Clinical 24 NI
The Mount
2 Woodstock Link
Belfast
BT6 8DD
02891638226
team@clinical24ni.co.uk

Responding to Review and Reassessment of Nurses Policy

Version Control Sheet

VERSION	DATE OF REVIEW	IMPLEMENTED AND AUDITED BY	STATUS	COMMENTS
4	01/04/2024	Ann Kelly (Registered Manager)	Active	To be reviewed 01/04/2025

Purpose

The purpose of this policy is to establish a transparent and fair process for reviewing and reassessing the performance and competency of our nurses. It serves to identify any areas where additional support, training, or intervention may be required to meet our standards and provide optimal patient care.

Statement

At Clinical24 Staffing Limited, we are committed to ensuring the highest standards of nursing care and patient safety. As part of our dedication to quality assurance, this policy outlines the process for responding to reviews and reassessments of our nurses' performance and competency. This policy applies to all nurses employed by Clinical24 Staffing Limited.

Procedure and Guidance

Performance Reviews

Performance reviews will be conducted on an annual basis for all nurses, using a standardised evaluation tool.

The review process will involve a comprehensive assessment of the nurse's technical skills, clinical knowledge, interpersonal skills, and adherence to Clinical24 Staffing Limited's policies and procedures.

Nurses will be provided with their performance review results, including any areas for improvement or recognition of excellence.

If areas for improvement are identified, nurses will be provided with a personalized development plan and support to address those areas.

Nurses will have the opportunity to provide feedback and comments during the review process.

Clinical 24 NI
The Mount
2 Woodstock Link
Belfast
BT6 8DD
02891638226
team@clinical24ni.co.uk

Reassessment Process

In addition to the annual performance review, reassessments may be initiated in situations where a nurse's performance raises concerns or as part of ongoing professional development.

Reassessments may be triggered by various factors, including, but not limited to, incidents, complaints, or changes in clinical practice or technologies.

Reassessments will be conducted through a fair and objective process, which may involve direct observation of the nurse's practice, competency-based assessments, or additional training.

Nurses subject to reassessments will have the right to be informed about the reassessment process, including the reasons for the reassessment and what will be assessed.

Nurses will be provided with a reasonable timeframe to prepare for reassessments and will have the opportunity to provide their perspective or any relevant evidence.

Following the reassessment, nurses will receive feedback about their performance and will be provided with a support plan or further training, if necessary.

Reporting and Documentation

All reviews and reassessments conducted under this policy will be documented, including the findings, actions taken, and outcomes. Documentation will be kept confidential and will be stored securely in compliance with relevant data protection laws and regulations.

Continuous Improvement

Clinical24 Staffing Limited is committed to continuous improvement and will regularly monitor and evaluate the effectiveness of this policy. Any necessary updates or modifications will be made in consultation with relevant stakeholders.

Training and Awareness

All nurses will receive training and education on this policy during their orientation and as needed. They will also have access to the policy through our intranet or other internal platforms.

Compliance

Non-compliance with this policy may result in disciplinary action, up to and including termination of employment. Nurses are expected to actively engage in the review and reassessment processes outlined in this policy and meet the performance and competency standards set by Clinical24 Staffing Limited.

Review and Updates

Clinical 24 NI
The Mount
2 Woodstock Link
Belfast
BT6 8DD
02891638226
team@clinical24ni.co.uk

This Policy will be reviewed annually to ensure its effectiveness, relevance, and compliance with evolving regulatory requirements.

Next Review

Reviewed by:	Ann Kelly
Title:	Registered Manager
Signed:	*Ann Kelly*
Last Review Date:	01/04/2024
Actions:	Address Updated

Next Review Date: April 2025

Standardised Evaluation Tool for the Review and Reassessment of Nurses

Nurse's Name: _____

Date of Evaluation: _____

Section 1: Technical Skills

1. Demonstrates proficiency in performing clinical procedures relevant to the assigned area.

   - Exceeds expectations

   - Meets expectations

   - Requires improvement

   - Unsatisfactory performance

Comments: _____

2. Utilizes critical thinking and problem-solving skills in the delivery of patient care.

   - Exceeds expectations

   - Meets expectations

   - Requires improvement

   - Unsatisfactory performance

Comments: _____

3. Maintains accurate and timely documentation of patient care in accordance with regulatory requirements and professional standards.

   - Exceeds expectations

   - Meets expectations

- Requires improvement

- Unsatisfactory performance

Comments: _____

Section 2: Clinical Knowledge

1. Demonstrates up-to-date knowledge of evidence-based practices and clinical guidelines in the assigned area.

  - Exceeds expectations

  - Meets expectations

  - Requires improvement

  - Unsatisfactory performance

Comments: _____

2. Applies theoretical knowledge to clinical practice effectively.

  - Exceeds expectations

  - Meets expectations

  - Requires improvement

  - Unsatisfactory performance

Comments: _____

3. Maintains awareness of relevant changes in clinical practice and technology.

  - Exceeds expectations

  - Meets expectations

  - Requires improvement

  - Unsatisfactory performance

Clinical 24 NI
The Mount
2 Woodstock Link
Belfast
BT6 8DD
02891638226
team@clinical24ni.co.uk

Comments: _____

Section 3: Interpersonal Skills

1. Demonstrates effective communication skills with patients, families, and multidisciplinary teams.

   - Exceeds expectations

   - Meets expectations

   - Requires improvement

   - Unsatisfactory performance

Comments: _____

2. Displays empathy, compassion, and respect towards patients and colleagues.

   - Exceeds expectations

   - Meets expectations

   - Requires improvement

   - Unsatisfactory performance

Comments: _____

3. Collaborates effectively with healthcare team members to ensure safe and coordinated patient care.

   - Exceeds expectations

   - Meets expectations

   - Requires improvement

   - Unsatisfactory performance

Clinical 24 NI
The Mount
2 Woodstock Link
Belfast
BT6 8DD
02891638226
team@clinical24ni.co.uk

Comments: _____

Section 4: Compliance with Policies and Procedures

1. Adheres to Clinical24 Staffing Limited's policies and procedures.

  - Exceeds expectations

  - Meets expectations

  - Requires improvement

  - Unsatisfactory performance

Comments: _____

2. Demonstrates understanding and adherence to health and safety regulations.

  - Exceeds expectations

  - Meets expectations

  - Requires improvement

  - Unsatisfactory performance

Comments: _____

3. Complies with infection control protocols and promotes a safe environment for patients and staff.

  - Exceeds expectations

  - Meets expectations

  - Requires improvement

  - Unsatisfactory performance

Comments: _____

Clinical 24 NI
The Mount
2 Woodstock Link
Belfast
BT6 8DD
02891638226
team@clinical24ni.co.uk

General Comments:

_____

Recommendations and Development Plan:

_____

Nurse's Signature: _____

Evaluator's Signature: _____

Date: _____