

Name of procedure: Health Services Nurse Monitoring Form
Supplies Needed: See below

Name of Nurse_____

School Assigned_____

Rating Scale: Exceeds expectations (3)
Meets expectations (2)
Needs Improvement (1)

I. Personal Professional Characteristics	3	2	1	Comments
1. Attendance				
a. Punctuality				
b. properly notifies supervisor with leave requests in a timely manner (sick and personal)				
c. notifies supervisor before leaving assigned school.				
2. Complies with dress code:				
a. Uniform and appearance is neat Professional and well kept.				
3. Communicates in a professional manner And effectively when dealing with students, Parents and staff.				
4. Is prompt and accurate in handling records And reports.				
a. Uses teacher request forms properly				
b. Monthly Reports				
c. Educates teachers/staff on individual care plans and obtains all needed signatures in a timely manner.				

Personal Professional Characteristics Cont:	3	2	1	Comments
c. Daily logs				
e. Pediculosis screenings/documentation				
6. Exhibits professional attitude/conduct.				
7. Shows a willingness to improve.				
8. Notifies supervisor re: student needs and Events of the day.				
II. Skills and Knowledge				
1. Follows medication guidelines for Administration of medication as directed by The ABN.				
2. Medication drawers are organized with Medications labeled properly and forms are completed correctly with all required signatures.				
3. Medication cabinet is locked at all times with all meds stored in cabinet drawers. (No meds left outside locked cabinet)				
4. Maintains a current list of medication Assistants at assigned school and monitors Them as delegated by the RN.				
a. Initial Check off and Monitoring				
b. Second semester monitoring				
5. Holds a current CPR card				
Handles first aid and emergency care Calmly and efficiently				
6. Maintains a current list of all CPR certified Staff				
7. Coordinates AED drill team and has an Accurate list of all members and responsibilities./ AED check sheet up to date				
8. Conducts AED drill once per semester as Stated in the AED Protocol.				

9. Resource manual and protocols are easily Accessible and used by nurse				
10. Classes/instruction to students/faculty				
a. Information Pamphlets/handouts/bulletin Boards.				
III. Health Room Management				
1. Maintains a safe and clean health room				
a. Sinks & counter tops disinfected				
b. Table paper changed, cots and sick room Furniture cleaned after each use.				
c. All surfaces dusted and/or cleaned daily				
2. Nebulizer left at school should be cleaned After each use and properly stored.				
3. All supplies are stored in their proper place.				
4. Any utensils (spoons/glasses etc.) used Should be cleaned and returned to their proper location.				
5. Plans and requests health room supplies in In advance.				
6. Organizational skills present with regards to room and other duties				
a. Sub Folder up to date				
c. Supplies (forms, penlights, thermometer, Keys) easy to locate				

Signature of Nurse

Date

Signature of Supervising RN

Date

Comments _____

SAMPLE