



Job Description & Performance Evaluation

Job Title: Nurse Resident
Department: Homecare
Status: Full-Time

Reports To: Clinical Manager
Company: _____
Hours/week: _____
County: _____

Last Revised: January, 2019

Position Summary:

One year model for new graduates to support the transition from student to professional. At the end of the 12 month period, the participant will be able to care for a caseload of home care patients independently. The Nurse Resident will begin the year with a 1:1 bonded experience with a senior nurse. This dyad will continue to function as “one” until such time the Nurse Resident can assume responsibility for a lower, yet independent, caseload. At the end of the year, if all criteria are met, the Nurse resident will be offered a Full time RN position.

Principal Responsibilities:

1. Supports organization’s mission by striving for excellence in all aspects of their job with a focus on positive interpersonal relationship with co-workers
2. At the end of 12 months assesses and evaluates the needs of patients with multiple disease processes and co morbidities and develops an appropriate plan of care and involves necessary disciplines
3. At the end of 12 months documents all changes in patient’s condition and updates care plans and outcomes
4. At the end of 12 months identifies teaching needs and plans appropriate strategies for individuals and families
5. At the end of 12 months monitors quality and appropriateness of services provided
6. At the end of 12 months provides and follows case management model of care
7. Adheres to agency infection control and safety policies
8. Adheres to the organization’s policy in regards to absenteeism and appearance

Job Competencies & Minimum Qualifications:

1. RN with Bachelor’s degree in Nursing
2. Excellent verbal and written communication skills
3. Strong computer skills
4. Excellent organizational and interpersonal skills
5. Car and valid driver’s license

Working Conditions/Physical Demand: Working indoors and outdoors with clinical equipment and use of phone and computer; must be able to lift fifty pounds (50 lbs.)

The VNA Health Group is an Equal Opportunity Employer M/F/D/V.

Application Process	Submit resumes to Nancy Bohncarczyk nb487@sn.rutgers.edu and Nicole Thomas nat89@sn.rutgers.edu
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Performance Evaluation – Manager’s Cover Sheet

Employee’s Name: _____

Job Title: _____

Department: _____

Assessment Period: From: _____ To: _____

Date Assessment Completed: _____

Assessment Completed By: _____

Type of Review (Please check one): Introductory: _____ Annual: _____

For each responsibility/task circle the rating that describes the performance of the individual being assessed during the time period outlined above.

5 – Outstanding Performance: Work performance is outstanding and this employee exceeds expectations in unusually challenging situations and far exceeds performance of peers

4 – Exceeds Requirements – Work performance frequently exceeds job requirements and expectations. This employee is above average and their work performance is better than most employees at this job level

3 – Meets Requirements - Work performance consistently meets job requirements and expectations. This employee is a good employee and their work performance is on par with other employees at this job level

2 – Needs Improvement: Work performance is low and inconsistent. The employee shows potential and requires frequent guidance to meet job expectations and requirements

1 – Unsatisfactory: Work performance is poor and requires significant improvement in the short term. Improvement is expected in order to meet requirements and their work performance is below most employees at this job level

Based on the attached evaluation form and using the rating scale above, this employee’s overall evaluation and performance rating is _____.

Performance Evaluation

After each group of responsibilities and tasks there is a Comment section. This section should be used to address significant performance issues related to the task, recognize noteworthy accomplishments, indicate areas of growth since last performance evaluation, and indicate areas that require improvement.

1. Supports organization’s mission by striving for excellence in all aspects of their job with a focus on positive interpersonal relationship with co-workers.

Respect – Treats each person in a professional manner, and values the diversity among peers; is punctual for meetings and appointments

Teamwork – Works collaboratively and shares necessary information and resources to accomplish goals; volunteers assistance to others. Demonstrates a positive attitude towards team members

Integrity – Acts ethically and upholds the organization’s code of ethics; maintains confidentiality of all information pertaining to coworkers

Communication – Interacts with all levels of management and staff in a courteous manner; maintains open communication with supervisors and staff; listens actively and responds positively to requests and follows up when needed

Judgment – Makes well thought out and constructive decisions; demonstrates positive thinking under tight deadlines; recognizes problems and brings them to supervisor’s attention; asks questions related to responsibilities to ensure understanding

Rating: 1 2 3 4 5

Comments:

2. At the end of 12 months assesses and evaluates the needs of patients with multiple disease processes and co morbidities and develops an appropriate plan of care and involves necessary disciplines

Assesses the physiological, functional, environmental, psychosocial, cultural and spiritual characteristics of the patients and provides counseling directly or through a referral to a social worker

Identifies problems, prioritizes and develops appropriate plan of care

Evaluates and performs clinical intervention based on identified client problems in accordance with agency guidelines



Develops and implements individualized care plans and uses outcome management based on long term and short term health care needs

Provides care and services based on physician input and orders, as documented on the plan of care

Complies with home health aide supervision as per guidelines

Rating: 1 2 3 4 5

Comments:

3. At the end of 12 months documents all changes in patient’s condition and updates care plans and outcomes

Follows policies and procedures for clinical documentation including homecare follow-up and clinical path programs

Documents patient’s progress, or lack thereof, accurately

Keeps physician informed and sends interim orders appropriately and timely

Documents community interactions in accordance with neighborhood based care guidelines

Rating: 1 2 3 4 5

Comments:

4. At the end of 12 months identifies teaching needs and plans appropriate strategies for individuals and families

Identifies patient and family learning needs, readiness to learn, level of understanding and expectations

Uses teaching strategies appropriate to age, learning ability, and language skills of the patient

Ensures content is safe, ethical and in accordance with agency guidelines

Documents response to teaching

Rating: 1 2 3 4 5

Comments:



5. At the end of 12 months monitors quality and appropriateness of services provided

Evaluates the effectiveness of interventions

Modifies and develops care plans based on intervention outcomes

Continues to follow evidence based practices and standards of care to improve patient outcomes, reduce hospitalization rate and improve medication management

Responsible for participating in QAPI programs and agency sponsored in-services

Rating: 1 2 3 4 5

Comments:

6. At the end of 12 months provides and follows case management model of care

Establishes and maintains professional working relationship with health care providers and other members of the disciplinary team

Follows up on all patient issues, communicates all changes with physician and documents all findings accurately and timely

Calls all patients to set up visit and informs patient and/or Caregiver of any changes in scheduled time to ensure a positive patient experience

Collaborates with all team members to provide the most efficient and cost effective care

Identifies, records and shares information about community resources with patients and caregivers

Rating: 1 2 3 4 5

Comments:

7. Adheres to agency infection control and safety policies

Applies principles of infection control and standard precautions in clinical practice



Takes appropriate safety precautions to ensure personal and team members' safety

Reports any infection control or safety concerns to manager

Demonstrates proper bag technique and hand washing procedures in accordance with the agency guidelines

Rating: 1 2 3 4 5

Comments:

8. Adheres to the organization's policy in regards to absenteeism and appearance

Demonstrates reliability by maintaining a good attendance/punctuality record and adheres to departmental guidelines regarding proper notification of time off, call outs and lateness

Total number of unscheduled absences: _____

Total number of tardiness: _____

Maintains professional appearance, wears identification badges at all times

Rating: 1 2 3 4 5

Comments:

Statement of Understanding:

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position with/without reasonable accommodation. I understand that the principal responsibilities assigned to me are intended to convey the primary tasks of my position but are not inclusive of all specific responsibilities. Omission of specific duties does not exclude them from this position. Additional duties may be assigned as reasonably related to the overall job function or a logical assignment for this position.

I agree to comply with the corporate compliance policy and all applicable laws, rules, regulations and standards of conduct relating to my position. I understand my duty to report any suspected violations of the law or the standards of conduct to my supervisor.

I understand and agree to adhere to the values in all interactions with patients, customers, my supervisor and fellow employees.



Employee Name: _____
(Please Print)

Employee Signature: _____

Date: _____

Developmental Goals and Areas for Improvement

In the space provided below please list three goals and/or areas for improvement. Please be sure to follow the SMART (**S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**imely) formula when stating the goals

- 1.

- 2.

- 3.

Supervisor's Comments on overall assessment: (Additional comments may be attached)

Employee Comments: (Additional comments may be attached)

Supervisor's signature and date: _____



Department Head's signature and date: _____

Employee's Signature and date: _____

By signing above the employee acknowledges that they have received and discussed their Performance Evaluation with their supervisor and understands the content and have received their performance rating. Signature does not imply that they agree with the assessment or the contents.

