



Division of Personnel Services

School Nurse Evaluation

Name:		Site/Program:	Conference Date:		
Review Period: From: _____ To: _____		Status:	<input type="checkbox"/> Probationary 1	<input type="checkbox"/> Probationary 2	<input type="checkbox"/> Permanent
Ratings:	N/A – Element is Not Applicable	1 – Unsatisfactory	2 – Needs to Improve	3 – Meets or Exceeds Standards	

Standard 1

QUALITY OF CARE – The nurse evaluates the quality and effectiveness of nursing practice		N/A	1	2	3
Element 1.1 Implements state mandated screening of vision, hearing, and scoliosis		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Element 1.2 Assess immunization status of all students and ensure that all are in compliance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Element 1.3 Assess tuberculosis status on all students and ensure that all are in compliance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Element 1.4 Participates in health department kindergarten physical exam requirements		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Element 1.5 Consult with parents and agencies to acquire needed health care		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Element 1.6 Comply with state requirements to provide specialized health care		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Standard Rating (based on majority of applicable Elements' ratings)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUMMARY (activities and evidence)					

Standard 2

DOCUMENTATION AND RECORD KEEPING - Ensures the continuity and completion of records and reports as required	N/A	1	2	3
Element 2.1 Records findings of mandated health screenings on health insert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Element 2.2 Records pertinent information relevant to health status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Element 2.3 Completes and submit state and/or other reports as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Standard Rating (based on majority of applicable Elements' ratings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUMMARY (activities and evidence)

Standard 3

COLLEGIALITY - Provides consultative health serves an assistance to the staff of Riverside County Schools and participating districts for the SELPA as appropriate	N/A	1	2	3
Elements 3.1 Participates in IEP meetings for health purposes when necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elements 3.3 Consults and apprises staff of current health trends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Element 3.3 Serves as a consultant to the staff related to the student's health needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Element 3.4 Serves as a liaison between school and community agencies concerning control of communicable disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Element 3.5 Serves as a consultant to staff on mandated reporting for suspected abuse or neglect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Standard Rating (based on majority of applicable Elements' ratings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUMMARY (activities and evidence)

Standard 4

EDUCATION - The nurse acquires and maintains current knowledge and competency in nursing practice	N/A	1	2	3
Element 4.1 Maintains professional growth through seminars, classes, and individual research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Element 4.2 Provides health inservice programs as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Element 4.3 Acts as a health consultant and resource to staff and community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Standard Rating (based on majority of applicable Elements' ratings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUMMARY (activities and evidence)

General Employee Expectations (Does not apply to Peer Assistance and Review program referrals)	1	2	3
Complies with RCOE established rules, regulations, policies, contacts, and laws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUMMARY:			

OVERALL EVALUATION
1: <input type="checkbox"/> Unsatisfactory: Growth Objective(s) will be required on Nurse Performance Agreement
2: <input type="checkbox"/> Needs to Improve: Growth Objective(s) will be required on Nurse Performance Agreement
3: <input type="checkbox"/> Meets or Exceeds Standards: Developmental Objective(s) will be required on Nurse Performance Agreement
Refer to PAR joint Committee: Employee performance is rated as "Unsatisfactory" in one or more Standard or employee has received "Needs to Improve" rating in two (2) or more Standards for two (2) consecutive years.

Guide to the Ratings
❖ Determining Element Ratings: Refer to RCOE "Examples of Performance" rubric for guidance on the rating of Elements.
❖ Determining Standards Ratings:
<u>Unsatisfactory</u> : The majority of applicable Elements contained within a Standard are rated "Unsatisfactory".
<u>Needs to Improve</u> : The majority of applicable Elements contained within a Standard are rated "Needs to Improve" or Unsatisfactory".
<u>Meets or Exceeds Standards</u> : The majority of applicable Elements within a Standard are rated "Meets or Exceeds Standards".
❖ Determining Overall Ratings:
<u>Unsatisfactory</u> : One or more Standards are rated "Unsatisfactory".
<u>Needs to Improve</u> : One or more Standards are rated "Needs to Improve" and no Standard is rated "Unsatisfactory".
<u>Meets or Exceeds Standards</u> : All Standards are rated "Meets or Exceeds Standards".

Evaluator comments and recommendations:**Next Review Due:**

One (1) year Two (2) years Other, specify:

Evaluator Name (please print)

Evaluator Signature

Date

Evaluatee Signature

Date

Note: Signature of evaluatee indicates the above Performance Review was discussed with the evaluator and does not necessarily indicate agreement on the part of the evaluatee. The evaluatee may submit to the supervisor and Director/Division Head a written statement in response for attachment to the Performance Review.

Division Head Signature

Date



Division Of Personnel Services School Nurse Evaluation Rubric

Standard 1. Provide health service to pupils placed in and referred to programs as assigned by the Director.

