



\*ADDENDUM\*

Index : 6010/6050.000  
 Addendum: # 21a  
 Revised from HR: 5/07  
 Reviewed : 1/08

**PERFORMANCE DIALOGUE INDIVIDUAL TOOL (PDP)**

Employee Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Job Title: Staff RN Critical Care Grade: 12

Department: Nursing Job Code: 135000

Exempt:  Non-Exempt:  Facility: Hackettstown Regional Medical Center

Reports to: Manager- Critical Care Evaluator Name: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Covers period from \_\_\_\_\_ to \_\_\_\_\_ (Anniversary Dates)

90 Day:  Anniversary:  Other:

Ages Served:  Neonate (A)  Pediatric (B)  Adolescent (C)  Adult (D)  
 Geriatric (E)  All Ages  Non-Applicable

**SECTION 1: COMPETENCY/MANDATORY TRAINING/EMPLOYEE HEALTH/KEY CUSTOMERS  
 SUMMARY OF COMPETENCY**

Competency/Mandatory Training (To be completed prior to dialogue)	N/A	Documented? (Circle One)	Age Specific? (Circle One if applicable)	Date Complete	Expire Date	As Demonstrated by:
<b>I. Pre-Hire/Annual</b>						
Licensure		Yes or No				
Certifications		Yes or No				
Skills Assessment (pre-hire only)		Yes or No				
<b>II. Employee Orientation</b>						
General Orientation		Yes or No				
Department/Unit Orientation		Yes or No				
		Yes or No				
<b>III. Employee Health</b>						
Annual PPD		Yes or No				
Chest X-Ray		Yes or No				
Labs		Yes or No				
Pre-Employment Physical		Yes or No				
<b>IV. Annual/Mandatory</b>						
HIPAA		Yes or No				
Rising Above		Yes or No				
Marathon Packet		Yes or No				
Confidentiality		Yes or No				
Computer Security Agreement		Yes or No				
		Yes or No	A B C D E			
<b>V. Focused Competencies</b>						
Skills checklist on file.		Yes or No	A B C D E			
		Yes or No	A B C D E			
		Yes or No	A B C D E			
		Yes or No	A B C D E			

<b>V. Focused Competencies (Continued)</b>						
		Yes or No	A B C D E			
		Yes or No	A B C D E			
		Yes or No	A B C D E			
<b>VI. Employee Improvement Plan</b>			<b>Comments regarding Employee Improvement Plans:</b>			
Were any Employee Improvement Plans Initiated?		Yes or No				
<b>List Key Customers:</b>						

## SECTION 2: JOB DESCRIPTION

### General Summary:

The staff RN renders professional nursing care to all patients within an assigned unit of the hospital utilizing the nursing process in accordance with established standards. The RN relates well with other shifts for continuity of care, delegates to support staff, and maintains relationships with other departments and nursing units. In addition, the RN maintains current standards of practice through ongoing education of self, orientation of new staff, and review and revision of nursing policies and procedures. The actions and attitudes of the RN promote and support the hospital mission and values. Actions and attitude that contributes to the critical success factors of the organization (i.e. Best place to work, Most extraordinary experience, Superior outcomes, Financial success for reinvestment, A Growing organization vital to the community, and Valued as a faith-based organization).

### Principle Duties and Responsibilities:

<b>CSF</b>	<b>Principle Duties and Responsibilities "The What of the Job"</b>
O	1. Demonstrates clinical expertise in the execution of the nursing process.
C	2. Collaborates with peers, physicians, advanced practice nurses, and support staff to deliver quality patient care.
F	3. Delegates unit work appropriately to ensure maximum utilization of human resources.
O	4. Demonstrates interest and initiative toward safety and risk management issues.
E	5. Identifies learning needs/readiness of patients and families and provides appropriate education.
F	6. Documents information on patient records and hospital forms and logs using computer or paper based systems per hospital standards.
F	7. Participates in supply management and equipment maintenance processes.
B	8. Assists in identifying, planning, and implementing changes that create improvements in the work environment.
O	9. Participates in educational experiences to promote professional growth and development.
O	10. Ensures compliance with NJ Department of Health regulations for Critical Care Nursing.
<b>Critical Success Factors: All Critical Success Factors should be used at least once.</b>	
<b>B - Best place to work.</b>	
<b>E - Most extraordinary experience.</b>	
<b>O - Superior outcomes.</b>	
<b>F - Financial success for reinvestment.</b>	
<b>C - A growing organization vital to the community.</b>	
<b>V - Valued as a faith-based organization.</b>	

### Required Knowledge, Skills, Abilities, and Other Characteristics:

- Current NJ RN License
- BLS certification
- ACLS certification
- IV certification
- Cardiac dysrhythmia certification
- CCRN/PCCN preferred