CLINICAL SKILLS

3 – satisfactory; X – Unsatisfactory; N/A – Not Applicable. Leave blank if not assessed. Describe unsatisfactory skills below

C/P Assessment o N/A	NMS Assessment o N/A	G/I Assessment o N/A	G/U Assessment o N/A
<input type="checkbox"/> Utilizes BP guidelines <input type="checkbox"/> Auscultates heart and lung sounds <input type="checkbox"/> Measures edema <input type="checkbox"/> Takes apical and radial pulse <input type="checkbox"/> Takes temperature every visit <input type="checkbox"/> Weighs patient each week and PRN as indicated <input type="checkbox"/> Inspects skin color, turgor and temperature <input type="checkbox"/> Assesses chest pain <input type="checkbox"/> Palpates pulses as needed	<input type="checkbox"/> Assesses ROM <input type="checkbox"/> Assesses gait and ambulation <input type="checkbox"/> Assesses safe transfer <input type="checkbox"/> Assesses use of adaptive devices <input type="checkbox"/> Assesses ability to perform ADL <input type="checkbox"/> Assesses muscle strength <input type="checkbox"/> Establishes RNP <input type="checkbox"/> Observes orientation to time, place and person <input type="checkbox"/> Assesses concentration, attention memory <input type="checkbox"/> Assesses pain	<input type="checkbox"/> Colostomy/ileostomy care <input type="checkbox"/> Assesses nutrition and hydration <input type="checkbox"/> Records 24 hour/3 day diet recall as appropriate <input type="checkbox"/> Assesses bowel habits <input type="checkbox"/> Auscultates abdomen for bowel sounds if indicated <input type="checkbox"/> Reviews bowel regime <input type="checkbox"/> Weighs client each week and PRN <input type="checkbox"/> Provides/instructs mouth care <input type="checkbox"/> Performs gastrostomy and jejunostomy tube feedings	<input type="checkbox"/> Assesses intake/output <input type="checkbox"/> Catheter Care: follows orders for changes and irrigation <input type="checkbox"/> Assesses for s/s infection <input type="checkbox"/> Assesses pt/so knowledge of catheter and emergency care <input type="checkbox"/> Gives emergency telephone number to client known to be a "retainer" <input type="checkbox"/> Stresses importance of having extra supplies available <input type="checkbox"/> Instructs HHA about foley catheter care

Oxygen/Respiratory Management o N/A	Wound Care Technique o N/A	Ostomy Care o N/A	Wound Assessment o N/A
<p>Applies or assesses oxygen delivery device:</p> <p><input type="checkbox"/> Nasal Cannula</p> <p><input type="checkbox"/> Oxygen tank</p> <p><input type="checkbox"/> Oxygen concentrator</p> <p><input type="checkbox"/> Oxygen trach collar</p> <p><input type="checkbox"/> Postural drainage technique</p> <p><input type="checkbox"/> Breathing exercises</p> <p><input type="checkbox"/> APNEA monitor</p> <p><input type="checkbox"/> Oximeter monitor</p> <p><input type="checkbox"/> Care of the ventilator dependent client</p> <p><input type="checkbox"/> Care of ventilator assisted client</p>	<p><input type="checkbox"/> Washes hands with soap and water</p> <p><input type="checkbox"/> Sets up supplies including disposal bag for old dressings</p> <p><input type="checkbox"/> Wears disposable gloves</p> <p><input type="checkbox"/> Removes/changes gloves for each wound</p> <p><input type="checkbox"/> Washes hands during dressing change</p> <p><input type="checkbox"/> Observes proper wound care as per guidelines</p> <p><input type="checkbox"/> Cleans wound and applies clean dressing per order</p>	<ul style="list-style-type: none"> • OSTOMY • ILEOSTOMY • NEPHROSTOMY <p><input type="checkbox"/> Assesses functioning</p> <p><input type="checkbox"/> Performs care of ostomy</p> <p><input type="checkbox"/> Changes wafer as ordered</p> <p><input type="checkbox"/> Applies appliance correctly</p> <p><input type="checkbox"/> Irrigates per MD orders</p> <p><input type="checkbox"/> Assesses stoma and peripheral skin</p> <p><input type="checkbox"/> Measures stoma</p>	<p><input type="checkbox"/> Assesses appearance</p> <p><input type="checkbox"/> Inspects wounds for signs of infection</p> <p><input type="checkbox"/> Measures wound each visit:: length, width and depth</p> <p><input type="checkbox"/> Observes amount, odor and characteristics of drainage</p> <p><input type="checkbox"/> Verifies wound care orders</p> <p>(check all that apply)</p> <ul style="list-style-type: none"> • wet to dry • dry to dry • wound packing • wound irrigation • epistomy/suture care • commercial products

Comments/suggestions to improve any of the above skills:
