

## **Example appraisal objectives for Registered Nurses, Midwives, Health Care Assistants and Health Care Support Workers 2018-2020**

These example appraisal objectives have been developed from the SFH Nursing and Midwifery Strategy 2018-2020. These examples demonstrate how the strategy can be used to assist in appraisal objective setting for Registered Nurses, Midwives, Health Care Assistants (HCA) and Health Care Support Workers (HCSW). Developing and agreeing at least one appraisal objective for the forthcoming year will support embedding and making our Nursing and Midwifery Strategy live.

Other objectives can be developed from the Nursing and Midwifery strategy as well as individualised objectives which are pertinent to an individuals' development for the forthcoming year.



**Strategic Priority 1 – To provide outstanding care for all patients .....**

Staff group	Objective for next 12 months	How will this objective be measured?
Registered Nurses/Midwives	Promote a culture of shared learning, using mortality reviews, incidents, benchmarking and positive experiences to inform our working practices.	<ol style="list-style-type: none"> <li>1. Review meetings; keep a diary/evidence of reviews undertaken</li> <li>2. Evidence of change in practice as an output of feedback or review</li> <li>3. Governance meeting</li> <li>4. Datix feedback/review</li> <li>5. Ward and Department shared learning activities</li> <li>6. Patient and relative feedback</li> </ol>
Registered Nurses/Midwives	Demonstrate strong clinical leadership and role modelling	<ol style="list-style-type: none"> <li>1. Leads Board rounds</li> <li>2. Provides clear, open, honest, accurate timely information to the team</li> <li>3. Keeps people in the loop – give regular updates</li> <li>4. Shares their knowledge and skills; mentoring others in their development</li> <li>5. Respect every member of the team as an equal and value their contribution</li> <li>6. Keep our promises, follow through and do what you said you would do</li> <li>7. Consistently lives our CARE Values</li> </ol>
HCA/HCSW	Create a kind, friendly and caring environment in which we deliver care	<ol style="list-style-type: none"> <li>1. Introduces self by 'Hello my name is' to all patients, carers, visitors and staff</li> <li>2. Treats everyone with respect, values people's privacy and dignity and uses their preferred name</li> <li>3. Is positive and creates a good atmosphere so that people feel comfortable and at ease</li> <li>4. Stop to help others and takes the time to help</li> <li>5. Explains to patients what is going to happen before any procedure or care takes place</li> </ol>
HCA/HCSW	Encourage a culture where providing individualised care is everyone's priority	<ol style="list-style-type: none"> <li>1. Treats everyone with respect, values people's privacy and dignity and uses their preferred name</li> <li>2. Sees people as individuals; looks out for people and their individual needs</li> <li>3. Shows empathy; putting yourself in other people's shoes</li> <li>4. Stops to help others and takes time to help</li> <li>5. Individual care plans</li> </ol>

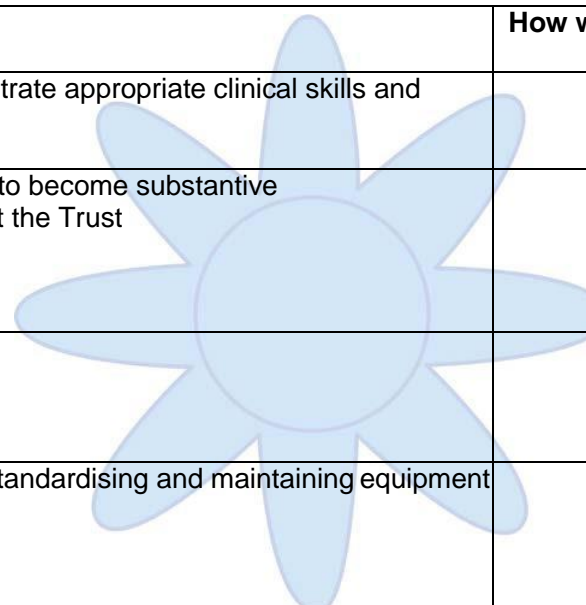
**Strategic Priority 2 – To support each other to do a great job .....**

Staff group	Objective for next 12 months	How will this objective be measured?
Registered Nurses/Midwives	Demonstrate that every individual practitioner uphold his/her own professional practice	<ol style="list-style-type: none"> <li>1. NMC annual renewal</li> <li>2. NMC revalidation</li> <li>3. Mandatory training</li> <li>4. E-Learning</li> <li>5. Specialist training appropriate to role</li> <li>6. Audit and research</li> </ol>
Registered Nurses/Midwives	Promote coaching, mentorship and preceptorship	<ol style="list-style-type: none"> <li>1. Mentorship and preceptorship training</li> <li>2. Understanding of Practice Learning Team function</li> <li>3. Feedback from students</li> <li>4. Role modelling</li> <li>5. Supports others development by being a coach, buddy/preceptor</li> <li>6. Supportive learning environment</li> </ol>
HCA/HCSW	Work collaboratively with all colleagues	<ol style="list-style-type: none"> <li>1. Clear understanding of roles and responsibilities within the team</li> <li>2. Escalation of concerns regarding patients/relatives</li> <li>3. Verbal/written feedback from colleagues</li> <li>4. Appropriate and clear communication within the team</li> <li>5. Appropriate and clear communication with and to visiting health professionals</li> <li>6. Participation in ward/department projects</li> <li>7. Sharing the information necessary to carry out tasks</li> </ol>
HCA/HCSW	Create a climate where everyone feels empowered to raise concerns and act on them appropriately	<ol style="list-style-type: none"> <li>1. Knowledge of local escalation processes and who to go to</li> <li>2. Knowledge of 'Speak up Guardians'</li> <li>3. Acting on concerns in a timely manner</li> <li>4. Supporting others to raise concerns</li> </ol>

