School Nurse Formal Observation

Employee: _____ **School(s):** _____ **Date:** _____

Evaluator: _____ **Subject:** _____

Domain 1: Planning and Preparation

Component	Unsatisfactory	Basic	Proficient	Exemplary
1a. Demonstrating understanding of medical knowledge, skill in nursing techniques, and knowledge of child and adolescent development *(Required)*	☐ School nurse demonstrates limited understanding of medical knowledge and its application to nursing practice and limited knowledge of child and adolescent development.	☐ School nurse demonstrates basic understanding of medical knowledge and nursing practice and displays basic knowledge of child and adolescent development.	☐ School nurse demonstrates solid understanding of medical knowledge and skill in nursing techniques and is able to apply it to nursing practice in a variety of settings. Displays accurate understanding of the typical development characteristics of the age group.	☐ School nurse demonstrates extensive understanding of medical knowledge, concepts, and nursing practice. Uses a variety of knowledge and data to provide a variety of approaches in addressing student health issues. Displays accurate understanding of the typical developmental characteristics of the age group, as well as exceptions to the general patterns.
Evidence				
1b. Establishing goals for the nursing program appropriate to the setting and the students served	☐ School nurse has limited goals for nursing practice, or they are inappropriate to either the situation or the age of the students.	☐ School nurse's goals for nursing practice are basic to the situation and the age of the students.	☐ School nurse's goals for nursing practice are clear and appropriate to the situation in the school and to the age of the students.	☐ School nurse's goals for the nursing practice are highly appropriate to the situation in the school and to the age of the students and have been developed following consultations with students, parents, and colleagues.
Evidence				
1c. Demonstrates knowledge needed to develop the nursing program for both individuals and groups of students, integrated with the regular school program, utilizing community resources, state regulations, and district policies	☐ School nurse demonstrates limited knowledge of the coordinated school health model and does not effectively incorporate the use of resources available through the school or district or community.	☐ School nurse displays basic awareness of the coordinated school health program/ integrated care delivery model incorporating the use of state regulations, utilization of community resources and District policies for students available through the school or District.	☐ School nurse utilizes and coordinates a school health program/integrated care delivery model incorporating the use of state regulations, utilization of community resources, and District policies for students available through the school and/or District.	☐ School nurse's coordinated school health program/integrated plan of care delivery model is highly coherent and serves to support not only the students individually and in groups, but also the broader educational program utilizing a wide variety of state regulations and resources in the school, District, and community.
Evidence				

Domain 2: The Environment

Component	Unsatisfactory	Basic	Proficient	Exemplary
2a. Creating an environment of respect and rapport *(Required)*	☐ School nurse has little awareness of communication style and effective communication. School nurse's interactions with students, parents, and staff are mostly negative, inappropriate, or insensitive to age, cultural backgrounds, and developmental backgrounds.	☐ School nurse's interactions with students, staff and parents reflect occasional inconsistencies with limited understanding of age, culture and developmental level. The school nurse has limited skills in using effective styles of communication for maintaining relationships with students, parents, and staff.	☐ School nurse's interactions with students, staff, and parents are positive and respectful. The interactions are appropriate to the ages, cultures, and developmental levels of the students. The school nurse strives to build and maintain relationships by sharing information on health issues confidentially and privately.	☐ The school nurse demonstrates positive and effective communication while building and maintaining relationships in the school and community with students, staff, parents, and the broader health providers. The school nurse strives to protect privacy and confidentiality while promoting and modeling ethical practices for communication with staff, administration, and the community beyond the school setting.
Evidence				
2b. Establishing a culture for health and wellness *(Required)*	☐ School nurse makes few attempts to establish a culture for health and wellness in the school as a whole or among students or teachers.	☐ School nurse's attempts to promote a culture for health and wellness throughout the school are inconsistent.	☐ School nurse promotes a culture throughout the school for health and wellness, and takes an active role to ensure that environmental health and safety concepts are a priority throughout the school community.	☐ School nurse strives to promote a culture of wellness through support of environmentally sound practices. The culture of wellness and health are facilitated by the school nurse's knowledge of health and safety best practices in order to promote education for the entire school.
Evidence				
2c. Following health protocol and procedures *(Required)*	☐ School nurse's procedures for the nursing practice are nonexistent or in disarray.	☐ School nurse has rudimentary and limited procedures for nursing practice.	☐ School nurse effectively establishes and follows protocols and procedures to maintain student health and safety. The school nurse demonstrates effective organization in nursing practice.	☐ School nurse utilizes evidence based data and practice to effectively establish and follow protocols and procedures to maintain student health and safety. The school nurse's organization reflects the anticipation of unexpected situations and the ability to address them.
Evidence				
2d. Managing expectations for protocols and practice	☐ School nurse demonstrates limited implementation of guidelines for delegated duties or understanding of the guidelines is unclear. Nurse does not mentor non licensed personnel and substitute nurse activities.	☐ School Nurse's efforts to implement established guidelines for delegated duties are basic. School nurse inconsistently mentors non licensed personnel and substitute nurse activities.	☐ School nurse effectively implements established guidelines for delegating duties to non licensed personnel, and substitute nurses.	☐ School nurse's mentoring is subtle and professional. Mentoring provides the knowledge and time to empower the non licensed personnel and substitute nurses to work safely and independently following established protocols.
Evidence				

