**Form I: Indian Prairie Framework for School Nurses**

**Domain 1 School Nurses: Planning and Preparation**

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|  | **Unsatisfactory** | **Needs Improvement** | **Proficient** | **Excellent** |
| ***1a:*** ***Demonstrating Understanding of Medical Knowledge and Skill in Nursing Practice*** | School Nurse demonstrates limited understanding of medical knowledge and its application to nursing practice. | School Nurse demonstrates basic understanding of medical knowledge and its application to nursing practice. | School Nurse demonstrates solid understanding of medical knowledge and skill in nursing techniques and is able to apply it to nursing practice in a variety of settings. | School Nurse demonstrates extensive understanding of medical knowledge, concepts, and nursing practice. School Nurse uses a wide variety of knowledge and data to provide a variety of approaches in addressing student health issues.  |
| ***Critical*** ***Attributes*** | * *Assessments are inaccurate.*
* *Knowledge of nursing process is limited.*
* *School Nurse does not communicate student needs to staff.*
* *Medical knowledge is not based on evidence based data.*
 | * *Assessments are basic or minimal.*
* *Knowledge of nursing process is basic.*
* *School Nurse occasionally provides staff with information on student need.*
* *Medical knowledge is basic and may not be based on current practice.*
 | * *Assessments are accurate and thorough.*
* *Knowledge of the nursing process is appropriate.*
* *School Nurse consistently shares appropriate student information with teachers.*
* *Medical knowledge is current and consistently reflects best practice standards.*
 | * *Assessments are thorough, accurate, and utilize evidence-based assessment techniques, instruments, and tools.*
* *Knowledge of the nursing process shows synthesis and evaluation of information based on evidence based data.*
* *School Nurse seeks opportunities to demonstrate student’s health status’s impact on educational progress.*
* *Medical knowledge reflects current best practice standards and is shared with the educational team and community.*
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| ***Guiding Question: What are the key concepts and their relationship to what’s being observed?*** **Evidence:** |

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|  | **Unsatisfactory** | **Needs Improvement** | **Proficient** | **Excellent** |
| ***1b:******Demonstrating Knowledge of Child and Adolescent Development*** | School Nurse displays limited knowledge of child and adolescent development. | School Nurse displays basic knowledge of child and adolescent development. | School Nurse displays accurate understanding of the typical developmental characteristics of the age group.  | School Nurse displays accurate understanding of the typical developmental characteristics of the age group, as well as exceptions to the general patterns. |
| ***Critical*** ***Attributes*** | * *Displays minimal knowledge of child and adolescent development.*
* *Student assessments, communication, treatment, and processing are not age appropriate.*
 | * *Demonstrates basic knowledge of child and adolescent development when performing, assessments, treatments, and communication but does not always fully implement the knowledge in these processes..*
 | * *Demonstrates accurate knowledge of child and adolescent development and applies it when performing student assessments, treatments and communicating.*
 | * *Demonstrates accurate understanding of the developmental characteristics of an age group, as well as exceptions to the general patterns in a given population.*
* *Adjusts communication, assessments, and treatments to reflect the child’s individual level of growth and development versus the chronological age of the student. When applicable, involves the student in the processing of the situation.*
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| ***Guiding Question: How did your awareness of students’ interests/needs, prior knowledge, culture, and experiences impact your planning?*****Evidence:** |

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|  | **Unsatisfactory** | **Needs Improvement** | **Proficient** | **Excellent** |
| ***1c:******Establishing Goals for the Nursing Program Appropriate to the Setting and the Students Served*** | School Nurse has limited goals for nursing practice, or they are inappropriate to either the situation or the age of the students. | School Nurse’s goals for nursing practice are basic to the situation and the age of the students. | School Nurse’s goals for nursing practice are clear and appropriate to the situation in the school and to the age of the students. | School Nurse’s goals for the nursing practice are highly appropriate to the situation in the school and to the age of the students and have been developed following consultations with students, parents, and colleagues. |
| ***Critical*** ***Attributes*** | * *School Nurse is not familiar with the needs of the students, staff, and parents.*
* *School Nurse does not integrate health goals to promote strategies for learning.*
 | * *School Nurse has a basic understanding of the needs of the students, staff, and parents.*
* *School Nurse occasionally anticipates the needs of the school population.*
* *School Nurse inconsistently sets health goals to promote strategies for learning.*
 | * *School Nurse has an accurate understanding of the needs of the students, staff, and community.*
* *School Nurse collaborates with staff to determine needs for students at various developmental levels.*
* *School Nurse consistently sets health goals to reflect the needs of the school community.*
 | * *School Nurse is able to anticipate the needs of the students, staff, and community based on input from others and a health needs assessment.*
* *School Nurse enhances school wellness through opportunities such as classes and health events to promote wellness in the school.*
* *School Nurse is aware of Illinois Learning Standards and seeks opportunities to incorporate information and activities to address learning standards.*
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| ***Guiding Question: How did you develop nursing program outcomes to meet the varying needs of your students?*****Evidence:** |

