

**TULARE COUNTY OFFICE OF EDUCATION
TIM A. HIRE, SUPERINTENDENT**

CERTIFICATED NURSE (EMPLOYEE) PERFORMANCE EVALUATION

Employee _____ Date _____

SS# _____ - _____ - _____ Program/Assignment _____

Status of Employee: _____ Non-Teaching Certificated

- | | | | |
|------------------------|-----------------------------|--------------------------------|-------------------------------|
| Rating | 2. Needs Improvement | 3. Unsatisfactory | 4. N/A or Not Observed |
| <i>Meets Standards</i> | | <i>Does Not Meet Standards</i> | |

A. STANDARDS OF CARE

| | | | |
|--|--|---------------|--|
| <p>Standard I Assessment: The school nurse collects student health data.</p> <ul style="list-style-type: none"> • Data collection involves the student, family, and other health care providers as appropriate. • The priority of date collection is determined by the student's immediate condition or needs. • Pertinent data are collected using appropriate assessment techniques and instruments. • Relevant data are documented in a retrievable form. • Assures students comply with state legal requirements regarding immunizations by maintaining records, referrals, and exclusions as necessary. • Conducts state required vision, hearing and scoliosis screenings. • Updates student health records regularly. • The data collection process is systematic and ongoing. | <p style="text-align: center;">Commendations/Recommendations/Evidence</p> <div style="text-align: right; border: 1px solid black; padding: 2px;"> <table style="border: none;"> <tr> <td style="background-color: black; color: white; padding: 2px;">Rating</td> <td style="width: 30px; height: 20px;"></td> </tr> </table> </div> | Rating | |
| Rating | | | |
| <p>Standard II Analysis: The school nurse analyzes the assessment data.</p> <p>Indicated Health Problems...</p> <ul style="list-style-type: none"> • Are derived from the assessment data. • Are validated with the student, family, and other health care providers when possible and appropriate. • Are documented in a manner that facilitates the determination of expected outcomes and plan of care. | <p style="text-align: center;">Commendations/Recommendations/Evidence</p> <div style="text-align: right; border: 1px solid black; padding: 2px;"> <table style="border: none;"> <tr> <td style="background-color: black; color: white; padding: 2px;">Rating</td> <td style="width: 30px; height: 20px;"></td> </tr> </table> </div> | Rating | |
| Rating | | | |
| <p>STANDARD III Outcome Identification: The school nurse identifies expected outcomes individualized to the student.</p> <p>Outcomes...</p> <ul style="list-style-type: none"> • Are derived from the analysis. • Are mutually formulated with the student, family, and other health care providers when possible and appropriate. • Are culturally appropriate and realistic in relation to the student's present and potential capabilities. • Are attainable in relation to resources available to the student. • Include a time estimate for attainment. | <p style="text-align: center;">Commendations/Recommendations/Evidence</p> <div style="text-align: right; border: 1px solid black; padding: 2px;"> <table style="border: none;"> <tr> <td style="background-color: black; color: white; padding: 2px;">Rating</td> <td style="width: 30px; height: 20px;"></td> </tr> </table> </div> | Rating | |
| Rating | | | |

| | | |
|---|--|-----------------------------|
| <ul style="list-style-type: none"> • Provide direction for continuity of care. • Are documented as measurable goals. | | |
| <p>Standard IV Planning: The school nurse develops a plan of care that prescribes intervention to attain expected outcomes.</p> <p>The plan...</p> <ul style="list-style-type: none"> • Is individualized to the student (e.g., age-appropriate, culturally sensitive) and the student's condition or needs. • Is developed with the student, family, and other health care providers, as appropriate. • Reflects current nursing practice. • Provides for continuity of care. • Provides procedures and supervision for medication administered to students. • Establishes priority of care. • Is documented. | Commendations/Recommendations/Evidence | Rating <input type="text"/> |
| <p>Standard V Implementation: The school nurse implements the interventions identified in the plan of care.</p> <p>Interventions...</p> <ul style="list-style-type: none"> • Are consistent with the established plan of care. • Are implemented in a safe, timely, and appropriate manner. • Are documented. | Commendations/Recommendations/Evidence | Rating <input type="text"/> |
| <p>Standard VI Evaluation: The school nurse evaluates the student's progress toward attainment of outcomes.</p> <ul style="list-style-type: none"> • Evaluation is systematic, ongoing, and criterion-based. • The student, family, and other health care providers are involved in the evaluation process, as appropriate. • Ongoing assessment data is being used to revise outcomes and the plan of care, as needed. • Revisions in outcomes and the plan of care are documented. • The effectiveness of interventions is evaluated in relation to outcomes. • The student's responses to interventions are documented. | Commendations/Recommendations/Evidence | Rating <input type="text"/> |

B. Professional Performance

| | | |
|--|--|-----------------------------|
| <p>Standard I Quality of Care: The school nurse systematically evaluates the quality and effectiveness of nursing practice.</p> <p>The school nurse...</p> <ul style="list-style-type: none"> • Participates in quality of care activities as appropriate to the nurse's education and position. Such activities may include: <ul style="list-style-type: none"> • Identification of aspects of care important for quality monitoring. • Development of policies, procedures, and practices guidelines to improve quality of care. • Collection of data to monitor quality and effectiveness of nursing care. • Formulation of recommendations to improve nursing practice or student outcomes. • Implementation | Commendations/Recommendations/Evidence | Rating <input type="text"/> |
|--|--|-----------------------------|

| | | |
|---|--|----------------------|
| <p>Standard II Performance Appraisal: The school nurse evaluates one's own nursing practice in relation to professional practice standards and relevant to statutes and regulations.</p> | <p>Commendations/Recommendations/Evidence</p> | <p>Rating</p> |
| <p>The school nurse...</p> | | |
| <ul style="list-style-type: none"> Engages in performance appraisal on a regular basis, identifying areas of strength as well as areas for professional development. | | |
| <ul style="list-style-type: none"> Seeks constructive feedback regarding one's own practice. | | |
| <ul style="list-style-type: none"> Takes action to achieve goals identified during performance appraisal. | | |
| <ul style="list-style-type: none"> Participates in peer review as appropriate. | | |
| <ul style="list-style-type: none"> Reflects knowledge of current professional practice standards, laws, and regulations. | <p>Commendations/Recommendations/Evidence</p> | <p>Rating</p> |
| <p>The school nurse...</p> | | |
| <ul style="list-style-type: none"> Participates in ongoing educational activities related to clinical knowledge and professional issues. | | |
| <ul style="list-style-type: none"> Seeks experiences that reflect current clinical practice in order to maintain clinical skills and competence. | | |
| <ul style="list-style-type: none"> Acquires knowledge and skills appropriate to the specialty area and practice setting. | <p>Commendations/Recommendations/Evidence</p> | <p>Rating</p> |
| <p>Standard IV Collegiality: The school nurse interacts with and contributes to the professional development of peers and school personnel as colleagues.</p> | <p>Commendations/Recommendations/Evidence</p> | <p>Rating</p> |
| <p>The school nurse...</p> | | |
| <ul style="list-style-type: none"> Shares knowledge and skills with colleagues. | | |
| <ul style="list-style-type: none"> Provides peers with constructive feedback regarding their practice. | | |
| <ul style="list-style-type: none"> Interacts with colleagues to enhance one's own professional nursing practice. | | |
| <ul style="list-style-type: none"> Contributes to an environment that is conducive to the clinical education of nursing students, other health care students, and other employees, as appropriate. | | |
| <ul style="list-style-type: none"> Arranges/provides staff development for school personnel for first aide, emergency care procedures, specialized medical procedures, current health issues, blood-borne pathogens, and other subjects. | | |
| <ul style="list-style-type: none"> Contributes to a supportive and healthy work environment. | <p>Commendations/Recommendations/Evidence</p> | <p>Rating</p> |
| <p>Standard V Ethics: The school nurse's decisions and actions on behalf of students are determined in an ethical manner.</p> | <p>Commendations/Recommendations/Evidence</p> | <p>Rating</p> |
| <p>The school nurse's practice is guided by the Code for Nurses and the California Nursing Practice Act.</p> | | |
| <p>The school nurse...</p> | | |
| <ul style="list-style-type: none"> Maintains student confidentiality within legal and regulatory parameters. | | |
| <ul style="list-style-type: none"> Acts as a student advocate and assists students in developing skills to advocate for themselves. | | |

