Name:	**Clinical Nurse I Self Review Worksheet** November 2009, October 2012,	St.JosephHealth ✚ St. Joseph Hospital
6-month review date:_____ Signature:	**CN I Self Review Worksheet** A mentor will help you complete the CNI self review worksheet for your one-year evaluation. Name of Mentor(s): _____	

Clinical Practice

1. Provides a safe environment specific to age and development of the patient.

Standard of practice for all levels:
1. Provides safe environment specific to age & development of patient population served.
2. Adheres to all safety policies and procedures.
3. Identifies safety issues or hazards in the work environment and communicates deficiencies appropriately.

Score 2 (Completes all)
☐ Verbalize where safety manuals are located on the unit.
☐ List TJC Safety Goals:
1.
2.
3.
4.
5.
6.
7.
8.
9.
☐ List safety goals your unit is currently working on:
1.
2.
3.

Score 3 (Completes one)
☐ Participates in Environment of Care rounds on unit. **Date: _____**
☐ Identifies a safety issue and brings potential solutions to manage team.
Issue: _____
Potential solution: _____

Score 4 (Completes one)
☐ Implements an action plan to make the environment or unit safer. **Name of project:**
_____
☐ Becomes an active member on a _____ committee and participates by attending 75% of scheduled meetings related to patient safety.

2. Develops ongoing plan for self-development.

1. Recognizes and verbalizes own learning needs.
2. Participates in learning activities to obtain skills that meet gaps between desired and actual performance.
3. In collaboration with preceptor/manager, develops plan for meeting learning needs during orientation and on an ongoing basis.

Score 2 (Completes all)
☐ Completes self-review. ☐ Yes ☐ No
☐ Selects a mentor for progress toward one-year evaluation. Fill in names on front page of this page.

Score 3 (Completes one)
☐ Present to your peers an example where you sought advanced knowledge or clinical support related to your practice from a CNS, APN Educator or MD and shared acquired knowledge with others.
☐ Enrolled in an advanced academic education program (BSN/MSN).

Score 4 (Completes all)
☐ Has an advanced academic degree (BSN/MSN).

3. Assists in creating a supportive, protective and or corrective mental, physical, societal and spiritual environment that promotes educational growth opportunities for peers.

1. Provides and receives constructive feedback to/from team members.
2. Shares new ideas/information attained from attending educational opportunities.

Score 2 (Completes all)
☐ Documents goals on "New Graduate Orientation Evaluation Form" during new hire/new grad orientation process and obtains feedback from preceptor or educator. **Preceptor initials:__ ___**
☐ Completes "Orientee Evaluation Form" and "Preceptor Evaluation Form" on new hire process Preceptor at the end of orientation. **Educator initials: _____**
☐ Completes competency based orientation at end of orientation and submits to.
Name: _____ Date: _____
☐ Attends 60% of New Graduate Nurse program (3 out of 5 days). **Record Dates: _____**

Score 3 (Completes one)
☐ Attends 80% of New Graduate Nurse program (4 out of 5 days). **Record Dates: _____**

Score 4 (Completes one)
☐ Attends 100% of New Graduate Nurse program (5 out of 5 days). **Record Dates: _____**

4. Assures quality through application of policy, procedure, standards of care, clinical pathways and protocol changes.

1. Follows policy, procedure, standards of care, and protocol changes common to patient population.
2. Participates in performance improvement activities as directed.
3. Demonstrates accountability for apprising self of posted policies, procedures, standards of care, clinical pathways, and protocol changes.

Score 2 (Completes all)
☐ Demonstrates ability to access policy and procedure manuals. ☐ Yes ☐ No
☐ List two performance improvement activity on unit (IHI, restraints, pain, falls risk assessment etc.) during evaluation
  1.
  2.
☐ Maintains current knowledge regarding policies and procedures, standards of care and protocol changes by accessing e-mail in a timely manner attending in-services and reading updates.
☐ Attends 100% of mandatory in-services related to clinical practice changes and reads posted information in a timely manner.

Score 3 (Completes one)
- ☐ Document how performance improvement activity on your unit impacts your clinical practice and improves patient care.
- ☐ Attends one Nursing Grand Rounds Session. **Title:** _____ **Date:** _____

Score 4 (Completes two)
- ☐ Attends two Nursing Grand Rounds Sessions.
   Title: _____ **Date:** _____
   Title: _____ **Date:** _____
- ☐ Provides an inservice to peers on one policy and procedure or standard of care.
   Title: _____ **Date:** _____
- ☐ Conducts chart audits utilizing correct tool and reports data to management team.

