

Grady Health System PRECEPTOR WEEKLY ASSESSMENT OF ORIENTEE SKILLS, KNOWLEDGE AND ABILITIES

Date: _____ Unit _____ Date of Hire _____ Week of Orientation _____ Name of Orientee _____ Preceptor _____

Instructions: Use grading criteria to evaluate orientee's weekly progress in each of the eight categories. Circle the letters associated with areas of opportunities for improvement, then assign a score for each category. Total all scores and divide by 8 to determine the overall weekly progress score. Complete plan of action on back for overall rating (Progress Score) of less than 3.

Score	Grading Criteria
1	Below satisfactory: Requires complete assistance, unable to function safely. Requires consistent reminders and prompting. Lacks initiative. Demonstrates minimal skill, knowledge and competency on unit requirements. Nurse Graduate Resident remediation and preceptor action plan required.
2	Needs Improvement: Requires monitoring and occasional prompting. Does not demonstrate skill, knowledge or comprehension of basic requirements for unit competency. Nurse Graduate Resident remediation, preceptor action plan and director notification required.
3	Satisfactory: More independent, requires infrequent prompting. Demonstrates skill, competency in knowledge and application on unit requirements. No action required.
4	Above Satisfactory: Much more independent. No prompting. Thoughtfully ask questions. Demonstrates advancing skill, competency in knowledge and application on unit requirements. No action required.
5	Advanced/Highly Satisfactory: Practices independently with dedicated resource. Demonstrates mastery of unit requirements, skill and knowledge. No action required.

1. COMMUNICATION	2. CRITICAL THINKING SKILLS	3. DELEGATION/ LEADERSHIP	4. ORGANIZATIONAL SKILLS	5. TEAMWORK	6. PRIORITIZATION	7. DIRECT PATIENT CARE	8. Unit Orientation Completion
Score: (1-5) <input type="text"/>	Score: (1-5) <input type="text"/>	Score: (1-5) <input type="text"/>	Score: (1-5) <input type="text"/>	Score: (1-5) <input type="text"/>	Score: (1-5) <input type="text"/>	Score: (1-5) <input type="text"/>	Select number reflect new items validated weekly with signature
a. Remains approachable b. Welcomes and accepts constructive criticism c. Communicates effectively with patient/family, and all members of team; d. Use AIDET e. Uses SBAR to effectively communicate with members of multidisciplinary team. f. Uses SBAR to clearly and concisely handoff to oncoming nurse g. Conduct bedside shift report h. Other (specify)	a. Critically reviews pts. condition and identifies needs b. Individualizes care plan by incorporating patient specific care c. Anticipates needs and follows up with pt./family to ensure needs met d. Responds appropriately in emergent situations e. Proactively resolves problems f. Seeks assistance from appropriate resources g. Notifies Physician and proactively anticipates orders h. Other (specify)	a. Identifies appropriate tasks for delegation to unlicensed assistants b. Holds staff accountable for those delegated tasks c. Sets clear expectations for care d. Displays self-direction and initiative e. Completes own self-evaluation of orientation competencies f. Other (specify)	a. Demonstrates ability to organize and execute plan of care for assigned patients b. Prioritizes and organizes work effectively c. Demonstrates flexibility with changes d. Manages time effectively and efficiently to complete assigned patient tasks by the end of the shift. e. Other (specify)	a. Treats others with fairness and respect b. Works well with other team members c. Demonstrates understanding of role as a team member d. Participates in interprofessional care/discharge planning conferences and rounds e. Other (specify)	a. Identifies patient-centered interventions as a priority and acts accordingly and timely b. Reorganizes day based on identified needs c. Identifies 'time wasters' and deprioritize them d. Recognizes, acts promptly and applicably to changes in patient condition e. Manages patient's pain promptly including assessment and reassessment. f. Completes real time documentation prospectively g. Other (specify)	a. Implement the plan of care b. Administers medication timely following the rights of medication administration GHS policy. c. Accurately completes required admission, continued stay and discharge assessments. d. Assesses the need for and delivers patient education daily e. Adheres to Grady documentation guidelines when documenting in EMR f. Accurately and safely performs all patient care procedures within defined timeframe g. Other (specify)	1 < 3 2 5 new items 3 10 new items 4 15 new items 5 All items signed off Score <input type="text"/> Total of All Scores Graded Divided by 8 = Overall Weekly Progress Score <div style="border: 2px solid red; width: 40px; height: 40px; margin: 0 auto;"></div>

Signatures confirms discussion of assessment and mutual goal setting between preceptor and orientee.

Preceptor Signature _____
 Orientee Signature _____
 ACNE/CNS Signature (optional) _____

Progress Report/ Smart Goal Tactics/Strategies for overall rating of <3: (Identify areas of weakness/opportunities in categories that lead to a score of <3 and develop weekly smart goal and action steps that address these weakness/opportunities)

Areas of Opportunities:

**Weekly Smart Goal(s) for identified areas of opportunity:
(Specific, Measurable, Action Oriented/Achievable, Realistic/Relevant, Time Limited):**

Tactics/Strategies to meet Goals:

Complete weekly and return to educator or director/manager and file in unit personnel file

For Nurse Residents place weekly score *results* on "The Nurse Residency Program Progress Summary".

Signatures confirms discussion of assessment and mutual goal setting between preceptor and orientee.

Preceptor Signature _____

Orientee Signature _____

ACNE/CNS Signature (optional) _____