

Performance Review

Nurse Practitioner

This template is designed to be used together with the Nurse Practitioner Position Description template, which outlines the responsibilities and requirements of the role.

Information for the reviewer

Before the performance review, ask the employee to complete the different sections in this document and return it to you at least two days before the review.

During the review, use this document to record:

- how the employee thinks they have performed against each of their key responsibilities
- feedback or concerns from the employee
- the employee's career goals for the future
- the goals that you and the employee agree on for the next performance cycle and the support that you will provide to help the employee achieve their goals (e.g. training).

Information for the employee

Before your performance review, complete the different sections in this document and return it to the reviewer at least two days before your review.

During your review, you will be able to:

- reflect on your work during the performance cycle
- receive appreciation and recognition for your achievements
- raise problems and resolve issues arising from your work
- discuss your hopes and expectations for the next performance cycle
- set your career goals for the future
- discuss training and development opportunities to improve your performance and further your career.

Practice name:

Date:

Nurse Practitioner performance review	
Employee name:	
Position responsible to:	
Positions with direct responsibility to this position:	
Date of this review:	
Reviewer name:	

Measuring performance against your position description			
Nurse Practitioner position description	Employee rating (out of 10)	Reviewer rating (out of 10)	Comments
Key responsibilities – clinical			
<ul style="list-style-type: none"> Maintain competence to practice in accordance with national competency standards for the Nurse Practitioner as directed by the Nursing and Midwifery Board of Australia (NMBA). 			
<ul style="list-style-type: none"> Provide advanced and autonomous expert care to patients and families in accordance with Nurse Practitioner legislation and functions by: <ul style="list-style-type: none"> prescribing medications ordering and analysing pathology and radiological tests referring patients to general practitioners and other health professionals undertaking patient care on referral from health professionals. 			
<ul style="list-style-type: none"> Patient management within own scope of practice. 			
<ul style="list-style-type: none"> Provide management of long-term conditions in line with national guidelines and pathways. 			
<ul style="list-style-type: none"> Manage patient recalls, reminders and follow up of test results. 			
<ul style="list-style-type: none"> Work collaboratively to support medical, nursing and allied health colleagues in the performance of their clinical role. 			
<ul style="list-style-type: none"> Actively communicate and coordinate with colleagues, specialist services and allied health professionals when providing team care. 			
<ul style="list-style-type: none"> Escalate care to general practitioners where indicated. 			

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<ul style="list-style-type: none"> Refer for specialist care where indicated. 			
<ul style="list-style-type: none"> Plan and develop a problem-solving approach to patient care. 			
<ul style="list-style-type: none"> Record and maintain accurate, adequate and relevant patient records using the established practice protocols and computerised medical records system while meeting legislative standards and accreditation requirements. 			
Key responsibilities – leadership and management			
<ul style="list-style-type: none"> Promote and provide effective clinical leadership. 			
<ul style="list-style-type: none"> Develop and promote positive relations with patients, nursing peers, medical practitioners, allied health and community. 			
<ul style="list-style-type: none"> Identify opportunities to improve and promote evidence-based clinical practice. 			
<ul style="list-style-type: none"> Seek opportunities for ongoing professional education. 			
<ul style="list-style-type: none"> Participate in relevant committees and special projects as indicated. 			
<ul style="list-style-type: none"> Promote cost effective use of consumables. 			
Key responsibilities – continuous quality improvement			
<ul style="list-style-type: none"> Provide leadership in the coordination and implementation of quality improvement activities specific to the Nurse Practitioner role. 			
<ul style="list-style-type: none"> Participate in clinical practice improvement programs and clinical governance initiatives relevant to practice. 			
<ul style="list-style-type: none"> Identify opportunities to improve and promote evidence-based practice. 			
Key responsibilities – governance, safety and quality requirements			
<ul style="list-style-type: none"> Participate in an annual performance review. 			
<ul style="list-style-type: none"> Complete mandatory training and education as relevant to the role. 			
<ul style="list-style-type: none"> Assist in professional development of others. 			
<ul style="list-style-type: none"> Comply with the NMBA code of conduct for nurses and code of ethics for nurses. 			
Key responsibilities – quality and safety			
<ul style="list-style-type: none"> Ensure nursing compliance with federal/state legislation, nursing competency standards, practice policies and procedures. 			

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<ul style="list-style-type: none"> Contribute to staff and patient safety systems that meet contemporary clinical standards and OS&H requirements. 			
<ul style="list-style-type: none"> Participate in the practice risk management and quality improvement processes. 			
<ul style="list-style-type: none"> Record incidents and near misses in line with practice policy. 			
<ul style="list-style-type: none"> Practise duty of care including meeting practice standards and accountability. 			
<ul style="list-style-type: none"> Maintain patient and practice confidentiality at all times. 			
<ul style="list-style-type: none"> Ensure clinical governance processes are in place. 			
<ul style="list-style-type: none"> Actively contribute to the development of a culture consistent with the values of the practice. 			

Documentation review	Yes	No
Evidence of current registration with the Nursing and Midwifery Board of Australia		
Evidence of current medical indemnity cover or be eligible for such		
Evidence of training in CPR undertaken within the past three years or as otherwise required by the Nursing and Midwifery Board of Australia		
Evidence of a current criminal record screening		
Evidence of a current Western Australian Driver's Licence		
Evidence of a current Working with Children Check		

Overall performance

Your achievements:

What achievements have given you the greatest satisfaction? How could they be built on?

Your challenges:

What challenges have you experienced? How could they be overcome?

Your obstacles:

Were there any obstacles that prevented you from achieving your goals? How could they be eliminated?

Your job description:

Is your job description still current?

Your opportunities for improvement:

To improve your overall performance, what could be done by management, yourself or others?

Your goals:

What are your goals for the next performance cycle?

Your career:
How do you see your career developing?

How would you rate your overall performance?

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
Not satisfactory Average Very satisfactory

Professional learning and development plan

Goal/s	Action required	Date for completion

Additional training needs	Reason	Comments

Skills to be developed (select as preferred)	Attendance	Future attendance
Clinical software training		
Customer service training and dealing with difficult patients		
Infection control and pandemic		
Sterilisation		
CPR course		
MBS item numbers		
Cold chain/vaccine management		
Wound management		
Triage and emergencies		
Recall and reminder systems		
Pen Clinical Audit Tool		
Immunisation		
Other		

Employee's comments

Reviewer's comments

Performance review discussed and accepted

Employee name:	
Signature:	Date:
Reviewer name:	
Signature:	Date:

Whilst all care has been taken in preparing this document, this information is a guide only and subject to change without notice.