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|  | **Unsatisfactory** | **Needs Improvement** | **Proficient** | **Excellent** |
| ***1d:******Demonstrates Knowledge Needed to Develop the Nursing Program for Both Individuals and Groups of Students, Integrated With the Regular School Program, Utilizing Community Resources, State Regulations, and District Policies*** | School Nurse demonstrates limited knowledge of the coordinated school health program/ integrated care delivery model and does not effectively incorporate the use of resources.  | School Nurse displays basic awareness of the coordinated school health program/ integrated care delivery model incorporating the use of state regulations, utilization of community resources and District policies for students available through the school or District. | School Nurse utilizes and coordinates a school health program/integrated care delivery model incorporating the use of state regulations, utilization of community resources, and District policies for students available through the school and/or District.  | School Nurse’s coordinated school health program/integrated plan of care delivery model is highly coherent and serves to support not only the students individually and in groups, but also the broader educational program utilizing a wide variety of state regulations and resources in the school, District, and community. |
| ***Critical*** ***Attributes*** | * *School Nurse cannot define an integrated care delivery model.*
* *School Nurse incorrectly assesses the utilization of the model in individually assigned schools.*
* *School Nurse incorrectly identifies connections in District policies, state regulations, and available resources and inconsistently applies this information in practice.*
 | * *School Nurse can define an integrated care delivery model.*
* *School Nurse inconsistently assesses the utilization of the model in individually assigned schools.*
* *School Nurse inconsistently identifies connections in District policies, state regulations, and available resources and inconsistently applies this information in practice.*
 | * *School Nurse can consistently define an integrated care delivery model.*
* *School Nurse assesses the utilization of the model individually assigned schools and can discuss recommendations for improvement.*
* *School Nurse identifies connections in District policies, state regulations, and available resources and consistently applies this information in practice.*
 | * *School Nurse can consistently define an integrated care delivery model providing examples and theories for application.*
* *School Nurse assesses the utilization of the model in individually assigned schools and can discuss recommendations for improvement based on comparative data collection.*
* *School Nurse actively investigates connections in District policies, state regulations, and available resources and consistently applies this information in practice.*
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| ***Guiding Question: What supports and resources were developed and utilized that emphasize integrated care? How did you determine and expand your knowledge of resources and supports?*** **Evidence:** |

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|  | **Unsatisfactory** | **Needs Improvement** | **Proficient** | **Excellent** |
| ***1e:***  ***Developing a Plan to Evaluate the Nursing Program*** | School Nurse has a limited plan to evaluate the program or resists suggestions that such a plan is important.  | School Nurse has a basic plan to evaluate the nursing program. | School Nurse’s plan to evaluate the program is organized around clear goals and the collection of evidence to indicate the degree to which the goals have been met.  | School Nurse’s evaluation plan is highly sophisticated using a variety of resources, and focuses upon assessing and improving the program on an ongoing basis. |
| ***Critical*** ***Attributes*** | * *School Nurse has limited understanding of the evaluation process.*
* *School Nurse is resistant to self-reflection and program evaluation.*
 | * *School Nurse has basic understanding of program evaluation.*
* *School Nurse can be inconsistently reflective.*
 | * *School Nurse initiates program evaluation and is able to identify community needs.*
* *School Nurse consistently reflects on the program and her personal practice.*
 | * *The program is systemically evaluated based on goals and outcomes in collaboration with staff and community members.*
* *School Nurse maintains data to utilize in the evaluation process.*
 |
| ***Guiding Question: How did you determine appropriate assessments, both formative and summative, and how will you use the results to plan for future program planning?*****Evidence:** |

