

MIAMI CEREBRAL PALSY RESIDENTIAL SERVICES, INC.

Job Description & Employee Performance Evaluation

Revised Date: 02/24/09
07/29/11
10/07/11
01/24/2020

Name: _____

Original Date of Hire: _____
Month/Day/Year

Title: **REGISTER NURSE ((Staff RN)**
Classification: **(Non-Exempt Hourly)**

Annual Anniversary Date _____
Month/Day/Year

PURPOSES OF THIS PERFORMANCE EVALUATION:

To take a personal inventory, to pin-point weaknesses and strengths and to outline and agree upon a practical improvement program. On an annual basis, these Evaluations will provide a history of development and progress.

INSTRUCTIONS:

- 1) The **employee** will use this form for self-evaluation (you will be describing yourself). Please use a "v" mark on each rating scale over the descriptive phrase which most nearly describes yourself. You may "v" more than one rating scale if appropriate to show range in description of yourself.
- 2) **Supervisors** will place an "X" mark on each rating scale, over the descriptive phrase which most nearly describes the person being rated. You may "X" more than one rating scale, if appropriate, to show a range in descriptions of the employee.
- 3) Carefully evaluate each of the qualities separately and use "Comments" as a means of clarification.
- 4) Two common mistakes for supervisors in rating are: (1) A tendency to rate nearly everyone as "average" on every trait instead of being more analytical in judgment. The rater should use the ends of the scale as well as the middle, and (2) the "Halo Effect", i.e., a tendency to rate the same individual "excellent" on every trait or "poor" on every trait based on the overall picture one has of the person being rated. However, each person has strong points and weak points, and these should be indicated on the rating scale.
- 5) Options: Supervisor and employee may complete evaluation together or separately and then compare ratings.

I. OVERALL EVALUATION OF INTERPERSONAL SKILLS AND ABILITIES:

Listed below are a number of Interpersonal skills & abilities that MCPRS feels are important for success:

- A) **INTERPERSONAL SKILLS** is the polite attention, positive manner and compassion shown towards individuals we serve, families, other employees and the people you may supervise.

Discourteous and or impolite	Occasionally appears impolite or lacking and polite interpersonal skills	Generally courteous	Frequently demon- strates positive interactions	Always courteous and enthusiastic; excellent at establishing rapport in a positive & appropriate manner
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Comments: _____

- B) **COMPOSURE** is the ability to tolerate pressure and to remain calm in crisis situations.

Cannot tolerate pressure; becomes very nervous.	Occasionally "blows up" under Pressure; is easily irritated.	Has average tolerance for crisis; usually remains calm.	Tolerates most pressure; very good Tolerance in crisis Situations.	Handles pressure effectively; enjoys solving crisis.
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Comments: _____

- C) **DEPENDABILITY** is the ability to do required jobs well, with minimum supervision and/or follow up.

Requires close supervision; is unreliable.	Sometimes requires close supervision. completes with reasonable promptness.	Usually takes care of necessary tasks & is reliable.	Requires little or no supervision; generally Is always reliable.	Requires absolute minimum supervision;
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Comments: _____

- D) **ADAPTABILITY** is the ability to understand instructions, to meet changing conditions and to solve new problem situations.

Requires more than instruction, direction and explanation	Grasps instructions average instructions and explanations	Usually quick to understand and learn	Exceptionally keen, alert and creative
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Comments: _____

E) **NEATNESS/SAFETY** is the orderliness and cleanliness in which an individual keeps his/her work area and follows safe work practices.

Disorderly or untidy; creates hazards	Some tendency to be careless, untidy and/or unsafe	Ordinarily keeps work area fairly neat and safe	Quite conscientious about neatness, safety and cleanliness.	Extremely neat, clean, orderly and insures safety of self and others
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Comments: _____

F) **INITIATIVE/MOTIVATION** is your personal commitment to go above and beyond your job duties.

Shows minimal interest or efforts towards job improvement	Occasionally exhibits interest and efforts towards job improvement	Generally attempts to improve performance	Frequently performs above expectations	Extremely dedicated to perform above expectations consistently
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Comments: _____

G) **COMMUNICATION** Is the ability to give and receive information accurately.

