

Customer Satisfaction – cont’d	N	AB	C	P	E	O
◆ Respects the rights, property, and privacy of others						
◆ Complies with dress code policy						
Total Score:						
Comments:						
2. Teamwork – Works together with team members. Takes pride and shares in everyone’s accomplishments	N	AB	C	P	E	O
◆ Does part to be flexible and committed to department/unit team and other co-workers						
◆ Never disagrees or places blame on co-workers in front of any customers						
◆ Assists co-workers without being asked						
◆ Positive work approach – adds to overall departmental morale						
◆ Does not have excessive absence and / or tardiness						
◆ Prepared to receive assignment at start of shift						
◆ Participates in unit orientation programs by providing guidance and support to new employees						
Total Score:						
Comments:						
3. Duties and Responsibilities	N	AB	C	P	E	O
◆ Demonstrates the ability to assess, plan, implement and evaluate continuum of care.						
◆ See Palliative Care addendum						
Total Score:						
Comments:						
4. Initiative	N	AB	C	P	E	O
◆ Exercises judgment to be creative, proactive, take initiative, accept responsibility and deliver results						
◆ Demonstrates good utilization of time						
◆ Problem solves within job scope limitations						
Total Score:						
Comments:						

5. Adaptability <ul style="list-style-type: none"> ◆ Reacts positively to change ◆ Handles stressful situations effectively 	N	AB	C	P	E	O
Total Score:						
Comments:						
6. Professional Development / Competence <ul style="list-style-type: none"> ◆ The Nurse maintains standards for professional nursing practice in the clinical setting as defined by the American Association, NJ Board of Nursing and relevant national organizations ◆ Completes required department and system wide competencies ◆ Attends educational seminars, workshops and staff meetings pertaining to relevant areas of clinical or managerial skill development. ◆ Actively participates in unit bases / hospital Performance Improvement (PI) projects ◆ Exercises tact sensitivity, sound judgment and professional attitude when relating to patients/visitors and employees. 	N	AB	C	P	E	O
Total Score:						
Comments:						
7. Communication <ul style="list-style-type: none"> ◆ Adheres to the current HIPAA regulation concerning patient confidentiality. Provides for patient privacy; safeguards the privacy of patients medical information ◆ Documentation is legible, complete, accurate and in accordance with P&P ◆ Reports and documents potential adverse occurrences and communicates same to manager ◆ Communicates promptly with physicians and mid-level providers regarding patient conditions and responses to treatments ◆ Contributes to an environment that is conducive to clinical education of new employees. ◆ Communicates all pertinent patient information to oncoming shifts 	N	AB	C	P	E	O
Total Score:						
Comments:						

8. Safety <ul style="list-style-type: none"> ◆ Practices safety by observing established hospital policies and procedures; assures the safety and security of patients and staff at all times ◆ Demonstrates the safe use of equipment. Reports any equipment malfunctions or environmental hazards promptly and arranges for repair or correction ◆ Follows hospital guidelines for medication safety and accountability ◆ Transcribes and countersigns physicians orders accurately and in a timely manner 	N	AB	C	P	E	O
Total Score:						
Comments:						
9. Leadership <ul style="list-style-type: none"> ◆ Provides directions and supervision to other health care members to ensure proper implementation of plan of care 	N	AB	C	P	E	O
Total Score:						
Comments:						
Working Conditions: An employee may be exposed to a variety of activities and conditions that place him/her at risk to exposure to certain diseases <ul style="list-style-type: none"> ◆ May be exposed to blood borne pathogens and bodily fluids ◆ May be exposed to a variety of electro-mechanical hazards ◆ May be exposed to hazards of flammable, and/or explosive gases ◆ May be exposed to outside elements (accidents, injuries, illness, death) ◆ May be exposed to varying and unpredictable situations ◆ May be exposed to occasional pressure due to multiple calls and demands for time Physical Demands: Individuals employed with the Nursing Division must be able to meet the physical demands identified below with or without reasonable accommodation <ul style="list-style-type: none"> ◆ Eyesight – Corrected vision 20/40 ◆ Hearing – Able to hear normal conversation and diminished sounds ◆ Speech – Able to talk clearly ◆ Strength – Able to perform required duties ◆ Physical Activity: Able to walk, stand, sit, lift, push, pull, carry, stoop, kneel and climb without restriction 						

**LIBERTYHEALTH
DEPARTMENT OF NURSING**

Goals:

Manager comments:

Employee Comments:

Overall Score:

Novice Advanced Beginner Competent Proficient Expert

Employee Signature: _____ **Date:** _____

Manager Signature: _____ **Date:** _____

Administrative Signature: _____ **Date:** _____

**LIBERTYHEALTH
DEPARTMENT OF NURSING
COMPETENCY BASED JOB DESCRIPTION**

TITLE: Nurse Practitioner-Palliative Care
(Addendum)

Employee Name: _____

Reports to:

Effective Date: _____

Department: Patient Care Services

Revised Date: _____

Duties and Responsibilities	N	AB	C	P	E	O
◆ Demonstrates the ability to assess, plan, implement and evaluate continuum of care.						
◆ Organizes, administers and maintains the policies of the employee health service consistent with JCMC general policies concerning health services						
1. Coordination of the development and review of appropriate clinical protocols and processes that support appropriate referral and consistent care						
◆ Assists with fiscal and budgetary planning in order to provide efficient and effective employee health services						
1. Oversight of pain/palliative care service's budget, review of performance measures and use of staff resources proportional to activity and patient care						
2. Proactive leadership in hospital, working with other departments to identify quality of cost improvement opportunities, participate in work team and implement care pathways that support complex patient care throughout the system						
◆ Plans, develops and maintains the necessary facilities, equipment, supplies for proper operation of pain/palliative care services						
◆ Provide services related to health maintenance and promotion, pain/palliative care and end of life care to the patient and family						
◆ Assist with diagnosis, treatment and management of acute and chronic health conditions						
◆ Participates in appropriate hospital committee activities to communicate and integrate pain/palliative care issues and regulatory standards in hospital operations						
◆ Prescribe medications including controlled substances to the extent delegated and licensed						
◆ Perform other therapeutic or corrective measures as indicated, including urgent care						
◆ Maintains current knowledge of technological and professional changes associated with pain/palliative care and end of life care						
◆ Consult with Palliative Care physician or designees as needed, inform primary physician of services provided and collaboration with another physician if ordered; provide written reports to primary physician upon request						
◆ Collaborate with Primary Physicians with care and pain management of acute/chronic disease						
◆ Prepare and maintain accurate patient records, charts and documents to support sound medical practice and reimbursement for services provided						
◆ Comply with applicable laws and regulations with respect to collaborative agreements						
◆ Adhere to the practice of confidentiality regarding patients, families, staff and the organization						
◆ Development of and delivery of appropriate educational initiatives within the hospital or in other settings						
1. Provide training and continuing education for staff, medical residents and students						
◆ Leadership of monthly and periodic team meetings for the operational and administrative functions of the palliative care service						
1. Coordination of involvement of other palliative care service team members						
2. Coordination of involvement of other pain management service team members						
◆ Outreach to community agencies and health care settings (clinic) as appropriate, and possibly including direct patient care in outpatient settings						
1. Research / scholarly practice-supports scholarly practice by integrating research into practice						
Total Score:						
Comments:						