**Description of Working Conditions:**

- Environment associated with a clinical Nursing environment
- Moderate physical effort (lift/carry up to 25 lbs.)
- Frequent walking, bending, lifting, stooping, kneeling, crouching
- Frequent need to move patients (Up in bed, out of bed, in to bed – transport patients)
- Exposure to blood born pathogens, latex, and other hazards associated with a patient care environment

ACTIVITY	OCCASIONALLY (1-33%)	FREQUENTLY (34-66%)	CONTINUOUSLY (67-100%)	% OF HOUR
a. Sitting		X		
b. Walking		X		
c. Standing		X		
d. Bending		X		
e. Squatting	X			
f. Climbing	X			
g. Kneeling	X			
h. Twisting	X			
i. Lifting 0-50 lbs.	X			
j. Lifting 50 or > lbs.				
k. Carrying 0-50 lbs.	X			
l. Carrying 50- or > lbs.				
m. Pushing 0-300 lbs.	X			
n. Driving				
<b>Hours</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Mostly</b>	<b>As Needed</b>
Days				
Evenings				
Nights				
Weekends				
Holidays				

**Disclaimer Statement:**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of duties, responsibilities and qualifications required of employees assigned to this job. The organization reserves the right to alter working hours, based on needs.

**Administrative Approval**

**Approved by:**

**Administrative Director:** \_\_\_\_\_

**Human Resources:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SECTION 3: ORGANIZATIONAL VALUES**

**R.I.S.E.S.**

**ADVENTIST HEALTHCARE ORGANZATIONAL VALUES**

<i>Examples in User Guide.</i>	
<p><b><u>Respect:</u></b>  <i>Recognizes the infinite worth of individuals and cares for each one as a whole person.</i></p>	<p style="text-align: center;"><b>Comments/Action Plan</b></p>
<p><b><u>Integrity:</u></b>  <i>Is above reproach in everything they do.</i></p>	<p style="text-align: center;"><b>Comments/Action Plan</b></p> <p style="text-align: center;"><i>Be informed about what is happening at HRMC – uses e-mail, hospital publications, bulletin boards, quarterly meetings</i></p> <p>Understands and abides by:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Code of Conduct</li> <li><input type="checkbox"/> Software Code of Ethics</li> <li><input type="checkbox"/> Computer Security Agreement</li> <li><input type="checkbox"/> Other:</li> </ul>
<p><b><u>Service:</u></b>  <i>Provides compassionate and attentive care in a manner that inspires confidence.</i></p>	<p style="text-align: center;"><b>Comments/Action Plan</b></p> <p style="text-align: center;"><i>Can address Planetree and/or Gallup participation.</i></p>
<p><b><u>Excellence:</u></b>  <i>Provides world-class clinical outcomes in an environment that is safe for both our patients and our caregivers.</i></p>	<p style="text-align: center;"><b>Comments/Action Plan</b></p> <p style="text-align: center;"><i>Seek information about legislation that impacts nursing.</i></p> <p style="text-align: center;"><i>Work toward academic degree.</i></p> <p style="text-align: center;"><i>Supports nursing research.</i></p>
<p><b><u>Stewardship:</u></b>  <i>Takes personal responsibility for the efficient and effective accomplishment of our mission.</i></p>	<p style="text-align: center;"><b>Comments/Action Plan</b></p> <p style="text-align: center;"><i>Describe compliance with unit Planetree initiatives.</i></p> <p style="text-align: center;"><i>Participates in community activities (Ex. WalkAmerica, Spring Festival, Cancer Walk).</i></p> <p style="text-align: center;"><i>(Force 10) *See forces of Magnetism in last row of Section 4</i></p>

**SECTION 4: GOALS/PERFORMANCE OUTCOMES**

**ADVENTIST HEALTHCARE PERFORMANCE OUTCOMES**

**Mission:** *To reflect God's love and caring in the healing of body, mind and spirit.*

**Vision:** *Leading the way to a healthier community.*

**Values:** *Respect, Integrity, Service, Excellence, Stewardship*

**Critical Success Factors: (CSF)**

- Best place to work. *"We must be the best place to work for employees, physicians, volunteers, and partners."*
- Most extraordinary experience. *"We must provide the most extraordinary health care experience for those we serve."*
- Superior outcomes. *"We must be the safest place to receive care and deliver superior clinical outcomes."*
- Financial success for reinvestment. *"We must be financially successful in order to invest in our people, facilities and services."*
- A growing organization vital to the community. *"We must be a growing organization in order to preserve and expand our role as a vital community resource."*
- Valued as a faith-based organization. *"We must be valued as a faith-based organization."*

