

# TRAVELER ORIENTEE PROGRESS REPORT

Traveler Orientee's Name: \_\_\_\_\_

Objective: To document the progress of the contract staff member during the unit orientation period. **Evaluations and discussion of progress will be conducted at the end of week one.**

Please rate the orientees's performance in each of the following areas:

**S – Satisfactory; UN – Unsatisfactory**

\* If performance is unsatisfactory contact Staffing Director

	S	UN
Demonstrates responsibility for meeting own learning needs		
Asks relevant questions		
Direct questions to appropriate person		
Seeks assistance appropriately		
Demonstrates accountability in meeting the nursing needs of the patient		
Performs technical skills safely		
Participates in and documents patient teaching activities		
Observes signs/symptoms indicative of change in patient's condition and responds appropriately		
Uses correct format for documentation		
Organizes activities appropriately		
Utilizes appropriate methods of communication		
Functions as part of the health care team		
Establishes effective interpersonal relationships with patients, families, and co-workers		
Utilizes appropriate channels for problems resolution		
Gives an informative and pertinent report to oncoming shift		
Acknowledges physician's orders with accuracy		
Demonstrates responsibility and accountability for professional practice		
Accepts responsibility and accountability for professional practice		
Tolerates frustration and stress while maintaining a professional attitude		
Shows evidence of independence in planning, organizing, implementing and evaluating nursing care		
Demonstrates safe practice		
Uses all communication devices in professional manner (telephone, patient call system, etc.)		
Demonstrates knowledge of computer		
Maintains patient confidentiality		

Adapted from Mercer Medical Center form, JCAHO Workshop

Comments: (use back as needed)

Supervisor/Colleague \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Charge Nurse – Please complete this evaluation form and return Form to Manager/Director for review then send to NPD for upload into Shift Wise.**