

Certificated Nursing Evaluation: Sample Evidence of Work

<p>1.0 Assessment</p>	<p>1.1 Performs annual review of health forms and records from providers and upon enrollment of students; seeks out information from parents/teachers/health care providers/others; reviews various health-related forms (asthma, seizures, diabetes, special procedures, medication, immunizations)</p> <p>1.2 Demonstrates proper physical assessment techniques; uses assessment tools appropriate to the situation; performs/utilizes results of individual and mass screening</p> <p>1.3 Uses appropriate documentation tools and forms; keeps professional nursing (SOAP notes/narrative notes/electronic records); Maintains student health records an nursing care plans</p>
<p>2.0 Diagnosis</p>	<p>2.1 Analyzes assessment data. Uses available care plans resources to derive diagnoses using standardized nursing language</p> <p>2.2 Documents identified health problem, issue, or nursing diagnosis on nursing care plans, classroom health care plans, case management forms using appropriate language</p>
<p>3.0 Outcome identification</p>	<p>3.1 Communicates with student, family, providers, and others regarding problem, expected outcome, available resources, time frame (conferences, letters, phone calls, home visits)</p> <p>3.2 Documents goals and expected outcomes on nursing care plans, and classroom health care plans using standardized language</p>
<p>4.0 Planning</p>	<p>4.1 Refers to care plan resources in development of plan; individualizes as appropriate for student's situation; develops interventions for each diagnosis in the care plan (IHPs, EAP, classroom health care plans, diabetic care plans, etc.)</p> <p>4.2 Participates in conferences with student and family; participates in interdisciplinary group meetings/ conferences; includes strategies that direct the care provided by others (UAPs or other designated caregivers)</p> <p>4.3 Uses standardized nursing language in the nursing care plan. Uses terminology appropriate for non-health care professionals in care plans that are shared with staff (EAP's, IHPs, classroom health care plans, etc.)</p>
<p>5.0 Implementation</p>	<p>5.1 Collaborates with students, family and caregivers on a regular basis by documentation</p> <p>5.2 Derives interventions from reputable, professional sources</p> <p>5.3 Identifies community resources and helps student and families access them</p> <p>5.4 Documents on nursing care plan, nursing notes, individual student health folder</p>

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	<p>5.5 Provides care to ill and injured according to standards of care; oversees delivery of prescribed interventions and supervises activities of caregivers</p> <p>5.6 Counsels students in such areas and refers to school counselors and outside agencies as needed</p> <p>5.7 Initiates plan per established procedure and provides oversight and supervision throughout the year</p>
5.A Coordination of Care	<p>5 A.1 Collaborates with principal to identify and designate UAPs who are best suited for delivery of care</p> <p>5 A.2 Provides individual and group education of staff members related to students' needs and plans of care; trains staff in performing health care tasks and procedures training records (medication administration, asthma care, diabetes care, seizure care, catheterizations, tube feedings, etc.)</p> <p>5A.3 Shares individual health plans with appropriate staff and monitors to ensure plan is followed</p> <p>5A.4 Maintains individual health folders, training rosters, delegation (skills training) records, quarterly medication audits</p>
5.B Health Teaching and Health Promotion	<p>5 B.1 Maintains records of teaching whether individual, or groups, maintains rosters/agendas</p> <p>5 B.2 Assists teachers/staff in providing health education instruction, Acts as a referral source for the school</p> <p>5 B.3 Provides education to various groups such as PTA, school staff, community groups; coordinates education of staff regarding diabetes, asthma, anaphylaxis, BBP, medication administration; interprets students' health needs to school personnel through interdisciplinary teams; shares EAP's, diabetic care plans and other plans of care with staff related to individual students</p> <p>5 B.4 Advocates for a school health advisory council in assigned schools</p> <p>5 B.5 Provides information on various health topics to school staff as needed or requested</p>
5.C Consultation	<p>5 C.1 Consults with nurse colleagues, nurse supervisor, health care providers, health agencies</p> <p>5 C.2 Solicits completion of appropriate order forms; records correspondence with providers and other professionals</p> <p>5C.3 Consults nurse colleagues, nurse supervisor, regional, state, and national consultants as needed</p>
6.0 Evaluation	<p>6.1 Provides systematic follow-up for students with ongoing or unresolved health issues; refers to plan on a regular basis to evaluate outcomes</p>

