

Haysville USD #261
Employee Performance Review
School Nurse - LPN

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. Serves as a health advocate for the pupil.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Provides building level leadership to promote healthy attitudes among pupils and teachers and a safe and healthy school environment.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Encourages, coordinates, and participates in programs of health education through individual pupil/parent consultation and classroom participation.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

4. Facilitates the implementation of Board of Education health related policies.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

5. Assesses and implements care for pupils according to Board of Education policy, state School Accreditation standards, and Nurse Practice Act regulations.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

6. Designs and implements, within approved procedures, a health appraisal program, including dental inspections, vision and hearing screening.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

7. Collaborates with other school personnel, including administrators, support staff and teachers, toward the promotion of child health and its optimal interaction with education.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

8. Counsels with pupils, parents, and school personnel concerning health needs or health concerns of pupils.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

9. Works closely with family regarding the pupil's health needs, facilitating communication and health between the school, parents, and the pupil's health care provider.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

10. Participates as a member of the Student Intervention and 504 Teams. Interprets pupil health status and, as indicated, plans, provides, and monitors related health services.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

11. Assists in the prevention and control of communicable diseases, including monitoring of immunization status.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

12. Is knowledgeable of community and health resources and assists parents to utilize these resources.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

13. Notify parents of the need for medical and screening referrals, with follow up to ensure all students receive proper care.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

14. Assists in providing emergency care for pupils and school personnel in case of injury or sudden illness until a lawful custodian assumes responsibility.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

15. Ensure documentation of medication and maintain, dispense, and secure all student medication according to policy for medication administration.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

16. Ensure health room has first aid and health supplies and inform District Nurse monthly of any needed supplies; check AEDs weekly and notifies supervisors of any equipment needing repair.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

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

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