

Job Description/Performance Evaluation

Employee Name:		Dept. Name: Breast Diagnostic Center
Employee Number:		Dept. Number: _____
Job Title: Manager Breast Health Specialist	Job Code: _____	FLSA: Non-Exempt
Appraisal Period: _____	to _____	Review Due Date: _____
Type of Appraisal:	<input type="checkbox"/> Annual <input type="checkbox"/> Other	Specify: _____

This assessment form must be completed and processed in accordance with the following instructions and Human Resources Policy to ensure that an accurate record of the evaluation is maintained; the employee is informed of the quality of his/her performance; the employee and evaluator identify development needs and set goals for accomplishing defined tasks. This tool consists of four sections:

1. Annual Mandatory Competencies
2. Essential Job Functions
3. Behavioral Standards PRIDE
4. Goals/Development

General Instructions

A performance evaluation is intended to be a management process that begins at the orientation period and requires evaluators to continually assess employee performance. Evaluators do this by observing and documenting behaviors and competencies. In addition, managers must intermittently coach employees to allow them to perform and actively participate in a dynamic workforce.

Annually, the Evaluator must complete the attached form and arrange for a meeting to discuss the results of the evaluation. Goals are required to be formulated during this meeting for the next review period. Sign and date this form at the conclusion of the meeting and submit the original form to Human Resources for placement in the employee's file. Retain a copy for your file and give a copy to the employee.

Job Summary:

The Breast Health specialist is a RN who participates in assessing, planning, implementing and evaluating health services provided by the Breast Diagnostic Center. Responsible for developing and overseeing the care coordination provided to the patient, and is a liaison between physician, professional health care staff and other parties involved. Reports outcomes and participates in quality improvement initiatives. He/she makes him/herself familiar with services and local resources available to his/her patients, and utilizes referrals as set forth by protocols of the program. Facilitates, provides comfort, and education to the patient receiving a biopsy.

The Breast Health Specialist increases community awareness through presentations and exhibits in area churches, malls, women's groups, and schools. Education is provided to groups as well as individuals. Focus in on a team approach utilizing the coordination of multidisciplinary services within _____ cancer program. He/she works with the Breast Cancer Care coordinator to provide seamless coordination in care.

Job Requirements:

EDUCATIONAL REQUIREMENTS:

1. Graduate of an accredited school of nursing with a Baccalaureate degree in nursing preferred.
2. Licensed and current registration as a registered nurse in the State of Maryland.
3. Certified in Clinical Breast examination

EXPERIENCE REQUIREMENTS: The RN is required to have a minimum of three years experience in nursing with preferably one year's experience in teaching or nursing management or radiology/special procedures.

MENTAL DEMANDS:

1. Often works under pressure of time and accuracy in organizing and accomplishing work.
2. Able to prioritize accomplishment of goals and objectives to meet the changing needs of the department.
3. Demonstrates effective communication skills orally and written.
4. Receptive to new ideas and able to lead and/or participate in change.
5. Able to evaluate, analyze and synthesize current literature and apply to the work environment.

RESPONSIBILITY FOR ASSETS:

1. Works with expensive and complex equipment such as videotape recorders and audiovisual equipment. Has thorough understanding of proper working order of equipment and reports maintenance needs promptly.
2. Recommends purchase of materials/supplies needed for educational programming.

CONTACT WITH OTHERS:

1. Has frequent contact with personnel and public requiring use of communication skills.
1. Works cooperatively with community agencies and health care facilities to achieve educational goals.
2. Maintains cooperative working relationship inter-and interdepartmentally.
3. Collaborates with Women's and Children's Services.

WORK SCHEDULE:

1. Usually works Monday through Friday, days and evenings. Occasionally works off-shifts and weekends.
2. Flexibility in hours of work to meet community needs.
3. Must be willing to come to work during an emergency.

