School Nurse Beginning of the Year Conference

Employee: _____ School: _____

Subject(s): _____ Grade Level(s): _____ Date: _____

Instructions: By October 15th, the employee and administrator will review the Counselor Instructions Self-Reflection and determine any additional components to be evaluated. For each domain, the employee and administrator will agree upon the artifacts and evidence to be submitted by the employee. This document will be maintained in the employee file at the school or electronically on the OASYS system.

Domain 1- Planning and Preparation

1a. Demonstrating understanding of medical knowledge, skill in nursing techniques, and knowledge of child and adolescent development	
Daily log documentation	☐
Physical assessment	☐
Parent education materials	☐
Observable evidence by supervisor	☐

Domain 2 - The Environment

2a. Creating an environment of respect and rapport	
Newsletters	☐
Parent letters/emails	☐
Web page information	☐
Feedback from team members and peers regarding interactions	☐
Observable evidence by supervisor	☐

2b. Establishing a culture for health and wellness	
Posters	☐
Healthy living theme events	☐
Presentations to students/staff	☐
Observable evidence by supervisor	☐

2c. Following health protocols and procedures	
Incident reports	☐
School immunization and TB screening compliance	☐
Staff training (medic first aid, UAP, epi pen)	☐
Observable evidence by supervisor	☐

Domain 3- Delivery of Service

3a. Using knowledge of student educational programs and services to collaborate with and support different stakeholders	
Individual health care plans	☐
Charting/documentation	☐
Referrals to community agencies/health providers	☐
Observable evidence by supervisor	☐

3b. Using knowledge of educational impact of prescribed medication upon a student's academic progress	
Student medication authorization documentation	☐
Individual health care plan	☐
Student daily log	☐
Observable evidence by supervisor	☐

3d. Assessing student needs and managing emergency situations	
Student individual health care plan	☐
Student emergency action plan	☐
Observable evidence by supervisor	☐

Domain 4 - Personal and Professional Responsibilities

4b. Maintaining health records in accordance with policy and submitting reports in a timely fashion	
Student yellow health folders	☐
Medication log	☐
Daily log	☐
State of Alaska annual immunization self-assessment survey	☐
School tuberculin Testing report	☐
Observable evidence by supervisor	☐

4c. Communicating with families and communities and developing collaborative relationships	
Parent letters/emails	☐
Newsletters	☐
Communication logs	☐
Observable evidence by supervisor	☐

4e. Demonstrating professionalism, including integrity, advocacy, and maintaining confidentiality	
Joining professional organizations	☐
Conference documentation	☐
Cohorts/taking classes	☐
Maintaining good peer relationships/staff	☐
Regular attendance at scheduled nurses meetings	☐
PD attendance in content area	
Observable evidence by supervisor	☐

Comments/Other:

Employee Signature _____ Date _____

Evaluator Signature _____ Date _____