**Domain 2 for School Nurses: The Environment**

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|  | **Unsatisfactory** | **Needs Improvement** | **Proficient** | **Excellent** |
| ***2a:******Creating an Environment of Respect and Rapport*** | School Nurse has little awareness of communication style and effective communication. School Nurse’s interactions with students, parents, and staff are mostly negative, inappropriate, or insensitive to age, cultural backgrounds, and developmental backgrounds. | School Nurse’s interactions with students, staff and parents reflect occasional inconsistencies with limited understanding of age, culture and developmental level. The School Nurse has limited skills in using effective styles of communication for maintaining relationships with students, parents, and staff. | School Nurse’s interactions with students, staff, and parents are positive and respectful. The interactions are appropriate to the ages, cultures, and developmental levels of the students. The School Nurse strives to build and maintain relationships by sharing information on health issues confidentially and privately.  | The School Nurse demonstrates positive and effective communication while building and maintaining relationships in the school and community with students, staff, parents, and the broader health providers. The School Nurse strives to protect privacy and confidentiality while promoting and modeling ethical practices for communication with staff, administration, and the community beyond the school setting. |
| ***Critical******Attributes*** | * *School Nurse rarely displays the ability to communicate effectively.*
* *School Nurse communication does not reflect an understanding of FERPA.*
 | * *School Nurse consistently displays the ability to communicate effectively.*
* *School Nurse has basic understanding of FERPA, but inconsistently adheres to regulations.*
 | * *School Nurse effectively communicates with students, parents, and staff.*
* *School Nurse is sensitive to individual differences of the population.*
* *School Nurse consistently protects the privacy of the students in accordance with FERPA.*
 | * *School Nurse has an understanding of the need for a variety of styles of communication, i.e.: web page, newsletters, presentations, connect-ed calls.*
* *Based on the needs of the student’s family, the school nurse goes on home visits to facilitate communication*
* *Is available for communication with parents outside of contractual hours when this is a parental need.*
* *School Nurse consistently protects the privacy of the students in accordance with FERPA and guides other team members to understand this student protection.*
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| ***Guiding Questions: How do you create an environment of respect and rapport? How do you ensure that interactions are respectful?*** **Evidence:** |

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|  | **Unsatisfactory** | **Needs Improvement** | **Proficient** | **Excellent** |
| ***2b:******Establishing a Culture For Health and Wellness*** | School Nurse makes few attempts to establish a culture for health and wellness in the school as a whole or among students or teachers. | School Nurse’s attempts to promote a culture for health and wellness throughout the school are inconsistent. | School Nurse promotes a culture throughout the school for health and wellness, and takes an active role to ensure that environmental health and safety concepts are a priority throughout the school community. | School Nurse strives to promote a culture of wellness through support of environmentally sound practices. The culture of wellness and health are facilitated by the School Nurse’s knowledge of health and safety best practices in order to promote education for the entire school.  |
| ***Critical******Attributes*** | * *School Nurse does not promote positive growth and education for the students.*
* *School Nurse does not become involved in screening follow-up.*
* *School Nurse is unaware of health and safety in the school setting.*
* *School Nurse does not know what resources to access.*
 | * *School Nurse works inconsistently with parents and teachers to promote positive growth and education for the student and school.*
* *School Nurse Is inconsistently providing follow-up on screenings.*
* *School Nurse has limited awareness or competence in the role of health and safety and knowing what resources to access.*
 | * *School Nurse consistently works with parents and teachers to promote positive growth and education for the student and school.*
* *School Nurse is actively involved in screening follow-ups and referrals.*
* *School Nurse seeks resources to complete referrals when appropriate.*
* *School Nurse consistently addresses health and safety needs of the school community.*
 | * *School Nurse collects data and examines delivery of service to enhance the health and wellness of environment*
* *School Nurse develops teaching programs, small group programs to promote health and wellness or address areas of need.*
* *School Nurse recruits resources to utilize for screening follow-up based on community needs.*
* *School Nurse supports students and families to function independently in meeting their own health needs.*
* *School Nurse does safety monitoring and provides suggestions for improvement based on obtained data.*
 |
| ***Guiding Question: How do you develop a culture of high expectations that promotes and results in high levels of student effort?*****Evidence:** |