Domain 3: Delivery of Service

Component	Unsatisfactory	Basic	Proficient	Exemplary
3a. Using knowledge of student educational programs and services to collaborate with and support different stakeholders *(Required)*	☐ The school nurse has a limited knowledge of special education laws pertaining to IHP, EHP's, IEP's, and section 504 (ADA), and of the process of creating a basic Individual Education Plan for an identified student with a medical need.	☐ The school nurse has a basic knowledge of special education laws pertaining to IHP, EHP's, IEP's, and section 504 (ADA), and of the process of creating a basic Individual Education Plan for an identified student with a medical need.	☐ he school nurse has a thorough understanding of special education laws pertaining to IHP, EHP's, IEP's and section 504 (ADA) and participates in developing goals that are educationally relevant to individual medical needs.	☐ The school nurse has a thorough understanding of special education laws pertaining to IHP, EHP's, IEP's and section 504 (ADA). School nurse participates in developing goals that are educationally relevant to an individual's medical needs and collaborates with other school personnel, parents, students and appropriate outside community agencies to provide necessary accommodations in the educational setting addressing specific health and wellness interests.
Evidence				
3b. Using knowledge of educational impact of prescribed medication upon a student's academic progress *(Required)*	☐ School nurse demonstrates a limited knowledge of medication and side effects. The connection to academic progress is usually missing.	☐ School nurse demonstrates a basic knowledge of medication and side effects. School nurse inconsistently notes the impact on a child's academic progress.	☐ School nurse demonstrates knowledge of medication, side effects, and their impact on a child's academic progress. The educational impact is shared with the educational team.	☐ School nurse demonstrates extensive knowledge of medications, side effects, and their impact on a child's academic progress, which is documented with student data. The educational impact is shared with the educational team and collaborates with the team to adjust the educational program secondary to the medication impact. Nurse demonstrates the application of best practice concerning medication practice.
Evidence				
3c. Promoting wellness through classes, classroom presentations, and community activities	☐ School nurse is unaware of how to develop a presentation and how to use age appropriate strategies for presentations. School nurse is resistant to provide educational programs when the need is present.	☐ School nurse's efforts to promote wellness through classroom presentations are inconsistent in the ability to deliver current health knowledge with age appropriate classroom management.	☐ School nurse's presentations result in students and families acquiring the knowledge and attitudes that help them adopt a healthy lifestyle. The classroom or school presentations will reflect current health knowledge and age appropriate classroom management.	☐ School nurse initiates effective collaboration with district or broader community colleagues in developing classroom presentations and instructional lessons and units that include additional resources for wellness from outside of the school, and support students to assume an active role in the school in promoting a healthy lifestyle.
Evidence				

Domain 3: Delivery of Service *(Continued)*

Component	Unsatisfactory	Basic	Proficient	Exemplary
3d. Assessing student needs and managing emergency situations *(Required)*	☐ School nurse does a minimal assessment of student needs, or the assessments result in inaccurate conclusions. Nurse has no contingency plans for emergency situations.	☐ School nurse does a basic assessment of student needs. Plans for emergency situations have been developed for the most frequently occurring situations but not others.	☐ School nurse assesses student needs using the nursing process and individualizing a plan of action when necessary. The school nurse will also communicate with teachers and staff to put individualized interventions into action. The school nurse develops emergency action plans as needed.	☐ School nurse conducts detailed and individualized assessment of student needs to contribute to program planning. Individualized planning is based on available data and best practice. School nurse understands the roles and responsibilities as a health resource professional by advocating for students, staff, families and community. School nurse developed emergency action plans are thorough and concise. The nurse has trained students and teachers in their responsibilities in case of emergencies.
Evidence				
3e. Demonstrating flexibility and responsiveness	☐ School nurse adheres to the plan or program, in spite of evidence of its inadequacy.	☐ School nurse makes modest or inconsistent changes in the nursing program when confronted with evidence of the need for change.	☐ School Nurse makes revisions in the nursing program when they are needed.	☐ School nurse is continually seeking ways to improve the nursing program and makes changes as needed based upon feedback from student's families, or teachers.
Evidence				

