

**McLean County Unit District No. 5**  
**Certified Nurse Evaluation Form**

Faculty Member \_\_\_\_\_

Homebase \_\_\_\_\_

Post Conference Date \_\_\_\_\_

Evaluator's Name \_\_\_\_\_

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**Domain 1: Planning and Assessment**

The certified school nurse sets goals, plans the resources to be used, and assesses student progress based upon knowledge of the health care needs. Planning and assessment focus upon implementation of state and district guidelines utilizing available resources.

**Knowledge/Goals**

- |    | <u>E</u>                 | <u>S</u>                 | <u>U</u>                 | <u>NA</u>                |  |
|----|--------------------------|--------------------------|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Displays appropriate knowledge of nursing theories and the physical, behavioral, public health and social sciences.                            |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Displays knowledge of typical student development, progress and exceptional patterns.  |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Develops short and long-range goals that are based on knowledge of the district policies and procedures, student diversity and nursing theory. |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sets, assesses and adjusts program goals in terms of desired student outcomes.   |

**Planning/Assessment**

- |    | <u>E</u>                 | <u>S</u>                 | <u>U</u>                 | <u>NA</u>                |   |
|----|--------------------------|--------------------------|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Works with administration and other groups to assess the student's health needs for the school and district.  |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Helps to develop plans to address health care deficits that are clear, meaningful and are aligned with state nursing standards and district guidelines.                         |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Assists in determining who will be responsible for implementation of strategies to meet the health care needs and how resources will be accessed.                               |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Selects and implements a variety of strategies to evaluate understanding of health care plans on an on-going basis and adjusts plans as needed to promote better understanding. |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provides timely feedback concerning delivery of health care services.   |

**Resources**

- |    | <u>E</u>                 | <u>S</u>                 | <u>U</u>                 | <u>NA</u>                |  |
|----|--------------------------|--------------------------|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Uses a variety of resources to enhance health care delivery.   |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Uses materials and techniques appropriate for the varied abilities, learning styles, and background of students. |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Integrates technology as appropriate.  |

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**Domain 1: Planning and Preparation – Cumulative Rating** - (Base rating on marks indicated above)

Excellent

Satisfactory

Unsatisfactory

(Record comments below to clarify items marked above)

**Strengths**

\_\_\_\_\_

**Weaknesses or Suggestions for Improvement**

\_\_\_\_\_

**DOMAIN ONE**

<b>PLANNING AND PREPARATION</b>	<b>Excellent</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
<b>Knowledge of the Discipline</b>	Certified School Nurse (CSN) displays extensive knowledge of nursing theory and practice as well as typical student development and remains current in that knowledge.	CSN displays basic knowledge of nursing theory and practice as well as typical student development and makes efforts to remain current in that knowledge.	CSN displays limited knowledge of nursing theory and practice as well as typical student development and does not remain current in that knowledge.
<b>Goals</b>	Develops clear goals that are aligned with district policies and procedures and nursing theory. Consistently assesses and adjusts these goals based on desired student outcomes.	Generally develops goals that are aligned with district policies and procedures and nursing theory. Selectively assesses and adjusts these goals based on desired student outcomes.	Fails to develop goals or develops goals that are unclear or unrelated to district policies and procedures and nursing theory. Rarely assesses and adjusts goals to meet desired student outcomes.
<b>Assessment</b>	Works cooperatively with others to assess student's health needs for the school and district on an on-going basis.	Works selectively to assess student's health needs for the school and district.	Fails to accurately assess the student's health needs for the school and district.
<b>Planning</b>	Consistently assists in developing plans that address health care deficits that are aligned with state nursing standards and district guidelines. Leader in determining who will be responsible for implementing and understanding plans, making adjustments as needed.	Selectively assists in developing plans to address health care deficits that are aligned with state nursing standards and district guidelines and to determine who will be responsible for implementation.	Makes limited attempts to develop plans to address health care deficits in the district and makes limited attempts to help to determine who will be responsible to implement.
<b>Resources</b>	Fully aware of district and community resources and actively seeks out and adapts materials to enhance student performance.	Aware of district resources and adapts materials to support student performance.	Unaware or has limited knowledge of district and community resources. Fails to adequately adapt materials to support student performance.

**Domain 2: Nursing Skills**

The certified school nurse uses a systematic approach to problem-solving in nursing practice involving assessment, nursing diagnosis, outcome identification, planning, implementation and evaluation to promote and encourage positive health lifestyles. The nurse effectively designs instructional lessons that address health issues so as to positively affect educational outcomes.

