Service Line/Divisional/Unit Clinical Specialist: Performance Appraisal Evidence Guide

** This document provides guidance for demonstration of meeting expectations outlined in RN online performance appraisal template.

Name	Workday	Unit/Division/Service Line

The CS and/or Evaluator must provide evidence for required qualifiers to demonstrate expectations are met

	Nursing Process Assessment, Diagnosis, Outcomes Identification, Planning, Implementation (Coordination of Care, Health Teaching and promotion, consultation), Evaluation	
*Evidence for qualifiers must be present		**Evidence Submitted**
✔	Coordination of clinical competency process for nurses and unlicensed assistive personnel within the division/service line (competency identification process/validation process)	•
✔	Serves as lead practice consultants with nurse informaticists and instructional designers to create optimum nursing documentation workflows	•
✔	Consults on patient safety events related to practice (per area requirements)	•
✔	Functions as a clinical resource by consulting on complex patients/high acuity as necessary providing specialized skills/resource information to support staff and leadership	•
✔	Participates in the identification, selection, and evaluation of technology/products for the clinical environment while considering fiscal and budget implications	•
✔	Assists in recruiting and supporting RNIVs, RNVs and Resource Nurses in activities to improve patient outcomes	•
✔	Reviews, revises, creates policies/procedures to guide practice based on best evidence through participation/leadership of Nurse Practice Review Councils	•
✔	Identifies potential gaps in staff education that impact patient safety or quality of care	•
✔	Participates in organizational/departmental processes associated with regulatory compliance (TJC survey teams, CMS/State Health investigations, etc.)	•

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✔	Collaborates with the interdisciplinary team to implement new practices	●
✔	Identifies and addresses nursing scope of practice issues	●

Ethics		
	*Evidence for qualifiers must be present	**Evidence Submitted**
✔	Reviews assigned area Integrity submissions regarding ethical practice issues and responds appropriately (educate/coordinate ethics forum etc.)	●
✔	Resource for staff for assistance with ethical issues (refers for consult):	●
✔	Evidence of professional competence and growth	●

Education, EBP and Research, QI		
	*Evidence for qualifiers must be present	**Evidence Submitted**
✔	Provides oversight/consultation for standardized orientation of new employees for division/service line in partnership with CSM/director	●
✔	Collaborates with interdisciplinary team to provide nursing evidence where indicated to support proposed new interdisciplinary practices	●
✔	Supports at least (2) *formal* quality, performance improvement, EBP or research project annually for division/service line	●
✔	Integrates evidence and research into clinical practice through creation and/or review of nursing care plans. Maximizes use of online procedure manual.	●
✔	Provides at minimum (2) formal division/service line-based educational offerings to staff	●

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✔	Partners with division/service line directors to address dashboard/outcomes	•

Communication and Collaboration

	*Evidence for qualifiers must be present	Evidence Submitted
✔	Identifies creative and effective approaches to communication and education of staff (newsletters, standard communications)	•

Leadership

	*Evidence for qualifiers must be present	Evidence Submitted
✔	Serves on at least one division/service line/hospital committee or task force	•
✔	Facilitates the provision of clinically competent care in collaboration with the CSM and Director	•
✔	Leads Joint Commission readiness efforts/tracers/other regulatory readiness activities	•
✔	Provides leadership within the CS group	•
✔	Precepts/mentors new CS	

Professional Practice and Development

	*Evidence for qualifiers must be present	Evidence Submitted
✔	Must provide professional portfolio	• Submit portfolio
✔	Proof of successful completion of all required annual competencies and courses as required by organization and area of specialty	• Training record
✔	Advanced clinical certifications as required by department (ACLS, PALS, NRP, etc.)	•

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✔	Completes 36 hours of staff development activity, 20 of which can be academic hours earned while pursuing a nursing degree	•
✔	Obtains/maintains national certification	•
✔	Member in professional nursing organization in area of specialty	•
✔	Demonstrates accountability for professional practice based on peer/staff feedback (360 review)	•
✔	Complete (1) of the following during the evaluation period: a) Presents at a local, state or national level b) Submits 1 article for internal publication c) Submits 1 article for publication in peer reviewed journal d) Hold office in professional nursing organization in area of specialty e) Collaborates in the submission of a grant or research protocol f) Serves as a leader of a Nurse Practice Review Council	•