CSF:	"What"	"How"	Comments/Action Plan (Select the Appropriate Box and Add Comment(s) to Each Section)
Best place to work.	Assists in identifying, planning, and implementing changes that create improvements in the work environment.	a. Evaluates unit standards of practice and suggests revisions and/or new standards using research-based evidence. <i>(Force 5) *See forces of Magnetism in last row of this grid</i> b. Functions as a role model for those new or less experienced in the job. c. Shares knowledge and skills with colleagues and others. <i>(Force 11)</i> d. Provides peers with constructive feedback regarding their practice. e. Contributes to an environment that is conducive to clinical education. <i>(Force 8)</i> f. Demonstrates the ability to be a resource / preceptor to new / less experienced members of the unit team. g. Attends minimum of 4 scheduled staff meetings annually (excused if on duty). Note: May attend up to 2 meetings per year via conference call.	Reads authoritative professional journals and/or clinical guidelines. Extracts relevant information to apply to unit practice and to personal practice by example.  Has reviewed and/or revised current Critical Care Nursing Standards.  RN assisted with orientation, mentoring, and/or precepting: RN interacted with students assigned to the unit:  Attended _____ Unit Based Council meetings from _____ to _____. Participates in discussions of issues raised at unit based meetings.

<p>Most extraordinary experience.</p>	<p>Identifies learning needs/readiness of patients and families and provides appropriate education</p>	<p>a. Exhibits professional demeanor in the workplace. (<i>Force 12</i>)  b. Assesses patient educational needs and provides individualized teaching. (<i>Force 11</i>)</p>	<p><input type="checkbox"/> Rarely Demonstrates  <input type="checkbox"/> Sometimes Demonstrates  <input type="checkbox"/> Generally Demonstrates  <input type="checkbox"/> Consistently Demonstrates  <input type="checkbox"/> Always Demonstrates</p>	
<p>Superior outcomes.</p>	<p>Demonstrates clinical expertise in the execution of the nursing process.</p>	<p>a. Documents nursing assessments and referrals in a manner that facilitates the determination of expected outcomes and plan of care.  b. Initiates/ Individualizes care plans upon admission and reviews daily.  c. Ensures that process outcomes for all patients are met by discharge and/or documents all exceptions.  d. Ensures continuity of care.  e. Establishes collaborative and interdisciplinary relationships. (<i>Force 13</i>)</p>	<p><input type="checkbox"/> Rarely Demonstrates  <input type="checkbox"/> Sometimes Demonstrates  <input type="checkbox"/> Generally Demonstrates  <input type="checkbox"/> Consistently Demonstrates  <input type="checkbox"/> Always Demonstrates</p>	<p>Develops a plan of care that prescribes interventions to attain expected outcomes as evidenced by chart reviews and staff feedback.   Documents expected outcomes as met or not met upon discharge of patient as evidenced by audit of charts.</p>
<p>Superior outcomes.</p>	<p>Demonstrates interest and initiative toward safety and risk management issues.</p>	<p>a. Participates in Performance Improvement and Quality Assurance activities on the unit by identifying opportunities for improvement and following up with Quality Rep./Unit Coordinator (<i>Forces 6 and 7</i>)  b. Seeks membership on Nursing Department, hospital-wide, and/or unit based committees, teams and councils. (<i>Force 9</i>)  c. Administers medications safely and accurately.</p>	<p><input type="checkbox"/> Rarely Demonstrates  <input type="checkbox"/> Sometimes Demonstrates  <input type="checkbox"/> Generally Demonstrates  <input type="checkbox"/> Consistently Demonstrates  <input type="checkbox"/> Always Demonstrates</p>	<p>Assists with data collection, tabulation, chart audits, or other unit initiatives. (Give example.)   Verbalizes the current unit PI and QA activities.  List councils/committees:   Safe administration is evidenced by Pyxis records, documentation on MAR, and observation.</p>

