Performance Document - Incentive Goal Document

Self-Evaluation

Administrative Nurse IV
Incentive Goal Document, 07/01/2010 - 06/30/2011

Author: [Signature]  Role: Employee  
Status: Completed  
Due Date: 07/30/2011

Employee Data:

Empl ID: 000000471
Department: 6087  
Trauma Neuro (DH58)
Years of Job: 23 Years 3 Months

The document status is Completed.

Section 1 - Organizational Initiatives

Section 2 - Employee Goals

Goal 1

Description: Successful Implementation of Quest at the unit level
Measurement: Threshold: 100% staff completion of the expected education for Quest on CBT/ILT. Oct 1, 2010. Target: 100% super users reaching competency and acquired expertise in Quest to support staff w/roll out as Super user checklist signed off by a Leader on each super user. Outstanding: 95% charting/documenting in Quest -- Medications, staff audits/reports pulled per shift (12hrs) successfully completed doc. On meds charted 95% input on health issues being entered 1/11-3/11

- Due Date:
- End Date:
- Rating: Target 2
- Comments: Completed audits per shift

Created By: [Signature]  Template  
07/05/2011 1:48PM

Last Modified By: [Signature]  
07/05/2011 1:49PM

Goal 2

Description: Improve and promote staff involvement in the shared governance structure on DH58 and improve outcomes and quality measures,
Measurement: Threshold: Maintain staff commitment on Med Surg practice council, RBC unit based councils, skin prevalence - study, medication safety, standards committee etc. includes staff in services, attendance 80% yr, and 1 presentation qly unit based. Target: Establish a unit based council w/ RN chair, posted agenda driven monthly meetings arranged by FTE 6/11. Outstanding: Implement an action plan for at least 1 performance improvement measure recommended by the unit based council on DH58 FTE 8/11

- Due Date:
- End Date:
- Rating: Outstanding 3
- Comments: Falls Improvement successful

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### Goal 3

**Description** Improve on employee safety and reduce the number of incidents FTE 2011

**Measurement** Threshold: 15% (6) staff will take the ergonomic education and self assessment survey q6mon by the end of FTE 2011. The Manager will implement the recommendations, reduce incident by 2%/Target: 25% (10) additional staff will take the ergonomic education and self assessment survey q6mons by the end of FTE 2011. The Manager to implement the recommendations, reduce incidents by 6%

- **Due Date:**
- **End Date:**

**Rating:** Target 2

6 employee completed self eval ergonomic

**Comments:** All HUSC and 2 SHA

Employee incident down by 50%

**Created By:**
**Last Modified By:**

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**Audit History**

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