

GUIDELINES for SCHOOL NURSE OBSERVATION RECORD

1. Personal Appearance and Manner
 - a. Is clean and well-groomed
 - b. Shows respect, concern and warmth for others
 - c. Speaks clearly - uses good English - has a pleasant voice
2. Emotional Stability
 - a. Is calm and mature in reactions - shows good judgment
 - b. Has a cheerful disposition
 - c. Shows confidence, poise, and relaxation
 - d. Realizes the importance of having a "sense of humor"
 - e. Is positive in outlook
3. Reliability
 - a. Ensures that all requirements of the State Department of Health are completed
 - b. Can be depended upon to fulfill school obligations
 - c. Completes assigned tasks
 - d. Uses supplies and equipment efficiently
 - e. Observes school hours
4. Staff Relations
 - a. Cooperates with administrators, supervisors, and colleagues
 - b. Communicates to staff in regard to health programs and special health problems
 - c. Uses discretion in speaking of her/his school, students, administrators, board of education, colleagues, and parents.
 - d. Accepts group decisions without necessarily agreeing
 - e. Accepts constructive criticism or recognition
 - f. Volunteers to share in staff responsibilities
 - g. Considers own program a part of the total school program
 - h. Adjusts to changes in procedures
5. Community Relationships
 - a. Works and cooperates with parents
 - b. Supports activities which strengthen school/community ties

- c. Is knowledgeable about community resources and has a good relationship with community agencies
- d. Gathers information from other community resources and provides information to the appropriate school personnel

6. Services Provided to Students/Families

- a. Assists in the prevention and control of communicable diseases
- b. Recognizes needs of individual students and works with them to
- c. When the school is not able to provide all of the services or resources needed by students, the nurse will assist students/parents in locating

7. Professional Qualities

- a. Meets certification requirements of the Department of Education and Cultural Affairs
- b. Is proud of her/his profession and attempts to promote respect for it
- c. Complies with administrative requests
- d. Does not abuse privileges
- e. Is growing professionally through study, experimentation and participation in professional activities
- f. Self-evaluates and works to improve when necessary
- g. Initiates or participates in activities designed to meet the needs of the school district
- h. Possesses adequate knowledge and competency basic to the nursing profession
- i. Is actively involved in the dissemination of relevant information to staff, students, and/or parents

HURON PUBLIC SCHOOLS SCHOOL NURSE OBSERVATION RECORD

Nurse _____ Observation Dates _____

This observation record is to be completed by the supervising principal. Following a conference with the nurse observed, signed copies will be distributed.

Key: S - Satisfactory NI - Needs Improvement
 U - Unsatisfactory NO - Not Observed

	S	NI	U	NO
1. Personal Appearance and Manner				
2. Emotional Stability				
3. Reliability				
4. Staff Relations				
5. Community Relationships				
6. Services Provided to Students/Families				
7. Professional Qualities				

OBSERVER'S SUGGESTIONS AND/OR COMMENTS:

Upon request, nurses will be allowed to retain their written evaluation for two (2) school days before signing and returning it to the administrator.

NURSE'S COMMENTS:

I certify that the above has been read
and discussed with me:

I certify that the above has been read
and discussed with me:

Nurse's Signature

Date

Observer's Signature

Date