**Strategic Priority 3 – To inspire excellence .....**

Staff group	Objective for next 12 months	How will this objective be measured?
Registered Nurses/Midwives	Develop a model of clinical supervision and give opportunities for staff to participate	<ol style="list-style-type: none"> <li>1. Diary of evidence</li> <li>2. Revalidation highlighting the use of clinical supervision and how its shaped current practice</li> <li>3. Networking with other areas as part of the clinical supervision to enhance own practice</li> </ol>
Registered Nurses/Midwives	Celebrate success and achievements throughout the year by committing to the Chief Nurse and Staff Excellence Awards and through encouraging participation in external recognition awards	<ol style="list-style-type: none"> <li>1. Nominate members of their team and encourage others to nominate for Staff Excellence Awards</li> <li>2. Encourage to nominate for star of the month</li> <li>3. Celebrate local achievements on the ward/clinical areas</li> </ol>
HCA/HCSW	Demonstrate that our uniforms promote professionalism and are identifiable to colleagues and patients	<ol style="list-style-type: none"> <li>1. Observed wearing uniform as per uniform policy</li> <li>2. Challenges individuals that are not adhering to the uniform policy</li> <li>3. Challenge bare below elbows of all grades of staff</li> </ol>
HCA/HCSW	Demonstrate behaviours that reflect our professionalism and Trust Care Values	<ol style="list-style-type: none"> <li>1. Feedback from colleagues, patients and relatives in relation to our values and behaviours</li> <li>2. Reflections</li> <li>3. Friends and family feedback</li> <li>4. Witness statement</li> </ol>

**Strategic Priority 4 – To get the most from our resources .....**



Staff group	Objective for next 12 months	How will this objective be measured?
Registered Nurses/Midwives	Ensure our nursing rosters demonstrate appropriate clinical skills and leadership across shifts	<ol style="list-style-type: none"> <li>1. Take charge of ward under supervision</li> <li>2. Participate in roster planning to look at skill mix and coordination</li> </ol>
Registered Nurses/Midwives	Nurture our students and midwives to become substantive Registered Nurses and Midwives at the Trust	<ol style="list-style-type: none"> <li>1. Evidence of mentorship and associate mentors working with students 40 % of shifts</li> <li>2. Attend and participate in practice learning team meetings</li> <li>3. Obtain mentor feedback from students</li> </ol>
HCA/HCSW	Challenge waste and inefficiencies	<ol style="list-style-type: none"> <li>1. Attend steering group or have a link role to identify cost savings in work place</li> <li>2. Identify a cost saving and work with nursing resources group to make a cost saving</li> </ol>
HCA/HCSW	Reduce unwarranted variation by standardising and maintaining equipment	<ol style="list-style-type: none"> <li>1. Identify broken equipment, label and complete reporting process.</li> <li>2. Return unused and wanted equipment to correct ward/ MEMD</li> <li>3. Evidence of completed cleaning schedule</li> </ol>

**Strategic Priority 5 – To play a leading role in transforming the health and care of our community .....**

Staff group	Objective for next 12 months	How will this objective be measured?
Registered Nurses/Midwives	Develop a workforce model to ensure our patients receive care from the most appropriately skilled practitioner, delivering Right Care, Right Time and Right Place	<ol style="list-style-type: none"> <li>1. Monitor documentation including completion of discharge checklist</li> <li>2. Leadership rounding</li> <li>3. Patient feedback</li> <li>4. Shared decision making</li> <li>5. Flexible access to services</li> <li>6. Extended role training</li> <li>7. Example of accountability handover</li> </ol>
Registered Nurses/Midwives	Promote self-care for patients with Long Term Conditions, support healthy ageing and improve population health	<ol style="list-style-type: none"> <li>1. Consistent validated information provision</li> <li>2. Planned coordinated care</li> <li>3. Promote health and wellbeing               <ul style="list-style-type: none"> <li>• Smoking cessation</li> <li>• Healthy eating</li> <li>• Breastfeeding</li> <li>• DALT</li> </ul> </li> </ol>
HCA/HCSW	Strive to exceed our patients and families expectations of care	<ol style="list-style-type: none"> <li>1. Introduces self by “Hello my name is” to all patients, carers, visitors and staff</li> <li>2. Treats everyone with respect, values people’s privacy and dignity and uses their preferred name</li> <li>3. Is positive and creates a good atmosphere so that people feel comfortable and at ease</li> <li>4. Stop to help others and takes the time to help</li> <li>5. Explains to patients what is going to happen before any procedure or care takes place</li> </ol>
HCA/HCSW	Promote ‘making every contact count’	<ol style="list-style-type: none"> <li>1. Patient feedback</li> <li>2. Friends and family</li> <li>3. Champion “hello my name is”</li> <li>4. Care and comfort rounding</li> <li>5. What matters most to me</li> </ol>