

## DSP PERFORMANCE EVALUATION

Name: \_\_\_\_\_

Manager: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Date: \_\_\_\_\_

**Job Summary:** Assesses, plans and implements the direct care of the client within the home setting with the supervision of the Program Manager. Responsible for ensuring continuity of care between the clients by providing direct care. Maintains role as client advocate with a focus on the Agency's mission, goals, and objectives.

### DUTIES AND RESPONSIBILITIES:

3 =(EP) Exceeds Performance    2 = (S) Expected Performance    1 = (NI) Needs Improvement

<u>Demonstrates Competency in the Following Areas:</u>	EP	S	NI
Assesses clients daily on each shift as well as when conditions change. documents appropriately.	3	2	1
Assesses the client's condition and nursing needs, contact the supervisor as appropriate.	3	2	1
Ability to adequately assess and reassess pain. Utilizes appropriate pain management techniques. Educates the clients regarding pain management.	3	2	1
Documents change in client's condition and nursing care on progress notes and care plan.	3	2	1
Administers medications and follows medication training and reduces the potential for medication errors.	3	2	1
Performs all aspects of care in an environment that optimizes safety and reduces the likelihood of medical/health care errors.	3	2	1
Supports and maintains a culture of safety and quality in all aspects of their work.	3	2	1
Meets current documentation standards and policies, including but not limited to the use of proper charting techniques, accurately completing incident reports in a timely manner, etc.	3	2	1
Notifies the supervisor and confirms the process of changes in client's condition and follows through until appropriate action is taken.	3	2	1
Notes and carry out physician's/ nurse's orders in a timely manner.	3	2	1
Gives a thorough report to oncoming shift by participating in walking rounds and documenting appropriately on calendar for upcoming needs. (i.e. labs, appointments, etc.)	3	2	1
Understands the importance of addressing skin related issues in a timely and appropriate fashion i.e. documents complete appropriate charting/documentation. Notifying the Unit Director of any issues immediately.	3	2	1
Follows through as needed on information given by shift report, resident or family regarding client concerns (i.e. contacting physician, family, performing assessment, etc.).	3	2	1
Implement plan of care for the client based on assessments and goals established by the care team.	3	2	1

**Demonstrates Competency in the Following Areas:****EP      S      NI**

Promptly responds to notifications relating to client in distress or in pain	3	2	1
Treats clients and their families with respect and dignity. Identifies and addresses the psychosocial, cultural, ethnic and religious/spiritual needs of clients.	3	2	1
Motivates other members of the care team as needed to accomplish the care plan which has been developed.	3	2	1
Demonstrates competence in technical and manual skills according to scope of services.	3	2	1
Functions as a client advocate by always protecting the clients' rights and dignity and requires others to do the same.	3	2	1
Demonstrates creativity in solving problems and looking at situations in new and innovative ways.	3	2	1
Interact with clients, families, co-workers, managers, and other departmental staff in a kind, considerate, knowledgeable and friendly manner.	3	2	1
Consistently involves clients in their care and addresses their concerns while dispensing medications, treatments, and while performing assessments. Encourages staff to do the same.	3	2	1
Participate in client care conferences and updates plan of care, as appropriate and/or as directed.	3	2	1
Participate in orientation of new staff.	3	2	1
Demonstrates the ability to remain calm in emergencies and/or stressful situations and gives everyone a feeling of confidence that the station is under control.	3	2	1
Consistently follows the policies procedures.	3	2	1
Must have the ability and desire to acquire additional knowledge related to support assessment techniques, etc. and apply the knowledge when necessary.	3	2	1
Is a motivated, independent individual with initiative who can organize workload so that all functions are completed appropriately, accurately, and timely.	3	2	1

**Professional Requirements:****EP      S      NI**

Adheres to dress code, appearance is neat and clean.	3	2	1
Completes quarterly /annual education requirements and competency compliances.	3	2	1
Always maintains regulatory and licensure requirements and standards.	3	2	1
Always maintains client confidentiality.	3	2	1
Reports to work on time and as scheduled, completes work within designated time.	3	2	1
Use computerized time system correctly, if applicable.	3	2	1

**Professional Requirements:**

**EP      S      NI**

Completes in-services and returns in a timely fashion.

3      2      1

Attends quarterly/ annual review and department in-services, as scheduled and as required.

3      2      1

Attends all staff meetings.

3      2      1

Represents the organization in a positive and professional manner.

3      2      1

Comply with all organizational policies regarding ethical business practices and compliance.

3      2      1

Communicates the mission, ethics and goals of the facility with full understanding.

3      2      1

**Total Points**

\_\_\_\_      \_\_\_\_      \_\_\_\_

**\*RATINGS OF 'EP' OR 'NI' REQUIRE STATEMENTS THAT VALIDATE THAT RATING.**

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**I have received, read and understand the Position Description/Performance Evaluation above.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Manager Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

## PERFORMANCE EVALUATION CONTINUATION PAGE

### Performance Evaluation Score:

$\frac{\text{\# of total points achieved}}{\text{(maximum score)}} \times 100 = \underline{\hspace{2cm}}\%$

80 - 100% = Exceeds Performance  
70 - 79% = Expected Performance  
0 - 69% = Needs Improvement

### Manager's Comments:

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### Recommended Goals/Actions:

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### Staff Member Comments:

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Performance Review Only

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Next Performance Review on: \_\_\_\_\_