Frequently secretive & evasive; does not initiate positive & communication	Frequent misunderstandings, resulting in communication satisfactorily breakdowns	Gives & receives information	Readily exchanges ideas & information; promotes accurate info transmission most of the time	Effectively expresses & receives ideas promoting acceptance action; consistently communicates ideas in a pro-active manner
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Comments: _____

H) **TEAM BUILDING** is the willingness to work with others, to make group decisions, to promote cooperation and group togetherness

Often acts alone does not encourage Team process/ideals	Occasionally acts in a territorial manner preventing group cohesiveness	Generally promotes group processes by seeking out all appropriate team members	Willing and able to work with others to promote positive organizational growth	Continuously and assists in team process/ideals
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Comments: _____

I) **TIME MANAGEMENT** is the ability to use available work time effectively, in order to complete tasks/assignments on schedule

Consistently does not complete work on time.	Inconsistently completed work on time.	Generally, completes work in an efficient & timely manner.	Effectively prioritizes & completes work in a Timely basis.	Outstanding time management
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Comments: _____

Adapted from Form 102, VW Eunice Association, Inc.

II.SPECIFIC DUTIES & RESPONSIBILITIES

Job Title: **Register Nurse**
 Supervisor: **Health Care Coordinator/**
 Dept/Div.: **Nursing Department**
 Classification: **Hourly Non-Exempt**

****Key:** A = Always O = Often
 S = Sometimes R = Rarely
 NB = No Basis for Comment
 (See page 9 for definitions)

Goals for Next Yr.	Duties & Responsibilities	Was it Accomplished ?		How was It Accomplished?				
		Yes	No	A	O	S	R	NB
	1. Responsible for compliance with all state, federal and local rules, regulations, safety standards and individuals Bill of Rights.							
	a. Participates in the survey process by attending to surveyors needs, offering applicable information answering questions, attending exits and attending to all other survey needs, as needs dictate.							
	2. Under the direct supervision of HCC, provides nursing care/treatment to the individuals as follows:							
	a. Take vital signs as appropriate.							
	b. Prepares and administers medications and provides training and support to individuals who can or have ability to self-administer medications.							
	c. Collecting stool, urine specimens as ordered by physicians.							
	d. Makes rounds to record the health condition of all individuals.							
	e. Checks emergency equipment weekly and document appropriately.							
	f. Maintains on-going treatments and medical records.							
	g. Administers gastrostomy tube feedings.							
	h. Charts all medications, treatments, dietary information, activities of daily living and other significant nursing observations of individual's condition and responses.							
	i. Documents all pertinent information on shift report.							
	j. Addresses health care concerns and is cognizant of any changes in individual's physical condition and reports same to the DSP/designee.							
	k. Assures that all physicians' orders are followed.							
	l. Prepares individuals packets needed for next day's clinic appointments.							
	m. Conducts 30 minute shift overlap to discuss status of individual's medical condition, identifies special nursing care needs and adjusts assignment as necessary to meet these needs. Controlled drugs are counted, emergency equipment such as oxygen and CPR bag are in place as well as updated management beeper contact list plan emergency roster.							
	n. Completes monthly facility infection control reports as directed.							
	o. May draw blood by venipuncture if educational preparation and experience to perform this function is in place.							
	3. During medical emergencies determines action necessary and initiates (911) EMS procedures when applicable.							
	4. Inspects drugs received from the pharmacy and reconciles with physicians order. Follows policy and procedures for drug storage and administration.							
	5. Ensures that all policies and procedures regarding medical/nursing, medication administration, infection control, etc. are followed.							
	6. Assures that all medical problems are communicated to the HCC, ADON, DON, physician and facility administrator as applicable.							

