

# Performance Review

## Practice Nurse

This template is designed to be used together with the Practice Nurse 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 Nurse 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			
Practice Nurse position description	Employee rating (out of 10)	Reviewer rating (out of 10)	Comments
<b>Key responsibilities – clinical nurse care</b>			
• Provide proficient, evidence-based chronic disease management.			
• Conduct preventative screening.			
• Demonstrate organisational values including respect, dignity and cultural safety.			
• Plan and manage holistic patient care in consultation with medical staff while acting as patient advocate.			
• Liaise with hospitals, community agencies and allied health to coordinate patient care.			
• Share innovative practice and work as an integrated team.			
<b>Key responsibilities – general practice environment</b>			
• Maintain accurate documentation using clinical software including recall/reminder systems, IT and information management.			
• Apply knowledge of funding models to deliver optimal care.			
• Implement general practice management plans and team care arrangements in consultation with GPs and the multidisciplinary team.			
• Demonstrate understanding of workplace health and safety principles.			
• Ensure quality systems are in place and reviewed regularly.			
• Manage supplies and clinical resources within budget.			
• Ensure clinical governance and safe use of medicines following federal/state legislation.			

Key responsibilities – collaborative practice			
• Work as a collaborative member of the multidisciplinary team, reflecting the values of the organisation.			
• Work as an inclusive member of the clinical team, providing appropriate mentoring and guidance for registrars, medical and nurse students.			
• Demonstrate a high level of team work, support, engagement and communication with the general practice nursing team.			
• Work on quality improvement strategies with the practice team to bring efficiencies to practice systems, procedures and clinical outcomes.			
Key responsibilities – professional practice			
• Maintain awareness of current legislation to ensure compliance with all statutory and regulatory obligations.			
• Ensure care is evidence-based and delivered using clinical guidelines and practice to underpin competency.			
• Use health literacy principles to lead patient education, community health and outreach programs as well as health promotion initiatives.			
• Practice within the organisation’s policy and nursing standards and codes.			
• Undertake continuing professional development.			
• Review systems and procedures to ensure efficient and accessible care.			
• Utilise practice data to identify areas for quality improvement.			
• Provide leadership to the nursing team and other staff.			
• Provide direct and indirect supervision, and mentoring, to ENs within the organisation.			

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?

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Your challenges:

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

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Your obstacles:

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

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Your job description:

Is your job description still current?

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Your opportunities for improvement:

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

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Your goals:

What are your goals for the next performance cycle?

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Your career:

How do you see your career developing?

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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

## Template

V3 / July 2020

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

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### Reviewer's comments

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### Performance review discussed and accepted

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