5.	Maintains clinical competence utilizing a creative problem solving approach.

1. Maintains knowledge of nurse practice act.
2. Demonstrates and maintains competence in required hospital wide and department specific competency programs.
3. Demonstrates the knowledge and skills necessary to provide care appropriate to the age of the patients served including knowledge of the principles of growth and development, psychosocial characteristics, and interventions for age-specific requirements of the assigned unit.

Score 2 (Completes all)
- ☐ Purpose of Nurse Practice Act is: _____
- ☐ Obtains required certification for unit: ACLS, PALS, NRP, BLS, MAB and RN License prior to expiration. **Certification(s) are current?** ☐ Yes ☐ No
- ☐ Attends skills day, completes ACE manual and Compliance Education in a timely manner.
   Month Skills day attended: _____ **ACE on time:** ☐ Yes ☐ No
   Compliance Education up to date: ☐ Yes ☐ No

Score 3 (Completes one)
- ☐ Provides evidence of an additional 4 CEH's relevant to specialty beyond mandatory education for the unit. Name of CEH offerings: _____ **Attach a copy for courses not taken at SJO.**

Score 4 (Completes one)
- ☐ Provides evidence of an additional 6 CEH's relevant to specialty beyond mandatory education for the unit. Name of CEH offering: _____ **Attach a copy for courses not taken at SJO.**
- ☐ Selects a specific patient population or diagnosis and gains detailed knowledge by attending a class or pulling articles.
   Population or diagnosis:
   Method of gaining detail knowledge:
   Prepares and presents poster for staff:

6.	Utilizes nursing process to perform a comprehensive, age-specific assessment of patient and family needs.

1. Demonstrates the ability to assess the cultural, physical, psychosocial, and spiritual patient/ family needs.
2. Utilizes resources; e.g., APN, literature, etc. when caring for patients with unfamiliar diagnoses.
3. Assesses patient's needs and conditions at regular intervals as defined in unit standards of care.
4. Recognizes and reports obvious changes in condition that require intervention within an appropriate time frame.
5. Utilizes screening tools to identify the need for interdisciplinary assessment.

6. The nurse recognizes the impact of the internal and external environments on the health and illness of the individual.

Score 2 (Completes all)
☐ Documentation of initial assessment is consistently complete as evidence by chart audits.
☐ Demonstrates ability to perform initial and ongoing assessments of patient and family needs according to the Assessment and Reassessment of Patients policy.
☐ Provides one example where changes in your patient's condition were reported to charge nurse. **Attach example:**

Score 3 (Completes all)
☐ Provide one example of caring for a patient with an unfamiliar/new diagnosis. What resources did you use to increase your knowledge of the patients condition? **Attach example:**

Score 4 (Completes all)
☐ Access literature (articles) on an unfamiliar/new diagnosis. Discuss literature and findings with an APN, educator or preceptor.
Name of article:
Share with peers:
APN/Educator/Preceptor initials: _____

7. Identifies formal teaching needs for specific patients/families and communities.

1. Assesses needs, preferred learning style, and barriers (i.e., cultural, psychomotor) to patient and family education.
2. Identifies teaching goals with patient and family.
3. Reinforces established education plan.
4. Identifies and provides health care teaching based on documented learning needs.
5. Identifies required patient/family post-hospitalization self-care and consult for appropriate resources.
6. The nurse is the facilitator of the educational process that enables the patient to provide self-care, determine needs and provide for their own development and growth.

Score 2 (Completes all)
☐ Documentation is complete on department specific education records.
☐ Explains how to access information on clinical application site.
☐ List most common community resources accessed by patients on your unit (if applicable).

Score 3 (Completes one)
☐ Provides an example where you identified a learning need of a patient. What resources did you use?
☐ Provide an example of a patient that had a barrier to learning i.e. confusion, dementia, vision/hearing impaired or language barrier. How did you problem solve? What resources did you use to teach the patient?

Score 4 (Completes one)
☐ Completes two Continuing Education program on Healthstream that is beyond unit requirements and will enhance ability to teach patients and family. **Attached copy of course completion certificate.**

8. Utilizes nursing process to develop and revise plan of care.

1. Utilizes interdisciplinary assessment data to develop/contribute to plan of care promoting unity and harmony within the mind, body and soul.
2. Reviews, revises and documents plan of care to progress patient toward a lower acuity and appropriate unit placement.
3. Prioritizes patient needs based on cultural age specific, psychological, psychosocial and spiritual needs.
4. Identifies barriers and threats to the safe delivery of care and seeks assistance with plan for resolution.

5. Confers with preceptor regarding teaching needs and resources.

Score 2 (Completes all)
☐ Utilizes assessment data and ancillary resources (RT, PT, Nutritional Care, Spiritual Care etc.) for the plan of care for your patients. Provide an example of accessing an ancillary resource in your care of a patient.
☐ Actively participates with case management in meeting patient's discharge needs (if applicable for night shift and procedural areas passes on pertinent information on discharge through the report). **Attach example:**
☐ Utilizes unit process for medication reconciliation and documentation is consistently complete.
☐ Updates the plan of care (if applicable).

Score 3 (Completes one)
☐ Provides an example where collaboration with physician, APN, educator or case manager on a difficult discharge or transfer was required. What were the barriers? How were they resolved?
☐ Review and critique an emergent situation that occurred on your unit. Describe the situation and identify your key learning's.

Score 4 (Completes one)
☐ Communicates and participates in any rapid response team during the care for a critical or unstable patient. **Date: _____ Clinical condition of the patient: _____**
☐ Actively participates in an inpatient care conference for a complex patient on the unit.
Date: _____ Issues discussed: _____
☐ In-services staff on a new skill/equipment. Attach the learning objectives, attendance sheet and evaluation forms.

9. Implements safe and therapeutic care for patients.

1. Implements a safe and therapeutic plan of care for patients of minimal complexity according to the hospital's policies and procedures.
2. Requests assistance from preceptor, resource nurse or team leaders when essential care cannot be completed.
3. Detects obvious changes in patient conditions and provides care appropriately.
4. Provides ongoing teaching to patient/family regarding testing, treatment and procedures.
5. Recognizes and responds to priorities in meeting patient care responsibilities specifically changes in patient's condition. Incorporates clinical findings into priority setting.
6. Includes patient and family in implementing a culturally sensitive plan based upon their ability to participate and make decisions regarding care.

Score 2 (Completes all)
☐ Provides treatment and care, including administration of medication safely and accurately (Management Team to review)
☐ Provide an example of care that was culturally sensitive:
☐ Who is our Nursing Theorist? _____

Score 3 (Completes all)
☐ Provide an example of care for a patient with a significant change in their clinical condition.
Attach example:
☐ Provide an example that explains how the caritas are incorporated into your area of practice.
Attach example:

Score 4 (Completes one)
☐ Completes cultural diversity program on Healthstream. Attach copy of the certificate.
☐ Provides information to staff via e-mail, flier, inservice on one specific culture's or religious group's

health care beliefs.
Date:
Culture/Religious Group:
Provide copy of education for evaluation:
☐ Provides education to staff on a new medication. Include administration, purpose, side effects and contraindications.
Date:
Medication:
Provide copy of education for evaluation:

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10. Evaluates patient assessment, planning and implementation in relation to intended goals and progress toward expected outcomes.

1. Evaluates the patient's progress toward attaining expected outcomes in a systematic, ongoing, and culturally sensitive criterion-based manner.
2. Evaluates and revises plan of care/provision of care and progress toward outcomes.

Score 2 (Completes all)
☐ Completes a plan of care and acuity (if applicable), on all newly admitted patients.
☐ Updates the plan of care/provision of care based on changing patient condition.(Chart Review)
☐ Involves patient and family on creating a plan of care. (Chart Review)

Score 3 (Completes one)
☐ Anticipates issues with patient/family meeting identified goals and proactively addresses them.
   Attach example:
☐ Consistently identifies potential adverse reactions to treatment of medication and intervenes to prevent them. **Attach example:**

Score 4 (Completes all)
☐ Provide one example when you assisted a peer to determine if a treatment or intervention was effective.
   What was the treatment or intervention?
   Was it effective? Yes or No
   If no what was the follow up plan?

Collaboration

1.   Facilitates patient care through effective communication.

Standard of nursing practice for all levels.
1. Communicates patient condition/care changes to charge nurse, supervisor, medical staff and other team members.
2. Completes shift report and documentation in a timely manner.
3. Anticipates and is prepared to present information to patients and families regarding plan of care.
4. Responsible for accurate, complete, and individualized documentation of patient assessment, goals, plan of care, interventions and care provided, as well as patient's progress toward discharge goals.

