

Unit ADON Leadership Scorecard

ADON/Unit _____	DATE _____
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Leadership Measures	Met	Not Met	Comments
Physical Presence on assigned unit on D,E,N and a W/E shift monthly. Includes rounds on Big Rock current issues, interaction with staff and patients, and observation of shift start up			
Physical Presence on assigned unit on 2-3 Holidays per year. Calls in to Unit Staff with greeting by phone on all Holidays.			
Attends Pressure Ulcer Rounds Weekly and completes a PU audit weekly			
Attends Unit Fall Rounds daily M-F and completes fall audit weekly			
Attends Weekly Nutrition Team Meeting and completes nutritional audit weekly			
Assists / Observes one meal daily M-F and one meal on weekend monthly, inclusive of monitoring for correct diet, consistency, and assistive devices			
Consistently uses a Problem = Solution Approach with facility staff and customers			
Consistently requires staff to talk WITH each other privately and respectfully if there are concerns raised about co-workers. Also displays this approach personally.			
Participates in Team Based Interviews and Hiring Decisions for All Unit Staff			
Consistently involves front line staff nurses in the TIMELY evaluations and disciplinary action of C.N.A.'s, inclusive of absenteeism and tardiness			
Has implemented a consistent reward and recognition program on the Unit			
Team Based Staffing Assignments are implemented daily			
Keeps Current Data and implements a relevant and effective action plan on Unit Quality Indicators, Benchmarks, and Infection Control Tracking as required by the Organization's QI Program- Has a SCOREBOARD in place ongoing with a current targeted improvement effort			
Works with the Staffing Office to coordinate the schedule and assure sufficient coverage for the unit daily AND has a pre-weekend huddle with staff to assure weekend staffing will be appropriate. Proactively involved in conversations with staff who have had weekend attendance problems (prior to their weekend to work)			
Leads a daily Stand Up Meeting for the Unit Team to communicate facility and unit activity and action planning			
Audits Change in Condition Protocol 5 X week and takes appropriate action			
Audits Care Plan Accuracy and Pocket Care Guide Accuracy and Compliance 5 X week.			
Meets all new admissions within 72 hours of admission.			
Consistently Demonstrates a "0" Tolerance for Abuse inclusive of inappropriate comments/words, disrespectful attitude, tone of voice, failure to respond to requests for assistance, or to speak English to or around English speaking patients or staff as required by the facility.			
Maintains a high level of performance as a role model related to professional appearance, interaction with others, attitude, attendance.			
Mentor Program for Unit C.N.A.s and Nurses is in place and used effectively to train and retain Nursing Staff.			
Audits compliance with lab protocol 5 days a week and takes appropriate action, inclusive of physician confirmed notification of all labs.			
Audits MAR/TAR sample QD to assure "no holes" and that PRN Medication effectiveness is documented.			
Completes a customer satisfaction survey with one customer weekly			
Coordinates a Staff Satisfaction Survey of Unit Staff Quarterly and implements appropriate action plan if indicated.			
Total Opportunities Met/Not Met (25 Total)			
TOTAL OPPORTUNITIS MET x 4 = TOTAL SCORE OF		*****	*****

Personal Action Plan:

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