

Case # _____ Participants Name: _____

IPN WORK PERFORMANCE EVALUATION (WPE)

(To be completed by Participant's immediate Supervisor)

Facility _____

Mailing address of facility _____

City, State, Zip _____

Immediate Supervisor: _____ Credentials: _____

Supervisor # _____ Supervisor email: _____

Complete the below with information regarding the participant:

Unit _____ Shift _____ Position _____

Employment Type: ___ Full Time ___ Part Time ___ Internships/Volunteer ___ On -call/ Per Diem

Please rate by selecting the appropriate number and provide comments in space provided.

| | Poor | | | | Excellent |
|---|------|---|---|---|-----------|
| 1. Attendance: | 1 | 2 | 3 | 4 | 5 |
| 2. Punctuality: | 1 | 2 | 3 | 4 | 5 |
| 3. Professional in Appearance: | 1 | 2 | 3 | 4 | 5 |
| 4. Adheres to work place policies/ procedures | 1 | 2 | 3 | 4 | 5 |
| 5. Exhibits appropriate decision making skills: | 1 | 2 | 3 | 4 | 5 |
| 6. Work Performance: | 1 | 2 | 3 | 4 | 5 |
| 7. Behavior when interacting with peers and patients: | 1 | 2 | 3 | 4 | 5 |

Have any worksite drug screens been performed this period? *Yes ___ No ___

*If yes please list reason: _____

Did the participant work in nursing a minimum of twelve (12), eight (8) hour shifts this quarter as required? Yes ___ No ___

A current copy of the Monitoring Contract should have been provided by the employee.

Has this contract been provided? Yes ___ No ___

Are you aware of and do you understand the employee's current work conditions and restrictions?

Yes ___ No ___

Comments: _____

(Please print)

Supervisor Name _____ **Title/Position** _____

Signature _____ **Date** _____

Reviewed with participant? Yes ___ No ___ If yes, participant's signature _____

Please provide your e-mail address for our records. Each quarter you will be sent an e-mail with instructions on how to fill this report out online.

Please call the IPN Office at 1-800-840-2720 to discuss any concerns or clarification regarding this nurse's individual monitoring plan. Thank you

Please return this form by fax 904-270-1633 or Mail to: IPN, P.O. Box 49130, Jacksonville Beach, FL 32240-9130

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