



Review of Medical Services RN's Department-Assigned Tasks

RN: _____ Date: _____

Reviewer: _____

Reviewer's Relationship to RN:

Medical Services Colleague

External Colleague

Position _____

Department-Assigned Tasks (to be completed by the RN):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Directions:

Thank you for agreeing to carry out this review of department-assigned tasks. The results of this review will form part of an overall assessment of the RN and will be used to identify any areas where skills and expertise might be further developed.

The focus of these items in this instrument is on activities not directly involved in nursing practice. Each item is to be assessed according to the following scale:

S	SR	U	
Satisfactory	Satisfactory with Reservations	Unsatisfactory	No Opinion

No Opinion is the appropriate response where you have insufficient data or you are otherwise unable to assess the item. Please note that reviewer comments are welcome when particularly effective or otherwise noteworthy performance is observed.

Satisfactory with Reservations or **Unsatisfactory** are appropriate responses where you cannot rate the RN as **Satisfactory** on the item. When choosing either of these options, you must clearly explain why a rating of **Satisfactory** could not be given. If no explanation is provided the response will be scored as **No Opinion**.

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1. The RN carries out department-assigned duties in a timely manner. S SR U No Opinion

2. The RN carries out department-assigned duties in an effective manner. S SR U No Opinion

3. The RN communicates effectively with departmental colleagues. S SR U No Opinion

4. The RN works constructively in collaboration with others. S SR U No Opinion

5. The RN is effective when working independently. S SR U No Opinion

6. The RN is a regular participant in departmental meetings. S SR U No Opinion

7. The RN demonstrates respect for individuals.

S SR U No Opinion

8. The RN makes positive contributions to departmental decision-making.

S SR U No Opinion

9. The RN takes opportunities to improve departmental services.

S SR U No Opinion