Scoring based on mentors feedback
   Score 2 (Completes all)
☐ SBAR communication (verbal and written) on patient condition, including shift report and walking rounds (if appropriate) is accurate and complete.
☐ Patients' goals are consistently identified and documented via white boards and verbal handoff.
☐ Accurate, complete and individualized documentation. Appropriate use of forms and resources.

Score 3 (Completes one)
- ☐ Peers report communication is proactive where issues are anticipated.
- ☐ Provide an example where an issue was identified and proactive action was taken: **Example:**

Score 4 (Completes one)
- ☐ Provides management team with idea to enhance communication on the unit and develops an action plan for implementation. **Idea:**

2.	Develops and maintains therapeutic, holistic and effective relationships with patient/family and the heath care team.

1. Treats others with dignity and respect and adheres to SJHS values instilling faith and hope in the caring relationships.
2. Demonstrates knowledge and appropriate use of chain of command.
3. Educates patient/family about their plan of care across the continuum.
4. Participates in staff meetings by communicating issues and offering solutions that affect the unit.
5. Promotes collaborative and caring relationships with colleagues that contribute to teamwork and respects culturally diverse individuals and viewpoints.
6. Seeks assistance and support in unfamiliar clinical situations and utilizes the guidance of preceptors.
7. Demonstrates professional behavior with patients/families and healthcare team.

Score 2 (Completes all)
- ☐ Identify one of the 4 core values and provide an example of how you have incorporated into patient care: _____
- ☐ Completes peer reviews in a timely manner, shows flexibility in assignment, proactively offers assistance to colleagues, supports unit's activities, and promotes positive team spirit.

Score 3 (Completes all)
- ☐ Recognized by team member or patient/family Thanks for Caring Card or note.
- ☐ Supports unit activities and promotes positive team spirit (Measured by team member's feedback).

Score 4 (Completes one)
- ☐ Give an example of when you had to use the chain of command to enhance department communication. **Attach example:**
- ☐ Participate in team building or peer recognition activity on the unit. **Attach example:**

3.	Delegates care appropriately.

1. Appropriately delegates, supervises, and evaluates abilities and performance of other team members. Identifies and communicates opportunities for improved team performance.
2. Includes patient/family in implementing the plan of care based upon their ability to participate in and make decisions regarding care with the promotion and acceptance of positive and negative feelings. The nurse recognizes the difference between intellectual and emotional interpretations of a situation.
3. Demonstrates awareness of competency, job description, and scope of practice of patient care team members when delegating aspects of care.
4. Asks for assistance as needed while implementing care.

Scoring based on peer review and management team feedback
Score 2 (Completes all)
- ☐ Seeks assistance from peers and charge nurse to readjust assignments and care needs as clinical situations and priorities change.
- ☐ Seeks charge nurse input to address care issues or communication problems with team members.
- ☐ Delegates care appropriately to meet the immediate need of the patient.

Score 3 (Completes all)
- ☐ Adjusts expectations and workload of team members to adapt to changing clinical situations. Assists all team members to complete work to ensure breaks and meal periods are provided.
- ☐ Supports nursing students and provides learning activities as assigned (if applicable).

Score 4 (Completes all)
- ☐ Identifies ideas for improving team/unit performance and provides ideas to management team to implement change. **Idea:** _____

4. Participates in Shared Governance/Participative Leadership.

1. Participates and follows through with unit/service level Shared Governance activities.
2. Verbalizes and supports unit goals.

Score 2 (Completes all)
- ☐ Describe in writing the Mission of your unit based council.
- ☐ Describe in writing shared governance structure/model

Score 3 (Completes all)
- ☐ Give an example of how you participate in shared governance at the unit level. **Attach example:**
- ☐ List two projects that your unit based council is currently working on.
  1.
  2.

Score 4 (Completes all)
- ☐ An active member of the unit based council and shares pertinent information; attends 75% of meetings.

5. Demonstrates awareness of unit/service budget.

1. Demonstrates efficient use of time, equipment, and supplies.
2. Provides input for capital budget.

Score 2 (Completes all)
- ☐ List how to access supplies used to provide nursing care when unable to find them on the unit.