**Nursing Services**

- |    | <u>E</u>                 | <u>S</u>                 | <u>U</u>                 | <u>NA</u>                |   |
|----|--------------------------|--------------------------|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Utilizes the nursing process to assess, plan, implement and evaluate health deficiencies in the student. Develops a formal health care plan (HCP) as needed.  |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Communicates deficiencies appropriately.  |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Implements the health care plan (HCP), or empowers the student or responsible staff member to implement.  |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Continually monitors effectiveness of HCP, updating as needed.  |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provides health counseling for students, parents and staff.   |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Administers and monitors medication and treatment given in school, subject to district policy and procedure.  |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provides and facilitates screening for vision and hearing, and assesses physical, dental and immunization records to identify deficiencies. Makes appropriate referrals for diagnosis, treatment and remediation and follows up on these referrals. |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provides crisis intervention for students and/or staff in the event of sudden illness or injury.  |

**Implementation of Classroom and/or Small Group Teaching**

- |    | <u>E</u>                 | <u>S</u>                 | <u>U</u>                 | <u>NA</u>                |   |
|----|--------------------------|--------------------------|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Presents clear lesson objectives and thorough explanation of new content.                           |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Uses a variety of strategies to assist learners in meeting instructional goals.                     |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Engages students in activities and projects designed to elicit analytical and constructive thought. |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provides appropriate accommodations for students as needed.   |

**Domain 2: Instructional Delivery – Cumulative Rating** - (Based on rating on marks indicated above) Excellent Satisfactory Unsatisfactory

(Record comments below to clarify items marked above)

**Strengths**

\_\_\_\_\_

**Weaknesses or Suggestions for Improvement**

\_\_\_\_\_

## DOMAIN TWO

NURSING SKILLS	Excellent	Satisfactory	Unsatisfactory
Nursing Services			
<b>Assessment, Planning and Communication</b>	Certified School Nurse (CSN) accurately assesses health information, and a well laid plan of action (either formal or informal) is developed. Communication is shared only with staff that has a legitimate educational interest (Family Education Rights Protection Act).	CSN adequately assesses health information and makes plans to address deficiencies. Communication is typically shared on a need-to-know basis.	CSN does not accurately assess health information, plans are not formulated or communication is not complete.
<b>Nursing Skills</b>	Takes ownership of the Health Care Plan (HCP) by either implementing it herself and/or training others to implement in her absence. Effectiveness of plan is continually evaluated and adjusted.	Implements the HCP herself and/or trains others to implement in her absence. The effectiveness of the plan is evaluated and updated.	Lacks leadership in addressing who will implement HCP. Health care needs go unaddressed.
<b>Nursing Services</b>	Provides counseling and proactive health intervention strategies for students, problem-solves with families and offers consultation for health-related concerns for staff.	Upon request, offers counseling and health intervention strategies for students, families and school staff.	Rarely offers appropriate counseling to students, families or staff.
	Consistently and accurately adheres to district policy and procedure in administering medications and treatments.	Adheres to district policy and procedure in the administration of medications and treatments.	Disregards district policy when distributing medications and/or providing treatments.
	Conducts screenings and makes timely referrals for remediation of deficiencies. Resources for remediation are recommended.	Screens appropriately and refers for remediation of deficiencies. Provides resources if asked.	Frequently does not complete screenings and referrals in a timely manner. Rarely connects referrals with resources.
<b>Crisis Intervention</b>	Calmly and appropriately triages and responds to crises as they occur. Evaluates incident afterwards and makes suggestions for change if needed.	Appropriately triages and responds to crises as they occur.	Does not respond appropriately to crises.
<b>Classroom/Small Group Teaching</b>			
<b>Concept Development</b>	Ensures that lesson presentation supports student understanding of concepts, relationships and skills. Uses a variety of strategies and attends to the needs of diverse learners.	Works so that lesson presentation provides an understanding of concepts, relationships, and skills through the use of a variety of strategies. Considers learner diversity.	Presents unstructured lessons or fails to promote student's understanding of concepts, relationships or skills. Does not consider learner diversity.
<b>Activities and Projects</b>	Ensures that students are appropriately engaged in activities and explorations that lead to new learning. Accommodates information to match student ability.	Works so that students are appropriately engaged in activities and explorations that are suited to their needs and abilities.	Fails to appropriately engage students; activities or explorations are inappropriate for students in terms of age, background or readiness.

**Domain 3: Health Promotion Environment**

The certified school nurse establishes and maintains a comprehensive school health program to meet the unique and diverse needs of the students, staff and parents of the school community in order to facilitate the mission of the educational system. The school nurse maintains a professional and supportive atmosphere and uses time productively.

**Program Management**

- |    | <u>E</u>                 | <u>S</u>                 | <u>U</u>                 | <u>NA</u>                |   |
|----|--------------------------|--------------------------|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provides a comprehensive school health program where “best practice” through research is consistently used. |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Participates in the development and maintenance of school health policies and procedures.                   |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Recommends modification of school programs for students with a health deficiency.                           |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Assists or serves as a resource in the development of formal and informal health education.                 |

**Office Climate**

- |    | <u>E</u>                 | <u>S</u>                 | <u>U</u>                 | <u>NA</u>                |   |
|----|--------------------------|--------------------------|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fosters a safe, supportive, confidential environment.                         |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Establishes rapport, respects students and recognizes individual differences. |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Promotes high expectations for learning and achievement.                      |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Communicates developmentally appropriate behavior to students.                |

