

BAYHEALTH MEDICAL CENTER

POSITION DESCRIPTION/PERFORMANCE REVIEW

STUDENT NURSE

Bayhealth Medical Center, Inc.
Dover, Delaware

Position Number (160)

PART I – JOB IDENTIFICATION

Position Summary:

The Student Nurse (SN) is enrolled in an accredited school of nursing and practices under the direct supervision of a registered nurse. The registered nurse acts as the Clinical Instructor and should be present at all times to provide guidance and assist the student to gain knowledge of procedures, policies, skills and judgement necessary to perform professional nursing services.

Employee Status: Extern

Reports to: Clinical Instructor, Charge Nurse/Nurse Manager/Director of Education

FLSA Overtime Exempt [] FLSA Overtime Non-Exempt [X]

Subject to Bloodborne Pathogens? Yes [X] No []

Position Qualifications (insert minimum and preferred qualifications)

	Minimum	Preferred
Education:	Matriculating student in an accredited school of nursing.	N/A
Experience:	Novice learner level; must have satisfied school's prerequisites for entering clinical assignment.	N/A
Certification/Registration:	Basic Healthcare Provider (CPR) certification	N/A
Computer/Software:	Basic computer literacy	N/A
Special Knowledge, Skills or Abilities:	Ability to effectively communicate. Demonstrates good work ethics.	N/A

Physical Demand Functions (insert "X" as appropriate)

Physical Demand	Tasks Not Required	Occasional (1-33%)	Frequent (34-66%)	Constant (67-100%)	Essential Function		Additional Comments
					Yes	No	
Standing				X	X		
Walking				X	X		
Sitting			X		X		
Bending			X		X		
Kneeling			X		X		
Crawling		X				X	
Climbing			X		X		
Reaching				X	X		
Gripping			X		X		
Lifting				X	X		able to lift 50 lbs.
Carrying			X		X		able to carry 20 lbs.
Pushing				X	X		able to push 350 lbs.
Pulling				X	X		able to pull 350 lbs.

Required Protective Equipment

Standard Precautions

Non-Essential Functions

None

Working Conditions

Regularly exposed to the risk of bloodborne diseases. Contact with patients under wide variety of circumstances. Exposed to unpleasant elements (accidents, injuries, illnesses). Subject to varying and unpredictable situations. Handles emergency or crisis situations. May perform emergency care. Occasionally subjected to irregular hours. Works under pressure of time and accuracy, often under stressful conditions.

Age Specific Patient Population (highlight or circle) The expectation is the student will be judged competent by the school's faculty prior to the student's placement in the clinical area.

- Neonate (birth - 28 days)
- Child (1 month – 12 years)
- Adolescent (13-17 years)
- Adult (18 – 64 years)
- Geriatric (65+ years)

Required Mandatory Education (highlight or circle) The expectation is the student will have completed this education prior to placement in the clinical area.

- Fire, Safety, Infection Control Right-to-Know
- Corporate Compliance
- 5 Star Customer Service
- Code Red Response-Fire Extinguisher
- Back Safety Competency
- Latex Allergy SLP
- CPR-Patient Care Areas (every two years)

PART II – EMPLOYEE IDENTIFICATION (insert)

Employee Name:	Employee No. N/A	Hire Date: N/A
Department Name:	Department Number: N/A	

PART III – REASON FOR EVALUATION (insert “X” as appropriate)

_____ **Orientation Period (Initial 60-Day Period)** _____ **Probationary**
 _____ **Annual-Review Period** _____ **X** **Other:** _____ **N/A** _____

PART IV – ELIGIBILITY REQUIREMENTS (highlight or circle)

Yes	No	N/A	Hazardous Waste	Yes	No	N/A	Age Specific Competencies
Yes	No	N/A	Mandatory Education	Yes	No	N/A	Corporate Compliance
Yes	No	N/A	Confidentiality	Yes	No	N/A	Current License

Note: Failure to complete any of the above items will result in the employee’s salary increase being delayed until all mandatory requirements are completed. The salary increase will become effective upon completion of the requirements. An employee’s salary increase will not be retroactive.