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Goals for Next Yr.	Duties & Responsibilities	Was it Accomplished ?		How was It Accomplished?				
		Yes	No	A	O	S	R	NB
	7. Monitors, intervenes and participates in the following areas: by lifting a minimum of 50lbs, transferring, repositioning, bending, squatting, kneeling, individuals positioning, feeding, individual's personal hygiene and grooming, and infection control issues, and ensures individuals are not limited on what they do because of lack of modification or equipment and advocates for any needs.							
	8. Provide direction to shift CNA and ensure completion of job assignments.							
	9. Provide HCC/designee with input into CNA evaluations.							
	10. Ensures that DSP's and other relevant staff provide appropriate supervision to individuals.							
	11. Monitors DSP implementation of scheduled care to the individuals being served in the areas of personal care/hygiene, nail cutting, feeding, bathing, repositioning, bed checks, etc. as applicable to shift.							
	12. When interacting with individuals focus on skills and competencies directed toward individual's needs.							
	a. Respects and treats individuals with dignity and has a positive regard for how each person served is referred to.							
	b. Uses behavioral principle in service interactions with individuals, uses developmental programming principle and techniques, i.e. functional training techniques and uses/implements positive behavior intervention programming.							
	c. Demonstrates the skills and techniques necessary to administer interventions to manage the inappropriate behavior of individuals served. Correctly and consistently implements behavior plans of individuals when working with them.							
	d. Engages in activity, intervening, advocating and promoting individual's welfare, safety and security to include recognizing and reporting any accident or suspected abuse through proper procedures and carry out correct procedures when dealing with an Unusual Event.							
	e. Exercises confidentiality and normal sensibility when speaking or sharing information about individuals.							
	f. Demonstrates respects toward individual's preference and is sensitive to the dignity of each person. Provides support in allowing the individuals experiences and options in making choices.							
	g. Provides supports and services, so that there is minimal disruption to people's lives.							

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		Yes	No	A	O	S	R	NB
	13. Participates in on-going staff development and training in both formal and informal settings as follows:							
	a. Receives training in own discipline to ensure adequate delivery of services and to be aware of developments in the nursing field to include participation in continuing education programs, in-services, lectures, etc. as applicable.							
	b. Assists in the planning and/or presentation of in-service training to residential staff as needs dictate and/or under direction of HCC.							
	c. Implements own training, as needs dictate.							
	d. Ensures that all training provided is competency based.							
	e. May implement appropriate teaching/training to individuals being served in health, hygiene, grooming and infection control related areas as applicable.							
	14. Responsible for department records as follows:							
	a. Ensures department significant events are well documented.							
	b. Ensures all nursing entries are legible, dated and signed.							
	c. Follows established records policies and maintains effective record keeping systems.							
	d. Ensures medical charts are in order and identifies for HCC all physicians' orders to include telephone and verbal orders that require MD signature.							
	15. Department custodian of all medical/nursing related property, management and control as follows:							
	a. Maintaining current inventory system to include proper identification, tracking, tagging, and documentation.							
	b. Assist facility administrator and/or HCC as applicable in the implementation of annual property, inventory/inspections to include: condition of items, cost, count, location, etc.							
	c. Ensuring proper maintenance and disposal of property per established policies to include lost or stolen property under direction of HCC.							
	d. Follow proper purchasing and receiving systems.							
	e. Ensuring proper use and maintenance of equipment to include implementation of proper safety practices by personnel.							
	16. Provides input into the development of departmental goals that tie into department needs and overall agency philosophy.							

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Goals for Next Yr.	Duties & Responsibilities	Was it Accomplished ?		How was It Accomplished?				
		Yes	No	A	O	S	R	NB
	17. Participates in the continuing interdisciplinary evaluation of individuals being served by attending IPP's, quarterlies and other meetings as needs dictate and/or as directed by HCC.							
	18. Provides input into individuals annual medical nursing assessment summary as assigned by HCC.							
	19. Assures implementation all of developmental nursing goals as applicable.							
	20. Responsible for the facilities emergency management as follows:							
	a. Assists in the effective implementation of facility emergency plan as applicable to medical/nursing services.							
	b. Participates in hurricane drill.							
	c. Ensures availability to facility administrator during time of natural disasters (i.e. hurricane, tornadoes, fire etc.), as needs dictate or as directed by HCC.							
	21. Actively encourages co-workers to address retention concerns proactively (i.e. suggesting they talk to supervisor, etc.).							
	22. Performs all other duties needed or requested health care coordinator (HCC).							
	Nurse Caring for the Mechanically Ventilated Patient							
	23. RN must have received training from MCPRS RRT and deemed competent prior to working with ventilator individuals.							
	24. RN must demonstrate knowledge of skills and nursing interventions for managing the mechanically ventilated patient.							
	25. Must maintain Communication among care providers to promote optimal outcomes. For mechanically ventilated patients it include Medical Director (primary care physician), HCC, pulmonary specialists, hospitalists, respiratory therapists, RSC, DSPs involved in care, QIDP and nurses.							
	26. Maintain a patent airway and is able to express knowledge and perform in the following areas: <ul style="list-style-type: none"> • Check ventilator settings and modes per MD orders • Assess oxygen saturation, bilateral breath sounds for adequate air movement, and respiratory rate. • Check vital signs per policy • Particularly check blood pressure after a ventilator setting is changed. • Assess patient's pain, anxiety and other needs and medicate appropriately as ordered. • Keep the head of the bed elevated 30 to 45 degrees at all times • Proper cuff inflation ensuring the patient receives the proper ventilator parameters, such as TV and oxygenation. • Ability to inflate the cuff and measure for proper inflation 							