Superior outcomes.	Participates in educational experiences to promote professional growth and development.	a. Provides evidence of attendance at in-services or conferences related practice. (minimum 15 hours annually). <i>(Force 14)</i> b. Independently completes all mandatory in-service packets and submits to staff development by date due.	<input type="checkbox"/> Rarely Demonstrates <input type="checkbox"/> Sometimes Demonstrates <input type="checkbox"/> Generally Demonstrates <input type="checkbox"/> Consistently Demonstrates <input type="checkbox"/> Always Demonstrates	Has or is working toward National Certification in nursing specialty.  Maintains membership in professional nursing organization (AACN, NJSNA).  Nursing Spectrum participant (Yes, No). Uses Learning Suite
Superior outcomes.	Ensures compliance with all regulatory agencies.	a. Ensures completeness of admission data base including all assessments -Falls -Skin integrity b. Initiates appropriate triggers based on assessment.	<input type="checkbox"/> Rarely Demonstrates <input type="checkbox"/> Sometimes Demonstrates <input type="checkbox"/> Generally Demonstrates <input type="checkbox"/> Consistently Demonstrates <input type="checkbox"/> Always Demonstrates	
Financial success for reinvestment.	Documents information on patient records and hospital forms and logs using computer or paper based systems per hospital standards.	a. Completes all documentation according to hospital standards.	<input type="checkbox"/> Rarely Demonstrates <input type="checkbox"/> Sometimes Demonstrates <input type="checkbox"/> Generally Demonstrates <input type="checkbox"/> Consistently Demonstrates <input type="checkbox"/> Always Demonstrates	Documentation is as evidenced by chart reviews and observation while on computers.
Financial success for reinvestment.	Participates in supply management and equipment maintenance processes.	a. Immediately reports any supply needs to MT or unit coordinator.. b. Immediately reports any equipment malfunction to BioMed or building Maintenance staff as appropriate.	<input type="checkbox"/> Rarely Demonstrates <input type="checkbox"/> Sometimes Demonstrates <input type="checkbox"/> Generally Demonstrates <input type="checkbox"/> Consistently Demonstrates <input type="checkbox"/> Always Demonstrates	
A growing organization vital to the community.	Collaborates with peers, physicians, advanced practice nurses, and support staff to deliver quality patient care	a. Ensures accurate shift-to-shift hand-off of patient information. b. Communicates effectively with members of the health care team (ancillary workers and providers) to facilitate delivery of patient care. <i>(Force 13)</i>	<input type="checkbox"/> Rarely Demonstrates <input type="checkbox"/> Sometimes Demonstrates <input type="checkbox"/> Generally Demonstrates <input type="checkbox"/> Consistently Demonstrates <input type="checkbox"/> Always Demonstrates	

<p>Financial success for reinvestment.</p>	<p>Delegates/performs unit work appropriately to ensure maximum utilization of human resources.</p>	<p>a. Adjusts to the unit's acuity /activity as evidenced by ability to multi task and accomplish all assignments efficiently within shift.</p> <p>b. Adjusts to changes in patient census and acuity throughout the shift by caring for additional patients or delegating care of patients to other team members. (<i>Force 3</i>)</p> <p>c. Demonstrates ability to function as a member of a team.</p> <p>d. Maintains good attendance record and demonstrates punctuality.</p>	<p><input type="checkbox"/> Rarely Demonstrates</p> <p><input type="checkbox"/> Sometimes Demonstrates</p> <p><input type="checkbox"/> Generally Demonstrates</p> <p><input type="checkbox"/> Consistently Demonstrates</p> <p><input type="checkbox"/> Always Demonstrates</p>	<p>Demonstrates ability to multitask and accomplish all assignments efficiently.</p> <p>Demonstrates critical thinking and time management skills.</p>
<p>Valued as a Faith Based Organization</p>		<p>a. Delivers care in a nonjudgmental and nondiscriminatory manner that is sensitive to diversity.</p> <p>b. Delivers care in a manner that preserves/protects patient autonomy, dignity and rights.</p>	<p><input type="checkbox"/> Rarely Demonstrates</p> <p><input type="checkbox"/> Sometimes Demonstrates</p> <p><input type="checkbox"/> Generally Demonstrates</p> <p><input type="checkbox"/> Consistently Demonstrates</p> <p><input type="checkbox"/> Always Demonstrates</p>	
<p>*Forces of Magnetism</p>		<ol style="list-style-type: none"> <li>1. <i>Quality of Nursing Leadership</i></li> <li>2. <i>Organizational Structure</i></li> <li>3. <i>Management Style</i></li> <li>4. <i>Personnel Policies and Programs</i></li> <li>5. <i>Professional Models of Care</i></li> <li>6. <i>Quality of care</i></li> <li>7. <i>Quality Improvement</i></li> <li>8. <i>Consultation and Resources</i></li> <li>9. <i>Autonomy</i></li> <li>10. <i>Community and the Hospital</i></li> <li>11. <i>Nurses as Teachers</i></li> <li>12. <i>Image of nursing</i></li> <li>13. <i>Interdisciplinary Relationships</i></li> <li>14. <i>Professional Development</i></li> </ol>		



**MY COMMITMENTS FOR YEAR \_\_\_\_\_**

List at least one or more examples under each Critical Success Factor that you think contributes to the organization.	My Commitment	Target Date	Progress Updates
BEST PLACE TO WORK. 1. 2.			
MOST EXTRAORDINARY EXPERIENCE. 1. 2.			
SUPERIOR OUTCOMES. 1. 2.			
FINANCIAL SUCCESS FOR REINVESTMENT. 1. 2.			
A GROWING ORGANIZATION VITAL TO THE COMMUNITY. 1. 2.			
VALUED AS A FAITH-BASED ORGANIZATION. 1. 2.			

"I understand the Job Description/ Performance Dialogue Tool and agree with the stated Commitments for next year."

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name **Printed**

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator Name **Printed**