

Performance log 2008 (sample)

Yearly goals	Date	*Essential function	Comment	Competencies	Date completed
Anable, Laurie, RN					
1.Circulate for 6 craniotomy cases in order to be able to do them on call without calling the backup neuro call person.	1/4/08	G	Noted that Laurie negotiated with charge nurse yesterday to be assigned to Dr L's craniotomy case today. She circulated on the case with the backup of the neuro team leader. I complimented her on her initiative in getting herself assigned to the case.	Electrocautery	3/31/08
	2/13/08	G	Laurie has circulated on 2 craniotomy cases on her own in the past 6 weeks. Stopped in room during case today, and she was well prepared, and case was running smoothly.	Diversity	6/13/08
	3/20/08	PL	Laurie made a point to go to preop today to review the details of the craniotomy patient for tomorrow. She then was observed reviewing Dr L's preference card in preparation for the case tomorrow.	Customer satisfaction	
	7/18/08		Dr L stopped in my office today and stated that Laurie is doing an excellent job circulating for his craniotomy cases. I passed this comment along to her.		
1.Learn the names of the instruments used for each neurosurgical procedure within 6 weeks so counting can be accomplished without the use of a written instrument list.	2/15/08	G	Observed Sue in the Education Room with an open pan of instruments studying the names. I complimented her on her initiative in using down time between cases to work on her stated goal.	Electrocautery Diversity Customer satisfaction	2/28/2008
		G			7/1/2008

*Key to essential functions

PP=Professional performance

A=Assessment

PL=Planning

I=Implementation

E=Evaluation

L=Leadership

B=Behavioral

G=Goals