	<p>pressure using the minimal leak technique or minimal occlusive volume.</p> <ul style="list-style-type: none"> • Prevent tracheal irritation and damage caused by high cuff pressure. Never add air to the cuff without using proper technique. • Proper use of Transcutaneous monitor 							
	<p>27. Performs patient assessment following policies and parameters per Physician orders that are crucial to maintain health and safety of ventilator dependent individual, check the ventilator itself and the respiratory flow sheet.</p> <ul style="list-style-type: none"> • Ventilation Mode • Respiratory Rate, (f) • Fraction of inspired oxygen (FiO_2) • Tidal Volume (TV or V_T). • Peep • Inspiratory Time • Sensitivity • High Pressure alarm • Low Pressure alarm • Total Respiratory Rate • Exhaled Tidal Volume(V_{Te}) • Minute ventilation (VE) • I:E Ratio • Flow • Peak Inspiratory Pressure (PIP). • Mean Air way Pressure (MAP) 							
	28. Upon start of shift takes vital signs, check oxygen saturation, listen to breath sounds, and note changes from previous shift report and documented findings.							
	29. At start of shift, checks current ventilator settings with the settings prescribed in the MD order. Outgoing nurse and incoming nurse check ventilator together.							
	30. Able to evaluate ventilator alarms and take the appropriate actions when an alarm sounds, all of the time.							
	31. Checks and insures suction equipment is functioning and readily available for use.							
	32. Look for a bag-valve mask, which should be available for every patient with an artificial airway.							
	33. Able to verbalize rationale and demonstrate how to hyperventilate and hyperoxygenate the patient when necessary.							
	<ul style="list-style-type: none"> • Suction as needed. • Hyperoxygenate the patient before and after suctioning to help prevent oxygen desaturation.(As needed) • Instill normal saline solution into the endotracheal tube in an attempt to promote secretion removal, only when needed • Limit suctioning pressure to the lowest level needed to remove secretions. • Suction for the shortest duration possible. • Perform oral care with chlorhexidine daily. • Suctioning oral secretions and brush the patient's teeth, gums, and tongue at least twice a day using a suction toothbrush to prevent (VAP) Ventilator associated Pneumonia. 							
	34. Able to recognize and act to prevent decannulation on ventilator dependent patients. Research shows self-decannulation can occur despite							

	physical restraints.							
	35. Ability to advocate and discuss concerns with HCC for follow up in treating agitation and anxiety with nonpharmacological methods, such as communication, touch, presence of family members, music, guided imagery, and distraction, as first choice for population being supported.							
	36. Insures programing and plan of care include performing range-of-motion exercises and patient turning and positioning to prevent the effects of muscle disuse, having the patient sit up when possible to improve gas exchange, and providing appropriate nutrition to prevent a catabolic state.							
	37. Assesses the patient's tolerance when he/she performs an activity by checking vital signs, oxygenation status, and pain and agitation levels and documenting and informing HCC.							
	38. Understanding that ventilator patients must be well nourished, like any patient who can't swallow normally, they need an alternative nutrition route. Patients with tracheostomy tubes may be able to swallow food. 39. Follow the physician's orders and consult speech and respiratory therapists for evaluation.							
	40. Understanding of factors that affect weaning a patient from a ventilator: including underlying disease processes, such as chronic obstructive pulmonary disease or peripheral vascular disease, etc. Some patients can't be weaned at all and become ventilator dependent.							
	41. Demonstrates the ability to care for a patient on mechanical ventilation, which requires teamwork, knowledge of care goals, and Skills interventions.							
	Mechanical ventilation has become a common treatment, and nurses must be knowledgeable and confident when caring for ventilator patients. Continuing education must be part of nurses' growth in this area to enhance your knowledge.							
	<u>Green Goals:</u> Staff will follow guidelines in relation to laundry, recycling, and utility usage, as per policy							

