



PERFORMANCE EVALUATION COVER SHEET & CHECKLIST

Employee Identifying Information

Employee Name	Opal Caldwell	Badge Number	88543	Employee Title	Star RN
Affiliate	Covenant Health	Department Number	620000	Evaluation Type	Annual

Performance Evaluation Summary

Annual Evaluation Period	2014	Evaluation Reason (If Other)
Evaluation Period (Other)		From Jan 2014
Overall Rating : Meets Expectations		To Dec 2014 Rater Name Jennifer Lloyd, RN Rater Title Nurse Manager

Required Attachments

Job Description Competency Checklist
 Population Specific Competency (Clinical Employees Only)

Individual Objectives For Next Evaluation Period (Optional)

Rater's Comments

Opal takes call in PACU. She is able to help in G.I., DSU, or PACU

Employee's Comments

Opal Caldwell 7/16/15

Employee Signature

Date 7/16/15

Jennifer Lloyd

Rater's Signature

Date 7/16/15

Morristown-Hamblen Healthcare System

Star RN

42-382

Created/Revised: 12-20-10

Reviewed: 12-20-10

Position Summary:

Provides professional nursing care within an assigned unit; coordinates care planning with other disciplines.

Position Accountabilities and Performance Criteria:

1. Correlates patient history and support systems within hospital care/nursing home care.
2. Assesses learning needs of patient and family.
3. Develops and initiates plan of care, involving patient and family.
4. Recommends interventions.
5. Evaluates plan of care.
6. Resolves problems regarding moderately complex issues without oversight or supervision.
7. Demonstrates active participation in unit or facility activities.
8. Demonstrates willingness to precept employees/students as directed. Reviews clinical performance of preceptee with unit leader or clinical instructor.
9. Demonstrates competence in performing critical skills to include appropriate delivery of care according to the age-specific needs of the population served.
10. Supervises LPNs, Nursing Assistants, HUCs, Techs, and sitters.
11. Perform other related duties as assigned or requested.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Morristown-Hamblen Healthcare System

Star RN

42-382

Created/Revised: 12-20-10

Reviewed: 12-20-10

Position Qualifications:

Minimum Education

None specified; however, must be sufficient to meet the standards for achievement of the below indicated license and/or certification as required by the issuing authority.

Minimum Experience

Must possess at least one (1) year of professional experience.

Continuing Education

Sixteen (16) contact hours required annually (8 to enhance clinical expertise); or twelve (12) contact hours required annually, plus ACLS or approved specialty certifications

Licensure Requirement

Valid Tennessee RN license. Fire/security, infection control, and CPR inservices are required.

Physical Requirements

Type A

Morristown-Hamblen Healthcare System

Star RN

42-382

Created/Revised: 12-20-10

Reviewed: 12-20-10

Employee's Name: Opal Caldwell

Evaluation Date: June 2015

Supervisor's Name: Jennifer Lloyd, RN

Employee's Signature: 

Position Accountabilities and Performance Criteria:



1. Correlates patient history and support systems within hospital care/nursing home care.



2. Assesses learning needs of patient and family.



3. Develops and initiates plan of care, involving patient and family.



4. Recommends interventions.



5. Evaluates plan of care.



6. Resolves problems regarding moderately complex issues without oversight or supervision.



7. Demonstrates active participation in unit or facility activities.



8. Demonstrates willingness to precept employees/students as directed. Reviews clinical performance of preceptor with unit leader or clinical instructor.



9. Demonstrates competence in performing critical skills to include appropriate delivery of care according to the age-specific needs of the population served.



10. Supervises LPNs, Nursing Assistants, HUCs, Techs, and sitters.



11. Perform other related duties as assigned or requested.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.