

Technical Competency Self-Evaluation - SNU

Supervisor Name: _____ Unit: _____

Title: _____ Nurse Manager: _____

Directions: Mark each box for the best corresponding answer. Example: If the statement is **I document when I have contacted a physician** place a mark in the box which best describes how you perform this behavior: **Always, Some of the time, or Rarely**. Scores will be totaled at the end of the self-evaluation.

Technical Competency Standard	Always	Some of the time	Rarely
1. I demonstrate a positive attitude & serve as a role model to staff.			
2. I use the current date and time when transcribing & signing off orders.			
3. I am committed to changing our culture and delivering the highest quality of care possible.			
4. I effectively interpret hospital policies to staff & customers.			
5. I monitor for changes in patients' condition.			
6. I round on all patients with the schedule I have been assigned.			
7. I report changes in patients to the physician as appropriate			
8. I complete patient and employee event reports accurately.			
9. I ensure that the nurses I supervise document accurately and write patient notes for changes in condition or transfers off unit.			
10. I am able to communicate and coordinate effectively with other hospital departments.			
11. I am able to assign staff according to their skills and abilities.			
12. I participate in Process Improvement activities at least once per month.			
13. I assign staff to patients according to acuity.			
14. I direct student and/or preceptor assignments when necessary.			
15. I assist in keeping the unit within budgetary parameters.			
16. I give comprehensive, concise patient reports to the on-coming charge nurse.			
17. I develop unit schedules and submit them in a timely manner.			
18. I accurately assign/update patient acuity.			
19. I confer with the scheduling coordinator, CSO, nurse manager, and/or DON to plan staffing.			
20. I participate in monthly focus audits.			
21. I badge in & out for each of my shifts in the correct cost center.			
22. I know the parameters of my license as set forth by the Nurse Practice Act.			
23. I supervise staff and their work behaviors and I counsel/praise in appropriate instances.			
24. I ensure compliance with employee health policies.			
25. I take at least 8 hours of PTAN annually.			
26. I observe HIPPA Privacy Standards and monitor the unit routinely for HIPPA violations.			
27. I arrive to the unit on-time for my shifts.			
28. I dress professionally by wearing appropriate nursing attire such as clean scrubs, lab coats, closed-toe shoes, T-shirts with			

appropriate logos, etc.			
29. I am aware of my language and what conversations patients could be overhearing while on the unit or at the nurses' station.			
30. I dispose of narcotics with a witness.			
31. I allow scheduled therapies to go on uninterrupted unless it is an absolute medical necessity.			
32. I renew my Registered Nursing License and CPR certification before their expiration dates.			
33. I hold monthly staff meetings to enhance team building and to relay information.			
34. I promote productivity on my unit.			
35. I serve as a resource for staff, i.e. FIM, documentation, clinical issues, education, etc.			
36. I coordinate patient transfers on the unit or to other facilities.			
37. I collaborate with other healthcare professionals in unusual situations.			
38. I ensure compliance with infection control/safety policies.			
39. I assist in delivering direct patient care and take assignments when necessary.			
40. I check my Time Trax and submit appropriate Kronos correction forms before payroll Mondays.			
41. I assure that nursing interventions are delivered/documented according to policy and procedure.			
42. I ensure that the correct paperwork is completed when a patient is sent to another facility or hospital.			
43. I transfer patients safely as I have been trained to do.			
44. I gown, glove, and – if necessary – wear a mask when I cross a doorway into an isolation room.			
45. I wash/foam my hands before and after touching a patient.			
46. I monitor, coach, and guide staff according to the guidelines of the Patient Satisfaction program.			
47. I am responsible for ensuring that my pay is correct by monitoring my badge ins/outs and ensuring that correct Kronos forms are submitted to the timekeeper.			
48. I log out of the Accudose before I leave the cabinet.			
49. I maintain employee and patient confidentiality.			
50. I correctly scan items I use from the POU rooms.			
51. I repeat telephone orders back to the physician.			
52. I take care with equipment, furniture, and my general surroundings on the unit and am aware of how neglect of my surroundings impacts the Rehab Center.			
53. I have less than 5 unscheduled absences in a 12 month period			

Step 1: Write down number of marks in the “Always” category in this blank _____

Step 2: Multiply the score from Step 1 x 2. Write the total in this blank _____

Step 3: Write down number of marks in the “Some Of The Time” category _____

Step 4: Add totals from Step 2 & Step 3 only and write the total in this blank _____

Employee Signature

Date

Technical Competency Scoring Results

If you scored 88 – 104:

You are an excellent nursing supervisor and you are an important asset to St. David's. You share St. David's value system, you are proactive, and recognize the importance effective and efficient nursing care. You have the ability to get the job done the way it should be done. You have a positive attitude and you are an excellent role model and mentor to your staff members and co-workers. You view St. David's as *your* hospital. Your nurse manager/DON will discuss this evaluation with you during your evaluation meeting, so please bring it with you.

If you scored 52 – 87:

You are a good, solid nursing supervisor and are most important to St. David's as you can cause us to succeed or fail in providing excellent nursing care. You actively follow correct supervisor procedure and take it upon yourself to monitor for the delivery of safe, quality care to the patients on your unit. You are wanted as an employee and St. David's is committed to your success and developing you into a nursing supervisor who provides excellent nursing supervision all of the time. Your nurse manager/DON will discuss this evaluation with you during your evaluation meeting, so please bring it with you.

If you scored 0 – 51:

You do not provide consistent and adequate nursing supervision. Your nurse manager/DON will discuss this evaluation with you during your evaluation meeting, so please bring it with you.

Supervisor/Manager Meeting Notes

Re-score (if necessary)

- Step 1: Write down number of marks in the "Always" category in this blank _____
- Step 2: Multiply the score from Step 1 x 2. Write the total in this blank _____
- Step 3: Write down number of marks in the "Some Of The Time" category _____
- Step 4: Add totals from Step 2 & Step 3 only and write the total in this blank _____

Goals/Comments: _____

