

Verona Public Schools

Performance Evaluation for School Nurses

Name:

Date:

School(s):

Evaluator:

Domain I: Planning and Preparation

1a. The School Nurse demonstrates medical knowledge and skill in nursing techniques.

| (4) Highly Effective | (3) Effective | (2) Partially Effective | (1) Ineffective |
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| The School Nurse demonstrates strong medical knowledge and competence with nursing skills/techniques at all times. | The School Nurse demonstrates basic medical knowledge and competence with nursing skills/techniques in most situations. | The School Nurse demonstrates current medical knowledge and basic nursing skills/techniques. | The School Nurse demonstrates rudimentary nursing skills/techniques and medical knowledge. |
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Comments:

1b. The School Nurse demonstrates knowledge of child and adolescent development.

| (4) Highly Effective | (3) Effective | (2) Partially Effective | (1) Ineffective |
|--|---|--|---|
| The School Nurse demonstrates extensive knowledge and understanding of child and | The School Nurse demonstrates and applies thorough knowledge and understanding of child and | The School Nurse demonstrates basic knowledge and understanding of child or adolescent development and | The School Nurse demonstrates limited knowledge of child and/or adolescent development and does not apply it in practice. |

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| adolescent development and applies it in daily practice. | adolescent development and applies it in daily practice. | inconsistently applies it in daily practice. | |
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Comments:

1c. The School Nurse demonstrates knowledge of government, community and district regulations, policies, procedures and resources regarding the health and safety of students.

| (4) Highly Effective | (3) Effective | (2) Partially Effective | (1) Ineffective |
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| The nurse's knowledge of government, community and district regulations, policies and procedures regarding the health and safety of students is extensive. The nurse applies this knowledge in daily practice. | The nurse displays awareness of government, community and district regulations, policies and procedures regarding the health and safety of students. The nurse applies this knowledge in daily practice. | The nurse displays awareness of government, community and district regulations, policies and procedures regarding the health and safety of students. The nurse does not demonstrate knowledge of available resources. | The nurse demonstrates little or no knowledge of government, community and district regulations, policies and procedures regarding the health and safety of students. The nurse does not demonstrate knowledge of any available resources. |
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Comments:

1d. The School Nurse plans a nursing program for both individuals and groups of students that is integrated with the general school program.

| (4) Highly Effective | (3) Effective | (2) Partially Effective | (1) Ineffective |
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| The nurse's plan is coherent and serves to support not only the students individually and in | The nurse has developed a plan that supports students in groups and individually. | The nurse's plan has a guiding principle and includes a number of worthwhile activities, but | The nurse's program consists of a random collection of unrelated |

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| groups, but also the broader educational program. | | some of them are not aligned with the broader goals of the district. | activities that lack coherence or overall structure. |
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Comments:

1e. The School Nurse develops a plan to evaluate the nursing program.

| (4) Highly Effective | (3) Effective | (2) Partially Effective | (1) Ineffective |
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| The nurse's evaluation plan is highly sophisticated with sources of evidence and a clear path toward improving the program on an ongoing basis. | The nurse's plan to evaluate the program is organized around clear goals and the collection of evidence to indicate the degree to which the goals have been met. | The nurse has a rudimentary plan to evaluate the nursing program. | The nurse has no plan to evaluate the program or resists suggestions that evaluation is important. |
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Comments:

Domain II: Environment

2a.The School Nurse establishes positive rapport with staff, students and parents

| (4) Highly Effective | (3) Effective | (2) Partially Effective | (1) Ineffective |
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| The school nurse's interactions with staff, students and/or parents reflect a high degree of ethical standards, comfort, trust and confidentiality. | The school nurse's interactions with staff, students and/or parents are respectful, positive and confidential. The school nurse maintains high ethical standards. | The school nurse's interactions with staff, students and/or parents are a mix of positive and negative. The school nurse's interactions are partially | The school nurse's interactions with staff, students and/or parents are sometimes negative or inappropriate. Individuals do not appear comfortable in the presence of the school nurse. |

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| | | successful. The school nurse maintains ethical standards. | Ethical standards are not always upheld. |
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Comments:

2b.The School Nurse establishes a culture for health and wellness

| (4) Highly Effective | (3) Effective | (2) Partially Effective | (1) Ineffective |
|---|---|--|---|
| The culture in the school for health and wellness, while guided by the nurse, is maintained by teachers, staff and students | The nurse promotes a culture throughout the school for health and wellness. | The nurse's attempts to promote a culture of health and wellness throughout the school are partially successful. | The nurse makes no attempt to establish a culture for health and wellness in the school as a whole, or among teachers, staff or students. |
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Comments:

2c. The School Nurse follows federal, state and district health protocols and procedures

| (4) Highly Effective | (3) Effective | (2) Partially Effective | (1) Ineffective |
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| The nurse follows federal, state and district health protocols. The nurse's procedures for the office are seamless. Unexpected situations are anticipated. | The nurse follows federal, state and district health protocols. The nurse's procedures for the office are effective. Unexpected situations are anticipated. | The nurse follows federal, state and district health protocols. The nurse's procedures for the office are partially successful. | The nurse follows federal, state and district health protocols, but procedures for the office are nonexistent. . |
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Comments: .

2d. The School Nurse oversees health associates/assistants

| (4) Highly Effective | (3) Effective | (2) Partially Effective | (1) Ineffective |
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| Health associates/assistants work independently, indicating clear guidelines for their work. Nurse's supervision is subtle and professional. | The nurse has established guidelines for delegated duties and monitors associates' activities. | The nurse's efforts to establish guidelines for delegated duties are partially successful. The nurse monitors the associate's activities sporadically. | Guidelines for delegated duties are confusing or nonexistent. |
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Comments:

2e. The School Nurse organizes time and physical space

| (4) Highly Effective | (3) Effective | (2) Partially Effective | (1) Ineffective |
|--|--|---|---|
| The nurse's office is efficiently organized and appropriate to planned activities. Medications are properly labeled, stored and organized. | The nurse's office is organized. Medications are properly labeled, stored and organized. | The nurse's attempts to create a well-organized physical environment are partially successful. Medications are labeled and stored properly but difficult to find. | The nurse's office is in disarray or is inappropriate to the planned activities. Medications are not properly stored. |
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Comments:

Domain III: Delivery of Service

3a. The School Nurse assesses student health needs

| (4) Highly Effective | (3) Effective | (2) Partially Effective | (1) Ineffective |
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| The nurse follows appropriate medical procedures when conducting detailed and individualized assessment of student needs. The nurse is aware of medical needs throughout the school and always prepared for an emergency. | The nurse follows appropriate medical procedures when conducting an assessment of student needs. The nurse is aware of medical needs throughout the school. | The nurse follows perfunctory medical procedures when assessing student needs. | The nurse's assessment of student needs occasionally results in inaccurate conclusions. |
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Comments:

3b. The School Nurse follows doctor's orders when administering medication to students

| (4) Highly Effective | (3) Effective | (2) Partially Effective | (1) Ineffective |
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| The nurse follows doctor's orders when administering medication. Medication is only administered by designated individuals. Signed orders and release forms are documented and conveniently stored. Students take an active role in medication compliance. | The nurse follows doctor's orders when administering medication. Medication is only administered by designated individuals. Signed orders and release forms are documented and conveniently stored. | The nurse does not consistently follow doctor's orders when administering medication. Medication is administered by designated individuals. Signed orders and release forms are not updated. | Medications are administered with no regard to state or district policies. |
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Comments:

3c. The School Nurse promotes wellness through classes and/or classroom presentations

| (4) Highly Effective | (3) Effective | (2) Partially Effective | (1) Ineffective |
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| The nurse's classroom presentations are well planned and effective. Students are actively engaged in lessons and demonstrate generalization of information. | The nurse's classroom presentations are well planned. Students are actively engaged in lessons and demonstrate acquiring knowledge. | The nurse's classroom presentations are partially effective. Students cannot articulate a purpose for the lesson. | The nurse's classroom presentations are ineffective. Students cannot articulate a purpose for the lesson. |
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Comments:

3d. The School Nurse manages emergency situations

| (4) Highly Effective | (3) Effective | (2) Partially Effective | (1) Ineffective |
|--|---|---|--|
| A wide range of plans for emergency situations have been developed and disseminated to staff and students. | Plans for some emergency situations have been developed and disseminated to staff and students. | Plans for the most frequently occurring emergency situations have been developed. | No contingency plans for emergency situations have been developed. |
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Comments:

3e. The School Nurse demonstrates flexibility and responsiveness

| (4) Highly Effective | (3) Effective | (2) Partially Effective | (1) Ineffective |
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| The school nurse meets all responsibilities while maintaining flexibility. The school nurse continually seeks ways to improve programs and makes changes as needed in response to administrator, student, teacher and/or parent input. | The school nurse meets responsibilities with some flexibility and makes revisions in programs when they are needed. | The school nurse meets responsibilities but is not flexible. Changes in program are made only when confronted with evidence of a need for change. | The school nurse requires guidance to meet responsibilities. Program changes are rarely made, even with evidence of a need for change. |
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Comments:

