

EP13a Provide one example, with supporting evidence, of the use of periodic formal performance review that includes a self-appraisal, peer feedback process, and professional development goal(s) for a clinical nurse.

Performance Review – Clinical Nurse

All registered nurses at UVA Health University Medical Center are required to participate in goal setting, self-appraisal and peer review as elements of the performance appraisal cycle each year. The Nursing Professional Governance Organization (NPGO) Bylaws describe this expectation in Article III, Section 2, Item 3, page 2.

Section 2. Responsibilities and rights of members

Members:

1. Are individually accountable for their nursing practice by remaining current on UVA Health University Medical Center Nursing policies and standards and updating their clinical practice accordingly.
2. Are collectively accountable for the outcomes of nursing care provided by the institution.
3. **Are expected to participate in self-evaluation and peer review processes.**
4. Utilize the mechanisms of the organization to address nursing matters.
5. Are responsible for being informed about the actions and activities of the NPGO.
6. May nominate candidates for office in the NPGO.
7. Vote in the annual NPGO officer election.
8. Participate in professional governance activities and events at the local, regional and/or central levels of the organization.
9. Are conversant with the Clinical Career Ladder principles, and adhere to the rules and deadlines outlined in the Handbook if applicable to their position.

Exhibit EP13a.a FY24 NPGO Bylaws is the complete 2023-2024 NPGO Bylaws document.

Performance Appraisal

All team members receive a formal performance review on an annual basis. UVA utilizes a cloud-based Human Resources Information System, Workday®, that includes all components of performance management in a standardized format. The NPGO Professional Development Committee, NPGO Management Committee, and Nursing Leadership provide ongoing feedback on the process, and collaborate with Human Resources to ensure alignment with the UVA Health University Medical Center Nursing Professional Practice Model (PPM).

The performance appraisal encompasses the following sections for clinical nurses:

- Year-End Summary (Self-Assessment): Reflections by clinical nurses regarding greatest accomplishments, areas for development, demonstration of the organizational ASPIRE values (Accountability, Stewardship, Professionalism, Integrity, Respect and Equity), and assessment of goal achievement for the performance cycle being completed
- Goal Setting: Entered by nurses and approved by leaders for the upcoming performance cycle, including professional growth goals
- Peer Review: Feedback from nursing colleagues aligned with the PPM categories
- For nurses on the Clinical Career Ladder: Essential job functions are aligned with the PPM categories. This includes comments by clinical nurses and a self-rating for each category

Self-Appraisal

Each nurse is required to complete a self-appraisal within the system at the end of the performance cycle. The self-appraisal includes a standardized year-end summary template to capture their greatest accomplishments, self-identified areas of development for the upcoming year and an assessment of how they achieved their established goals. Self-appraisals also include comments reflecting how they demonstrate one or more of the organizational ASPIRE values.

For nurses on the Clinical Career Ladder, the self-appraisal includes comments for each PPM category in order to provide specific examples of how expected behaviors are demonstrated. Nurses also provide a self-rating for each category. This supports re-validation of their position on the Clinical Career Ladder, as well as a readiness assessment for the nurse and their manager to consider advancement.

Exhibit EP13a.b UVA Health Self-Evaluations Have Launched Email shows the communication from the organization to team members announcing the expectations and timeline for completion of annual self-appraisals in the Workday® system. In addition to annual performance cycle activities, nurses are encouraged to engage in continuous self-appraisal throughout the year, documenting key achievements promptly using the cloud-based system.

Goal Setting

Nurses in all settings participate in goal setting at the beginning of the performance cycle for the upcoming year. Goals include a personal professional development goal and operational goals. All goals require approval from the nurse's direct leader. Goals are developed using a SMART format and include specific targets for meets and exceeds expectations ratings.

Peer Review

Peer review is captured and documented through the system's "Request Feedback" process. Several custom templates are provided in the system for nurses to use to provide peer review, including a PPM-based template, a Nurse Leader template and an organizational values template based on the ASPIRE categories. Clinical nurses utilize the PPM-based template for peer review. Designated peers receive an email with a link to the system's template to provide feedback. Nurses are encouraged to receive peer review from two peers each year; one self-selected and one selected by the local professional governance process or by the leader.

Exhibit EP13a.c 2023 RN Peer Review and Self-Evaluation OG 09 is NPGO Operational Guideline 09, Peer Review and Self-Evaluation, which serves as the guiding document for nursing peer review at UVA Health University Medical Center. Nurses in practice settings with small numbers of true peers or leaders (such as in Ambulatory care) may opt to receive two peer reviews from a single peer, or may seek interprofessional peer review. The NPGO website provides additional peer review resources for nurses and leaders to utilize (**Exhibit EP13a.d NPGO RN Peer Review Webpage**).

Exhibit EP13a.e Performance Appraisal Clinical RN_Redacted is an example of a completed performance appraisal for a clinical nurse.