**APP Performance Evaluation Expectations**

**Expectations according to Job Description, Guide for Advanced Practice Providers**

Examples:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Meets Expectations | Often Exceeds | Top Performer |
|  | Consistently fulfills essential functions of job description and specific elements of role defined by Division/Program | Consistently contributes to at least one category below, including but not limited to the following examples | Makes significant contribution in two or more categories below, including but not limited to the following examples |
| Clinical | Provides excellent clinical care to patients and families  Meets clinical workweek expectations | Contributes to the development of clinical programs, protocols, guidelines | Develops novel clinical programs, protocols, guidelines  Expands clinical programs and APP role/responsibilities |
| Scholarly | Participates in departmental, divisional, or organizational quality improvement or research activities | Leads quality improvement or research projects  Publishes or presents scholarly work | Serves as PI for quality improvement or research projects  Publishes or presents scholarly work  Serves as content expert or invited speaker |
| Education | Attends educational offering/conference  Precepts and orients new employees | Precepts students  Creates didactic/clinical education content for APP students or new employees | Contributes to the development of novel APP education programs  Creates didactic/clinical education content for APP students, new employees, post-graduate APP trainees |
| Professionalism | Participates on advanced practice, department, division, or organizational committee  Provides education or consultation to nursing or ancillary staff  Demonstrates professionalism, teamwork, and collaboration  Familiar with evidence-based practice as defined by professional organization | Leads an advanced practice, department, division, or organizational committee  Serves as a member in professional organization and/or committee  Serves as a role model for other APPs and team members for professionalism, teamwork, and collaboration | Initiates a novel committee to address a relevant/timely professional issue  Serves or leads a national professional organization committee |
| **Culture Amp - Domains** | **Meets Expectations - Supporting evidence and narrative from categories above** | **Often Exceeds - Supporting evidence and narrative from categories above** | **Top Performer - Supporting evidence and narrative from categories above** |
| Mission and Values | This person consistently lives our mission and values |  |  |
| Performance | Understands and successfully completes the day-to-day functions of their role and the responsibilities of their job description |  |  |
| Initiative | Takes prompt action to accomplish tasks and takes action to resolve issues. Is proactive, takes independent action, and goes above and beyond. Is a good role model with peers |  |  |
| Communication | Communicates effectively with both internal and external individuals and provides exceptional customer service to others |  |  |
| Expertise | provides quality guidance and information in their area of responsibility. Takes accountability and pride in the work they perform |  |  |
| **Self-Reflection** | Meets Expectations - Supporting evidence and narrative from categories above | Often Exceeds - Supporting evidence and narrative from categories above | Top Performer - Supporting evidence and narrative from categories above |
| 1. What are the key accomplishments that have been achieved in the review period? 2. What are the key strengths demonstrated during the review period? 3. What are the areas of focus for the upcoming year? |  |  |  |

1. **Mission and Values - This person consistently lives our mission and values.**

Our Mission since 1899 is to heal, to discover, and to educate as a preeminent health care institution. We serve by providing the best integrated and innovative care for patients and their families; by understanding and finding cures for the diseases we research; and, by educating and training the next generation of health care professionals to be leaders in medicine and science.

**Core Values:** 1. Be available to work as scheduled and report to work on time. 2. Be willing to accept supervision and work well with others. 3. Be well groomed, appropriately for your role and wear ID Badge visibly. 4. Be in compliance with all departmental and institutional policies, the Employee Handbook, Code of Conduct and completes NetLearning by due date annually. 5. Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the institution. 6. Adheres to safe working practices and at all times follows all institutional and departmental safety policies and procedures. 7. Wears appropriate PPE as outlined by the infection control policies and procedures. Demonstrates compliance with all state, federal and all other regulatory agency requirements.

1. **Performance - Understands and successfully completes the day-to-day functions of their role and the responsibilities of their job description.**
2. **Initiative - Takes prompt action to accomplish tasks and takes action to resolve issues. Is proactive, takes independent action, and goes above and beyond. Is a good role model with peers.**
3. **Communication - Communicates effectively with both internal and external individuals and provides exceptional customer service to others.**
4. **Expertise – provides quality guidance and information in their area of responsibility. Takes accountability and pride in the work they perform.**
5. **What are the key accomplishments that have been achieved in the review period?**
6. **What are the key strengths that the employee has demonstrated during the review period?**
7. **What are the areas of focus for the upcoming year?**
8. **Overall, how would you evaluate this person's performance?**