

# SUPERVISORY SCHOOL NURSE EVALUATION

(For Use by Medical Supervisor)

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School District \_\_\_\_\_

**Employee Name**

**Review Date**

	Superior Performance	Above Expectations	At Expectations	Needs Improvement	Unsatisfactory Performance	Not Applicable
	5	4	3	2	1	NA
1. In collaboration with educational staff and others, the supervisory school nurse provides leadership in the establishment and management of a coordinated school health program consistent with New Mexico guidelines, regulations, and statutes governing nursing and school health, as well as local school district policy by:						
a. Using available demographic, health, and school system data, to identify health needs of the student population.						
b. Developing surveys, questionnaires and other tools for obtaining information.						
c. Developing program goals, objectives, and action steps based on needs assessment.						
d. Assuming leadership in the establishment of a school health service advisory committee with representation from such groups as school administration, faculty, students, parents, and community providers.						
e. Coordinates planning with interdisciplinary colleagues at the national, state, and local levels, in the coordinated school health education human services program.						
f. Preparing and administering the health services budget; seeking opportunities to apply for outside sources of funding for the school health service program.						
2. Using the nursing process, the supervisory school nurse provides leadership in the planning and implementation of health care in collaboration with educational staff, and families, and to improve the educational success of students by:						
a. Employing, orienting and assigning qualified personnel to implement the school health program as appropriate.						

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	5	4	3	2	1	NA
b. Implementing communication systems which promote participatory management.						
c. Participating in the development of an interdisciplinary plan for each building to ensure that students in need of services are identified in a timely manner and that appropriate intervention is initiated.						
d. Developing and implementing written policies and procedures for the clinical services and programs addressing health issues such as immunizations, medication administration, services for children with special health care needs, school-wide injury prevention programs, special programs such as groups addressing eating disorders, smoking cessation and violence prevention.						
e. Developing and implementing documentation systems and data gathering systems at both the individual student level and programmatic level.						
f. Providing clinical consultation to the health education staff, physical educators and other administrative and teaching staff.						
g. Participating in interdisciplinary teams such as the crisis team and child abuse team, to ensure that integrated systems are in place which address the coordinated needs of the student population.						
h. Carrying out communicable disease prevention and infection control based on current guidelines for universal precautions, prevention of blood borne pathogen exposure and hazardous medical waste disposal.						
i. Assisting in the development of a district emergency care plan.						
j. Collaborating with other school administrators and teachers to promote a physically and psychologically healthy school environment.						
k. Promoting positive linkages and referral mechanisms to community providers for a range of services related to student health						



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e. Encouraging and training staff to tie educational goals to health goals.						
5. The supervisory school nurse applies nursing theory and core public health theory as the basis for decision making in the school setting while expanding knowledge and skills in response to student health needs by:						
a. Demonstrating current knowledge in such areas as: professional issues in school nursing, school and community health, communicable disease control, growth and development, health assessment, acute and chronic health conditions, injury prevention and emergency care, student issues, and legal/ethical health policy.						
b. Participating, where appropriate, in pilot projects/research projects related to school health.						
c. Collaborating with local schools of nursing to provide student practice in community health as well as to obtain nursing education resources.						
d. Assuming responsibility for continuing her/his own education and obtaining expert consultation, supervision and peer review as needed.						
e. Collaborating with local nursing education institutions and other health care providers and agencies to improve health care to students.						
f. Seeking opportunities to participate in nursing research and publishing when possible.						

**Comments:**

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Employee Signature/Date

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Evaluator Signature/Date