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|  | **Unsatisfactory** | **Needs Improvement** | **Proficient** | **Excellent** |
| ***2c:******Establishing and Following Health Protocols and Procedures and Implementing Nursing Practice in an Organized Manner*** | School Nurse’s procedures for the nursing practice are nonexistent or in disarray. | School Nurse has rudimentary and limited procedures for nursing practice. | School Nurse effectively establishes and follows protocols and procedures to maintain student health and safety. The School Nurse demonstrates effective organization in nursing practice.  | School Nurse utilizes evidence based data and practice to effectively establish and follow protocols and procedures to maintain student health and safety. The School Nurse’s organization reflects the anticipation of unexpected situations and the ability to address them.  |
| ***Critical Attributes*** | * *School Nurse is not familiar with health protocols, District policies, and Child Health Examination Code.*
* *School Nurse does not follow through with compliance requirements for families with complex needs and does not communicate effectively with the families.*
* *School Nurse does not attend Professional Learning Community meetings.*
 | * *School Nurse has a basic understanding of health protocols, District policies, and Child Health Examination Code.*
* *School Nurse inconsistently follows through with compliance requirements for families with complex needs and inconsistently communicates effectively with the families.*
* *School Nurse inconsistently attends Professional Learning Community meetings without a valid reason.*
 | * *School Nurse has a thorough understanding of health protocols, District policies, and Child Health Examination Code.*
* *School Nurse consistently follows through with compliance requirements for families with complex needs and consistently communicates effectively with the families.*
* *School Nurse consistently attends Professional Learning Community meetings.*
 | * *School Nurse regularly reviews and makes recommendations for updates of protocols and policies based on current best practice.*
* *School Nurse actively recruits resources for families with complex needs and assists families in accessing them.*
* *School Nurse consistently attends Professional Learning Community meetings and actively participates and presents novel information.*
 |
| ***Guiding Questions: How do you establish and promote routines and procedures that maximize effectiveness? How do you manage the physical space available to you?*****Evidence:** |

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|  | **Unsatisfactory** | **Needs Improvement** | **Proficient** | **Excellent** |
| **2d:****Managing Expectations For Protocols and Practice** | School Nurse demonstrates limited implementation of guidelines for delegated duties or understanding of the guidelines is unclear. Nurse does not mentor associates’ activities. | School Nurse’s efforts to implement established guidelines for delegated duties are basic. School Nurse inconsistently mentors associates’ activities. | School Nurse effectively implements established guidelines for delegated duties and mentors associates’ activities. | School Nurse’s mentoring is subtle and professional. Mentoring provides the knowledge and time to empower the associates to work safely and independently following established protocols.  |
| ***Critical******Attributes*** | * *School Nurse does not understand appropriate delegation under licensure.*
* *School Nurse does not recognize the need to mentor.*
 | * *School Nurse has basic understanding of delegation under licensure.*
* *School Nurse inconsistently recognizes the need to mentor and/or provide mentoring.*
 | * *School Nurse has thorough understanding of delegation under licensure.*
* *School Nurse consistently recognizes the need to mentor and provides mentoring.*
 | * *School Nurse reviews and evaluates District delegation practices and makes suggestions to meet student needs.*
* *School Nurse pursues opportunities to mentor co-workers to empower independence and promote safe practice.*
 |
| ***Guiding Questions: What associates’ expectations have been implemented, how are they monitored effectively, and how do you respond to positive and negative activities?*****Evidence:** |

