

**Haysville USD #261**  
**Employee Performance Review**  
**CNA**

EMPLOYEE INFORMATION

Employee Name

Location

Job Classification

Evaluator Name

REVIEW GUIDELINES

**Directions:**

As with any evaluation process, the intent is to provide information that will enable the employee to improve job performance. Individuals needing to improve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Marginal" or "Unsatisfactory" shall include suggestions for improving performance.

**Complete this Employee Evaluation using the following scale:**

**Outstanding** – Performance is so successful at this element of your job that special note should be made.

**Very Good** – Performance at this level is consistently better than average.

**Satisfactory** – Performance is at or above the standards required.

**Marginal** – Performance is somewhat below the minimum standard for this element of your job. There appears to be, however, potential and the willingness to improve.

**Unsatisfactory** – Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

REVIEW OF ESSENTIAL JOB FUNCTIONS

1. Assist District School Nurse with evaluating and caring for injuries (providing basic first aid until parents decide appropriate action), contact parents and/or doctor according to health policies, document all actions taken in the health room and make appropriate reports as directed by the District School Nurse to remain in compliance.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

2. Assist District School Nurse to maintain school health record, document screening results, referral status, immunization record and health assessment to ensure all activities conform to state and district guidelines.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

3. Assist District School Nurse with auditing immunization records and notify parents of need to update immunizations and assist with monthly and state reports and to keep health records for the purpose of ensuring accuracy and compliance with regulations set by the State.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

4. Assist District School Nurse with making inquiries to staff concerning the need for periodic student assessments and screenings; vision, hearing, etc. to meet the needs of students.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

5. Assist District School Nurse with notification of parents of the need for medical referrals and follow up on them so that all students receive the proper care.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

6. Reschedule and assist District School Nurse with students who do not pass initial screening and at the request of parents or teachers for the purpose of ensuring that all students receive the proper care.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

7. Assist with monitoring Blood Borne Pathogen procedures and assist District School Nurse with training personnel to meet OSHA standards, monitor communicable diseases, and inform teachers and parents of procedures to ensure the safety of staff and students.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

8. Ensure documentation of medication and maintain, dispense, and secure all student medication according to policy for medication administration to remain in compliance.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

9. Ensure health room has first aide and health supplies and inform District School Nurse monthly of any needed supplies; check AED monthly and working order of equipment and request repairs as needed to support district staff.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

10. Maintain a high level of confidentiality regarding student and staff information if order to remain in compliance with legal requirements and to maintain a professional work environment.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

11. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

COMMENTS AND SIGNATURES

Evaluator Comments:

Employee Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have discussed this performance evaluation with the employee.**

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

**I have reviewed this performance evaluation.**

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

**I have read this evaluation of my performance and discussed it with my evaluator.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date