PART V – PERFORMANCE SUMMARY (highlight or circle)

	FA	A	M	B	FB
Part VII – Position Standards (60%)	24	18	12	6	0
Part VIII – 5 Star Service (30%)	12	9	6	3	0
Part IX – Other Performance Factors (10%)	4	3	2	1	0
Far Above Expectations					38 to 40
Above Expectations					29 to 37
Meets Expectations					20 to 28
Below Expectations					10 to 19
Far Below Expectations					Less than 10
TOTAL POINTS					
PERFORMANCE RATING					

PART VI – REVIEW OF CURRENT EVALUATION

All reviews require Director review and approval. Ratings of “FB”, “B”, and “FA” require review by VP/SVP.

Evaluator:	Date:
Dept. Director:	Date:
VP/SVP:	Date:
Human Resources:	Date:

PART VII – POSITION STANDARDS

Rating for each Standard should be evaluated based on the following: (1) the amount of work completed; (2) the quality/accuracy of the work completed; (3) the timeliness of the work completed; (4) consistency in getting the job done with minimal supervision.

Insert goals and objectives and comments as appropriate.

The following standards are ranked in order of importance (highest to lowest).

1. Demonstrates the ability to collect relevant patient healthcare data.

- a. **Prioritizes data collection activities under the direction of the RN and as indicated by the patient's immediate condition.**
- b. **Collects data using appropriate assessment techniques and instruments.**
- c. **Appropriately documents collected data.**
- d. **Collects data using a systematic and on-going process.**

Goals & Objectives:

Comments:

Self Rating (optional): Far Above Expectations Above Expectations Meets Expectations Below Expectations Far Below Expectations

Final Rating: Far Above Expectations Above Expectations Meets Expectations Below Expectations Far Below Expectations

2. Demonstrates ability to assist the RN to analyze the data in determining patient needs.

- a. **Assists the RN in assessing data to determine patient needs.**
- b. **Interacts with the patient, family and other members of the healthcare team.**
- c. **Assists in prioritizing and documents in a manner that facilitates determining expected outcomes and developing a plan of care.**
- d. **Documents patient needs in the clinical record.**

Goals & Objectives:

Comments:

Self Rating (optional): Far Above Expectations Above Expectations Meets Expectations Below Expectations Far Below Expectations

Final Rating: Far Above Expectations Above Expectations Meets Expectations Below Expectations Far Below Expectations

3. Demonstrates the ability to assist the RN to identify individualized, expected outcomes for the patient.

- a. **Outcomes are derived from patient needs.**
- b. **Outcomes are mutually formulated with the patient, family, and other health care providers, as appropriate.**
- c. **Outcomes are realistic, individualized, culturally appropriate, and age-specific.**
- d. **Outcomes are measurable and include a time element for attainment, if possible.**
- e. **Outcomes provide direction for continuity of care.**
- f. **Outcomes are documented in the clinical record.**

Goals & Objectives:					
Comments:					
Self Rating (optional):	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations
Final Rating:	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations

4. Demonstrates ability to assist the RN to develop a plan of care that prescribes specific interventions to attain expected outcomes.

a. The SN assists the RN who establishes the priorities of care.

Goals & Objectives:					
Comments:					
Self Rating (optional):	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations
Final Rating:	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations

5. Demonstrates the ability to implement interventions identified in the Plan of Care.

a. Administer patient care interventions in a manner that minimizes complications and/or life-threatening situations.

b. Encourages the patient and family to participate in implementing the plan of care, based on their ability to participate and make decisions.

c. Documents interventions in the clinical record.

Goals & Objectives:					
Comments:					
Self Rating (optional):	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations
Final Rating:	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations

6. Demonstrates the ability to assist the RN to evaluate the patient's progress toward attaining expected outcomes.

a. Evaluation is systematic, on-going and criterion-based.

b. The appropriate members of the healthcare team (pt/family/others, etc) are involved in the evaluation process, as indicated.

c. Evaluation of patient outcomes occurs within an appropriate time frame after initiation of interventions.

d. On-going assessment data from the RN are utilized by the SN to revise the patient needs.

e. Revisions in outcomes, and the plan of care are documented and reviewed with the RN

f. Evaluates the effectiveness of interventions in relation to outcomes and reviews with the RN.

g. Documents patient's response to interventions.