**Domain 3 for School Nurses: Delivery of Services**

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|  | **Unsatisfactory** | **Needs Improvement** | **Proficient** | **Excellent** |
| ***3a:******Using Knowledge of Student Educational Programs and Services to Collaborate with and Support Different Stakeholders*** | The School Nurse has a limited knowledge of special education laws pertaining to IHP, EHP’s, IEP’s, and section 504 (ADA), and of the process of creating a basic Individual Education Plan for an identified student with a medical need. | The School Nurse has a basic knowledge of special education laws pertaining to IHP, EHP’s, IEP’s, and section 504 (ADA), and of the process of creating a basic Individual Education Plan for an identified student with a medical need. | The School Nurse has a thorough understanding of special education laws pertaining to IHP, EHP’s, IEP’s and section 504 (ADA) and participates in developing goals that are educationally relevant to individual medical needs. | The School Nurse has a thorough understanding of special education laws pertaining to IHP, EHP’s, IEP’s and section 504 (ADA). School Nurse participates in developing goals that are educationally relevant to an individual’s medical needs and collaborates with other school personnel, parents, students and appropriate outside community agencies to provide necessary accommodations in the educational setting addressing specific health and wellness interests. |
| ***Critical*** ***Attributes*** | * *School Nurse has a lack of understanding of the processes*

*used to facilitate student access to skills needed for academic success the* * *School Nurse rarely demonstrates use of these processes.*
 | * *School Nurse has a basic understanding of the processes*

*Used to facilitate student access to skills needed for academic success.** *School Nurse demonstrates use of these processes inconsistently.*
 | * *School Nurse has a strong*

*understanding of the processes* *used to facilitate student access to skills needed for academic success.* * *School Nurse works collaboratively with the student support team.*
* *When appropriate, the school nurse will write goals to improve student’s health and educational access.*
 | * *School Nurse has a substantial understanding of the processes*

*used to facilitate student access* *to skills needed for academic* *success.** *School Nurse demonstrates leadership on the student support team.*
* *School Nurse identifies students who should be evaluated by the school team by actively participating in the child find process*
* *When appropriate, the school nurse will write goals to improve student’s health and educational access, and tracks data to monitor progress.*
 |
| ***Guiding Question: How were nursing supports identified and how was the team supported through the process?*** **Evidence:** |
|  | **Unsatisfactory** | **Needs Improvement** | **Proficient** | **Excellent** |
| ***3b:******Using Knowledge of Educational Impact of Prescribed Medication Upon a Student’s Academic Progress*** | School Nurse demonstrates a limited knowledge of medication and side effects. The connection to academic progress is usually missing.  | School Nurse demonstrates a basic knowledge of medication and side effects. School Nurse inconsistently notes the impact on a child’s academic progress. | School Nurse demonstrates knowledge of medication, side effects, and their impact on a child’s academic progress. The educational impact is shared with the educational team. | School Nurse demonstrates extensive knowledge of medications, side effects, and their impact on a child’s academic progress, which is documented with student data. The educational impact is shared with the educational team and collaborates with the team to adjust the educational program secondary to the medication impact. School Nurse demonstrates the application of best practice with regards to medication practice.  |
| ***Critical*** ***Attributes*** | * *School Nurse cannot identify the relationship between medication effect and/or side effects as it impacts academic performance.*
* *School Nurse does not have understanding of best practice for medication administration and safety.*
 | * *School Nurse has inconsistent understanding of the relationship between medication effect and/or side effects as it impacts academic performance.*
* *School Nurse has inconsistent understanding of best practice for medication administration and safety.*
 | * *School Nurse has thorough understanding of the relationship between medication effect and/or side effects as it impacts academic performance.*
* *School Nurse has thorough understanding of best practice for medication administration and safety.*
 | * *School Nurse reflects on the relationship between medication use and its impact on academic performance, and makes appropriate accommodations based on individual student need.*
* *School nurse reviews District policies and procedures related to medication administration and safety. Recommendations are made based on best practice and trends and patterns reflected in district data.*
 |
| ***Guiding Question: How did you determine the relationship between medication effect and/or side effects and academic performance?*****Evidence:** |

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|  | **Unsatisfactory** | **Needs Improvement** | **Proficient** | **Excellent** |
| ***3c:******Promoting Wellness Through Classes, Classroom Presentations, and Community Activities*** | School Nurse is unaware of how to develop a presentation and how to use age appropriate strategies for presentations. School Nurse is resistant to provide educational programs when the need is present.  | School Nurse’s efforts to promote wellness through classroom presentations are inconsistent in the ability to deliver current health knowledge with age appropriate classroom management. | School Nurse’s presentations result in students and families acquiring the knowledge and attitudes that help them adopt a healthy lifestyle. The classroom or school presentations will reflect current health knowledge and age appropriate classroom management. | School Nurse initiates effective collaboration with district or broader community colleagues in developing classroom presentations and instructional lessons and units that include additional resources for wellness from outside of the school, and support students to assume an active role in the school in promoting a healthy lifestyle. |
| ***Critical*** ***Attributes*** | * *School Nurse is unable to demonstrate appropriate methods for engaging students in health topic.*
* *School Nurse does not provide classroom educational programs.*
 | * *School Nurse demonstrates inconsistent understanding of appropriate methods for engaging students in health topic.*
* *School Nurse rarely provides classroom educational programs.*
 | * *School Nurse demonstrates appropriate methods for engaging students in health topic.*
* *School Nurse provides classroom educational programs as needed or requested.*
 | * *School Nurse implements strategies to promoted student engagement in classroom instruction.*
* *School Nurse recognizes the need for educational classroom programs based on current health topics and collaborates with other staff to provide instruction.*

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| ***Guiding Question: How were students intellectually engaged in well-designed, scaffolded learning tasks that promoted higher order thinking?*****Evidence:** |

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|  | **Unsatisfactory** | **Needs Improvement** | **Proficient** | **Excellent** |
| ***3d:******Assessing Student Needs*** | School Nurse does a minimal assessment of student needs, or the assessments result in inaccurate conclusions.  | School Nurse does a basic assessment of student needs.  | School Nurse assesses student needs using the nursing process and individualizing a plan of action when necessary. The School Nurse will also communicate with teachers and staff to put individualized interventions into action. | School Nurse conducts detailed and individualized assessment of student needs to contribute to program planning. Individualized planning is based on available data and best practice. School Nurse understands the roles and responsibilities as a health resource professional by advocating for students, staff, families and community. |
| ***Critical*** ***Attributes*** | * *School Nurse is unable to identify student needs or inaccurately identifies student needs.*
* *School Nurse does not pursue opportunities to improve assessment skills.*
 | * *School Nurse inconsistently identifies student needs.*
* *School Nurse inconsistently pursues opportunities to improve assessment skills.*
 | * *School Nurse consistently and accurately identifies student needs.*
* *School Nurse creates the individual plan based on student need and shares with staff as appropriate, based on FERPA regulations.*
* *School Nurse seeks opportunities for professional education and assessment skills.*
 | * *School Nurse assessments are based on age-appropriate norms and individual student needs.*
* *School Nurse plans are individualized and based on best practice standards.*
* *School Nurse presents or recruits presenters to improve assessment skills of team members (building RNs, Med-Ed nurses, health aides).*
 |
| ***Guiding Question: How was student assessment used to provide feedback, monitor health needs, and guide future planning?*** **Evidence:** |

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|  | **Unsatisfactory** | **Needs Improvement** | **Proficient** | **Excellent** |
| ***3e:******Demonstrating Flexibility and Responsiveness*** | School Nurse adheres to the plan or program, in spite of evidence of its inadequacy. | School Nurse makes modest or inconsistent changes in the nursing program when confronted with evidence of the need for change. | School Nurse makes revisions in the nursing program when they are needed. | School Nurse is continually seeking ways to improve the nursing program and makes changes as needed based upon feedback from student’s families, or teachers.  |
| ***Critical*** ***Attributes*** | * *School Nurse demonstrates resistance to change in programming or scheduling based on building, department, or District needs.*
 | * *School Nurse demonstrates an inconsistent response to requests for change in programming or scheduling based on building, department, or District needs.*
 | * *School Nurse is consistently flexible to requests for change in programming or scheduling based on an assignment.*
 | * *School Nurse demonstrates flexibility and leadership when addressing the need for change within and outside of an assignment.*
 |
| ***Guiding Question: How was the programming adjusted to enhance nursing services?*** **Evidence:** |

