

MGSD NURSE SERVICES
ANNUAL PERFORMANCE CHECKLIST

To be completed by Principal or Assistant Principal who is most familiar with the health professional's responsibilities and daily duties.

Please complete and email this form to Sandy Albert (salbert@mgsd.k12.nc.us).

Reported by _____ School _____

MGSD Nurse _____ Date _____

Please use the following scale:

NR = No response (*don't have sufficient information to respond/didn't observe*)

1 = Seldom or never

2 = Usually (40-70% of the time)

3 = Frequently (71-90% of the time)

4 = Almost always or always (91-100% of the time)

Assessing and Addressing Student Needs

Upon referral or identification of a child with special health needs, the Nurse...

- **Assesses needs of students and offers appropriate interventions**
NR 1 2 3 4

- **Assists school in removing barriers to learning such as absenteeism, misbehavior or lack of tangible resources related to a health/wellness issue**
NR 1 2 3 4

- **When invited into parent conferences an appropriate assessment and plan is developed to address the students health/wellness issues**
NR 1 2 3 4

- **Communicates effectively with school staff, parents and community agencies to formulate intervention strategies**
NR 1 2 3 4

- **Advocates for student and parent rights in accordance with established regulations and procedures**
NR 1 2 3 4

- **After identifying problem areas with family and providing interventions the nurse gives feedback to school staff to the degree ethically within the boundaries of client confidentiality**
NR 1 2 3 4

Comments:

Coordination and Liaison Activities

- **Effectively coordinates resources to address tangible, health/wellness and emotional needs of students and their families**
NR 1 2 3 4
- **Establishes a relationship with parents that leads to effective communication**
NR 1 2 3 4
- **Effectively communicates in consultation with school personnel**
NR 1 2 3 4
- **Effectively communicates with community agencies staff on behalf of the client and or school**
NR 1 2 3 4

Comments:

Program Management

- **Prioritizes in order to respond promptly to emergencies with the student or their family**
NR 1 2 3 4
- **Follows through on commitments to all stakeholders**
NR 1 2 3 4
- **Effectively interprets district procedures related to:**
 - Attendance
NR 1 2 3 4
 - Academic performance
NR 1 2 3 4
 - Child abuse, neglect and dependency
NR 1 2 3 4
- **Encourages referrals by being responsive in a timely manner for consultation with staff and parents either in person, by phone or email**
NR 1 2 3 4

Comments:

Educational Requirement(s) and Continuous Learning

- **Attained and maintains appropriate certification to practice nursing in a public school setting**

NR 1 2 3 4

- **Follows the procedures and protocols outlined in the National Professional Standards of Nursing aligned with requirements from NCDPI and local policy.**

NR 1 2 3 4

- **Shares and applies knowledge of current trends and issues in public health through membership in professional organization(s), attending professional trainings and/or conferences, and staying abreast of the latest health legislation(s).**

NR 1 2 3 4

Comments:

Overall Strengths:

Areas of Improvement with Suggested Actions Steps:

Nurse Comments:

Principal/Asst. Principal Signature & Date

Nurse Signature & Date