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	<p>6.2 Interacts with students, families, staff, providers in an effort to provide feedback and evaluate desired outcome; makes effort to secure care for identified problem</p> <p>6.3 Documents status of interventions/goals on appropriate records; maintains systematic record keeping for students with unresolved, pending issues.</p>
7.0 Ethics	<p>7.1 Reviews resources annually and refers to them as needed</p> <p>7.2 Labels records "Confidential" as appropriate</p> <p>Secures privacy of records whether hard copies or electronic</p> <p>7.3 Uses feedback from others and satisfaction surveys as part of self-evaluation</p>
8.0 Education	<p>8.1 Participates in CE offerings, maintains membership in professional organization</p> <p>8.2 Seeks out CE opportunities to develop or enhance clinical skills, maintains certifications/credentials for required work activities (CPR, screening skills, BBP updates, etc.); Subscribes to professional journals/school health-related websites; enrolls in advanced degree program</p> <p>8.3 Shares with colleagues in staff meetings, via e-mail, phone calls, program planning</p> <p>8.4 Maintains continuing education certificates, conference agendas</p> <p>8.5 Obtains initial certification within 3 years of hire date, recertifies every 5 years</p>
9.0 Evidence-Based Practice and Research	<p>9.1 Stays abreast of current health and practice issues; applies knowledge to practice</p> <p>9.2 Bases change on evidence-based practice and shares rationale with others so that they understand reason for change</p> <p>9.3 Actively participates in data collection as set forth by the school health program</p>
10.0 Quality of Practice	<p>10.1 introduces, initiates innovative ideas that improve practice</p> <p>10.2 Collects data for school health services reports and QI activities, Collects data for daily and monthly activity reports, performs quarterly medication audits, participates in ongoing review of policies and procedures, keeps record of ideas for changes and brings to staff meetings. Serves on QI committee</p>
11.0 Communication	<p>11.1 Determines formats that work best in individual situations (note home with student, phone call, home visit); communicates on level that student/families understand</p>

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	<p>11.2 Reports to principal or supervisor observations or concerns; provides written follow-up of concern</p> <p>11.3 Practices effective communicating with principal and school staff; establishes good rapport with students and families</p> <p>11.4 Initiates self-directed learning activities</p>
12.0 Leadership	<p>12.1 Demonstrates knowledge of philosophy and mission of the school district, Health Services purpose. Coordinated School Health Program, School Wellness Policy, and so forth.</p> <p>12.2 Collaborates with principal and supervisor and other leaders to enhance school health practices</p> <p>12.3 Maintains active membership in professional organizations, serves in leadership capacity of state or national School Nurse Association</p> <p>12.4 Serves on student interdisciplinary teams, 504 Team, School Health Advisory council, and so forth; Serves on health-related interagency councils, committees, and so forth</p> <p>12.5 Serves as health expert on such teams, bringing pertinent information to the group</p>
13.0 Collaboration	<p>13.1 Conferences with teachers, parents, providers, other support personnel, outside agencies; participates in interdisciplinary team meetings</p> <p>13.2 Identifies and case manages students whose health problem interferes with academic success; maintains documentation of interventions/activities using available forms and resources</p> <p>13.3 Shares information regarding community resources with families and school staff; assists families with connecting with resources</p>
14.0 Professional Practice	<p>14.1 Identifies strengths and areas for professional growth as a part of annual evaluation process; maintains artifacts of practice throughout school year based on professional standards of practice.</p> <p>14.2Solicits input from supervisor, peers, principals and others; uses that information to improve practice</p> <p>14.3 Seeks opportunities for professional growth to achieve goals</p> <p>14.4Seeks out opportunities for networking with others for own growth self-directed</p> <p>14.5Acknowledges mistakes and errors and identifies corrective course of action</p>
15.0 Resource Utilization	<p>15.1Maintains information related to available resources, contact names and numbers, etc.</p> <p>15.2Seeks new resources and shares information with colleagues;</p>

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	<p>actively participates in learning and applying technology</p> <p>15.3 Identifies students who do not have health insurance and provides outreach to families/refers students to available resources; documents referrals/outcome</p>
<p>16.0 Environmental Health</p>	<p>16.1 Supports and advocates for a safe environment by identifying and addressing issues with principal and appropriate school staff.</p> <p>16.2 Advocates for various aspects of school safety (tobacco free schools, sanitation, hygiene, air quality, playground and sports safety, substance abuse prevention, antibullying, and so forth)</p>
<p>17.0 Program Management</p>	<p>17.1 Maintains programs per health services protocol</p> <p>17.2 Implements new programs as identified by health services program or as identified in collaboration with individual principals</p>

