

NEEDHAM PUBLIC SCHOOLS
Needham, Massachusetts 02492-2692

EVALUATION PROCESS: NURSES

INTRODUCTION

The evaluation process focuses on ten standards that are consistent with the the guidelines set forth by the National Association of School Nurses, Inc.:

- Clinical Knowledge
- Nursing Process
- Clients with Special Health Care Needs
- Communication
- Program Management
- Collaboration within the School System
- Collaboration with Community Health Systems
- Health Education
- Collegiality
- Professional Development

This evaluation seeks to encourage professional growth, to provide information for the continuous improvement of performance, and to maintain a record of facts and assessments for personnel decisions.

In each evaluation area, sample descriptors which are observable and measurable serve as guidelines to assess performance. All descriptors need not be addressed during any single observation.

The data gathering process for evaluating the competence and professional characteristics of nurses will include information from a variety of sources, including direct observation of the nurse and other documented information. The nurse may gather and provide additional information on his/her performance. Such information must be timely and must be considered by the evaluator(s). The evaluation process shall allow for significant differences in assignments and responsibilities, and the evaluation reports will reflect those differences.

The evaluation will be conducted each year for the first two years and every two years thereafter. The Superintendent is responsible for ensuring that all evaluators have training in the principles of supervision and evaluation and have, or have available to them, expertise in the discipline to be evaluated. The school physician may be consulted regarding medical issues.

During the evaluation conferences, the nurse and evaluator(s) will review the data and discuss the evaluation documents.

EVALUATION PROCESS

- A. The evaluator and the nurse will meet prior to October 15 of the first year to:
 - 1. review the evaluation process;
 - 2. discuss the data gathering process for measuring and assessing the nurse's performance;
 - 3. inform the nurse that he/she may also submit data from a variety of sources;
- B. The Principal or his/her designee will conduct the evaluation yearly for nurses in their first two years and every two years thereafter. Such evaluations will contribute in part to the recommendation for reappointment. The school physician may be consulted regarding medical issues.
- C. Prior to March 15 for the first two years, an evaluation report will be completed by the evaluator. A conference will be scheduled, and the report will be discussed and given to the nurse. Copies of the report will be forwarded to the Building Principal and the Director of Personnel Resources.
- D. The nurse has the right to respond in writing to any observation and evaluation report.

EVALUATION FORM
NEEDHAM PUBLIC SCHOOLS
NURSES

NURSE _____ SCHOOL _____

PERFORMANCE RATINGS:

The performance of the nurse will be evaluated based on the following ratings.

- 4 Performance consistently exceeds the standards and position requirements; overall contribution is above expectation.
- 3 Performance consistently meets the standards and position requirements.
- 2 Performance does not consistently meet the standards and position requirements; an improvement plan should be formulated.
- 1 Performance is unacceptable

Overall Rating: 4 3 2 1

Recommendation for Reappointment: YES NO

Name of Evaluator	Title	Date
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Evaluator Signature _____

Name of Evaluator	Title	Date
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Evaluator Signature _____

Nurse Signature	Date
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Nurse's Comments (optional):

EVALUATION FORM

Standard 1: The nurse uses a distinct clinical knowledge base for decision-making in nursing practice.

4 3 2 1

Standard 2: The nurse demonstrates current knowledge regarding the nursing process, which consists of assessment, planning, implementation, and evaluation.

4 3 2 1

Standard 3: The nurse contributes to the education of the client with special health care needs with assessment, planning, provision of appropriate care, and evaluation of outcomes.

4 3 2 1

Standard 4: The nurse uses effective written, verbal , and non-verbal communication skills.

4 3 2 1

Standard 5: The nurse establishes and maintains a comprehensive school health program.

4 3 2 1

Standard 6: The nurse collaborates with other school professionals, parents, and caregivers to meet the health, developmental, and educational needs of the clients.

4 3 2 1

Standard 7: The nurse collaborates with the community in the delivery of health services and utilizes knowledge of community resources.

4 3 2 1

Standard 8: The nurse assists students, families, and the school community toward optimal levels of wellness through appropriately designed and delivered health education.

4 3 2 1

Standard 9: The nurse interacts with and contributes to the professional development of peers and school personnel as colleagues.

4 3 2 1

Standard 10: The nurse identifies, delineates, and clarifies the nursing role, pursues continued professional enhancement, and demonstrates professional conduct.

4 3 2 1

Standard 11: The nurse fulfills the responsibilities of the job description for nurses and any other professional duties assigned by the Principal or Superintendent.

4 3 2 1

Standard 12: The nurse fulfills all managerial responsibilities associated with the position.

4 3 2 1

Narrative:

Please describe overall performance and suggestions for improvement as needed.

STANDARDS

Standard 1: The nurse uses a distinct clinical knowledge base for decision-making in nursing practice.

- Applies appropriate theories from nursing and the behavioral, public health, or social sciences to meet:
 - the unique diverse needs of students, parents, and staff
 - the objectives of the school health program
 - the educational mission of the Needham Public Schools
- Possesses current knowledge in areas affecting the community

Standard 2: The nurse demonstrates current knowledge regarding the nursing process, which consists of assessment, planning, implementation, and evaluation.

- Uses appropriate techniques to gather information in a systematic and continuous manner
- Analyzes assessment data to facilitate the development of a care plan
- Specifies measurable, attainable, and appropriate goals
- Develops a plan of care
- Executes and adequately documents interventions in an appropriate manner
- Contributes to the ongoing evaluation of the health services provided, appraises efficacy of interventions, and documents and uses data to revise care plans as necessary
- Manages routines and emergencies effectively

Standard 3: The nurse contributes to the education of the client with special health care needs with assessment, planning, provision of appropriate care, and evaluation of outcomes.

- Demonstrates contemporary knowledge of special health care needs including, but not limited to:
 - common disabling conditions of childhood
 - national and state laws applicable to special education
 - district policy and procedures related to students with special needs
 - existence and nature of local resources
 - roles of all team members in student assessment
 - effect of chronic illness or disability on student and family
- Conducts nursing assessments of students with special needs
- Participates in meetings and presents findings and recommendations
- Develops and implements a nursing plan of care
- Monitors student health status and modifies plan as necessary
- Acts as an advocate for the child with special needs and his/her family
- Provides information and education to school staff to facilitate normalization of students' experiences
- Provides skilled nursing care safely and efficiently

Standard 4: The nurse uses effective written, verbal , and non-verbal communication skills.

- Positively communicates to achieve nursing goals
- Employs a clear, cogent writing style
- Employs effective receptive and expressive skills
- Demonstrates appreciation and sensitivity to diversity
- Identifies and uses own interpersonal strengths

Standard 5: The nurse establishes and maintains a comprehensive school health program.

- Participates in the coordination and management of school health programs
- Participates in the evaluation of on-going programs and communicates findings as appropriate
- Develops and implements health policies and procedures in collaboration with administrators
- Participates in budgeting for nursing and health services as necessary.
- Identifies current and potential health problems for individuals and the school community
- Participates in the planning and implementation of needed health programs
- Orients, supervises, and evaluates others involved in health service delivery as appropriate

Standard 6: The nurse collaborates with other school professionals, parents, and care-givers to meet the health, developmental, and educational needs of the clients.

- Demonstrates knowledge of the philosophy of the school system
- Demonstrates knowledge of the roles of other school professionals and utilizes their expertise
- Demonstrates the ability to communicate effectively with others regarding on-going care of clients and advocates for students and families in nterdisciplinary collaboration
- Makes home visits as necessary
- Manages the medication administration program

Standard 7: The nurse collaborates with the community in the delivery of health services and utilizes knowledge of community resources.

- Identifies community agencies as resources for students and families and evaluates their appropriateness
- Communicates and networks with community health providers
- Participates in a community health needs assessment as necessary and assessments of potential community-school collaborative health projects
- Participates in community health activities

Standard 8: The nurse assists students, families, and the school community toward optimal levels of wellness through appropriately designed and delivered health education.

- Works cooperatively with the Health and Physical Education staff in achieving increased wellness
- Promotes and participates in the application of health promotion principles within all areas of the school community: food services, custodial, etc.
- Acts as a resource person to school staff around health and wellness
- Provides individual health teaching and counseling as needed
- Promotes student, staff, and school safety through health education
- Supports teaching and promotion of students taking responsibility for own health

Standard 9: The nurse interacts with and contributes to the professional development of peers and school personnel as colleagues.

- Shares knowledge and skills with nursing and interdisciplinary colleagues
- Provides peers with constructive feedback regarding their practice
- Contributes to a an environment that is conducive to education of nursing students and other employees
- Participates in appropriate professional organizations

Standard 10: The nurse identifies, delineates, and clarifies the nursing role, pursues continued professional enhancement, and demonstrates professional conduct.

- Identifies a clear role for nursing based on national standards
- Maintains professional responsibility, accountability, and behavior
- Pursues continued professional growth
- Participates in school nurse professional activities at local, state, and national levels

Standard 11: The nurse fulfills the responsibilities of the job description for nurses and any other professional duties assigned by the Principal or Superintendent.

Standard 12: The nurse fulfills all managerial responsibilities associated with the position.

- Completes reports in a timely and thorough manner
- Maintains good attendance and punctuality
- Prepares and maintains accurate and continuous records
- Enforces and complies with school rules, procedures, and policies