Element 1.1 Implements state mandated screening of vision, hearing and scoliosis	<ul style="list-style-type: none">Screenings are not done.	<ul style="list-style-type: none">Screenings are not accurate or completed in a timely manner.	<ul style="list-style-type: none">Screenings are thorough and completed in a timely manner.
Element 1.2 Assess immunization status of all students and insure that all are in compliance.	<ul style="list-style-type: none">No thought is given to immunization status prior to admittance to county program.	<ul style="list-style-type: none">Students are admitted to county school program prior to immunization assessment.Fails to track immunization status of students.	<ul style="list-style-type: none">Assesses immunization status prior to admittance to county school program.Tracks immunization status on all students to meet state requirements.
Element 1.3 Assess tuberculosis status on all students and insure that all are in compliance.	<ul style="list-style-type: none">No thought is given to tuberculosis assessment prior to admittance to county program.	<ul style="list-style-type: none">Students are admitted to county school program prior to tuberculosis assessment.	<ul style="list-style-type: none">Assess tuberculosis status prior to admittance to county school program.Tracks tuberculosis status on all students to meet Riverside County requirements.
Element 1.4 Participates in health department CHDP requirements.	<ul style="list-style-type: none">Child Health Developmental and Disability Program (CHDP) physical report is not done.CHDP waivers are not done.Parents/guardians are not notified of CHDP requirement.	<ul style="list-style-type: none">Child Health Developmental and Disability Program (CHDP) physical report is incomplete.CHDP waivers are incomplete.Parent/guardians are not given assistance to comply with regulation	<ul style="list-style-type: none">Child Health Development and Disability Program (CHDP) physical report is completed per California State requirements.Waiver is signed when CHDP physical is not completed.Parent/guardian is assisted as requested per waiver.
Element 1.5 Consult with parents and agencies to acquire needed health care.	<ul style="list-style-type: none">Parent requests for assistance are ignored.Student's health needs are neglected.	<ul style="list-style-type: none">Health care needs are not assessed in a timely manner.Findings are not communicated to staff/parents and student.Families are not assisted in identifying health care providers as neededEvaluation of treatment plan and outcome is inconsistent.	<ul style="list-style-type: none">Health care needs are assessed and obtained in a timely manner.Findings are communicated to staff/parents and student.Assists family with identifying health care providers as neededEvaluates treatment plan and outcome.
Element 1.6. Comply with state requirement to provide specialized health care.	<ul style="list-style-type: none">Specialized health care authorization is not completed.Staff is not trained to the standards of practice related to the specialized health	<ul style="list-style-type: none">Specialized health care authorizations are outdated or incomplete.Staff training is random and incomplete.Monitoring of specialized health care is	<ul style="list-style-type: none">Specialized health care authorization is complete.Staff is appropriately trained.Monitoring of specialized health care is completed.

	<p>care procedure.</p> <ul style="list-style-type: none"> Monitoring of specialized health care is not done. 	<p>inconsistent.</p>	
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Standard 2. Insure the continuity and completion of records and reports as required.

Element 2.1 Record findings of mandated health screenings on health insert.	<ul style="list-style-type: none"> Screening results are not documented. 	<ul style="list-style-type: none"> Documentation is not accurate or complete. 	<ul style="list-style-type: none"> Results of mandates and screenings are documented accurately and in a timely manner Actively participates in the assessment and evaluation process.
Element 2.2 Record pertinent information relevant to health status.	<ul style="list-style-type: none"> Assessment findings are not documented. 	<ul style="list-style-type: none"> Documentation is not consistent. 	<ul style="list-style-type: none"> School health practice and documentation reflect current standards. Collects data to monitor quality and effectiveness of nursing care.
Element 2.3 Complete and submit state and/or other reports as required.	<ul style="list-style-type: none"> State and/or county reports are not completed. 	<ul style="list-style-type: none"> State and/or county reports are consistently late and incomplete. 	<ul style="list-style-type: none"> State and/or county reports are complete and submitted in a timely manner.

Standard 3. Collegiality - Provide consultative health services and assistance to the staff of Riverside County Schools and participating districts of the SELPA as appropriate.

