

Phelps Hospital Northwell Health
Patient Care Services
Clinical Career Ladder Advancement

Peer Appraisal of Professional Practice Instructions and Tool

Please complete the attached Peer Appraisal of Professional Performance for the following employee. Your evaluation will be reviewed only by the members of the credentialing committee; the employee will not view your evaluation.

Please pay careful attention and only answer the questions that are applicable to the advancement level. Do not answer any questions beyond the level for which the applicant is applying.

1. Name of employee seeking advancement: _____
2. Peer's Name: _____
3. Peer's Career Ladder Level Must be at or above the level of the peer: _____
4. Send this instruction sheet and the appraisal directly to your unit's credentialing member.
DO NOT Return to Applicant.
5. DO NOT total criteria.

Thank you for completing this evaluation and supporting the Professional Clinical Career Ladder Process.

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PEER APPRAISAL OF PROFESSIONAL PRACTICE

Name of employee seeking advancement: _____

Level to which seeking advancement (circle correct one): 2 3 4

Name of peer evaluator: _____

Name of nurse manager: _____ **Date:** _____

Criteria	0	1	2	3	4
Diagnostic and Clinical Patient Care					
1. Performs and documents health assessments to identify symptoms of possibly undiagnosed conditions and / or complications.					
2. Develops, documents and implements and individualized Plan of Care utilizing knowledge of disease, evidence, and nursing process to establish realistic goals for patients / significant others.					
3. Documents evaluation of outcomes during care of assigned patients.					
4. Modifies and individualizes patient treatment plan as indicated by patient responses and / or conditions.					
5. Performs technical aspects of role as per standard.					
6. Accurately administers and documents medications and IVs as per MD orders with knowledge of actions, side effects and contraindications.					
7. Accurately documents infusion end time.					
8. Effectively delegates to peers and subordinates utilizing skill levels of work group and providing appropriate supervision.					
9. Based on learning needs, effectively creates, implements and evaluates education plans for patient / family.					
10. Collaborates with other members of the health care team in the assessment and coordination of patient discharge planning.					
11. Educates, counsels patients regarding maintenance of health and prevention of illness and / or complications.					
12. Prioritizes nursing interventions during shift of responsibility, responding to acute emergencies with sound judgment.					
13. Conducts purposeful rounding.					
Also answer the next 3 questions for level III and IV.					
14. Identifies, analyzes and resolves complex patient care problems.					
15. Evaluates the implementation of the patient care delivery system.					
16. Coordinates comprehensive patient care.					
Also answer the next 3 questions for level IV.					
17. Consults with nursing staff to develop, implement and evaluate a plan of care based upon assessment of patient needs and goals.					
18. Provides guidance to staff in the formulation and updating of patient care standards.					

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Criteria	0	1	2	3	4
19. Provides direct and indirect care to an identified caseload of patients.					
Committee Only Total Each Column					
Committee Only- Subtotal of this criteria					
Communication					
1. Uses effective communication skills in a professional and appropriate manner.					
2. Begins shift report at the bedside, introducing and involving the patient.					
3. Maintains principles of confidentiality and privacy; protects personal health information (PHI) according to HIPAA guidelines.					
4. Uses SBAR to reports important patient care issues to peers or MD.					
5. Keeps patients/customers informed, minimizing patient anxiety and increasing customer satisfaction.					
6. Acts as patient advocate by communicating plan of care to multidisciplinary team to meet patient needs.					
7. Effectively uses assertive and advocacy skills to ensure patient safety.					
Committee Only Total Each Column					
Committee Only- Subtotal of this criteria					
Professional Development					
1. Identifies self-educational needs and develops a plan to meet needs.					
2. Participates in the orientation of new staff to service and standards of care.					
3. Participates in committee activities and educational programs to promote development of staff as a group.					
4. Identifies learning and training needs for supervised staff and communicates to nurse manager.					
Also answer the next 5 questions for level III and IV.					
5. Demonstrates leadership skills to support and motivate staff toward common goals.					
6. Acts as a resource for clinical staff; provides guidance pertaining to improvement of their observations, alertness to specific patient problems, and development of possible approaches to those problems.					
7. Effective as a clinical preceptor.					
8. Participates in the orientation of new employees; makes appropriate recommendations for learning plans for continued development of knowledge and skills.					
9. Effectively supervises team members.					
Also answer the next 5 questions for level IV.					
10. Guides new employees through probationary period; evaluates performance; makes recommendations for learning plans for continued development of knowledge and clinical skills.					
11. Collaborates with Nurse Manager in the orientation and evaluation of employees; assists with planning and directing the learning process for nursing students and orientees.					

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Criteria	0	1	2	3	4
12. Demonstrates professional commitment through membership in nursing committees, institutional activities and specialty organizations.					
13. Initiates and develops teaching guidelines specific to area of expertise.					
14. Applies appropriate current theoretical concepts to implement changes in nursing practice.					
Committee Only Total Each Column					
Committee Only- Subtotal of this criteria					
Teamwork					
1. Demonstrates awareness about how own verbal and nonverbal behaviors impact co-workers (identifies own strengths and development needs).					
2. Receptive and responsive to others' ideas and opinions; recognizes and supports other employees and departments.					
3. Proactively collaborates with team members to develop an effective approach to service needs.					
4. Communicates effectively to support the efforts of the team.					
5. Offers task assistance to support co-workers to achieve department/hospital goals.					
Also answer the next question for level IV.					
6. Role models effective team behaviors.					
Committee Only Total Each Column					
Committee Only- Subtotal of this criteria					
Service					
1. Effectively listens to the customer's perspective and needs. Uses CONNECT to quickly establish rapport, listen to customers concerns and rapidly respond.					
2. Uses personal energy and a positive attitude to influence customers.					
3. Takes personal responsibility for customer service outcomes (e.g., does not blame others or shift responsibility).					
4. Demonstrates a sense of urgency for resolving customer's problems. Applies LAST service recovery approach to achieve positive outcomes.					
5. Sensitive to cultural, emotional and spiritual needs of others.					
6. Embodies tactics to improve the Journey to Excellence and role models service excellence.					
Also, answer the next 3 questions for levels III & IV.					
7. Demonstrates situational awareness.					
8. Demonstrates emotional intelligence.					
Committee Only Total Each Column					
Committee Only- Subtotal of this criteria					

Additional Comments: