

Haysville USD #261
Employee Performance Review
District School Nurse

EMPLOYEE INFORMATION

Employee Name _____

Location _____

Job Classification _____

Evaluator Name _____

REVIEW GUIDELINES

Directions:

As with any evaluation process, the intent is to provide information that will enable the employee to improve job performance. Individuals needing to improve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Marginal" or "Unsatisfactory" shall include suggestions for improving performance.

Complete this Employee Evaluation using the following scale:

Outstanding – Performance is so successful at this element of your job that special note should be made.

Very Good – Performance at this level is consistently better than average.

Satisfactory – Performance is at or above the standards required.

Marginal – Performance is somewhat below the minimum standard for this element of your job. There appears to be, however, potential and the willingness to improve.

Unsatisfactory – Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

REVIEW OF ESSENTIAL JOB FUNCTIONS

1. Establish and maintain a comprehensive health program for students and employees of the district to ensure the health and safety of students and employees.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Provide emergency care and first aid for accidents and sudden illness of students until parents assume responsibility so students have the best possible care.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Demonstrate effective public relations skills necessary for the successful implementation of programs, the coordination of committees and to maintain productive relationships with colleagues, school personnel, parents, community resources, other health professionals and students to ensure a quality district health program.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

4. Conduct student health screenings for immunization status, vision and hearing screening, follow up of health issues noted, and consult with teachers and parents regarding health issues.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

5. Provide health room coverage by hiring and maintaining a list of health care providers for emergencies or illnesses ensuring an efficient and effective functioning of the school health program.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

6. Conduct effective staff development and in-service activities for district health care providers so nurses/health aides know best practices.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

7. Provide personnel with Blood Borne Pathogen procedures to meet OSHA standards.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

8. Organize, maintain, and report data and information related to health services in order to comply with all regulations.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

9. Communicate needs and make requests for materials/equipment in order to implement an effective school health program.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

10. Assist school administrators in developing school health programs to ensure quality programs are implemented.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

11. Assist school personnel in maintaining environmental standards in school to ensure a safe and healthy school environment.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

12. Work with community agencies to provide improved health services to promote community/school relations.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

13. Instruct teachers on screening students for health issues to empower teachers to respond appropriately to student health needs.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

14. Serve as a liaison between health professionals and the school system regarding the health needs of students to encourage communication between these entities.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

15. Recommend exclusion and readmission of students to comply with State and Board policy on infections and contagious diseases.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

16. Maintain a written individual health care plan for students with any special health care need and attend IEP meetings as required so students are properly served.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

17. Order and maintain all supplies for the school health program so staff and students have support.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

18. Assist with enrollment procedures by securing necessary health forms for so health information is documented.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

19. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

20. Perform other duties as assigned for the purpose of ensuring an efficient and effective functioning of the school health program.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

COMMENTS AND SIGNATURES

Evaluator Comments:

Employee Comments: _____

I have discussed this performance evaluation with the employee.

Evaluator's Signature

Date

I have reviewed this performance evaluation.

Administrator's Signature

Date

I have read this evaluation of my performance and discussed it with my evaluator.

Employee's Signature

Date