Element 3.1 Participated in IEP meetings for health purposes when necessary.	<ul style="list-style-type: none"> Does not participate in interdisciplinary teams that evaluate a healthy and safe environment. Data collection is not completed. Fiscal responsibility is not concern in health care decisions. Health and safety of student is not considered when recommending a treatment plan. Treatment plan does not consider the socio-economic needs of the student. 	<ul style="list-style-type: none"> Occasionally participates in interdisciplinary teams that evaluate a healthy and safe environment. Data collection to monitor quality and effectiveness of nursing care is inconsistent. Fiscal responsibility is not a primary concern in health care decisions. Health and safety of student is of little interest when recommending treatment plan. Treatment plan occasionally includes best practice that considers socio-economic needs. 	<ul style="list-style-type: none"> Participates in interdisciplinary teams that evaluate a healthy and safe environment. Collects data to monitor quality and effectiveness of nursing care. Fiscal responsibility is evident in health care decisions. Health and safety of student is of primary concern when recommending treatment plan. Treatment plan includes best practice that considers socio-economic needs.
Element 3.2 Consult with parents, staff, and agencies regarding health problems.	.	Occasionally utilizes	<ul style="list-style-type: none"> Engages the family as a source of knowledge regarding the students health needs. Provides opportunities for families and students to participate in health care decisions. Develops a plan of care that outlines role

			<p>responsibility related to the student's health needs.</p> <ul style="list-style-type: none"> Identifies and uses local resources to provide services to students.
Element 3.3 Serve as a consultant to the staff related to the students health needs.	<p>Research based change is not considered.</p> <p>Safety concerns in the educational setting are not met</p> <p>No thought is given to promoting the health and welfare of students by providing educational experiences and/or education to staff.</p>	<ul style="list-style-type: none"> Current trends are occasionally cited as the basis for change. Safety within the educational setting is not consistent. Educational experiences and/or education of staff are inconsistent. 	<ul style="list-style-type: none"> Promotes change by utilizing current trends in the school setting related to health issues. Establishes guidelines that promote student health and safety within the educational setting. Promotes the health and welfare of students by providing educational experiences and/or education to staff as needed. Encourages dialogue, which promotes the health and safety of students and staff. Establishes and maintains professional relationships with other school staff.
Element 3.4 Serve as liaison between school and community agencies concerning control of communicable disease.			<ul style="list-style-type: none"> Collaborates with colleagues to develop policies, procedures, and guidelines to improve quality and standards of care Actively seeks opportunities to interact with peers and colleagues. Promotes collaboration between school and community.

Standard 4. Participates in activities for professional growth and for staff and community health education.

Element 4.1 Maintain professional growth through seminars, classes, and individual research.	<ul style="list-style-type: none"> Goals are superficial with little thought or action in seeking out professional development activities. Rarely uses professional literature and development opportunities to improve clinical skills and knowledge base. Rarely utilizes national, state or local resources to advance standards of practice Minimal assessment of professional growth over time Minimal reflection on nursing practice. Professional development plans are formulated with minimal reflection and analysis. 	<ul style="list-style-type: none"> Goals are inconsistent and little thought is given to professional growth activities. Occasionally uses professional literature and development opportunities to improve clinical skills and knowledge base. Occasionally utilizes national, state and local resources to advance standards of practice. Limited attempts to assess professional growth over time. Inconsistently reflects on instructional practice to improve student health Formulates professional 	<ul style="list-style-type: none"> Establishes goals and seeks out opportunities for professional growth and development Uses professional literature and development opportunities to improve clinical skills and knowledge base. Utilizes national, state and local resources to advance standards of practice. Assesses professional growth over time. Reflects on nursing practice to improve student health. Formulates professional development plans that are based on reflection and
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	<ul style="list-style-type: none"> Does not participate in forums that improve professional growth and development 	<ul style="list-style-type: none"> development plans that are based on inconsistent analysis Occasionally participates in forums that improve professional growth and development 	<ul style="list-style-type: none"> analysis. Participates in forums that improve professional growth and development
Element 4.2 Provide health inservice programs as needed.	<ul style="list-style-type: none"> Does not utilize opportunities to interact with peers and colleagues. Does not promote collaboration between school and community Is unaware of state, section, or local boards/committees that impact current practice 	<ul style="list-style-type: none"> Is available to interact with peers and colleagues as requested. Collaborates between school and community Gives input to state, section, or local boards/committees that impact current practice 	<ul style="list-style-type: none"> Actively seeks opportunities to interact with peers and colleagues. Promotes collaboration between school and community Actively participates in state, section, or local boards/committees that impact current practice.
Element 4.3 Act as health consultant and resource to staff and community.	<ul style="list-style-type: none"> Does not act as a resource to district colleagues and nursing students. Actions do not encourage dialogue, which promotes the health and safety of students and staff. Does not participate in making and implementing schools wide decisions. Behavior does not support professional relationships with other school staff. 	<ul style="list-style-type: none"> Occasionally acts as a resource to district colleagues and nursing students. Seldom encourages dialogue, which promotes the health and safety of students and staff. Rarely participates in making and implementing schools wide decisions. Has difficulty establishing and maintaining professional relationships with other school staff. 	<ul style="list-style-type: none"> Acts as a resource to district colleagues and nursing students. Encourages dialogue, which promotes the health and safety of students and staff. Participates in making and implementing schools wide decisions. Establishes and maintains professional relationships with other school staff.