

# Concluding Manager/Peer Performance Appraisal Form



Name of LPN you are completing the appraisal for: \_\_\_\_\_

Name of Manager/Peer completing the appraisal: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name of Manager (if manager is not the Appraiser): \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Dates of Professional Growth Plan:

*\*\*\*Professional Growth Plans must be at a minimum of 7 months in length*

From: \_\_\_\_\_  
MM/DD/YYYY

To: \_\_\_\_\_  
MM/DD/YYYY

Date of Concluding Appraisal/Evaluation: \_\_\_\_\_  
MM/DD/YYYY

\_\_\_\_\_  
*LPN Signature*

\_\_\_\_\_  
*Appraiser Signature*

\_\_\_\_\_  
*Manager Signature*

# Concluding Manager/Peer Performance Appraisal Form



How would you characterize the LPN's performance based on the following competency descriptions?

Rate each of the following questions using the scale provided below:

Not at All	Somewhat	Moderately	Mostly	Always
0	1	2	3	4

If you have not had the opportunity to observe the LPN's practice in a particular area, please indicate this by circling [N/O].

## 1. PROFESSIONAL ACCOUNTABILITY AND RESPONSIBILITY

Licensed Practical Nurses are accountable for their practice and responsible for ensuring that their practice and conduct meet both the standards of the profession and legislative requirements.						
<b>1.1 Practices to their full range of competence within applicable legislation, regulations, by-laws and employer policies.</b>						
0	1	2	3	4	[N/O]	
<b>1.2 Engages in ongoing self-assessment of their professional practice and competence and seeks opportunities for continuous learning.</b>						
0	1	2	3	4	[N/O]	
<b>1.3 Shares knowledge and expertise with others to meet client needs.</b>						
0	1	2	3	4	[N/O]	
<b>1.4 Recognizes their own practice limitations and consult as necessary.</b>						
0	1	2	3	4	[N/O]	
<b>1.5 Identifies and reports any circumstances that potentially impede professional, ethical or legal practice.</b>						
0	1	2	3	4	[N/O]	
<b>1.6 Takes action to avoid and/or minimize harm in situations in which client safety and well-being are compromised.</b>						
0	1	2	3	4	[N/O]	
<b>1.7 Incorporates established client safety principles and quality assurance/improvement activities into LPN practice.</b>						
0	1	2	3	4	[N/O]	

# Concluding Manager/Peer Performance Appraisal Form

<b>1.8 Advocates for continuous improvements in licensed practical nursing practice and health care environments that promote client-centered care.</b>	0	1	2	3	4	[N/O]
<b>1.9 Practices in a manner consistent with ethical values and obligations of the Code of Ethics for Licensed Practical Nurses.</b>	0	1	2	3	4	[N/O]
<b>1.10 Maintains documentation and reporting according to established legislation, regulations, laws, and employer policies.</b>	0	1	2	3	4	[N/O]
<b>1.11 Advocates for and participates in the development of policies and procedures that support evidence- informed LPN practice.</b>	0	1	2	3	4	[N/O]

## 2. KNOWLEDGE-BASED PRACTICE

Licensed Practical Nurses possess knowledge obtained through practical nurse preparation and continuous learning relevant to their professional LPN practice.						
<b>2.1 Possesses current knowledge to support critical thinking and professional judgement.</b>	0	1	2	3	4	[N/O]
<b>2.2 Applies knowledge from nursing theory and science, other disciplines, evidence to inform decision- making and LPN practice.</b>	0	1	2	3	4	[N/O]
<b>2.3 Accesses and uses relevant and credible information technology and other resources.</b>	0	1	2	3	4	[N/O]
<b>2.4 Reviews and integrates relevant nursing research findings into LPN practice.</b>	0	1	2	3	4	[N/O]
<b>2.5 Maintains awareness of current trends and issues in health care and society that impact client and nursing outcomes.</b>	0	1	2	3	4	[N/O]
<b>2.6. Evolves their own LPN practice in response to changes and new developments affecting the profession.</b>	0	1	2	3	4	[N/O]
<b>2.7 Demonstrates an understanding of their role and its interrelation with clients and other health care colleagues.</b>	0	1	2	3	4	[N/O]

# Concluding Manager/Peer Performance Appraisal Form

<b>2.8 Collaborates in the development, review and revision of care plans to address client needs and preferences that establish clear, mutually agreed upon goals by the client and the health care team.</b>	0	1	2	3	4	[N/O]
<b>2.9 Provides holistic licensed practical nursing care considering the whole person, the environment and the concepts of health promotion, illness prevention, health maintenance, restoration and protection.</b>	0	1	2	3	4	[N/O]
<b>2.10 Recognizes how LPN practice environments and other environmental factors affect professional practice and client outcomes and develop/modify care plans to assure client safety and well-being.</b>	0	1	2	3	4	[N/O]
<b>2.11 Uses critical inquiry to assess, plan and evaluate the implications of interventions that impact client outcomes.</b>	0	1	2	3	4	[N/O]
<b>2.12 Practices in a culturally competent manner.</b>	0	1	2	3	4	[N/O]
<b>2.13 Modifies and communicates to appropriate person changes to specific interventions based on the client's responses.</b>	0	1	2	3	4	[N/O]

