

School Nurse Performance Evaluation by Non-Nurse School Administrator

School Nurse: _____

Criteria	Needs Improvement	Proficient	Exceeds Expectations	Not Applicable
Creates a safe place for students, families, faculty, and colleagues to share and be themselves.				
Engages with students, families, and the school community to identify needs related to student health and safety.				
Consults with staff and teachers on school and student needs.				
Responds to the needs of the students, families, and the school community.				
Collaborates with community agencies in response to identified student needs.				
Provides professional, respectful, and compassionate care to students, parents, staff and the community.				
Incorporates student health care plans (including Individualized Health Care Plans (IHCP) and Emergency Action Plans (EAP)) into the student's educational day and before/afterschool activities.				
Coordinates management of students with complex health care needs in the school setting.				
Provides calm and professional care in emergency situations.				
Promotes health, wellness, self-care, and safety through education of the students and the school community regarding health issues.				
Demonstrates cultural humility and inclusiveness.				
Demonstrates flexibility to meet challenging student needs.				
Serves as a liaison between home, school, and the health care system.				
Serves as a primary resource to the school community regarding health information and wellness.				
Protects confidentiality of individual student health information by allowing only authorized individuals access to student health records.				
Engages in effective written, verbal, and nonverbal communication.				
Demonstrates cultural empathy and sensitivity when communicating.				

Interacts appropriately and responds promptly to inform and involve students, families, staff, and community members in the coordination of healthcare delivery and health concerns.				
Collaborates with the school community to revise or develop processes to improve student health and safety.				
Participates in the development of emergency operation/disaster preparedness plans and after-action reporting.				
Identifies areas in the school environment that require health and safety monitoring and education.				
Adheres to school district policies and procedures.				
Recommends process, policy, procedure, or protocol revisions based on knowledge and experience				
Provides input as requested into system-wide and departmental policy and planning decisions.				
Communicates activities, progress, and outcomes with administrators, school board, and community.				
Ensures district required student screenings are completed (i.e., vision, hearing).				
Monitors the status of student immunizations for compliance throughout the school year, notifies parents of deficiencies that prevent students from enrolling or continuing in school and informs the building principal of non-compliant students that must or should be excluded.				
Prepares required health-related reports, including the annual immunization report for the Missouri Department of Health.				
Organizes time, resources, energy, and workload in order to meet responsibilities.				
Identifies, plans, and manages available resources, both human and financial to address student health needs.				
Engages in self-reflection of their personal attitudes, values, and beliefs in an effort to improve the health and educational outcomes of students.				
Seeks out opportunities for ongoing professional development.				
Work area is clean, organized, and welcoming.				
Job attendance.				
Additional items based on job description:				
Comments:				

Date: _____

Administrator Signature: _____

School Nurse Signature: _____