3f. The School Nurse collaborates with administrators, teachers and parents to develop specialized educational programs, support and services for students with diverse medical needs.

| (4) Highly Effective | (3) Effective | (2) Partially Effective | (1) Ineffective |
|--|---|---|--|
| The nurse initiates collaboration with colleagues and classroom teachers to develop instructional lessons and units to meet the needs of students. | The nurse will collaborate with colleagues and classroom teachers to develop instructional lessons and units to meet the needs of students. | The nurse collaborates with colleagues and classroom teachers to develop instructional lessons and units when instructed to do so by supervisors. | The nurse declines to collaborate with colleagues and classroom teachers to develop instructional lessons and units. |
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Comments:

Domain IV: Professional Responsibilities

4a. The School Nurse reflects on practice

| (4) Highly Effective | (3) Effective | (2) Partially Effective | (1) Ineffective |
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| The school nurse's reflection is highly accurate and perceptive. The school nurse reflects on professional practice and looks for new, innovative ways to improve professional practice. | The school nurse reflects on professional practice and is open to suggestions from supervisors regarding ways to improve professional practice. | The school nurse reflects on professional practice when encouraged to do so by supervisors. | The school nurse rarely reflects on professional practice. |
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Comments:

4b. The School Nurse maintains health records in accordance with state and district guidelines

| (4) Highly Effective | (3) Effective | (2) Partially Effective | (1) Ineffective |
|---|---|--|---|
| The nurse's approach to record keeping is highly systematic and efficient. Appropriate health information and daily logs are entered into the student information system. | The nurse's approach to record keeping is appropriate. Health information is entered into the student information system. | The nurse's approach to record keeping is accurate but not always submitted in a timely fashion. | The nurse's reports, records and documentation are missing, late or inaccurate, resulting in confusion. |
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Comments:

4c. The School Nurse communicates with administration, staff, families and students.

| (4) Highly Effective | (3) Effective | (2) Partially Effective | (1) Ineffective |
|---|--|---|--|
| The school nurse is proactive in providing health information to families and communicating | The school nurse communicates health information with staff, families and students | The school nurse rarely communicates with staff, families and students. | The school nurse communicates with staff, families and students only when required to do so. |

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| with parents/guardians about individual students. | periodically during the school year. | | |
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Comments:

4d.The School Nurse participates in a professional community

| (4) Highly Effective | (3) Effective | (2) Partially Effective | (1) Ineffective |
|--|---|--|---|
| The school nurse is an active member of national, state and local associations. The school nurse makes a substantial contribution to school and district events. | The school nurse is a member of appropriate national, state and/or local organizations. The school nurse participates actively in school and district events. | The school nurse is considering membership in appropriate national, state and local organizations. The school nurse participates in school and district events when specifically asked to do so. | The school nurse is not a member of appropriate national, state or local organizations and does not plan to join the organizations. The school nurse avoids being involved in school and district events. |
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Comments:

4f.The School Nurse engages in professional development

| (4) Highly Effective | (3) Effective | (2) Partially Effective | (1) Ineffective |
|---|---|---|---|
| The school nurse looks for and takes advantage of professional development opportunities on various topics appropriate to school nurses. The nurse turn-keys information to colleagues and other district | The school nurse looks for and attends professional development opportunities but often narrows workshops to one particular topic. The nurse turn-keys information to colleagues and other district | The school nurse will attend professional development opportunities when required to do so by the school district. The nurses will turn-key information upon returning from a | The school nurse is reluctant to attend professional development opportunities and rarely turn-keys information upon returning from a conference or workshop. |

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| employees upon returning from a conference or workshop. | employees upon returning from a conference or workshop. | conference or workshop if asked to do so. | |
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Comments:

4g. The School Nurse demonstrates professionalism, including integrity, advocacy and confidentiality

| (4) Highly Effective | (3) Effective | (2) Partially Effective | (1) Ineffective |
|--|---|---|--|
| The school nurse demonstrates professionalism in all aspects of his/her work. The school nurse maintains high ethical standards and confidentiality. Relationships with colleagues are positive. | The school nurse demonstrates professionalism in most aspects of his/her work. The school nurse maintains high ethical standards and confidentiality. Relationships with colleagues are positive. | The school nurse requires mentoring to develop appropriate professionalism in all aspects of his/her work. Relationships with colleagues are cordial. | The school nurse demonstrates limited understanding of required professionalism associated with his/her position. Relationships with colleagues are negative and self-serving. |
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Comments:

OVERALL COMMENTS:

EVALUATED PROFESSIONAL'S COMMENTS:

EVALUATOR'S SIGNATURE: _____ Date: _____

STAFF MEMBER'S SIGNATURE: _____ Date: _____