## 3. SERVICE TO THE PUBLIC AND SELF-REGULATION

Licensed Practical Nurses practice nursing in collaboration with clients and other members of the health care team to provide and improve health care services in the best interests of the public.						
<b>3.1 Engages clients in a therapeutic nurse-client relationship as active partners for mutual planning of and decisions about their care.</b>	0	1	2	3	4	[N/O]
<b>3.2 Collaborates with clients and co-workers in the analysis, development, implementation and evaluation of LPN practice and policy that guide client-focused care delivery.</b>	0	1	2	3	4	[N/O]
<b>3.3 Supports and contributes to an environment that promotes and supports safe, effective and ethical practice.</b>	0	1	2	3	4	[N/O]
<b>3.4 Promotes a culture of safety by using established occupational health and safety practices, infection control, and other safety measures to protect clients, self and colleagues from illness and injury.</b>	0	1	2	3	4	[N/O]

# Concluding Manager/Peer Performance Appraisal Form

<b>3.5 Provides relevant and timely information to clients and co-workers.</b>	0	1	2	3	4	[N/O]
<b>3.6 Demonstrates an understanding of self-regulation by following the standards of practice, the code of ethics and other regulatory requirements.</b>	0	1	2	3	4	[N/O]
<b>3.7 Attains and maintains professional registration/licensure with the regulatory authority of the jurisdiction in which they practice.</b>	0	1	2	3	4	[N/O]
<b>3.8 Practices within the relevant laws governing privacy and confidentiality of personal health information.</b>	0	1	2	3	4	[N/O]

## 4. ETHICAL PRACTICE

Licensed Practical Nurses uphold, promote and adhere to the values and beliefs as described in the Canadian Council for Practical Nurse Regulators (CCPNR) Code of Ethics.						
<b>4.1 Practices in a manner consistent with ethical values and obligations of the Code of Ethics for LPNs.</b>	0	1	2	3	4	[N/O]
<b>4.2 Recognizes the impact of their own values and beliefs on nursing practice and nurse-client therapeutic relationships.</b>	0	1	2	3	4	[N/O]
<b>4.3 Identifies ethical issues and communicate them to the health care team.</b>	0	1	2	3	4	[N/O]
<b>4.4 Develops ethical decision-making capacity and take responsible action toward resolution.</b>	0	1	2	3	4	[N/O]
<b>4.5 Advocates for the protection and promotion of clients' right to autonomy, respect, privacy, confidentiality, dignity and access to information.</b>	0	1	2	3	4	[N/O]
<b>4.6 Maintains professional boundaries in the nurse/client therapeutic relationship at all times.</b>	0	1	2	3	4	[N/O]
<b>4.7 Communicates in a respectful, timely, open and honest manner.</b>	0	1	2	3	4	[N/O]

# Concluding Manager/Peer Performance Appraisal Form

Saskatchewan Association of  
Licensed Practical Nurses



<b>4.8 Collaborates with colleagues to promote safe, competent and ethical practice.</b>	0	1	2	3	4	[N/O]
<b>4.9 Supports and contributes to healthy and positive practice environments.</b>	0	1	2	3	4	[N/O]
<b>4.10 Practices with honesty and integrity to maintain the values and reputation of the profession.</b>	0	1	2	3	4	[N/O]

# Concluding Manager/Peer Performance Appraisal Form

## Overall Assessment of Your Current Level of Competence and Performance

Please provide a brief summary of the LPN's overall level of competency and performance in each of the Standards of Practice categories.

Please ensure the following points are addressed in your summary:

- Level of Competence and performance.
- What are the LPN's strengths and weaknesses?
- What areas would you want the LPN to address within his/her Professional Growth Plan to enhance professional development?

### 1. Professional Accountability & Responsibility

Summarize Current Levels Competence and Performance:

Strengths:

Weaknesses:

Improved Areas:

# Concluding Manager/Peer Performance Appraisal Form

## Overall Assessment of Licensed Practical Nurse's Current Level of Competence

Please provide a brief summary of the LPN's overall level of competency and performance in each of the Standards of Practice categories.

Please ensure the following points are addressed in your summary:

- Level of Competence and performance.
- What are the LPN's strengths and weaknesses?
- What areas would you want the LPN to address within his/her Professional Growth Plan to enhance professional development?

2.

### Knowledge-Based Practice

Summarize Current Levels of Competence and Performance:

Strengths:

Weaknesses:

Areas for enhancement:



# Concluding Manager/Peer Performance Appraisal Form

## Overall Assessment of Your Current Level of Competence and Performance

Please provide a brief summary of the LPN's overall level of competency and performance in each of the Standards of Practice categories.

Please ensure the following points are addressed in your summary:

- Level of Competence and performance.
- What are the LPN's strengths and weaknesses?
- What areas would you want the LPN to address within his/her Professional Growth Plan to enhance professional development?

3.

### Service to the Public & Self-Regulation

Summarize Current Levels of Competence and Performance:

Strengths:

Weaknesses:

Areas for enhancement:

# Concluding Manager/Peer Performance Appraisal Form

## Overall Assessment of Your Current Level of Competence and Performance

Please provide a brief summary of the LPN's overall level of competency and performance in each of the Standards of Practice categories.

Please ensure the following points are addressed in your summary:

- Level of Competence and performance.
- What are the LPN's strengths and weaknesses?
- What areas would you want the LPN to address within his/her Professional Growth Plan to enhance professional development?

4.

### Ethical Practice

Summarize Current Levels of Competence and Performance:

Strengths:

Weaknesses:

Areas for enhancement: