

**XYZ HHA, Inc.: HOME HEALTH CARE NURSE EVALUATION (full time, exempt employee status)**

<b>Weighted Score:</b>	<b>Description:</b>
5	Outstanding (100% performance, all of the time)
4	Exceeds expectations (90% of the time)
3	Competent: meets expectations, is mastering position responsibilities
2	Below expectations, or; in current position < 6 months with anticipated mastery of responsibilities
1	Unacceptable performance, or not meeting position requirements

Name: \_\_\_\_\_  
 Overall Performance Score: \_\_\_\_\_  
 Evaluation by: \_\_\_\_\_  
 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ hire date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**CATEGORY MEASURE:**

**I. (25%) QUALITY OF WORK, or PERFORMANCE OF KEY POSITION REQUIREMENTS: total mean N ( ) .25**

**CRITICAL CASE MANAGEMENT SKILLS** (mean= total sum of components, divided by 4)

**CLINICAL SKILL:**

Recognizes & interprets significant physiological, psychological, and environmental alterations in patient condition, and conferences/ reports appropriately  
 Develops a POC appropriate to patient acuity/ complexity, and; coordinates referrals as indicated by pt. Unique condition

**COORDINATION OF SERVICES/ CARE:**

Reviews multidisciplinary care provided (clinical file review)  
 Case Conferences with patient care team

**ADHERES TO STANDARD PRECAUTIONS**

**CARE PROVIDED IS APPROPRIATE and DOCUMENTATION IS COMPLETE**

Prior Approval is obtained, as necessary  
 Documentation reflects understanding & application of qualifying criteria for home care:  
 Documentation is individualized to pt. unique condition, skill is discernable, homebound is reflected, and progress is recorded in measurable units  
 Verbal Orders (TO's) are written upon receipt  
 Visits provided are consistent with physician approved POC: per frequency & duration

**II. (30%) QUALITY/ ACCURACY of WORK PRODUCT total mean N ( ) .30**

OASIS data is accurate per Mcare interpretation; reflects medical supporting documentation; is submitted per regulatory timelines, and; is supported by ongoing clinical documentation

**II. (25%) QUANTITY/ EFFICIENCY OF WORK total mean N ( ) .25**

Attains established productivity, N = \_\_\_\_\_ (mean= total sum of components, divided by 4)

QTR #1: \_\_\_\_\_  
 QTR #2: \_\_\_\_\_ QRTL Data represents an average of all (direct & indirect) time based upon employee self report  
 QTR #3: \_\_\_\_\_  
 QTR #4: \_\_\_\_\_

Submits documentation in timely manner (Admissions= 48 hrs; Visits= 24 hours; OASIS Survey per regulation)  
 In home care delivered efficiently [ average visit direct time = \_\_\_\_\_ / hr.]

**Organizational skills**

**III. (15%) PROFESSIONALISM total mean N ( ) .15**

Compatibility, Teamwork, Flexibility & Adaptability (mean= total sum of components, divided by 4)

Protection of Confidential Information

**Communication Skills**

Utilizes computerized clinical record system appropriately  
 Case conferences with supervisor at appropriate intervals  
 Communicates patient needs clearly & concisely

**Maintains and updates skills and knowledge**

Participates in QI Activities/ conducts peer review: audits (1) record per QTR, N = \_\_\_\_\_  
 Seeks opportunities to improve knowledge & practice  
 Attends inservices/ staff meetings, a minimum of 10 of 12 inservices per year, N = \_\_\_\_\_

**IV. (5%) WORK HABITS total mean N ( ) .5**

Conducts self in accordance with AHC Code of Conduct (Compliance Model) (mean= total sum of components, divided by 5)

Conducts self in professional manner

Adheres to AHC Dress Code

Satisfactory Attendance: Acceptable threshold is not > 6 episodes per year, actual N = \_\_\_\_\_

Schedules patient appointment & adheres to plan

*Review/ revised [date]*