



**HOT SPRINGS  
SCHOOL DISTRICT**

**SCHOOL NURSING  
EVALUATION  
PLAN**

**All Hot Springs School District nurses will be evaluated at least annually by their supervisor utilizing the Hot Springs School District Nursing Evaluation Plan.**

**EVALUATION REVISION COMMITTEE MEMBERS**

**Dawn Utsey**

**Michelle Williams**

**Gina Hardcastle**

**LaDell Looper**

**Sherry Wilson**

## HOT SPRINGS SCHOOL DISTRICT

### SCHOOL NURSING EVALUATION FORM

*Employee Name:*

*School Year:*

*Position:*

*Assignment:*

### **PERFORMANCE CRITERIA**

#### **I. CARE STANDARDS**

*Assessment: The school nurse collects client data.*

**Meets Expectations**

**Needs Improvement**

- The school nurse screens for deficits in vision or hearing and for signs and symptoms of scoliosis.
- The school nurse obtains a health and developmental history on students who require an individualized health care plan.
- The school nurse observes the child for development and health patterns.
- The school nurse monitors student immunization records.
- The school nurse monitors for communicable disease.
- The school nurse assesses the families' needs as related to the child's health care requirements.
- The school nurse assesses and reports Body Mass Index for students.

*Diagnosis: The school nurse analyzes the assessment data in determining nursing diagnosis.*

**Meets Expectations**

**Needs Improvement**

- The school nurse evaluates vision, hearing, BMI and scoliosis screenings for abnormal findings.
- The school nurse evaluates medical history and records of students to identify existing and potential health concerns.

*Outcome Identification: The school nurse identifies expected outcomes individualized to the client.*

**Meets Expectations**

**Needs Improvement**

- The school nurse participates as the health team specialist on the child's education evaluation team to develop the individual education plan.
- The school nurse develops an individual health care plan in collaboration with the student, family, school staff, community and other providers, as appropriate.
- The school nurse participates in crisis identification prevention and intervention team(s).

*Planning: The school nurse develops a plan of care/action that specifies interventions to attain expected outcomes.*

**Meets Expectations**

**Needs Improvement**

- The school nurse develops and implements a health plan, individualized for the needs of the student.
- The school nurse develops and implements a plan of care/action that provides for continuity of care and plan of action to be taken.
- The school nurse develops a plan that prioritizes care and establishes time lines for interventions.
- The school nurse identifies those who are qualified to perform tasks listed on the plan of care.
- The school nurse documents the plan of care in a retrievable form.



## II. **PROFESSIONAL PERFORMANCE STANDARDS**

*Education: The school nurse acquires and maintains current knowledge and competency in school nursing practice.*

**Meets Expectations**

**Needs Improvement**

- The school nurse maintains current certification in courses required by appropriate agencies.
- The school nurse acquires knowledge and skills appropriate to the specialty practice of school nursing on a regular and ongoing basis.
- The school nurse participates in continuing education activities related to current clinical knowledge and professional issues.

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

**Meets Expectations**

**Needs Improvement**

- The school nurse trains and evaluates the competency of paraprofessionals to whom nursing tasks will be delegated.
- The school nurse serves as liaison between the home, school and community.
- The school nurse consults with teaching professionals in providing health education
- The school nurse participates in appropriate professional organizations in a membership and/or leadership role.

*Ethics: The school nurse's decisions and actions on behalf of clients are determined in an ethical manner. The school nurse maintains clients' confidentiality within legal, regulatory, and ethical parameters of health and education.*

**Meets Expectations**

**Needs Improvement**

*Collaboration: The school nurse collaborates with the student, family school staff, community and other providers in providing student care.*

**Meets Expectations**

**Needs Improvement**

- The school nurse serves as a resource to the classroom teacher and administrator in health instruction and as a member of the health committees

*Resource Utilization: The school nurse considers factors related to safety, effectiveness and cost when planning and delivering care.*

**Meets Expectations**

**Needs Improvement**

- The school nurse assist in identifying and securing appropriate services and resources to address health-related needs.
- The school nurse delegates nursing care to appropriate personnel based on the principles of delegation.

*Communication: The school nurse uses effective written, verbal and nonverbal communication skills.*

**Meets Expectations**

**Needs Improvement**

- The school nurse submits required reports to the Arkansas Department of Health.
- The school nurse documents care/action in a retrievable form.

*Program Management: The school nurse manages school health services.*

**Meets Expectations**

**Needs Improvement**

- The school nurse trains and monitors the performance of paraprofessionals and other licensed nurses providing nursing care.
- The school nurse develops and implements health programs based on needs of students, school and/or community.



# SN-EVAL-1

*Health Education: The school nurse assists students, families, school staff and community to achieve optimal levels of wellness through appropriately designed and delivered health education.*

**Meets Expectations**

**Needs Improvement**

- The school nurse provides health education by counseling students concerning chronic health conditions, mental health issues, problems such as pregnancy, sexually transmitted diseases and substance abuse; in order to facilitate responsible decision-making practices.
- The school nurse provides leadership and/or support for staff wellness programs.

*Needs Improvement* category requires a written explanation to employee using Form **SN-EVAL-2**.

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**Evaluatee's Signature**

**Date**

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**Evaluator's Signature**

**Date**

***\*Both signatures are required. Signing of this instrument acknowledges participation in but not necessarily concurrence with the evaluation.***





**HOT SPRINGS SCHOOL DISTRICT**  
**SCHOOL NURSING EVALUATION PLAN**

*Employee Name:*

*School Year:*

*Position:*

*Assignment:*

**I.** List Unacceptable or Needs Improvement Category with specific area identified:

**II.** Identify assistance provided by evaluator:

**III.** Date to re-evaluate to determine if improvement has been made:

Date: \_\_\_\_\_

\_\_\_\_\_  
**Evaluatee's Signature**                      **Date**

\_\_\_\_\_  
**Evaluator's Signature**                      **Date**