

STATEMENT OF PURPOSE:

All school nurses should participate in the evaluation of the school's health services and their own professional practice.

AUTHORIZATION/LEGAL REFERENCES:

16 V.S.A Chapter 3 § 165 – Standards of quality for public schools
<http://legislature.vermont.gov/statutes/section/16/003/00165>

Education Quality Standards - State Board Rule 2000 – 2121, 2121.4, 2121.
<http://education.vermont.gov/sites/aoe/files/documents/edu-state-board-rules-series-2000.pdf>

Vermont Standards Board for Professional Educators - Rules Governing the Licensing of Educators and the Preparation of Educational Professionals, Rule Series 5100:
<http://education.vermont.gov/sites/aoe/files/documents/edu-educator-quality-licensing-rules-082217.pdf> (pg. 134-140)

REQUIRED SCHOOL NURSE/ASSOCIATE SCHOOL NURSE ROLES:

All School nurses must have required AOE School Nurse/Associate School Nurse Licensure. This licensure (and renewal) is an online process. Supporting documents will need to be uploaded. Develop a portfolio or folder for necessary documentation such as proof of required licensure and certification as well as personal learning and professional development activities.

RECOMMENDED SCHOOL NURSE/ASSOCIATE SCHOOL NURSE ROLES:

Develop performance indicators and yearly goals with administration. These criteria should be based on professional nursing practices and include ongoing self-assessment and professional development. See sample policies, procedures and forms below.

Establish a system of data collection to support:

- Health services utilization, Individual Health Care Plans and maintenance of confidential student health information
- Yearly performance indicators and goals
- Required state reports
- Routine reports that reflect health services usage and the impact of those services on student education. Submit to school administrators and school board.

RESOURCES:

CT State Department of Education, 2009; Competency in School Nursing Practice
http://www.sde.ct.gov/sde/lib/sde/PDF/deps/student/health/Nursing_Competencies.pdf

Center for Disease Control (CDC); School Health Index
<https://www.cdc.gov/healthyschools/shi/index.htm>

Connecticut State Department of Education: School Nurse Competency Evaluation Summary

http://www.sde.ct.gov/sde/lib/sde/pdf/deps/student/health/school_nurse_competency_evaluation_summary.pdf

Danielson, C., 2007. *Professional Practice: A Framework for Teaching*. Association for Supervision and Curriculum Development, Alexandria, VA.

Family Educational Rights and Privacy Act (FERPA)

<https://www2.ed.gov/policy/gen/guid/fpco/pdf/ferpa-disaster-guidance.pdf>

National Association of School Nurses

- Code of Ethics
<https://www.nasn.org/nasn/nasn-resources/professional-topics/codeofethics>
- Standards of Practice
- https://portal.nasn.org/members_online/members/viewitem.asp?item=S001&catalog=MAN&pn=1&af=NASN
- Uniform Data Set -- Step Up and Be Counted
<http://www.nasn.org/Research/StepUpBeCounted>

Nursing Theory (2013) Patricia Benner's Contribution to Nursing Theory: From Novice to Expert Concept:
<http://nursing-theory.org/theories-and-models/from-novice-to-expert.php>

Somerville, D.C. (2012). *Managing School Nurse Performance for Success*. In (Ed.) Carol C. Costante, *School Nurse Administrators: Leadership and Management* (pp. 231-255). Silver Spring, MD: National Association of School Nurses.

Whole School, Whole Community, Whole Child

<http://www.healthvermont.gov/children-youth-families/school-health/whole-school-whole-community-whole-child>

Vermont Agency of Education:

- Activities That Qualify For Professional Learning Credits, VT AOE
<http://education.vermont.gov/sites/aoe/files/documents/edu-educator-quality-vsbspe-professional-learning-activities.pdf>
- Educational Support Teams (Act 117)
- <http://www.leg.state.vt.us/docs/2000/acts/ACT117.HTM>
- Interagency Team Meetings (Act 264)
- <http://mentalhealth.vermont.gov/children-youth-and-family-services/act-264-interagency-agreement>
- Relicensing Process for VT. Educators, VT AOE
http://education.vermont.gov/sites/aoe/files/documents/edu-educator-quality-vermont-relicensure-process_0.pdf
- Vermont State Board of Education Manual of Rules and Practices, Section 5432
<http://education.vermont.gov/sites/aoe/files/documents/edu-state-board-rules-series-5000.pdf>

Vermont Department of Health

- Standards of Practice, School Health Services Manual
<http://www.healthvermont.gov/family/school/standards-practice-school-health-services-manual>
- It's OK to Ask: <http://oktoaskvt.org/>
- VDH School Entry information
http://www.healthvermont.gov/sites/default/files/documents/2017/03/ID_IZ_K12_schoolentry_iz_requirements.pdf

SAMPLE PRINTABLE FORMS, TOOLS, AND LINKS:

Sample School Health Services Evaluation Tool

Sample School Nurse Performance Evaluation Sample Tool 1

Sample School Nurse Performance Evaluation Sample Too 2

Sample Monthly Report Form

Sample School Health Services Evaluation Tool

School Health Services Evaluation [Page 1 of 2]

	Comments
Does school meet School Quality Standards (i.e. full-time school nurse to student ratio 1/500)	
Purpose and scope of the school health program has been defined by written policies and procedures (HIV, Crisis Response, Child Abuse and Substance Abuse, Head Injuries, Medication Administration, Stock Epinephrine Auto-injector procedure plan, Communicable Disease, etc.).	
Specific written school health procedures are available, for example; Delegation, Health Care Plans, *Substitute Plans. *see pertinent chapters in VT School Health Standards of Practice manual	
Uses consultative services, i.e. physician, Vermont Department of Health and Agency of Education (AOE).	
Health Service Personnel are certified in First Aid and CPR	
Cumulative health records are maintained and kept following AOE rules and school procedure	
The school health services program undergoes annual evaluation	
Have protocols for annually updating student health information	
Provide 504/IEP Input and other student-centered staff meeting input on students with health / medical issues	
Provide input on <u>Educational Support Teams (Act 117)</u> (see Resources for link)	
Provide input on <u>Interagency Team Meetings (Act 264)</u> (see Resources for link)	
There is a written job description for the School Nurse/Associate School Nurse	
There is a written job description for all health service assistive health personnel, i.e. RNs, LPNs Unlicensed Assistive Personnel (UAP)	
A School Nurse Supervisor/Coordinator is available for consultation	
Screenings are conducted as described in the Standards of Practice: School Health Manual and State Board of Education Rules.	
Students with specific health needs, i.e. students with disabilities or those managing chronic illness, etc. are identified and have IHPs (individual healthcare plans).	
The School Nurse/Assoc. School Nurse is responsible for participating in the appropriate placement of students with health needs	
School health office/workspace provides for confidential treatment and record keeping, appropriate infection control measures, and is accessible to every student	
Selected data is collected and entered on the School Health Surveys to be completed by January 1 for VT Dept. of Health	
School nurse participates on a Coordinated School Health Team	
Acts as a health education resource and a liaison to the school community on health and medical issues.	
There are facilities for good hand hygiene and a computer available to the nurse	

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Additional comments:

Evaluation completed by: _____

Signature: _____

Date: _____

SAMPLE Performance Evaluation tool.1

SCHOOL NURSE EVALUATION [Page 1 of 3]

Nurse _____ Date _____
 School _____ School Year _____

SCHOOL AND COMMUNITY:	meets responsibilities	see comments
• Provides health-related advice and support to students, staff and families	()	()
• Participates in kindergarten registration	()	()
• Serves as resource for Health Education	()	()
• Serves as member of educational support team/IEP/504 meetings	()	()
• Participates in faculty meetings	()	()
• Monitors school grounds for a safe and healthful environment	()	()
• Promotes wellness within the school community	()	()
• Serves as liaison between school and community health professionals	()	()
• Consults with administration on school health policies and procedures	()	()
SCHOOL HEALTH SERVICES MANAGEMENT:	meets responsibilities	see comments
• Oversees and practices health services in accordance with state law and school policy and protocols	()	()
• Provides mandated annual vision and hearing screenings	()	()
• Provides and practices communicable disease control measures and reports as required	()	()

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SCHOOL HEALTH SERVICES	meets responsibilities	see comments
<ul style="list-style-type: none"> Evaluates immunization records for compliance with VT state requirements and promotes access to accurate immunization information, i.e. It's OK to Ask and VDH School Entry Information (see Resources above, for links) 	()	()
<ul style="list-style-type: none"> Maintains accurate student health records 	()	()
<ul style="list-style-type: none"> Plans, implements and evaluates individualized healthcare plans (IHPs) for students as needed 	()	()
<ul style="list-style-type: none"> Provides health services for illness, injuries and other health conditions 	()	()
<ul style="list-style-type: none"> Acts as mandated reporter and resource in suspected cases of child abuse 	()	()
<ul style="list-style-type: none"> Addresses personal hygiene issues as as needed 	()	()
<ul style="list-style-type: none"> Makes medical referrals as needed 	()	()
<ul style="list-style-type: none"> Advises principal and staff on student health issues guided by FERPA 	()	()
<ul style="list-style-type: none"> Prepares and submits state health reports 	()	()
<ul style="list-style-type: none"> Administers medications and treatments according to the VT nurse practice act 	()	()
<ul style="list-style-type: none"> Interprets health data for staff 	()	()
<ul style="list-style-type: none"> Demonstrates skills in organizing and implementing school health services 	()	()
<ul style="list-style-type: none"> Demonstrate effective communication and interpersonal relation skills 	()	()

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PROFESSIONAL ACTIVITY: _____ meets _____ see _____
 _____ responsibilities _____ comments _____

Credentials:

- Registered Nurse () ()
- VT AOE School Nurse/Associate () ()
 School Nurse Certification
- Current CPR Certification () ()
- National Certified School Nurse () ()

Workshops, Conferences, Courses attended this year:

Activity	hours/credits	date

COMMENTS:

School nurse signature _____ date _____

Evaluator/supervisor signature _____ date _____

Evaluator/supervisor name _____ title _____

(Evaluation of nursing skills/competencies must be done by a VT Registered Nurse.)

PERFORMANCE EVALUATION Sample.2

Connecticut State Department of Education: School Nurse Competency Evaluation Summary (June 2014) [page 1 of 3]

School Nurse _____
 School _____ School Year _____

Following completion of the School Nurse Competencies Self-Evaluation Tool*, the School Nurse Competency Evaluation Summary is then completed by the nursing supervisor in collaboration with the school nurse. The ranking for each standard is determined by the most frequent level of performance in meeting the measures for each standard based on the information in the Self-Evaluation Tool (e.g., the Assessment Standard has five measures to determine competence and if the nurse is proficient at least three of these measures, the overall ranking would be proficient). The final evaluation score is based on a combination of the final competency score and accomplishment of professional and district wide goals.

*The School Nurse Competencies Self-Evaluation Tool should be completed in its entirety the first year of implementation of this evaluation system. In subsequent years, it should be reviewed, dated and when there has been a change in the rating of proficiency for one or more of the standards, it should be documented with evidence.

Exemplary (EXP) – substantially exceeding indicators of performance.	Proficient (PRO) – Meeting indicators of performance.
Developing (DEV) – meeting some indicators of performance but not others.	Below Standard – Not meeting indicators of performance

STANDARDS	Below Standard (1)	DEV (2)	PRO (3)	EXP (4)
STANDARD 1 - ASSESSMENT: The school nurse collects comprehensive data pertinent to the healthcare consumer’s health/ or the situation.				
STANDARD 2 - DIAGNOSIS: The school nurse analyzes the assessment data to determine the nursing diagnoses or issues.				
STANDARD 3 - OUTCOMES IDENTIFICATION: The school nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.				
STANDARD 4 - PLANNING: The school nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.				
STANDARD 5 - INTERVENTION: The school nurse implements the interventions identified in the plan.				
STANDARD 5A - COORDINATION OF CARE: The school nurse coordinates care delivery.				
STANDARD 5B - HEALTH TEACHING AND HEALTH PROMOTION: The school nurse uses strategies to promote a healthy and a safe environment, especially regarding health education.				

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STANDARD 5C - CONSULTATION: The school nurse provides consultation to influence the identified plan, enhance the abilities of others, and effect change.				
STANDARD 6 - EVALUATION: The school nurse evaluates progress toward attainment of outcomes.				
STANDARD 7 - ETHICS: The school nurse practices ethically.				
STANDARD 8 - EDUCATION: The school nurse attains knowledge and competency that reflect current nursing practice.				
STANDARD 9 - EVIDENCED-BASED PRACTICE AND RESEARCH: The school nurse integrates evidence and research findings into practice.				
STANDARD 10 - QUALITY OF PRACTICE: The school nurse contributes to quality nursing practice.				
STANDARD 11 - COMMUNICATION: The school nurse communicates effectively in a variety of formats in all areas of nursing practice.				
STANDARD 12 - LEADERSHIP: The school nurse provides leadership in the professional practice setting and the profession.				
STANDARD 13 - COLLABORATION: The school nurse collaborates with the healthcare consumer, family, and others in the conduct of nursing practice.				
STANDARD 14 - PROFESSIONAL PRACTICE EVALUATION: The school nurse evaluates one’s own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules and regulations.				
STANDARD 15 - RESOURCE UTILIZATION: The school nurse utilizes appropriate resources to plan and provide nursing services that are safe, effective, and financially responsible.				
STANDARD 16 - ENVIRONMENTAL HEALTH: The school nurse practices in an environmentally safe and healthy manner.				
STANDARD 17 - PROGRAM MANAGEMENT: The school nurse manages school health services.				
Total competency score				

Current Goals:

1. Professional Goal: _____
2. District-wide Goal: _____

Final Rating	Score
Total competency	
Professional Goal	
District-wide Goal	

Final Summative Rating

Exemplary	Proficient	Developing	Below Standard
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Signature of School Nurse: _____ Date: _____

Signature of School Nurse Supervisor: _____ Date: _____

Comments from Building Administrator (e.g. adherence to district policies, organization, communication skills, team work/collaboration, interaction with families and students, day to day non-clinical skills):

Signature of Building Administrator: _____ Date: _____

*Staff member's signature indicates that he or she has read this document.
It does not indicate agreement or disagreement with its content, except for self-evaluation.*

Rating Rubrics

Rating Table for Competencies

Insert numeric value on School Nurse Performance Evaluation Summary for each standard based on the following rating:

Exemplary (EXP) – 4

Proficient (PROF) – 3

Developing (DEV) – 2

Below Standard – 1

Student Learning Objective Goals (SLO Goals)

Rating Score for:

Professional Goals/District-wide Goal

Goal	Rating
Did Not Meet	1
Partially Met	2
Met	3
Exceeded	4

Rating Score for SLO Goals

Goal	Rating	Raw Score
Did Not Meet	1	25
Partially Met	2	50
Met	3	75
Exceeded	4	100

Final Rating Scale:

School Nurse Indicator	Final School Nursing Rating
Below 34	Below Standard
35-55	Developing
56-78	Proficient
79-100	Exemplary

Sample Monthly Report Form

Monthly Health Services Report (page 1 of 2)

	Office Visit Types						
	Injury / First aid	Illness assessment	Mental/Behavioral Health Support	Individual Health Ed.	Other Encounters	Scheduled Meds	Scheduled procedures
Student Encounters with RN							
Student Encounters with LPN							
Student Encounters with UAP							
Encounters about Staff health							

Health Services Activity: the number of student and staff encounters this month (do not count screenings or casual conversations). Unlicensed Assistive Personnel = (UAP)

	Collaboration/Referrals About Student Issues						
With	School Staff	Parents	Area Health/Mental Health Providers	Regional Agencies	Local Non-Profit Orgs	IEP/504 Meetings	Education Support Meetings
By School/Assoc. SN							
By Health Office Staff							

Monthly Health Services Report (page 2 of 2)

Health Services Activity; number of student and staff encounters this month (do not count screenings or casual conversations). Unlicensed Assistive Personnel (UAP)

Disposition of individuals who are seen in the health office

	Community Collaboration (for the promotion of student/staff health wellness)						
	Community Crisis Prep Planning	Coordinated School Health Team	As a Health Educator (AOE Health Ed. Endorsement)	Health Policy/ Procedure Development	School Nurse Team Meeting	School Board Meeting	Other Encounters , e.g. Staff wellness
School Nurse							
School Nurse Leader							

	Students	Staff
Total visits for month		
Dismissed from school due to illness/non -injury		
Dismissed from school due to injury		
Returned to class with in 1 hour		
Remained in health office 1 hour or more		
Dismissed to EMS/911		

Month: _____ Year: _____

Signature: _____ Date: _____