

**NURSE ASSISTANT  
Summative Appraisal Form**

Name \_\_\_\_\_

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**

**Health Services**

- \_\_\_\_ 1. Carries out first aid and emergency procedures for ill and injured students as directed by school nurse.
- \_\_\_\_ 2. Administers medication to students according to board policy and district procedures; maintains accurate log of medications dispensed.
- \_\_\_\_ 3. Assists with screening activities including measuring height and weight, testing vision and hearing, and examining scalp.
- \_\_\_\_ 4. Escorts students to and from Nurse's Office and assists students with disabilities as necessary.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Safety**

- \_\_\_\_ 5. Uses Universal Precautions Procedures when cleaning all body spills and providing wound care.

\_\_\_\_6. Keeps nurse's office clean and sanitary.

**COMMENTS:** \_\_\_\_\_

**Clerical**

\_\_\_\_7. Records information on student health records.

\_\_\_\_8. Compiles, maintains, and files all physical and computerized reports, records, and other documents required, including accurate, updated health records on all students.

\_\_\_\_9. Prepares correspondence, reports, and records using personal computer

\_\_\_\_10. Maintains a daily log of health office activities, including reportable accidents, communicable disease data, and referrals to school nurse.

\_\_\_\_11. Maintains clinic supply inventory and requests supplies as needed.

\_\_\_\_12. Prepares and arranges bulletin boards, displays, models, etc.

\_\_\_\_13. Answers phones and takes/delivers messages as needed.

**COMMENTS:** \_\_\_\_\_

**Compliance**

\_\_\_\_14. 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.

\_\_\_\_15. Complies with all district and campus routines and regulations.

**COMMENTS:** \_\_\_\_\_

**Other**

\_\_\_\_16. Performs other duties assigned by supervisor.

\_\_\_\_17. Maintains confidentiality of information.

**COMMENTS:** \_\_\_\_\_

What strengths does \_\_\_\_\_ possess?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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Summative Conference Comments:

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**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