Certificated Evaluation Nurses

Name: _____ Social Security: XXX-XX-_____

Department/Site: _____ Review Period: From _____ To _____

Job Title: _____ Employee Status: _____

Purpose

The evaluation procedure is a cooperative process designed to:

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|---|--|
| <ul style="list-style-type: none"> a. Promote the achievement of goals and objectives of the County Office and its programs; b. Provide a process of two-way communication to evaluate job performance; c. Clarify abilities and specific indicators most critical to job performance; | <ul style="list-style-type: none"> d. Offer suggestions and direction regarding desired performance and improvement; e. Increase the employee's understanding of performance from the supervisor's viewpoint; and f. Provide a formal method of recognizing staff achievement and growth. |
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Guide To The Ratings Determining Element Ratings and Overall Rating

Refer to Standards of Practice adopted by ANA for guidance on the rating of elements.

Rating Key

- 1 = Successfully Achieves Standards
- 2 = Making Satisfactory Progress
- 3 = Needs Improvement to Meet Standards
- 4 = Unsatisfactory - Does Not Meet Standards

ANA Standard 1: Assessment

	1	2	3	4	N/A
1.1 Collects and prioritizes comprehensive data based on the health care consumer's immediate condition or anticipated needs in a systematic and ongoing process.					
1.2 Uses appropriate evidence-based assessment techniques and instruments and tools.					
1.3 Documents relevant data in a retrievable format.					

ANA Standard 2: Diagnosis

	1	2	3	4	N/A
2.1 Derives the diagnoses or issues through analysis of a broad range of assessment data, including data from the student, family, school staff, and health care providers.					
2.2 Documents diagnoses or issues in a retrievable format that facilitates the determination of the expected outcomes and plan.					

ANA Standard 3: Outcomes Identification

	1	2	3	4	N/A
3.1 Involves the student, family, health care providers, and others in formulating expected outcomes when possible and appropriate.					
3.2 Uses standardized language or recognizable terminology to document the outcome in a retrievable form.					

ANA Standard 4: Planning

	1	2	3	4	N/A
4.1 Develops an individualized plan in partnership with the student's characteristics or situation that addresses each of the identified diagnoses, including emergency care provisions.					
4.2 Establishes the plan priorities with the family and others as appropriate and uses the plan to provide direction to other members of the health care team.					
4.3 Documents the plan in a manner that uses standardized language or recognized terminology.					

ANA Standard 5: Implementation

	1	2	3	4	N/A
5.1 Partners with the student, family, significant others, and caregivers as appropriate to implement the plan in a safe, realistic and timely manner.					
5.2 Uses evidence-based interventions and treatments specific to the diagnosis or problem.					
5.3 Uses community resources and systems to implement the plan.					
5.4 Documents implementation and any modifications, including changes or omissions of the identified plan in the appropriate health and educational records.					

ANA Standard 5: Implementation (cont.)	1	2	3	4	N/A
5.5 Provides medically prescribed interventions, including medication administration and medical/nursing treatments, and standard care of ill and injured health care consumers in the school community.					
5.6 Responds to health issues by providing counseling and crisis intervention when required in such areas as teen pregnancy, substance abuse, death of family members, suicide, child neglect, or abuse.					
5.7 Assumes responsibility for the safe and efficient implementation of the plan.					

ANA Standard 5A: Coordination of Care	1	2	3	4	N/A
5A.1 Advocates for the delivery of dignified, culturally competent, developmentally appropriate, and humane care by the interprofessional team.					
5A.2 Educates colleagues regarding implementation of the plan.					
5A.3 Incorporates the individualized health care plan into the student's educational day and after-school activities					
5A.4 Documents coordination of the care					

ANA Standard 5B: Health Teaching and Health Promotion	1	2	3	4	N/A
5B.1 Provides health teaching that addresses such topics as healthy lifestyles, risk-reducing behaviors, developmental needs, activities of daily living, and preventive self-care.					
5B.2 Provides general health education to the student body at large through classroom instruction or expert consultation.					
5B.3 Promotes health, wellness, self-care, and safety through education of the school community regarding health issues.					
5B.4 Promotes health principles through the Coordinated School Health Program.					
5B.5 Serves as a primary resource to school staff (and others, as appropriate) regarding health education.					