  _____
- ☐ Manages unit equipment and supplies responsibly.
- ☐ Aware of unit supply expenses and records their role in conserving resources.
- ☐ Able to verbalize staffing ratios, staffing volumes based on acuity and volume, necessity to flex staff and assignments when census is low.
- ☐ Demonstrates fiscal responsibility by following the Time Keeping Policy, consistently able to take breaks and coordinate breaks with team members.

Score 3 (Completes all)
- ☐ Proactively prevents overtime and manual edits.

Score 4 (Completes one)
- ☐ Presents management team an idea that could lead to the unit functioning in a more cost effective manner or a method of saving costs in supplies. **Idea:** _____
- ☐ Provides to management team an idea and develop an implementation plan on ways to decrease incremental overtime. **Idea:** _____

| 6. | Demonstrates awareness of unit and service guidelines related to staffing and scheduling. |

1. Follows scheduling guidelines and demonstrates flexibility in order to meet unit and patient needs.

Score 2 (Completes all)
☐ Reports to work in a timely manner, participates in creating a balanced work schedule, willing to trade shifts, and attendance within policy, and consistently meets stand by standards if applicable.
☐ Clocks into Kronos according to policy and consistently and effectively utilizes unit scheduling program.

Score 3 (Completes all)
☐ Kronos edit sheet is consistently accurate and complete.

Score 4 (Completes all)
☐ Perfect attendance.
☐ Demonstrates commitment to unit by coming in when short staffed.

Culture and Caring

| 1. | Demonstrates behavior that supports a culture based on innovation, openness, integrity, trust and mutual respect. |

Standards of Practice for all levels:
1. Acknowledges the unique contributions of each individual.
2. Thinks broadly when seeking new ways to improve performance, processes, and service.
3. Creates an environment of continuous improvement.
4. Tries new approaches and takes appropriate risks.
5. Seeks out and utilizes best practices.
6. Strives to be open, flexible, supportive and adaptable to change.
7. Seeks opportunities to facilitate change and encourages others to do the same.
8. Responds resourcefully to new demands and challenges.
9. Maintains a constructive, positive outlook amidst change and uncertainty.
10. Contributes positively to create and maintain a healing, healthy work environment

Score 2 (Completes all)
☐ Meets the 10 standards of practice above as evidence by management team and peer reviews.
☐ Select one standard above and provides written example of how they have incorporated it into their personal practice. **Attach example:**

Score 3 (Completes all)
☐ RN selects a second standard above and provides another written example of how they have incorporated it into their personal practice. **Attach example:**

Score 4 (Completes all)
☐ RN selects a third standard above and provides a written example of how they have incorporated it to enhance nursing practice on the unit. **Attach example:**

| 2. | Demonstrates commitment toward customer satisfaction and patient advocacy. |

1. Demonstrates behaviors reflective of caring and concern for customer satisfaction, i.e. advocacy, listening, compassion, comfort, honor and respect, follow through on customer requests.
2. Identifies opportunities for improvement in customer satisfaction.
3. Seeks assistance as needed to advocate for the patient and family.
4. Demonstrates actions that support philosophy of family centered care.

Score 2 (Completes all)

☐ Consistently demonstrates patterned behaviors that support PEP training.

☐ Writes the process you would use to activate service recovery.

Score 3 (Completes all)

☐ List two activities that your unit is currently working on to increase or maintain patient satisfaction scores.

    1.

    2.

Score 4 (Completes all)

☐ Give an example of how your practice influences patient satisfaction outcomes. **Attach example:**

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3. Maintains ethical standards.

1. Demonstrates the values of Dignity and Justice by assuring respect for privacy and confidentiality and participation by the patient/families in decisions regarding care.
2. Adheres to patient's bill of rights.
3. Complies with the patient's Advanced Directive.
4. Verbalizes knowledge of "staff rights" policy and Ethics Guidelines.
5. Recognizes and reports incompetent/unsafe/unethical care practices.

Score 2 (Completes all)

☐ Identifies Patient Rights document and knows how patients receive this information.

☐ Knowledgeable regarding Advance Directives, where they are within the chart, content for the patient, how to complete a referral for patients who request information.

Score 3 (Completes all)

☐ Able to locate and articulate when to use Ethics Ready Reference Grid.

☐ What is the role of the Ethics ACE on your unit?

☐ Identifies location and articulate the ANA Code of Nursing Ethics.

Score 4 (Complete all)

☐ Provides an actual or theoretical example using the Ready Reference Grid to make a decision.
    Attach example: