NURSE APPRAISAL FORM

Name_____ **Evaluation period**_____

Position_____ **Department/campus**_____

Evaluator_____ **Title**_____

Rating scale:			
	O	Outstanding	Performance significantly exceeds expectations
	E	Exceeds expectations	Performance exceeds expectations
	M	Meets expectations	Performance meets expectations
	I	Improvement indicated	Performance is below expectations
	U	Unsatisfactory	Performance does not meet expectations

Directions: Use the following descriptors to rate each performance area. Determine the overall job performance by reviewing all ratings. Supporting comments must be given for a rating of (O) outstanding, (I) improvement indicated, or (U) unsatisfactory.

Rating	General responsibilities and skills
_____	**Performance area: School and community relations** Participates in school and community activities Works cooperatively with others Demonstrates knowledge of district policies and procedures Participates in meetings, training, and special events Follows appropriate lines of authority Adheres to state, district, and campus policies, regulatiosn, and procedures **Comments:**
_____	**Performance area: Planning and organization** Sets goals with supervisor Completes tasks in a timely and accurate manner Keeps records organized, up-to-date, and accurate Disseminates information on a timely and periodic basis **Comments:**
_____	**Performance area: Communication** Communicates in a clear, effective, and informative manner Writes and speaks in an understandable and organized manner Communicates role and program related to the district's mission and goals Promotes positive interactions with the community **Comments:**

_____	**Performance area: Job knowledge and skills** Demonstrates knowledge of job requirements Bases recommendations and decisions on data, knowledge, and experience Provides leadership and direction for improvement in areas of responsibility Evaluates and analyzes results to determine effectiveness Uses innovations and current developments in areas of responsibility **Comments:**
_____	**Performance area: Professional growth and development** Participates in self-evaluation Cooperatively sets goals that reflect feedback from evaluation process Seeks self-improvement ideas **Comments:**
	Specialized responsibilities and skills
_____	**Performance area: Prepares a safe and appropriate health-care program to identify needs for each campus assigned** Assesses health promotion, protection, and care needs of each campus Systematically collects, compiles, and analyzes pertinent student health data Formulates goals for campus health services program based on district priorities and campus needs Prepares a plan for both problem intervention and prevention Confers regularly with campus administration to review and revise plan **Comments:**

_____	**Performance area: Demonstrates ability in implementing campus health-care program to support district mission and goals** Maintains a safe, clean, and orderly work area Develops an effective system for the acquisition, maintenance, and use of supplies and equip ment for the school health facility Provides a private and comfortable environment for emergency health care and health-care counseling Effectively performs emergency first aid to meet student and staff needs Authorizes appropriate exclusion and readmission of students according to district policy Manages school health facility through effective management of students **Comments:**
_____	**Performance area: Demonstrates proficiency in nursing skills** Organizes campus health facility to provide for efficient ongoing school health care Clearly communicates health assessments, screening results, and medical or specialist consulta

	tion reports to parents and appropriate school personnel Demonstrates skill in collecting data using a variety of appropriate methods: interviewing, screening, observing, and reviewing records Demonstrates appropriate use of crisis intervention procedures Establishes safe systems of medication administration and communicable disease containment **Comments:**
_____	**Performance area: Demonstrates health teaching skills and provides services to the school community** Implements self-care concept into plan of campus activities Provides appropriate assistance to teachers of health education Makes health information accessible to staff, students, and parents Identifies candidates for referral to special programs **Comments:**
_____	**Performance area:**

Performance goals

General comments

Employee comments

Overall performance rating (check one)

❑ **Outstanding** ❑ **Exceeds Expectations** ❑ **Meets Expectations**

❑ **Improvement Indicated** ❑ **Unsatisfactory**

This evaluation has been discussed with me by my supervisor. I have read and received a copy of it.

_____ _____

Employee signature Date Evaluator signature Date

_____

Reviewer signature Date