

Key: PT =Posttest V=Verbal PR =Peer Review D= Demonstration CEU = Continuing Education

**I. GUEST RELATIONS**

	SELF	Evaluator	PostTest PT	Verbal V	Peer Review PR	Demo D	CEU CEU
Adheres to UAMS Guest Care Guidelines <a href="http://www.uams.edu/uh/policy/human_resources/hr103.htm">http://www.uams.edu/uh/policy/human_resources/hr103.htm</a>							
Uses appropriate communication (written & verbal)							
Availability/Responsiveness							
Respectful of others							
Takes proactive approach toward customers.							
<b>GUEST RELATIONS SCORE</b>	0	0					

Comments:

**II. SAFETY AND EMERGENCY PREPAREDNESS**

	SELF	Evaluator	PostTest PT	Verbal V	Peer Review PR	Demo D	CEU CEU
Adheres to UAMS patient safety plan <a href="http://www.uams.edu/uh/policy/administration/a406.htm">http://www.uams.edu/uh/policy/administration/a406.htm</a>							
Complies with safety instructions							
Observes safe work practices							
Provides input on safety issues							
Promotes a safe work environment							
<b>SAFETY SCORE</b>	0	0					

Comments:

**UAMS MEDICAL CENTER**

Job Title

**PERFORMANCE APPRAISAL**

0

**III. INSTITUTIONAL/PROFESSIONAL STANDARDS**

	SELF	Evaluator	PostTest PT	Verbal V	Peer Review PR	Demo D	CEU CEU
Adheres to UAMS Code of Conduct <a href="http://www.uams.edu/adminguide/win04401.html">http://www.uams.edu/adminguide/win04401.html</a>							
Adheres to Clinical Programs and Department policies <a href="http://www.uams.edu/uh/policy/pp-toc.htm">http://www.uams.edu/uh/policy/pp-toc.htm</a>							
Adheres to Clinical Program and Departmental dress code standards <a href="http://www.uams.edu/uh/policy/human_resources/hr204.htm">http://www.uams.edu/uh/policy/human_resources/hr204.htm</a>							
Works effectively with team/work groups and others to fulfill UAMS Mission							
Adopts practices to improve work processes,enhance guest satisfaction and reduce wastes and costs.							
Protects confidential information							
<b>STANDARDS SCORE</b>	0	0					

Comments:

**IV. PROCESS IMPROVEMENT**

	SELF	Evaluator	PostTest PT	Verbal V	Peer Review PR	Demo D	CEU CEU
Participates in ongoing hospital performance assessment and process improvement. <a href="http://www.uams.edu/UH/policy/administration/a601.htm">http://www.uams.edu/UH/policy/administration/a601.htm</a>							
Ensures continuing department performance assessment and process improvement.							
Creates work processes to enhance customer satisfaction and reduce waste.							
<b>PROCESS IMPROVEMENT SCORE</b>	0	0					

Comments:

**0**

**V. PERFORMS ROLE OF STAFF EDUCATION EDUCATOR**

	<b>SELF</b>	<b>Evaluator</b>	PostTest <b>PT</b>	Verbal <b>V</b>	Peer Review <b>PR</b>	Demo <b>D</b>	CEU <b>CEU</b>
Provides documentation of demonstration of UAMS Leadership Competencies.							
Acts as a resource to staff regarding safety practice.							
Acts as a resource to staff regarding their role in an emergency situation. - Supports BLS as a BLS Instructor							
Utilizes flexibility in scheduling hours worked to meet Clinical Programs employee learning needs.							
Participates as a representative or resource on councils, ad hoc groups, or task forces.							
Assists staff in utilizing governance system and approved standards.							
Serves as a resource for staff in accessing, interpreting, and utilizing policies and procedures.							
Maintains competencies required to operate specialized equipment.							
Serves as a resource for staff for equipment usage.							
Collaborates with managers and staff to assess learning needs: -Developes and/or utilizes a mechanism for ongoing needs assessment for designated areas/programs -Meets with staff and management as necessary to validate needs and assessment of future needs. -Prioritizes needs based on organizational and departmental goals. Comments:							
Plans educational activities to meet identified learning needs: - Plans learning activities based on learning needs. - Collaborates with selected members of target audience and/or managers in planning program content. -Conducts program planning. Comments:							
Implements educational activities to meet identified learning needs: - Utilizes adult education learning principles in conducting programs. - Uses resources, both material and personnel, to meet learning needs of staff. - Maintains records of educational offerings as directed by Staff Education.							
Evaluates effectiveness of educational activities: -Develops and/or uses a 5 point evaluation tool for each educational activity. -Provides feedback regarding program evaluation to individuals (managers, program planning committees, learners, etc.). Administrative							

<p>Promotes collaborative relationships among health care professionals: -Assists in the identification of resource personnel. - Promotes collaboration among health care professionals and/or with Clinical Programs staff.</p> <ul style="list-style-type: none"> <li>-Works in conjunction with clinical experts in assessing and meeting needs of staff.</li> <li>-Serves as a consultant to Clinical Programs staff in areas of expertise and on educational issues</li> </ul> <p>Comments:</p>								
<p>Uses constructive feedback to improve practice: -</p> <p>Developes written goals and plan of action to enhance practice and submits with annual self evaluation</p> <ul style="list-style-type: none"> <li>-Participates in annual peer review activity.</li> </ul> <p>Comments:</p>								
<p>Participates in the research process:</p> <p>Completes surveys and data collection forms for research/evaluation projects.</p> <ul style="list-style-type: none"> <li>-Facilitates data collection for research/evaluation projects by:</li> <li>-Educating staff on proper documentation of data and completion of forms</li> <li>-Serving as a resource for questions on research/evaluation projects.</li> <li>- Providing ongoing monitoring to assure data is collected and providing follow-up action.</li> <li>-Notifying project coordinator of questions/variances.</li> <li>- Incorporates current literature/research findings into educational programs</li> </ul> <p>Comments:</p>								
<p>Demonstrates commitment to professional growth as evidenced by membership in relevant professional organization.</p>								
<b>ROLE PERFORMANCE SCORE</b>		<b>0</b>	<b>0</b>					

Comments:

**UAMS MEDICAL CENTER**

**Job Title**

**PERFORMANCE APPRAISAL**

**0**

**VI. PROFESSIONAL GROWTH**

Criteria attached	SELF	Evaluator	PostTest PT	Verbal V	Peer Review PR	Demo D	CEU CEU
Participates in continuing education 40 contact hours							
Participates in professional/institutional advancement							
Comments:							
<b>PROFESSIONAL GROWTH SCORE</b>	<b>0</b>	<b>0</b>					

Comments:

Employee Comments:

Evaluator Comments: