

NAME _____
(Please Print) Last Name First Name Employee I.D. # Contract Type

ASSIGNMENT _____ SCHOOL _____ DATE _____

THE INDEPENDENT SCHOOL DISTRICT OF BOISE CITY

School Nurse Evaluation

Philosophy

The purpose of performance evaluation for any category of employee is to document strengths and weaknesses and to pinpoint areas for improved performance. For professional employees, evaluation is, primarily, a way to document growth in the profession. Although professional growth is of primary importance, evaluation may also be used to document performance problems and deficiencies.

The Boise School District (BSD) is committed to the notion of self-evaluation and self-reflection as a way to ensure professional growth. Self-reflection, combined with the fair and objective observation and feedback of a supervisor is the best way to assist School Nurses in advancing in the profession.

The availability of the Boise School District's Professional Development Core and other Professional Development opportunities, coupled with the evaluation process, provides the infrastructure necessary for sustained professional growth. It is the philosophy of the District that evaluation is the tool to document that sustained growth.

Evaluation Procedure

The recommended administrative observation cycle for professional employees on category 1 or replacement contracts will include at least one administrative visit per quarter. It is also recommended that professional employees on category 1 or replacement contract will have at least one conference with a building administrator, to occur no later than March 31.

Professional employees on category 2 or category 3 contracts will have a minimum of two formal evaluations with a qualified evaluator. At least one evaluation will be conducted by a building administrator. The first evaluation will be completed before January 1, and the second evaluation will occur prior to the third week of May. Professional employees on category 3 contracts may be placed on intensive staff development or probation if needed.

Professional employees on renewable contracts will have a minimum of one administrative visit during the year. Professional employees on renewable contracts will also have at least one formal evaluation by a building administrator. The administrative visit and the formal evaluation will occur prior to the third week of May. Professional employees on renewable contracts may be placed on intensive staff development or probation if needed.

The administrator conducting the evaluation will hold a post conference with the evaluated school nurse within 5 school days following the formal evaluation.

Definitions

(U) Unsatisfactory Does not meet acceptable standards of the profession. Rating in the Unsatisfactory category must be supported by comment and/or documentation.

(B) Basic Has the foundation expected by professional standards, but is not able to demonstrate application in every situation.

(P) Proficient Highly competent in the art, skills or field of knowledge of the School Nurse profession.

(N/E) Not evaluated or not applicable.

*Any comments marked in unsatisfactory column should be explained in “Comments” section.

I. Program Management

A.	Maintains a record of health services provided.	U	B	P	N/E
B.	Organizes and conducts health screenings, Including Ht., Wt., Vision, Dental, and Scoliosis.	U	B	P	N/E
C.	Monitors student compliance with state immunization laws.	U	B	P	N/E
D.	Organizes and maintains health records.	U	B	P	N/E
E.	Submits reports in a timely fashion.	U	B	P	N/E
F.	Responsible as school designee for reporting child protection issues as directed by district policy.	U	B	P	N/E
G.	Completes documents for Medicaid billing.	U	B	P	N/E
H.	Completes supply orders and maintains needed daily supplies.	U	B	P	N/E
I.	Administers, supervises, delegates and records administration of medication per BSD policy.	U	B	P	N/E
J.	Monitors response to medications given.	U	B	P	N/E
K.	Supervises and delegates appropriate delivery of health care services.	U	B	P	N/E
L.	Communicates effectively with health technician	U	B	P	N/E
M.	Plans and manages care for students with special health needs including 504's and IHP's.	U	B	P	N/E
N.	Manages time and schedules effectively.	U	B	P	N/E
O.	Maintains confidentiality.	U	B	P	N/E

Comments

II. Interdisciplinary Collaboration

A.	Actively participates as a MDT, SAT or CST member.	U	B	P	N/E
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B.	Works effectively with administration and school personnel.	U	B	P	N/E
C.	Communicates appropriately with parents/guardians.	U	B	P	N/E
D.	Follows-up with messages and requests in a timely manner.	U	B	P	N/E
E.	Communicates effectively with students and staff.	U	B	P	N/E
F.	Contributes positively to the school climate.	U	B	P	N/E
G.	Acts as liaison with parents/guardians, private physicians and community agencies.	U	B	P	N/E

Comments

III. Health Education

A.	Follows BSD procedures related to teaching Health curriculum.	U	B	P	N/E
B.	Provides students with age appropriate information.	U	B	P	N/E
C.	Teaches effectively to objectives.	U	B	P	N/E
D.	Demonstrates knowledge of subject matter.	U	B	P	N/E
E.	Displays knowledge of students' skills and interests.	U	B	P	N/E
F.	Promotes wellness through health education.	U	B	P	N/E
G.	Conducts annual awareness activities related to Universal Precautions procedures.	U	B	P	N/E
H.	Conducts Health classes requested by staff.	U	B	P	N/E
I.	Facilitates and/or co-facilitates student groups as needed.	U	B	P	N/E

Comments

IV. Professional Development

A.	Attends Health Services meetings regularly.	U	B	P	N/E
B.	Participates in state, local, or national professional organizations (participation encouraged, not mandatory).	U	B	P	N/E
C.	Attends professional development activities.	U	B	P	N/E
D.	Participates in planning for innovative methods of delivering health services.	U	B	P	N/E

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|----|--|---|---|---|-----|
| E. | Assists in committee assignments. | U | B | P | N/E |
| F. | Maintains current CPR certification or instructor's certification. | U | B | P | N/E |

Comments

V. Health Appraisal

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|----|---|---|---|---|-----|
| A. | Assesses health status and responds appropriately to individual health needs of students and staff. | U | B | P | N/E |
| B. | Manages emergency situations efficiently. | U | B | P | N/E |
| C. | Responds appropriately to communicable diseases. | U | B | P | N/E |
| D. | Makes appropriate referrals to school and community resources. | U | B | P | N/E |
| E. | Responsible for the gathering of health information (including exchange of information with private physicians and health institutions, medical-developmental-social health histories, classroom observations, etc.). | U | B | P | N/E |
| F. | Performs classroom observations as necessary for health assessment. | U | B | P | N/E |
| G. | Coordinates wellness programs for staff (flu vaccine, cardiac risk profile and blood pressure checks, etc.). | U | B | P | N/E |

Comments

- VI. A. Professional Responsibilities
Service to the Profession (ie. mentoring, professional organizations and certification).

Areas of Distinction

Additional Comments

School Nurse Evaluated

Signature _____

(Signing this evaluation does not necessarily constitute agreement with its contents, but indicates the evaluation has been shared with the employee)

Evaluator's Signature _____