

**MONROE PUBLIC SCHOOLS**  
**375 Monroe Turnpike**  
**Monroe, Connecticut 06468**

**School Nurse Performance Appraisal**

Name of Employee \_\_\_\_\_

School \_\_\_\_\_

Assignment \_\_\_\_\_

	Above Expectations	Meets Expectations	Below Expectations*
<b>A. Professional Skills</b>			
• Knows duties & responsibilities of position.			
✓ Follow nursing standards of practice and the policies, procedures and nursing protocols.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Recordkeeping responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Seeks appropriate consultations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Establishes and maintains clinical protocols and administrative procedures for the provision of health services and operation of the health room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. Organizational Skills</b>			
• Ability to establish a clear, concise pattern of accomplishing one's work			
✓ Meets deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Pays attention to detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Works well under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Recognizes priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Organizes health services in order to promote appropriate use of the health room and to maximize students' educational experiences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C. Problem Solving Skills</b>			
• Ability to analyze problems effectively and determine appropriate action for their solutions			
✓ Identifies existing problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Anticipates and identifies potential problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Knows how & where to obtain necessary information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Considers possible alternatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Makes thoughtful recommendations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Takes direction from others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E. Dependability</b>			
• The extent to which an individual can be depended upon to be available to work and do it properly			
✓ Starts work promptly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Remains at work area as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Maintains confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Follows instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Above Expectations      Meets Expectations      Below Expectations\*

F. Interpersonal Relations

- Ability to effectively interact with others in the accomplishment of tasks

✓ Adapts to changing situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Accepts constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Willing to assist others in accomplishing work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Cooperates with other employees in a pleasant and courteous manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Handles difficult situations in a tactful manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Establishes rapport with:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Teachers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Parents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Below Expectations may be developed into goals for the school nurse.

Goals: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

Administrator's Signature \_\_\_\_\_

Date \_\_\_\_\_

Note: School nurses have the right to attach to this report any comment which they may wish to make.