

EVALUATION OF HEALTH SERVICES

STATEMENT OF PURPOSE:

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

AUTHORIZATION/LEGAL REFERENCE:

- 16 V.S.A Chapter 3 § 165 – Standards of quality for public schools
<http://www.leg.state.vt.us/statutes/fullsection.cfm?Title=16&Chapter=003&Section=00165>
- School Quality Standards, Sections 2120.4, 2120.5 and 2120.8
Vermont State Board of Education Manual of Rules and Practices, Section 5432
<http://education.vermont.gov/new/html/board/rules.html>

REQUIRED SCHOOL NURSE/ASSOCIATE SCHOOL NURSE ROLES:

Develop a portfolio for documentation of personal learning and professional growth (i.e. professional workshops and courses, presentations to educational staff, evidence of liaison work with community partners and develop forms used in communication and record keeping).

SUGGESTED SCHOOL NURSE/ASSOCIATE SCHOOL NURSE ROLES:

Develop performance indicators and yearly goals with administration. These criteria should be based on professional nursing practices. For example:

- Participation in professional meetings.
- Interactions with parents and students.
- Execution of interventions in safe and appropriate manner.
- Processes for referral of health needs to medical home.

Establish a system of data collection to support performance indicators, yearly goals and completion of required reports (School Health Surveys, and VDH immunization report).

Develop process for reporting health service use and analysis of health coverage based on need.

Make recommendations to administration about ways to improve school health services.

Complete the CDC School Health Index

Vermont Standards of Practice; School Health Services



Evaluation
Section 14
Updated 4/7/2010 Approved by Joint SHC 5/17/2010

Maintain a Monthly report; indicate counts of health services provided, to be submitted to school administration 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://apps.nccd.cdc.gov/shi/default.aspx>

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

Sample Policies, Procedures and Forms

School health services evaluation tool
School Nurse Performance Evaluation tool
Sample Monthly Report Form

School Health Services Evaluation

	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 (HIV, Crisis Response, Child Abuse and Substance Abuse).	
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, DOH and DOE.	
Personnel are certified in First Aid and CPR	
Cumulative health records are maintained and kept following DOE rules and school procedure	
The school health services program undergoes periodic evaluation	
Have protocols for annually updating student health information	
Have 504/IEP Input	
There is a written job description for the School Nurse/Associate School Nurse	
There is a written job description for 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	
Disabled or chronically ill students are identified and have an individual health care plan	
The School Nurse/Assoc. School Nurse is responsible for participating in the appropriate placement of students with medical needs	
School health office/workspace is accessible to every student	

Evaluation
Section 14
Updated 4/7/2010 Approved by Joint SHC 5/17/2010

	Comments
Selected data is collected and entered on the School Health Surveys to be completed by January 1 for VT Dept. of Health	
Participates on a Coordinated School Health Team	
Acts as a health education resource	
There is a computer available to the nurse	

Additional comments:

Evaluation completed by: _____

Signature: _____

Date: _____

Evaluation
Section 14
Updated 4/7/2010 Approved by Joint SHC 5/17/2010

School Nurse Performance Evaluation tool

SCHOOL NURSE PERFORMANCE EVALUATION

School Nurse _____ School _____ Review by Nurse (date) _____ Review by Nursing Supervisor (date) _____

Code: **M** Meeting Standard **P** -Progress Toward Meeting Standard **N** Not Meeting Standard

Based on attached school! nurse competency indicators for each standard at Emergent (EMG), Competent (COM), Proficient (PRO), and Expert (EXP) levels

SELF				STANDARDS	SUPERVISOR			
EMG	COM	PRO	EXP		EMG	COM	PRO	EXP
				Standard 1: Assessment -The school nurse collects, analyzes and synthesizes comprehensive data pertinent to the student's health or the situation				
				Standard 2: Diagnosis -The school nurse analyzes assessment data to determine the nursing diagnoses and collective problems				
				Standard 3: Outcomes Identification -The school nurse identifies expected outcomes for a plan that is individualized to the student or the situation.				
				Standard 4: Planning -The school nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.				
				Standard 5: Implementation -The school nurse implements the interventions identified in the plan of care/action.				
				Standard 5A: Coordination of Care -The school nurse coordinates care delivery.				
				Standard 5B: Health Teaching and Health Promotion -The school nurse provides health education and employs strategies to promote health and a safe environment.				
				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				

Vermont Standards of Practice; School Health Services



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Evaluation
 Section 14
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EMG	COM	PRO	EXP	STANDARDS	EMG	COM	PRO	EXP
				Standard 7: Quality of Practice -The school nurse systematically evaluates the quality and effectiveness of nursing practice.				
				Standard 8: Education -The school nurse attains the knowledge, skills and competencies required for quality practice in schools.				
				Standard 9: 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 10: Collegiality -The school nurse interacts with and contributes to the professional development of peers and school personnel as colleagues.				
				Standard 11: Collaboration -The school nurse collaborates with student, family, school staff and others in the conduct of school nursing practice.				
				Standard 12: Ethics -The school nurse integrates ethical provisions in all areas of practice.				
				Standard 13: Research -The school nurse integrates research findings into practice.				
				Standard 14: Resource Utilization -The school nurse considers factors related to safety, effectiveness, cost and impact on practice in the planning and delivery of school nursing services.				
				Standard 15: Leadership -The school nurse provides leadership in the professional practice setting and the profession.				
				Standard 16: Program Management -The school nurse manages school health services.				

Annual goals: (year)	Fully Achieved	Partially achieved	Not achieved
1. Professional Growth:			
2. Special contribution to school community/department:			

Other special achievements: _____

Comments of Nursing Leader: _____

Comments of Building Administrator: _____

Anticipated Annual Goals (year):

1. Professional Growth: _____

Rational: _____

Contribution to school community/department: _____

Expected outcomes(s) for student health: _____

Staff signature; _____ **date:** _____

Nurse Leader signature: _____ **date:** _____

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


VERMONT DEPARTMENT OF EDUCATION
 DEPARTMENT OF HEALTH
Monthly Health Services Report

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

	Office Visit Types						
	Injury/ First aid	Illness assessment ¹	Mental/Behavioral Health Support ²	Individual Health Ed.	Other Encounters	Scheduled Meds	Scheduled procedures
Student Encounters							
Staff Encounters							

Disposition after health services encounter

	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		

Month: _____

Signature: _____ Date: _____

¹ An illness encounter may include illness assessment, acute illness, chronic health condition, etc. It EXCLUDES scheduled medication administration and scheduled procedures.

² Mental/Behavioral Support includes any encounter requiring active listening, anticipatory guidance, stress management, altered mental health status or behavior modification/ program support. The primary reason for the encounter is related to mental/behavioral support.

Vermont Standards of Practice; School Health Services