Goals & Objectives:					
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Comments:					
Self Rating (optional):	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations
Final Rating:	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations

7. Demonstrates the ability to assist in systematically evaluating the quality and effectiveness of nursing practice.

- a. Participates in performance improvement activities.**
- b. Uses the results of performance improvement activities to initiate change in nursing practice, as appropriate.**

Goals & Objectives:					
Comments:					
Self Rating (optional):	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations
Final Rating:	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations

8. Demonstrates the ability to reflect knowledge of current professional practice standards, laws and regulations.

- a. Evaluates his/her own nursing practice in relation to professional practice standards, relevant statutes and regulations and practices within his/her scope of practice.**
- b. Engages in an annual self-assessment, identifying areas of strength and areas requiring professional development.**
- c. Seeks and reflects on constructive feedback from other members of the healthcare team.**
- d. Takes action to achieve performance goals.**

Goals & Objectives:					
Comments:					
Self Rating (optional):	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations
Final Rating:	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations

9. Demonstrates ability to acquire and maintain current knowledge and competency in nursing care.

- a. Participates in ongoing educational activities to acquire and validate knowledge.**
- b. Seeks experiences that reflect current clinical competencies and new clinical information.**

Goals & Objectives:					
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Comments:

Self Rating (optional):	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations
Final Rating:	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations

10. Demonstrates the ability to interact with and contributes to the professional development of peers and other healthcare providers.

- a. Shares knowledge, skills, and experiences with colleagues and others.
- b. Provides colleagues and peers with constructive feedback regarding their practice.
- c. Contributes to a learning environment that is conducive to healthcare education.
- d. Contributes to a team environment by working with others in a way that promotes and encourages each person's contribution.

Goals & Objectives:

Comments:

Self Rating (optional):	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations
Final Rating:	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations

11. Demonstrates the ability to participate in decision making and takes action based on ethical principles.

- a. Nursing practice is guided by the ANA Code for Nurses and ethical principles.
- b. The SN acts as a patient advocate and assists others in developing advocacy skills.
- c. The SN delivers care in a non-judgmental and nondiscriminatory manner which is sensitive to patient diversity.
- d. The SN delivers care such that the patient's autonomy, dignity and rights are preserved.

Goals & Objectives:

Comments:

Self Rating (optional):	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations
Final Rating:	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations

12. Demonstrates the ability to collaborate with the patient family, and other healthcare providers to provide patient care in a caring environment.

- a. Communicates with the healthcare team regarding the patient's care.
- b. Works collaboratively with other members of the healthcare team to formulate the plan of care and deliver services.
- c. Consults with other healthcare providers and suggests referrals to the RN as appropriate to promote continuity of care.

Goals & Objectives:

Comments:

Self Rating (optional):	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations
Final Rating:	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations

13. Demonstrates the ability to incorporate current concepts in clinical research utilization into his/her practice.

- a. Continually questions and evaluates practice and uses best available evidence to contribute to the development of the plan of care.**
- b. Participates in committees and teams to support revisions in clinical practice.**

Goals & Objectives:

Comments:

Self Rating (optional):	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations
Final Rating:	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations

14. Demonstrates the ability to consider factors related to safety, effectiveness and cost in planning and delivering patient care.

- a. Evaluates factors related to safety, effectiveness, comparability, availability and cost when choosing between 2 or more options.**
- b. Assists the patient and family to identify and secure appropriate and available services to address healthcare needs.**
- c. Assists aspects of care utilizing critical thinking to determine the appropriateness of delegating the task, in accordance with the DE State Nurse Practice Act.**
- d. Assists aspects of care based upon the needs and conditions of the patient, the potential for harm, the stability of the patient's condition, and the competencies of the healthcare provider.**

Goals & Objectives:

Comments:

Self Rating (optional):	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations
Final Rating:	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations

15. Demonstrates the following Specialty Related Activities

- a. Participates in the Code Blue/Trauma team as needed.
- b. Able to recognize, document in a timely and accurate fashion, and intervene effectively when a patient's condition indicates an emerging problem.
- c. Recognizes an acute or life-threatening event with the appropriate action for the situation, i.e. life-threatening dysrhythmia, arrest, etc.
- d. Understands the need to be flexible within the Patient Care Services Department; assigned wherever the need arises up to their level of competency.
- e. Participates in staff meetings, case conferences, and departmental meetings at a minimum 8 times per year.
- f. Maintains a current knowledge of hospital and departmental policies adheres to them, and references the manual as necessary to comply with current practice standards.