**Domain 4 for School Nurses: Professional Responsibilities**

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|  | **Unsatisfactory** | **Needs Improvement** | **Proficient** | **Excellent** |
| ***4a:******Reflecting on Nursing Practice***  | School Nurse minimally reflects on practice, and the reflections are often inaccurate or self-serving. | School Nurse’s reflection on practice is moderately accurate and objective without citing specific examples and with only global suggestions as to how it might be improved. | School Nurse’s reflection provides an accurate and objective description of practice, citing specific positive and negative characteristics. School Nurse makes some specific suggestions as to how the nursing program might be improved. | School Nurse’s reflection is highly accurate and perceptive, citing specific examples and evidence based practice. School Nurse utilizes an extensive understanding of best practice to suggest alternative strategies. |
| ***Critical******Attributes*** | * *School Nurse does not utilize National Scope and Standards of Practice to reflect on personal practice.*
 | * *School Nurse inconsistently utilizes National Scope and Standards of Practice to reflect on personal practice.*
 | * *School Nurse consistently utilizes National Scope and Standards of Practice to reflect on practice.*
 | * *School Nurse has a thorough understanding of National Scope and Standards of Practice, as well as National Nursing Diagnostics and Interventions.*
* *School Nurse uses the above to provide alternative strategies in practice and collaboration.*
 |
| ***Guiding Question: Upon reflection, what worked well and how might the nursing program be improved for the future?*****Evidence:** |

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|  | **Unsatisfactory** | **Needs Improvement** | **Proficient** | **Excellent** |
| ***4b:******Maintaining Health Records in Accordance with Policy and Submitting Reports in a Timely Fashion*** | School Nurse’s medical reviews, records, and documentation are missing, late, or inaccurate, resulting in confusion. | School Nurse’s medical reviews, records, and documentation reflect basic information, are inconsistent, and/or are occasionally late. | School Nurse’s medical reviews, records, and documentation are accurate, thorough, and are submitted in a timely manner. | School Nurse’s medical reviews, records, and documentation are accurate, comprehensive, and are submitted in a timely manner. School Nurse synthesizes the information gathered and utilizes it to appropriately collaborate with related service providers to maintain accuracy in programming.  |
| ***Critical*** ***Attributes*** | * *School Nurse lacks a comprehensive understanding of requirements for a complete medical review.*
* *School Nurse reports are frequently inaccurate, late, or missing.*
 | * *School Nurse has an inconsistent understanding of requirements for a complete medical review.*
* *School Nurse reports are inconsistently accurate or late, or are missing with appropriate notice given.*
 | * *School Nurse consistently demonstrates understanding of requirements for a complete medical review.*
* *School Nurse reports are consistently accurate and submitted on time with appropriate notice given.*
 | * *School Nurse produces comprehensive medical reviews that reflect student need and educational impact.*
* *School Nurse interprets medical information for significance in educational setting and works collaboratively with related service providers to program for individual student need.*
 |
| ***Guiding Question: What is the process for efficiently and effectively maintaining student records, and how are multiple sources of data utilized to analyze student progress?*** **Evidence:** |

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|  | **Unsatisfactory** | **Needs Improvement** | **Proficient** | **Excellent** |
| ***4c:******Communicating With Families and Communities and Develops Collaborative Relationships*** | School Nurse provides limited information to families about District health services. School Nurse does not provide or inconsistently provides resources.  | School Nurse provides basic information to families about District health services and available resources. | School Nurse identifies and provides thorough and accurate information to families about District health services as a whole School Nurse informs families about its impact on health and wellness in the school setting. | School Nurse does a health and wellness needs assessment and seeks resources for the District based on that assessment. School Nurse is proactive in providing information to families about health services and resources to meet their individual needs. |
| ***Critical*** ***Attributes*** | * *School Nurse rarely provides information to families.*
* *School Nurse fails to provide resources when needed.*
 | * *School Nurse inconsistently provides information to families.*
* *School Nurse is developing her knowledge of available resources to use with families.*
 | * *School Nurse provides evidence based information.*
* *School Nurse helps families access their needed information.*
* *School Nurse connects families with community resources.*
 | * *School Nurse seeks resources for the school community based on needs assessments.*
* *School Nurse documents resources provided to families.*
* *School Nurse actively seeks to identify families in need and actively works to provide and connect them with resources and assistance.*
 |
| ***Guiding Question: What is the process for communicating with and engaging families ?*****Evidence:** |

