



WORK CONTENT DESCRIPTION/PERFORMANCE EVALUATION FORM

The Work Content Description describes a position's primary purpose, essential functions, how the work is accomplished, and work outcomes and measures. Goals of the performance evaluation process are to facilitate open communication and performance planning, reviews the individual's contribution towards the organization's success, encourage continuous improvement and development, and recognize and reward individual performance. As members of Children's community, we believe that each of us is integral to the fulfillment of our mission and vision. Our mission: *"We believe all children have unique needs and should grow up without illness or injury. With the support of the community and through our spirit of inquiry, we will prevent, treat and eliminate pediatric disease."* Our vision: *to be the best Children's Hospital*

ACTION BEING TAKEN

<input type="checkbox"/> Annual Performance Evaluation	<input type="checkbox"/> New Position	<input type="checkbox"/> Position Reclassification	<input type="checkbox"/> Position Update	<input type="checkbox"/> 90 Day Review
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POSITION INFORMATION

Employee Name:		Employee ID #:		Date:
Job Class	Pos Code	Position Title:	Parent Lead	Working Title: Parent Lead/ Co-Investigator
Dept. #	Dept Title:		Research Grants - Center for Children with Special Needs	Reports To:

I. POSITION PURPOSE

Plan, implement and evaluate the grant, Childhood Chronic Illness: Enhancing Family Capabilities. Applies the knowledge and skill necessary to provide appropriate interactions with staff, patients and families of all ages.

% of Time	Essential Functions	Responsibilities and Accountabilities	Outcomes/Measures
60%	Plan, implement, and evaluate grant activities	<ul style="list-style-type: none"> ∞ Assist in development of work plans ∞ Provide input to the content and design of educational curriculum and evaluation tools ∞ Co-lead the design team with the project coordinator ∞ Display accountability and teamwork in meeting work efforts ∞ Demonstrate flexibility and sound judgments in work efforts and decision making ∞ Co-lead educational sessions with professional partners ∞ Assist in interpreting results from 	<ul style="list-style-type: none"> ∞ Creativity and collaboration observed in work efforts with the grant team ∞ Sound decision making observed in work efforts and problem solving ∞ Excellent working relationship with co-investigators, project coordinator and other team members observed ∞ Accountability and leadership observed in facilitation of meetings and educational sessions ∞ Contributes to development of materials, lesson plans and evaluation findings

Work Content Description/Performance Evaluation Form, cont.

		evaluation	
40%	Communication and marketing	<ul style="list-style-type: none"> ∞ Market grant and recruitment efforts to various community and parent organizations ∞ Outreach and follow-up to parents of children with chronic health conditions during the development phase of the project ∞ Co-lead parent recruitment efforts in collaboration with project coordinator and others ∞ Promote and value differences of perspectives, opinions and approaches ∞ Demonstrate excellent interpersonal skills in communications with families participating in research efforts ∞ Contribute to development of written reports, abstracts and presentations ∞ Present grant results to parent organizations and at professional meetings 	<ul style="list-style-type: none"> ∞ Problems and conflicts are resolved appropriately in a timely manner ∞ Respect for others observed in work efforts ∞ Recruitment efforts are on target ∞ Excellent working relationships with organizations and clinical areas in which the grant is involved for recruitment and sharing of results ∞ Participation in dissemination of grant findings through writing and presentations

% of Time	Service Standard	Desired Qualities/Behaviors
In all work	<p><u>Accountability:</u> Delivers exceptional family centered care, maintains a positive attitude, responds timely to needs, addresses concerns and ensures patient safety.</p> <p><u>Respect:</u> Respects the diversity of all individuals and each family's unique experience. Practices courtesy. Ensures parents serve an essential role in their child's care and are involved in</p>	<ul style="list-style-type: none"> ♣ Recognizes job is vital to the mission of Children's Hospital. ♣ Provides excellent care and superior service. Strives to exceed expectations and is responsive to needs. ♣ Addresses concerns when made aware of them. Seeks help if unable to resolve issues. Documents patient's and family's concerns in eFeedbackNow. ♣ Considers patient safety a highest priority. Improves practices to ensure safety and satisfaction.
In all work	<p><u>Respect:</u> Respects the diversity of all individuals and each family's unique experience. Practices courtesy. Ensures parents serve an essential role in their child's care and are involved in</p>	<ul style="list-style-type: none"> ♣ Interacts graciously in person or on the phone. Introduces self by name and title. ♣ Ensures families understand their rights and responsibilities. ♣ Respect the family's expertise. Understands they are integral to their child's care. ♣ Listens to the family's perspective and honor their culture. Respects the diversity of all individuals. ♣ Protects the patient and family privacy, confidentiality and space. Keeps information confidential.

Work Content Description/Performance Evaluation Form, cont.

In all work	<p>care choices.</p> <p>Teamwork: Effectively teams with patients, families and staff. Ensures well-coordinated care by collaborating with the family, keeping them informed, and coordinating with other members of the team.</p>	<ul style="list-style-type: none"> ✦ Families are valued as an essential member of the health care team. Seeks, acknowledges and considers the family's expertise, concerns, values and goals. ✦ Keeps families well informed. Lets them know of delays in service and why. ✦ Works together with the team to achieve the best possible outcome. Uses a collaborative, blame-free approach, working across shifts, departments and care providers.
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