

EVALUATION INSTRUMENT

SCHOOL NURSE

Employee: _____

School Year: _____

Ratings:

1
Excellent

2
Satisfactory

3
Needs Improvement

4
Unsatisfactory

5
Not Observed

Performance Duties

Essential Skills:

Rating

1. Establish and maintain an appropriate working relationship with students, staff, and community members. _____
2. Serve as a resource and consultant to staff relative to health issues. _____
3. Maintain up-to-date cumulative health record for every student. _____
4. Administer medication and treatment prescribed by physicians. _____
5. Make recommendation to primary care physician on health needs of individual students. _____
6. Assume authority, in absence of a physician, for the care of a student who has suffered an injury or emergency illness. _____
7. Administer first-aid in accordance with established first aid procedures. _____
8. Assist school personnel in maintaining sanitary standards in the schools. _____

Other Skills/Duties:

1. Conduct school health service, including keeping record of immunizations and vision screening. _____
2. Assume responsibility for selection and referral of students in need of medical and dental care. _____
3. Report to parents, school personnel, physicians, clinic, and other agencies on school medical matters. _____
4. Observe students on a regular basis to detect health needs. _____
5. Visit student homes when necessary. _____
6. Participate with school staff in developing and implementing total school health program. _____
7. Contact homes of children referred by principals. _____
8. Advise modification of the educational program to meet health needs of individual students. _____
9. Prepare and submit reports for the superintendent and the SD Department of Health. _____
10. Authorize exclusion and readmission of students in connection with infectious and contagious diseases. _____
11. Advise teachers on health matters, particularly regarding screening for student health defects. _____
12. Attend committee meetings and conferences regarding health service and health curriculum. _____
13. Participate in in-service training programs. _____

Comments:

Employee signature indicates only that the evaluation has been discussed with the employee.

Employee Signature

Date

Evaluator Signature

Date