Working Conditions:

The following are the Physical Requirements of this job along with required time designations under typical conditions:

U/3 = Under 1/3 of the time
2/3 = 2/3 and over

1/3 = 1/3 of the time
N = None

Physical Activities:

1/3	Stand	2/3	Walk	1/3	Sit	2/3	Use hands and fingers to handle or feel
2/3	Reach with arms and hands	U/3	Climb or balance	U/3	Stoop, kneel, crouch or crawl	2/3	Talk or hear
N	Taste or smell	1/3	Repetitive Motion (continuous)	1/3	Repetitive Motion (intermittent)	2/3	Frequent Interruptions
N	Exposure to weather	N	Exposure to extreme heat	N	Exposure to extreme cold		Exposure to Noise:
1/3	Moderate		Loud		Very Loud		N
N	Exposure to atmospheric conditions which may require respirator use	N	Exposure to dust, vapors, fumes	N	Exposure to moving mechanical parts	N	Exposure to electric shock
N	Exposure to high exposed places	N	Exposure to explosives	U/3	Exposure to radiation	U/3	Exposure to chemicals
N	Exposure to insecticides/pesticides	1/3	Exposure to infectious	1/3	Exposure to blood & body fluids	1/3	Exposure to needles/syringes
1/3	Exposure to waste handling	1/3	Exposure to airborne pathogens	2/3	Computer Use	1/3	Equipment

Lifting, Carrying, Pulling, Pushing Requirements:

U/3	Up to 10 pounds	U/3	Up to 50 pounds	2/3	More than 100 pounds
U/3	Up to 24 pounds	1/3	Up to 100 pounds	U/3	More than 200 pounds

Sensory Factors:

X	Close vision (ability to see clear vision at 20 inches or less)
X	Distance vision (ability to see clear vision at 20 feet or more)
X	Color Vision (ability to identify and distinguish different colors)
X	Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
X	Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
X	Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
	No special vision requirements

Reporting Relationship:

Reports to: Executive Director of the Cancer Center
Titles Supervised: None

Annual Mandatory Competencies

Each year, the employee must comply with all mandatory Medical Center and departmental/unit competencies. If, after 30 days, these competencies are not satisfactorily completed, the employee may be subjected to discipline up to and including termination.

Medical Center Mandatory Competencies	Met	Not Met	Date of Completion*
• Environment of Care	<input type="checkbox"/>	<input type="checkbox"/>	
• Information Technology	<input type="checkbox"/>	<input type="checkbox"/>	
• Corporate Compliance	<input type="checkbox"/>	<input type="checkbox"/>	
• Other	<input type="checkbox"/>	<input type="checkbox"/>	

Departmental Mandatory Competencies	Met	Not Met	Date of Completion
•	<input type="checkbox"/>	<input type="checkbox"/>	
•	<input type="checkbox"/>	<input type="checkbox"/>	
•	<input type="checkbox"/>	<input type="checkbox"/>	
•	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
15 contact hours received	<input type="checkbox"/>	<input type="checkbox"/>	

Unit Specific Mandatory Competencies	Met	Not Met	Date of Completion
•	<input type="checkbox"/>	<input type="checkbox"/>	
•	<input type="checkbox"/>	<input type="checkbox"/>	
•	<input type="checkbox"/>	<input type="checkbox"/>	
•	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Please attach employee's Net Learning transcript to show evidence of all educational development completed during current evaluation period.

Competence Statements (Essential Job Functions)	Age Groups Served (check those that apply)	Validation* (check those that apply)
<p>1. Quality – Demonstrates a commitment to the quality of products, services, and results (process and outcomes). 10%</p> <ul style="list-style-type: none"> - Establishes measures (key indicators) to assure the quality and responsiveness of systems, practices, and services. - Utilizes data, information, and analysis to support a responsive and prevention-based approach to process and operational improvements. - Demonstrates knowledge of current standards and concepts of quality assessment and improvement. <p><input type="checkbox"/> MEETS <input type="checkbox"/> DOES NOT MEET</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Neonate (Birth-1 Month) <input type="checkbox"/> Pediatric (1 Month-11 Yrs.) <input type="checkbox"/> Adolescent (12 Yrs.-18 Yrs.) <input type="checkbox"/> Adult (19 Yrs.–59 Yrs.) <input type="checkbox"/> Geriatric (Over 60 Yrs.) <input type="checkbox"/> N/A 	<ul style="list-style-type: none"> DO PR RR S VR WE
<p>2. Customer Focus and Satisfaction – Demonstrates knowledge of, responsiveness to, and an ability to anticipate, meet or exceed customer requirements and expectations. 10%</p> <ul style="list-style-type: none"> - Recognizes and acts upon opportunities for improvement in processes and systems based on customer satisfaction surveys (internal and external customer surveys). - Models excellent customer service skills. <p><input type="checkbox"/> MEETS <input type="checkbox"/> DOES NOT MEET</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Neonate (Birth-1 Month) <input type="checkbox"/> Pediatric (1 Month-11 Yrs.) <input type="checkbox"/> Adolescent (12 Yrs.-18 Yrs.) <input type="checkbox"/> Adult (19 Yrs.–59 Yrs.) <input type="checkbox"/> Geriatric (Over 60 Yrs.) <input type="checkbox"/> N/A 	<ul style="list-style-type: none"> DO PR RR S VR WE
<p>3. Financial – Understands and utilizes overall financial systems and requirements in order to maximize strategic results.5%</p> <ul style="list-style-type: none"> - Demonstrates fiscal responsibility and accountability. - Utilizes established indicators to monitor productivity, budget/expenses, staffing, overtime, absenteeism, etc. - Identifies cost-savings through process improvement, market data, best practice indicators. <p><input type="checkbox"/> MEETS <input type="checkbox"/> DOES NOT MEET</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Neonate (Birth-1 Month) <input type="checkbox"/> Pediatric (1 Month-11 Yrs.) <input type="checkbox"/> Adolescent (12 Yrs.-18 Yrs.) <input type="checkbox"/> Adult (19 Yrs.–59 Yrs.) <input type="checkbox"/> Geriatric (Over 60 Yrs.) <input type="checkbox"/> N/A 	<ul style="list-style-type: none"> DO PR RR S VR WE