III. ATTENDANCE- _____
TARDINESS- _____

DRESS CODE COMPLIANCE- _____

IV. **OVERALL EVALUATION in comparison with other employees with the same or similar length of service** on this job and/or similar responsibilities/position within the agency. You may "X" several descriptions to indicate range in performance. **(Completed by Supervisor)**

Definitely Making Doing an Above Excellent Outstanding
Unsatisfactory Progress average job average

V. **ACCOMPLISHMENTS/STRENGTHS/AREAS FOR IMPROVEMENT AND GOALS:**
(Completed by Supervisor)

ACCOMPLISHMENTS THIS PAST YEAR:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

MAJOR STRONG POINTS ARE:

1.
2.
3.

AREAS TO BE IMPROVED UPON:

1.
2.
3.
4.
5.

VI. **OVERALL COMMENTS** (Completed by Supervisor)

1.
2.
3.

VII. **COMMENTS RE: STATUS OF LAST YEAR'S GOALS & AREAS TO BE IMPROVED UPON AND SUGGESTIONS TO IMPROVE AGENCY, DEPARTMENT OR SUPERVISOR:** (Completed by supervisor)

1. _____
2. _____
3. _____

III. **SUGGESTIONS TO IMPROVE AGENCY/DEPARTMENT AND/OR SUPERVISOR:**
(To be completed by employee)

1. _____
2. _____
3. _____

IX. **Are you interested in a promotional job opportunity with MCPRS, Inc.?** Yes_____ No_____ (not documented)_
(To be completed by employee)

If yes what position? _____

SUPERVISOR'S COMMENTS: _____

X. **The Base Salary of your position is reviewed annually by MCP. We are committed to increasing base salaries if we have available resources.**

Miami Cerebral Palsy's goal is to provide all employees with an annual cost of living increase at the end of each year's employment. The annual increase is based upon available financial resources. (See Status Change Form)

XI. **QUALIFICATIONS:** (Education/Experience/Licenses/Personal Characteristics) **Non Exempt (hourly)** _____

1. Current RN license to practice nursing in Florida.
2. Previous experience in working with the multiply developmentally disabled preferred.
3. Current CPR Certification.
4. Current I.V Certification. preferred
5. Personable manner and good communication skills interacting with staff on all levels.
6. Ability to perform client transfers by lifting a minimum of 50lbs, transferring, repositioning, bending, squatting, and kneeling which is required for working with the physically challenged and non-ambulatory.
7. Nursing and leadership skills.
8. Frequent daily travel may be required.

XII. **JOB DESCRIPTION COMMITMENT:**

- A. I have read and am fully aware of all the responsibilities indicated in this position description, and I acknowledge the fact that I will be held accountable for insuring that all duties are carried out as deemed appropriate. The job description reflects the general details considered necessary to describe the principal functions of the job. It shall not be construed as a complete description of all the work requirements that may be inherent to the job.
- B. As an employee of Miami Cerebral Palsy, I understand that I am required to report to work (before, during and/or after) a period of civil unrest or natural disaster in accordance with the agency emergency procedures.
- C. As an employee of Miami Cerebral Palsy, I am aware of and committed to a Drug Free Workplace.
- D. As an employee of Miami Cerebral Palsy, I understand I am required to comply with all safety and health related policies.

XIII. **SIGNATURES**: Sign and Date at review meeting.

Self-Evaluation Employee Signature

Date

Annual Evaluation Employee Signature (sign after evaluation)

Date

Immediate Supervisor
(Health Care Coordinator)

Date

Reviewing Officer
(Assistant Director of Nursing)

Date

Reviewing Officer
(Administrator)

Date

Reviewing Officer
(Director of Nursing)

Date

Key Definitions -

Always - at all times **Often** - many times **Sometimes** - at times; now & then **Rarely** - not often; seldom
No Basis for Comment - you were unable to observe this duty or the individual did not have an opportunity to accomplish task.