Goals & Objectives:

Comments:

Self Rating (optional):	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations
Final Rating:	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations

Five Star Standards (See Five Star Service Booklet and Employee Pledge)

- 1. Treats everyone as if he or she is the most important person in the facility.**
- 2. Grooming and dress reflect our respect for others and the organization. Complies with Bayhealth Personal Appearance and Dress Policy B9065.11.**
- 3. Committed to listening attentively to others who are speaking in order to fully understand their needs. Pays close attention to both verbal and nonverbal messages. Speaks in a caring and thoughtful manner, always showing respect.**
- 4. Operates the telephone correctly in work area. Transfers telephone calls correctly, always asking permission to transfer the call. Identifies self and department when answering calls. Sounds pleasant, helpful and listens with understanding. Returns calls promptly. Answers with a smile in voice.**
- 5. Provides exceptional service to all internal and external customers.**
- 6. Committed to providing the highest quality of service and meeting our customers’ needs with utmost care and courtesy.**
- 7. Works together with a common purpose – serving our customers and our community. Treats every co-worker as a professional. Channels negative emotions appropriately and privately.**
- 8. Ensures all rights to privacy and modesty by creating and maintaining a secure and trusting environment. When entrusted with others’ affairs, treats all information as confidential. Restricts discussion of confidential matters to situations where the information is necessary to meet the patients’ health needs. Concern for patient privacy promotes peace of mind and lessens their anxiety.**
- 9. Ensures an accident free environment.**
- 10. Takes pride in the job and the Bayhealth organization.**
- 11. Committed to creating and supporting a Five-Star Service culture.**

Comments:

Overall Rating Five Star Service Standards (highlight or circle)

Self Rating (optional):	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations
Final Rating:	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations

PART IX – OTHER PERFORMANCE FACTORS (highlight or circle)

Job Knowledge: Utilization of job related information, technical skills and procedures, including continuous quality improvement.

1. Maintains the knowledge appropriate to function within their clinical assignments.
2. Is aware of the age specific needs of the patient population for whom he/she is caring.
3. Adheres to Bayhealth Medical Center policies and procedures.

Goals & Objectives:

Comments:

Self Rating (optional): Far Above Expectations Above Expectations Meets Expectations Below Expectations Far Below Expectations

Final Rating: Far Above Expectations Above Expectations Meets Expectations Below Expectations Far Below Expectations

Adaptability/Flexibility: Ability to grasp and adjust to new ideas, procedures and situations comfortably and effectively.

Goals & Objectives:

1. Demonstrates a constructive attitude in the workplace

Comments:

Self Rating (optional): Far Above Expectations Above Expectations Meets Expectations Below Expectations Far Below Expectations

Final Rating: Far Above Expectations Above Expectations Meets Expectations Below Expectations Far Below Expectations

Attendance/Punctuality: Consistency in adhering to the work schedule.

Goals & Objectives:

1. Adheres to Bayhealth Medical Center policies and procedures.

Comments:

Self Rating (optional): Far Above Expectations Above Expectations Meets Expectations Below Expectations Far Below Expectations

Final Rating: Far Above Expectations Above Expectations Meets Expectations Below Expectations Far Below Expectations

Overall Rating Other Performance Factors (highlight or circle)

Self Rating (optional): Far Above Expectations Above Expectations Meets Expectations Below Expectations Far Below Expectations

Final Rating: Far Above Expectations Above Expectations Meets Expectations Below Expectations Far Below Expectations

PART X – GOALS AND OBJECTIVES FOR NEXT APPRAISAL

Both the employee and supervisor should list goals to be accomplished for the next appraisal. The goals indicated below will be carried forward to PART VII for the next appraisal.

Position Standard Number	Challenge	Goal

PART XI – RATER’S OVERALL SUMMARY

As appropriate, include comments regarding employee’s overall progress, growth potential, potential for promotion, employee development needs and recommended training.

PART XII - EMPLOYEE'S RESPONSE - EVALUATION/HIGHLIGHTS OF APPRAISAL DISCUSSION

Comments:

I have read and agree to practice Bayhealth's Five Star Service Guidelines.
I have reviewed my job description and agree that it is current.

Employee's Signature

Date

PART XIII-SUPERVISOR'S RESPONSE-EVALUATION/HIGHLIGHTS OF APPRAISAL DISCUSSION

Supervisor's Signature

Date