<p>4. Leadership – Builds and maintains an environment that motivates and empowers others to reach organizational goals. 5%</p> <ul style="list-style-type: none"> - Completes annual performance appraisals on time. - Addresses performance issues (positive and negative) in a timely manner. - Employee turnover levels are at or below appropriate benchmarks. - Maintains a positive work environment. - Adheres to Medical Center policy related to attendance/punctuality. - Supports organizational goals, i.e. LOS, core measures, etc. <p><input type="checkbox"/> MEETS <input type="checkbox"/> DOES NOT MEET</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Neonate (Birth-1 Month) <input type="checkbox"/> Pediatric (1 Month-11 Yrs.) <input type="checkbox"/> Adolescent (12 Yrs.-18 Yrs.) <input type="checkbox"/> Adult (19 Yrs.–59 Yrs.) <input type="checkbox"/> Geriatric (Over 60 Yrs.) <input type="checkbox"/> N/A 	<p>DO</p> <p>PR</p> <p>RR</p> <p>S</p> <p>VR</p> <p>WE</p>
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<p>5. Ensures a safe work environment. 5%</p> <ul style="list-style-type: none"> - Follows safety and security policies and procedures. - Reports all safety related incidents and encourages employees to do so. - Supports and promotes the return to work program for injured employees. - Conducts active follow-up on all occurrence investigations to ensure all corrective measures taken and communicated to employees. - Collaborates with Employee Health to minimize lost time and disability costs associated with injured employees. - Trains and/or provides training to team members in proper safety and security procedures. - Enforces corrective discipline for failure to follow generally accepted safe work practices. - Follows all policies/procedures related to Standard Universal Precautions. - Accident occurrence levels are at or below appropriate benchmarks. <p><input type="checkbox"/> MEETS <input type="checkbox"/> DOES NOT MEET</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Neonate (Birth-1 Month) <input type="checkbox"/> Pediatric (1 Month-11 Yrs.) <input type="checkbox"/> Adolescent (12 Yrs.-18 Yrs.) <input type="checkbox"/> Adult (19 Yrs.–59 Yrs.) <input type="checkbox"/> Geriatric (Over 60 Yrs.) <input type="checkbox"/> N/A 	<p>DO</p> <p>PR</p> <p>RR</p> <p>S</p> <p>VR</p> <p>WE</p>
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<p>6. Supports the operations of the organization/department. 10%</p> <ul style="list-style-type: none"> - Participates in process improvement activities in their department/work area. - Adheres to the Medical Center Technology Policy. - Participates in departmental staff conferences/meetings. - Adheres to Medical Center policy related to attendance. - Adheres to Medical Center policy related to punctuality. - Adheres to Medical Center policy related to time clock usage guidelines. <p><input type="checkbox"/> MEETS <input type="checkbox"/> DOES NOT MEET</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Neonate (Birth-1 Month) <input type="checkbox"/> Pediatric (1 Month-11 Yrs.) <input type="checkbox"/> Adolescent (12 Yrs.-18 Yrs.) <input type="checkbox"/> Adult (19 Yrs.–59 Yrs.) <input type="checkbox"/> Geriatric (Over 60 Yrs.) <input type="checkbox"/> N/A 	<p>DO</p> <p>PR</p> <p>RR</p> <p>S</p> <p>VR</p> <p>WE</p>
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