

**REGISTERED NURSE (RN)
Summative Appraisal Form**

Name _____ School Location _____

Appraisal Period: From _____ to _____ Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

JOB PERFORMANCE STATEMENTS

Nursing Services

- ____1. Provides temporary and emergency care for sick and injured students or staff according to district policy and procedures.
- ____2. Serves as health advocate for students such as referring students regarding needs for eyeglasses and other student needs.
- ____3. Notifies parents of accident or illness and secures medical care for students in emergency cases (if parents or emergency contact cannot be reached).
- ____4. Coordinates management system to administer medications to students at school. Administer medications according to district policy and procedures.
- ____5. Performs screening procedures as required by Texas Department of Health, Texas Educational Agency and district policy. Makes referrals as necessary.
- ____6. Evaluate campus health program and make changes based on findings.
- ____7. Utilizes computer and technology as needed.

- ____ 8. Contributes to a safe and sanitary school environment by observing environmental factors and conveying concerns regarding sanitation or safety hazards to the principal or designee.

COMMENTS: _____

Instruction

- ____ 9. Participates in development of campus health education curriculum and provides health education to individuals and groups as needed

- ____ 10. Provides health counseling and instruction to individual students.

COMMENTS: _____

Consultation

- ____ 11. Serves as health liaison between school, physicians, parents, and community.

- ____ 12. Assesses student problems and makes appropriate referrals working with students, teachers, parents and medical and health care professionals as needed.

- ____ 13. Participate in crisis core team, and school committees as designated by principal

- ____ 14. Participates in assessment and reporting of suspected child abuse and/or neglect.

- ____ 15. Makes home visits to help with student health problems as necessary with permission of principal.

- ____ 16. Communicates regularly with principal and health services coordinator regarding health services issues.

COMMENTS: _____

Administration

- ____ 17. Reviews and evaluates immunization records.

- ____ 18. Supervises and trains nurse aide(s) in clinic procedures and responsibilities according to district policy.

- ____ 19. Compiles, maintains, and files all physical and computerized reports, records, and other documents required, including clinic records and accurate, updated health records on all students.

- ____ 20. Requisitions supplies and equipment needed to maintain clinic inventory.

- ____ 21. Complies with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy in health services area.

- ____ 22. Reports potential health and safety hazards to principal.

____23. Complies with all district and campus routines and regulations.

COMMENTS: _____

Professional Development

____24. Maintains certification in CPR, vision and hearing screening, and as a health screener.

____25. Models behavior that is professional, ethical, and responsible.

COMMENTS: _____

Other

____26. Performs other duties assigned by supervisor.

____27. Maintains confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

____28. Directs the work of assigned nurse aide(s).

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success for students on this campus/department?

Summative Conference Comments:

Recommendation of Evaluator: I have read and received a copy of this evaluation. I have reviewed this instrument.

- Renewal and/or Extension of Assignment
- Non-renewal of Assignment
- Termination of Assignment
- Non-extension of Assignment

Administrator (Print Name)

Date

Administrator's (Signature)

Date

Employee's Signature

Date