Domain 4: Professional Responsibilities

Component	Unsatisfactory	Basic	Proficient	Exemplary
4a. Reflecting on nursing practice	☐ School nurse minimally reflects on practice, and the reflections are often inaccurate or self- serving.	☐ School nurse's reflection on practice is moderately accurate and objective without citing specific examples and with only global suggestions as to how it might be improved.	☐ School nurse's reflection provides an accurate and objective description of practice, citing specific positive and negative characteristics. School nurse makes some specific suggestions as to how the nursing program might be improved.	☐ School nurse's reflection is highly accurate and perceptive, citing specific examples and evidence based practice. School nurse utilizes an extensive understanding of best practice to suggest alternative strategies.
Evidence				
4b. Maintaining health records in accordance with policy and submitting them in a timely fashion *(Required)*	☐ School nurse's medical reviews, records, and documentation are missing, late, or inaccurate, resulting in confusion.	☐ School nurse's medical reviews, records, and documentation reflect basic information, are inconsistent, and/or are occasionally late.	☐ School nurse's medical reviews, records, and documentation are accurate, thorough, and are submitted in a timely manner.	☐ School nurse's medical reviews, records, and documentation are accurate, comprehensive, and are submitted in a timely manner. School nurse synthesizes the information gathered and utilizes it to appropriately collaborate with related service providers to maintain accuracy in programming.
Evidence				

Domain 4: Professional Responsbilities *(Continued)*

Component	Unsatisfactory	Basic	Proficient	Exemplary
4c. Communicating with families and communities and develops collaborative relationships *(Required)*	☐ School nurse provides limited information to families about District health services. School nurse does not provide or inconsistently provides resources.	☐ School nurse provides basic information to families about District health services and available resources.	☐ School nurse identifies and provides thorough and accurate information to families about District health services as a whole. School Nurse informs families about its impact on health and wellness in the school setting.	☐ School nurse does a health and wellness needs assessment and seeks resources for the District based on that assessment. School nurse is proactive in providing information to families about health services and resources to meet their individual needs.
Evidence				
4d. Growing individually and collectively as a professional	☐ School nurse's relationships with colleagues are negative or self-serving, and nurse avoids being involved in required school and District events and projects. School nurse does not participate in professional development activities, even when such activities are clearly needed for the development of school nursing skills.	☐ School nurse's relationships with colleagues are cordial, and school nurse participates in school and District events and projects when specifically requested. School nurse participation in professional development activities is limited to those that are convenient or are required.	☐ School nurse participates actively in professional development activities within and outside of the District and maintains positive and productive relationships with colleagues. School nurse seeks out opportunities for professional development based on an individual assessment of need.	☐ School nurse makes a substantial contribution to school, District, and community events and projects and assumes leadership role with colleagues. School nurse actively pursues professional development opportunities, and makes a substantial contribution to the profession through such activities as offering workshops to colleagues.
Evidence				
4f. Demonstrating professionalism including integrity, advocacy, and maintaining confidentiality *(Required)*	☐ School nurse displays dishonesty in interactions with colleagues, students, and the public; violates principles of confidentiality. School nurse does not comply with school, district, and professional regulations even when directed.	☐ School nurse interacts honestly however shows inconsistencies in maintaining confidentiality with colleagues, students, and the public and in advocacy of students. School nurse minimally complies or requires prompting to comply with school, district, and professional regulations.	☐ School nurse displays high standards of honesty, integrity, and confidentiality in interactions with colleagues, students, and the public; advocates for students when needed. School nurse complies fully with school and District regulations.	☐ School nurse can be counted on to hold the highest standards of honesty, integrity, and confidentiality based on the professional code of ethics. School Nurse takes a leadership role in advocating for students with colleagues. School Nurse complies fully with school and District regulations, taking a leadership role with colleagues.
Evidence				