

**POMONA UNIFIED SCHOOL DISTRICT**  
**EVALUATION PROFILE FOR CERTIFICATED SCHOOL NURSES**

Name \_\_\_\_\_ School \_\_\_\_\_ Position \_\_\_\_\_

Status: Probationary/ \_\_\_\_\_ Permanent \_\_\_\_\_ Date(s) of Observation(s) \_\_\_\_\_ Date of Conference \_\_\_\_\_  
 Temporary

**DIRECTIONS:** (1) Rate each numbered item by circling **S** for Satisfactory, **N** for Needs Improvement, or **U** for Unsatisfactory.  
 (2) Use the Comments page for specific commendations and for all "Needs Improvement" or "Unsatisfactory" ratings.

**1. PUPIL PROGRESS TOWARDS EXPECTED ACHIEVEMENT**

- |  |          |          |          |
|--|----------|----------|----------|
| 1. Reviews student health data for compliance with state and district regulations.               | <b>S</b> | <b>N</b> | <b>U</b> |
| 2. Collects and uses multiple sources of information to assess student health status.            | <b>S</b> | <b>N</b> | <b>U</b> |
| 3. Uses assessment results to adjust and guide intervention strategies.                          | <b>S</b> | <b>N</b> | <b>U</b> |
| 4. Communicates regularly with students and families about student concerns.                     | <b>S</b> | <b>N</b> | <b>U</b> |
| 5. Administers required assessments, completes reports and records data accurately and promptly. | <b>S</b> | <b>N</b> | <b>U</b> |

**2. PROFESSIONAL TECHNIQUES AND STRATEGIES**

- |   |          |          |          |
|---|----------|----------|----------|
| 1. Uses a variety of assessment methods and case management strategies to meet individual student needs.                        | <b>S</b> | <b>N</b> | <b>U</b> |
| 2. Assists staff, students and parents to understand the relationship between health status and the student's ability to learn. | <b>S</b> | <b>N</b> | <b>U</b> |
| 3. Manages medication administration in compliance with state regulations and district policies.                                | <b>S</b> | <b>N</b> | <b>U</b> |
| 4. Develops student care plans that are medically based and appropriate for the school setting.                                 | <b>S</b> | <b>N</b> | <b>U</b> |

**3. ADHERANCE TO PROGRAM OBJECTIVES**

- |  |          |          |          |
|--|----------|----------|----------|
| 1. Demonstrates knowledge of current school health laws and regulations.                         | <b>S</b> | <b>N</b> | <b>U</b> |
| 2. Establish and maintains standards of school nursing practice.                                 | <b>S</b> | <b>N</b> | <b>U</b> |
| 3. Maintains accurate and complete files of each student's cumulative health record.             | <b>S</b> | <b>N</b> | <b>U</b> |
| 4. Teaches principles of health promotion and disease prevention to students, staff and parents. | <b>S</b> | <b>N</b> | <b>U</b> |
| 5. Ensures that departmental procedures are followed and maintained.                             | <b>S</b> | <b>N</b> | <b>U</b> |

**4. MAINTAINING HEALTH OFFICE CLIMATE AND OPERATIONS**

- |   |          |          |          |
|---|----------|----------|----------|
| 1. Promotes an environment that is professional, positive and productive.                 | <b>S</b> | <b>N</b> | <b>U</b> |
| 2. Provides appropriate supervision and delegation to unlicensed personnel.               | <b>S</b> | <b>N</b> | <b>U</b> |
| 3. Provides appropriate nursing care to students.   | <b>S</b> | <b>N</b> | <b>U</b> |
| 4. Establish a climate that promotes inclusion, mutual respect, consistency and fairness. | <b>S</b> | <b>N</b> | <b>U</b> |
| 5. Maintains appropriate standards of confidentiality.                                    | <b>S</b> | <b>N</b> | <b>U</b> |
| 6. Manages office routines to minimize loss of instructional time.                        | <b>S</b> | <b>N</b> | <b>U</b> |

**5. PROFESSIONAL DUTIES AND RESPONSIBILITIES**

- |   |          |          |          |
|---|----------|----------|----------|
| 1. Establish professional goals and pursues opportunities to grow professionally.                         | <b>S</b> | <b>N</b> | <b>U</b> |
| 2. Demonstrates a good working relationship with parents, colleagues, and other members of the community. | <b>S</b> | <b>N</b> | <b>U</b> |
| 3. Adheres to district and school policies and regulations.   | <b>S</b> | <b>N</b> | <b>U</b> |
| 4. Meets assigned responsibilities and deadlines.   | <b>S</b> | <b>N</b> | <b>U</b> |
| 5. Demonstrates a professional image in appearance and attitude.  | <b>S</b> | <b>N</b> | <b>U</b> |

Probationary/Temporary Nurses Only:   o Meets standards for permanency   o Does not meet standards for permanency

