			
self studying schedule to increase confidence in overall wound care knowledge			
Total Goals and Development		5.0	
Compliance- 10%			
Descriptor	Rating	Specific Examples	
<ul style="list-style-type: none"> Attends mandatory department meetings and keeps current on Department communication Timely completion of mandatory requirements and documents appropriately (safety review, HIPAA, Code of Conduct, Bariatric Sensitivity, etc.) Assumes responsibility for all of the following: (documenting of on-going professional development, required license/certification renewals, etc.) Observes the hospital/department dress code and displays employee I.D. badge. Observes hospital safety and infection control policy and procedures. Adheres to HIPAA and IS policies. Demonstrates an understanding of, and adherence to the Code of Conduct and (if applicable) billing compliance policy and procedures. Adheres to time and attendance policy and procedures. 	3		
Total Compliance		3.0	