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|  | **Unsatisfactory** | **Needs Improvement** | **Proficient** | **Excellent** |
| ***4d:******Growing Individually and Collectively as a Professional*** | School Nurse’s relationships with colleagues are negative or self-serving, and nurse avoids being involved in required school and District events and projects. School Nurse does not participate in professional development activities, even when such activities are clearly needed for the development of School Nursing skills. | School Nurse’s relationships with colleagues are cordial, and School Nurse participates in school and District events and projects when specifically requested. School Nurse participation in professional development activities is limited to those that are convenient or are required. | School Nurse participates actively in professional development activities within and outside of the District and maintains positive and productive relationships with colleagues. School Nurse seeks out opportunities for professional development based on an individual assessment of need. | School Nurse makes a substantial contribution to school, District, and community events and projects and assumes leadership role with colleagues. School Nurse actively pursues professional development opportunities, and makes a substantial contribution to the profession through such activities as offering workshops to colleagues. |
| ***Critical******Attributes*** | * *School Nurse does not pursue opportunities for staff development.*
* *School Nurse misses the deadlines for District mandated tutorials.*
 | * *School Nurse completes all mandatory District tutorials.*
* *School Nurse meets CNE requirements for re-licensure.*
* *School Nurse meets CPDU requirements for educational endorsement.*
 | * *School Nurse meets all District, state educational endorsement, and licensure requirements.*
* *School Nurse belongs to at least one professional organization.*
* *School Nurse seeks CNEs appropriate for her practice.*
 | * *School Nurse meets all District, state educational endorsement, and licensure requirements.*
* *School Nurse belongs to at least two professional organizations.*
* *School Nurse seeks interactive CNEs appropriate for her practice.*
* *School Nurse presents continuing education opportunities.*
 |
| ***Guiding Questions: How have you contributed to the professional growth of your colleagues? How have your colleagues contributed to your professional growth? How have you contributed to school, district, and/or community events?*****Evidence:** |

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| --- | --- | --- | --- | --- |
|  | **Unsatisfactory** | **Needs Improvement** | **Proficient** | **Excellent** |
| ***4e:******Demonstrating professionalism, including integrity, advocacy, and maintaining confidentiality*** | School Nurse displays dishonesty in interactions with colleagues, students, and the public; violates principles of confidentiality. School Nurse does not comply with school, district, and professional regulations even when directed. | School Nurses interacts honestly however shows inconsistencies in maintaining confidentiality with colleagues, students, and the public and in advocacy of students. School Nurse minimally complies or requires prompting to comply with school, district, and professional regulations. | School Nurse displays high standards of honesty, integrity, and confidentiality in interactions with colleagues, students, and the public; advocates for students when needed. School Nurse complies fully with school and District regulations. | School Nurse can be counted on to hold the highest standards of honesty, integrity, and confidentiality based on the professional code of ethics. School Nurse takes a leadership role in advocating for students with colleagues. School Nurse complies fully with school and District regulations, taking a leadership role with colleagues. |
| ***Critical*** ***Attributes*** | * *School Nurse does not follow National Code of Ethics.*
* *School Nurse does not follow FERPA regulations.*
* *School Nurse demonstrates dishonest interactions with colleagues, students, and the public.*
* *School Nurse willfully rejects school district regulations.*
 | * *School Nurse inconsistently follows National Code of Ethics.*
* *School Nurse inconsistently follows FERPA regulations.*
* *School Nurse demonstrates honest interactions with colleagues, students, and the public.*
* *School Nurse complies with school district regulations only when prompted.*
 | * *School Nurse consistently follows National Code of Ethics.*
* *School Nurse demonstrates thorough understanding of FERPA regulations.*
* *School Nurse demonstrates high standards of honesty, integrity and confidentiality in all interactions with colleagues, students, and the public.*
* *School Nurse complies completely with district regulations.*
 | * *School Nurse reflects and demonstrates the highest level of honesty, integrity, and confidentiality in all areas of practice.*
* *School Nurse assumes leadership roles in advocating for students and families.*
* *School Nurse takes a leadership role regarding district regulations.*
 |
| ***Guiding Questions: How do you: a) advocate for students; b) willingly participate in team/department decision-making; c) comply fully with school and district regulations? Provide examples.*****Evidence:** |