ANA Standard 5C: Consultation	1	2	3	4	N/A
5C.1 Seeks consultation with other health professionals					
5C.2 Documents consultation with other health care providers and other professionals to assure implementation of the plan.					
5C.3 Acquires knowledge through participation in formal or informal consultation to address issues in nursing practice.					

ANA Standard 6: Evaluation	1	2	3	4	N/A
6.1 Conducts a systematic, ongoing, and criterion-based evaluation of the outcomes prescribed by the plan and indicated timeline.					
6.2 Collaborates with the health care consumer and others involved in the care or situation in the evaluation process.					
6.3 Documents the results of the evaluation.					

ANA Standard 7: Ethics	1	2	3	4	N/A
7.1 Uses Code of Ethics for Nurses with Interpretive Statements; Guide to the Code of Ethics for Nurses: Interpretation and Application; Code of Ethics for the School Nurse and other appropriate resources to guide practice.					
7.2 Upholds health care consumer confidentiality within legal, regulatory, and ethical parameters of health and education.					
7.3 Integrates caring, kindness, and respect into nursing practice.					

ANA Standard 8: Education	1	2	3	4	N/A
8.1 Participates in ongoing educational activities related to professional issues.					
8.2 Seeks formal and independent learning experiences to develop and maintain clinical and professional skills and knowledge.					
8.3 Shares educational findings, experiences, and ideas with peers.					
8.4 Maintains professional records that provide evidence of competency and lifelong learning.					
8.5 Maintains national school nurse certification.					

ANA Standard 9: Evidence-Based Practice and Research	1	2	3	4	N/A
9.1 Uses current evidence-based nursing knowledge, including research findings, to guide practice.					
9.2 Incorporates evidence when initiating changes in school nursing practice.					
9.3 Participates in data collection such as surveys, pilot projects, and formal studies.					

ANA Standard 10: Quality of Practice	1	2	3	4	N/A
10.1 Uses creativity and innovation to enhance school nursing care.					
10.2 Participates in quality improvement activities. Identifies, collects, analyzes data; formulates recommendations and implements activities to improve school nursing practice.					

ANA Standard 11: Communication	1	2	3	4	N/A
11.1 Conveys information to health care consumers in formats that promote understanding.					
11.2 Discloses observations or concerns related to hazards, errors in care, or the practice environment to the appropriate level of administration.					
11.3 Uses communication as a strategy to achieve nursing goals.					
11.4 Seeks continuous improvement of won communication and conflict resolution skills.					

ANA Standard 12: Leadership	1	2	3	4	N/A
12.1 Incorporates the vision and goals of the school organization when planning care, and implementing and measuring progress of the individual student.					
12.2 Participates in efforts to influence school health, public health, and general health care policy.					
12.3 Participates in appropriate professional organizations in a membership or leadership capacity.					
12.4 Participates in committees, councils, or administrative teams in the school or other setting.					

ANA Standard 13: Collaboration	1	2	3	4	N/A
13.1 Partners with others to effect change and generate positive outcomes through the sharing of knowledge about the health care consumer and/or situation.					
13.2 Functions as a case manager in collaboration with the health care consumer and other professionals and agencies.					
13.3 Functions as a liaison between the family, school, and community.					

ANA Standard 14: Professional Practice	1	2	3	4	N/A
14.1 Engages in self-evaluation of practice, identifying areas of strength as well as areas in which professional development would be beneficial.					
14.2 Obtains informal feedback regarding one's own practice from clients, peers, professional colleagues, and others.					
14.3 Takes action to achieve goals identified during the evaluation process.					
14.4 Interacts with peers and colleagues to enhance one's own professional nursing practice or role performance.					
14.5 Takes corrective action to rectify a mistake and reduce future errors.					

ANA Standard 15: Resource Utilization	1	2	3	4	N/A
15.1 Identifies appropriate resources for assessed health care consumer care needs and desired outcomes.					
15.2 Advocates for resources, including technology, that enhance school nursing practice and health care delivery.					
15.3 Assists the health care consumer in securing appropriate available services, addressing needs across the health care continuum such as State Child Health Insurance Program.					