Evaluator's Signature: \_\_\_\_\_ Employee's Signature: \_\_\_\_\_

Evaluator's Name (Typed) \_\_\_\_\_ Employee's Name (Typed) \_\_\_\_\_

Evaluator's Title \_\_\_\_\_

# **EVALUATION PROFILE FOR CERTIFICATED SCHOOL NURSES: ITEM** **DESCRIPTORS**

## **A. PUPIL PROGRESS TOWARDS EXPECTED ACHIEVEMENT**

- A1. Health Data Compliance: Establish and maintains health records for all enrolled students; creates and implements a system for monitoring compliance of health mandates; consistently communicates with parents and students regarding timelines and due dates.
- A2. Assessing Health Status: Collects and uses multiple sources of information to assess students' health status.
- A3. Assessment as a Guide for Intervention: Uses a variety of assessment data to modify/guide case management.
- A4. Communicating Student Health Concerns: Regularly informs parents and students of individual progress and problems.
- A5. Administering Required Assessments: Administers required assessments, records data and completes required reports including parent notifications.

## **B. PROFESSIONAL TECHNIQUES AND STRATEGIES**

- B1. Assessment & Case Management Strategies: Effectively uses a wide repertoire of assessment methods and case management strategies to meet individual student needs.
- B2. Establishing Optimum Health Status: Effectively relates student health status and the ability to learn to staff, parents and students.
- B3. Compliance With Medication Standards: Consistently administers medications to students according to medical orders and written parent requests; trains, delegates and monitors unlicensed staff in Medication Standard of Practice; maintains medications in a safe and secure area.
- B4. Appropriate Care Plan Strategies: Develops and uses a repertoire of interventions and strategies to design appropriate student care plans.

## **C. ADHERENCE TO PROGRAM OBJECTIVES**

- C1. Knowledge of School Health Practices: Exhibits strong working knowledge of school health laws and regulations.
- C2. Establishing Minimum Standards: Implements program based on district standards.
- C3. Maintaining Health Records: Consistently document relevant data; updates students' health folders; prepares health records on all new-to-district students.
- C4. Providing Appropriate Health-Related Materials: Prepares and delivers health lessons appropriate to age and grade of students; provides health-related materials to staff and parents.
- C5. Implementing Department Procedures: Consistently refers to department Manual and Resource Book for guidance; uses approved forms and other written materials.

## **D. MAINTAINING HEALTH OFFICE CLIMATE & OPERATIONS**

- D1. Appropriate Environment: Consistently maintains an organized, safe and professionally attractive health office.
- D2. Supervision and Delegation: Continuously trains, monitors and supervises unlicensed staff who provide health care and administer medications to students.
- D3. Appropriate Nursing Care: Consistently implements health care based on the California Nurse Practice Act.
- D4. Climate of Inclusion and Mutual Respect: Demonstrates fairness, patience and humanness in dealing with students and staff; expresses optimism in the service to others.
- D5. Confidentiality: Consistently respects need for confidentiality; refrains from public discussion of students' health conditions; respects all information of a personal nature.
- D6. Minimizes Out-of-Class Time: Consistently manages office traffic and other mandates to support classroom instruction.

## **E. PROFESSIONAL DUTIES AND RESPONSIBILITIES**

- E1. Developing as a Professional: Sets professional goals and engages in professional activities to further develop school nursing skills.
- E2. Working with Others: Recognizes the importance of the establishment of a good working relationship with others; works with the student, parents, or others to provide the climate to effect improvement; demonstrates a willingness to share ideas and constructive suggestions with other personnel; cooperates with other staff members in a mutual effort to achieve success in the total school program.
- E3. Following Policies: Works within the framework of policies set by the District, school, and department.
- E4. Responsibilities and Deadlines: Submits required information promptly and accurately; assumes and discharges primary and adjunct responsibilities; arrives on time for scheduled classes and meetings; works a professional day.
- E5. Professional Image and Attitude: Demonstrates professional appearance and attitude to create a positive environment; makes constructive contributions to the school; adheres to standards of professional ethics; exercises discretion in dealing with confidential information listens to and makes use of constructive criticism and suggestions.

## SECTION 1

**POMONA UNIFIED SCHOOL DISTRICT**  
**EVALUATION PROFILE FOR CERTIFICATED SCHOOL NURSES**  
**COMMENTS**

Name \_\_\_\_\_ School \_\_\_\_\_ Position \_\_\_\_\_

**DIRECTIONS:**

- III.** Use this Comments page for specific commendations and for all “Needs Improvement” or “Unsatisfactory” ratings.
- IV.** Reference the Evaluation Profile item number (e.g., A1, B2, etc.) for each commendation or recommendation.
- V.** Align comments with the Evaluation Profile item descriptors listed on the back of the form and be as specific as possible with commendations and recommendations.

**Comments:**

Evaluator’s Signature \_\_\_\_\_ Employee’s Signature \_\_\_\_\_

Evaluator’s Name (Typed) \_\_\_\_\_ Employee’s Name (Typed) \_\_\_\_\_

Evaluator’s Title \_\_\_\_\_

Distribution: Original to employee; Copy 1 to Personnel; Copy 2 for Health Services file

SECTION 1