| | |
|---|---|
| <ul style="list-style-type: none"> • Delivers care in nonjudgmental and nondiscriminatory manner that is sensitive to student diversity. | |
| <ul style="list-style-type: none"> • Delivers care in a manner that preserves student autonomy, dignity, and rights. | |
| <ul style="list-style-type: none"> • Seeks available resources to formulate ethical decisions. | |
| <p>Standard VI Collaboration: The school nurse collaborates with the students, family, school staff, and other providers in providing student care.</p> | <p>Commendations/Recommendations/Evidence</p> <p style="text-align: right;">Rating <input type="text"/></p> |
| <p>The school nurse:</p> | |
| <ul style="list-style-type: none"> • Communicates with the students, family, school staff, and providers regarding student care and the nurse's role in the provision of care. | |
| <ul style="list-style-type: none"> • Assists individual students in developing appropriate skills to advocate for themselves based on age and developmental level. | |
| <ul style="list-style-type: none"> • Collaborates with the students, family, and other providers in the formulation of overall goals, the plan of care, and the delivery of services. | |
| <ul style="list-style-type: none"> • Consults with other health care providers for student care, as needed. | |
| <ul style="list-style-type: none"> • Makes referrals, including provisions for continuity of care, as needed. | |
| <ul style="list-style-type: none"> • Assumes leadership in the individualized education plan (IEP) when primary service for the student is health-related. | |
| <ul style="list-style-type: none"> • Serves as a member of the IEP team as appropriate. | |
| <ul style="list-style-type: none"> • Prepares reports for IEP meetings as appropriate. | |
| <p>Standard VII Research: The school nurse uses research findings in practice.</p> | <p>Commendations/Recommendations/Evidence</p> <p style="text-align: right;">Rating <input type="text"/></p> |
| <p>The school nurse...</p> | |
| <ul style="list-style-type: none"> • Utilizes best available evidence, preferably research data, to develop the plan of care and interventions. | |
| <ul style="list-style-type: none"> • Participates in research activities as appropriate to the nurse's education and position. Such activities may include: <ul style="list-style-type: none"> • Identifying clinical problems suitable for nursing research. • Participation in data collection. • Participating in an agency, organization, or community research committee or program sharing research activities with others. • Conducting research. • Critiquing research for application to practice. • Using research findings in the development of policies, procedures, and practice guidelines for student care. | |
| <p>Standard VIII Resources Utilization: The school nurse considers factors related to safety, effectiveness, and cost in planning and delivering student care.</p> | <p>Commendations/Recommendations/Evidence</p> <p style="text-align: right;">Rating <input type="text"/></p> |
| <p>The school nurse...</p> | |

| | | | |
|--|--|--|--|
| <ul style="list-style-type: none"> Evaluates factors related to safety, effectiveness, availability, and cost when choosing between two or more practice options that would result in the same expected student outcome. | | | |
| <ul style="list-style-type: none"> Assists the student and family in identifying and securing appropriate and available services to address health-related needs. | | | |
| <ul style="list-style-type: none"> Assigns or delegates tasks as defined by the state nurse practice acts and according to the knowledge and skills of the designated caregiver. | | | |
| <ul style="list-style-type: none"> Assigns or delegates tasks based on the needs and condition of the student, the potential for harm, the stability of the student's condition, the complexity of the task, and the predictability of the outcome. | | | |
| <ul style="list-style-type: none"> Assists the student and family in becoming informed consumers. | | | |
| Standard IX Professionalism: | | | |
| The school nurse... | | | |
| <ul style="list-style-type: none"> Consistently demonstrates collegial relations with administrators. | | | |
| <ul style="list-style-type: none"> Consistently demonstrates appropriate inter/intra-agency relations. | | | |
| <ul style="list-style-type: none"> Consistently demonstrates an ability to carry out adjunct duties. | | | |
| <ul style="list-style-type: none"> Consistently demonstrates an attitude that is receptive to new ideas. | | | |
| <ul style="list-style-type: none"> Consistently demonstrates punctuality/attendance appropriate to the position. | | | |

General Comments and/or Recommendations: _____

Employee Signature: _____ **Date:** _____

Evaluator's Signature: _____ **Date:** _____

This Report has been discussed with me in conference with the supervisor. An opportunity has been extended to me to attach comments regarding the evaluation.

A SIGNATURE ON THIS FORM DOES NOT NECESSARILY SIGNIFY AGREEMENT WITH THE REPORT.