**Productive Use of Time, Classroom Procedures and Resources**

- |    | <u>E</u>                 | <u>S</u>                 | <u>U</u>                 | <u>NA</u>                |   |
|----|--------------------------|--------------------------|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Manages nursing responsibilities and duties efficiently.          |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Prioritizes tasks effectively.                                    |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Demonstrates flexibility in meeting the health needs of students. |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Maintains effective and safe use of nursing/learning environment. |

**Domain 3: Classroom Environment – Cumulative Rating** - (Based on rating on marks indicated above)

Excellent                       Satisfactory                       Unsatisfactory

(Record comments below to clarify items marked above)

**Strengths**

\_\_\_\_\_

**Weaknesses or Suggestions for Improvement**

\_\_\_\_\_

### DOMAIN THREE

<b>HEALTH PROMOTION ENVIRONMENT</b>	<b>Excellent</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
<b>Program Management</b>	The Certified School Nurse (CSN) takes ownership of the total school health program by developing and maintaining school health policies and procedures, recommending modifications of school programs to address a health deficiency, and assisting teachers in the development of health education plans.	The CSN usually participates in the development and maintenance of school health policies and procedures, recommends modifications of school programs as needed, and assists teachers in the development of health education plans when asked.	The CSN fails to assist in any of the following areas when asked: policy and procedure development and maintenance, modification of school health programs for students, and/or development of health education plans.
<b>Office Climate</b>	Maintains a safe, professional and supportive climate where confidentiality is achieved. An atmosphere of mutual caring and respect is evident. Promotes clear behavioral and high learning/achievement expectations for the student.	Maintains a comfortable office climate where confidentiality is achieved. Nurse-student interactions are usually positive and appropriate. Holds students accountable for behavioral and learning expectations.	Does not promote an office climate that is safe and supportive; frequently fails to establish rapport and open communication with students. Does not respect confidentiality. Does not clearly promote behavioral and learning expectations.
<b>Productive Use of Time, Classroom Procedures and Resources</b>	Establishes efficient routines and prioritizes and completes tasks effectively, demonstrating flexibility in the varied, daily routine. Arranges room to facilitate safe and effective environment.	Manages tasks sufficiently to accomplish goals, and is usually flexible in adapting to the varied, daily demands. Typically arranges room to facilitate safe and effective environment.	Appears to have no set routine, manages tasks in a haphazard manner and may be inflexible. Arranges room in an unsafe and ineffective environment.

**Domain 4: Professional Expectations**

The certified school nurse understands the role of communication in education and collaboration with other professionals, parents and caregivers to meet the health, developmental and educational needs of students. The school nurse maintains standards of professional conduct, meets policy requirements and grows professionally.

**Relationship and Communication with School Community****E** **S** **U** **NA**

1.     Works cooperatively with other school staff.
2.     Displays a professional attitude and demeanor in working with staff, students and parents.
3.     Enhances home-school relationships; gains the respect and cooperation of students and parents.
4.     Contacts staff, parents and community professionals via oral and/or written communication regarding student health-related issues as needed.

**Professional Growth and Responsibilities****E** **S** **U** **NA**

1.     Participates in professional growth/staff development opportunities.
2.     Seeks professional expertise of administrators, mentors, and other colleagues to improve performance.
3.     Participates and provides leadership in school activities and district projects.
4.     Adheres to school and district policies and professional standards.
5.     Completes reports and records in a consistently accurate and timely fashion.
6.     Demonstrates professional judgment relating to discipline, confidentiality, and use of language.

**Domain 4: Professional Expectations – Cumulative Rating** - (Base rating on marks indicated above) Excellent Satisfactory Unsatisfactory

(Record comments below to clarify items marked above)

**Strengths**

\_\_\_\_\_

**Weakness or Suggestions for Improvement**

\_\_\_\_\_

\_\_\_\_\_  
Evaluator\_\_\_\_\_  
Date\_\_\_\_\_  
Certified Staff Member\_\_\_\_\_  
Date

## DOMAIN FOUR

<b>PROFESSIONAL EXPECTATIONS</b>	<b>Excellent</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
<b>Relationship to Staff, Students and Parents</b>	Certified School Nurse (CSN) takes initiative and assumes leadership in working to provide supportive and collaborative relationships with others.	CSN maintains cordial and cooperative relationships with others to fulfill the duties that the school or district requires.	CSN's relationships with others is negative or self-serving thus failing to fulfill the duties the school or district requires.
<b>Communication/ Public Relations</b>	Provides frequent and appropriate information about student health-related issues to parents and staff. Responds proactively and sensitively to student or parent concerns.	Provides information about student health-related issues to parents and staff on a regular basis and provides needed response to student or parent concerns.	Rarely provides vital information about student health related issues to parents and staff. Responds insensitively or inappropriately to student or parent concerns.
<b>Professional Growth</b>	Seeks opportunity for professional development thus enhancing instruction or skills.	Participates in professional activities to enhance instruction or skills.	Engages in very limited or no professional activities to enhance instruction or skills.
<b>Professional Responsibilities</b>	Demonstrates the highest professional judgment and follows school and district policies.	Adheres to appropriate professional standards and follows school and district policies.	Acts unprofessionally or does not follow school and district policies resulting in some students being ill served by the school.