

**Putnam Valley Central School District
Putnam Valley, New York**

**Civil Service Employee Review
Nurse**

Employee _____ Job Title _____

Building & Department _____

Evaluator _____ Evaluation Date _____

	Meets or Exceeds Expectations	Needs Improvement (Requires Comment)	Not Applicable	Comments
Quality of Work				
Accuracy				
Reliability				
Initiative				
Efficiency				
Organization skills				
Decision making				
Knowledge of job				
Follows directions				
Productivity				
Dependability				
Attendance				
Punctuality				
Responsiveness				
Availability				
Leadership				
Cooperation				
Attitude Toward Work				
Interest in job				
Confidentiality				
Compatibility with Peers, Administrators & Public				
Appearance				
Care of equipment				
Adaptability				
Judgment/Tact				

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Job Related Skills	Meets or Exceeds Expectations	Needs Improvement (Requires Comment)	Not Applicable	Comments
I. Deliverer of Health Services Uses the nursing process to assess, plan, implement & evaluate the health needs of students & staff.				
Administers medications & performs other specialized nursing procedures as ordered by the physician & authorized by parents, based on established sound medical guidelines & district policy.				
Manages & implements mandated school physicals & health screenings (vision, hearing, scoliosis, immunizations) programs & follows up as needed with physicians and family.				
Identifies potential health problems that could impact the learning process & provides health education, referrals and/or counseling as appropriate.				
Develops Individualized Healthcare Plans (IHP's) for students with special needs and/or chronic health problems, with specific goals, objectives & interventions, involving professional & teaching staff, students & family.				
Provides care for student & staff illnesses & injuries according to school policy.				
Arranges to transport sick or injured students or employees to hospital, home, doctor or dentist offices in cases of emergency.				
Inspects the school plant, playground and cafeteria and reports on general safety and sanitary conditions.				
II. Advocate for Health Rights of Children Reports physical, emotional or sexual abuse & neglect of children as mandated by law.				
Monitors school environment & makes recommendations to reduce health & safety risks.				

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Job Related Skills	Meets or Exceeds Expectations	Needs Improvement (Requires Comment)	Not Applicable	Comments
Refers to & works with other professional school staff involving at-risk students, assessing their needs & making referrals, advocating for them & providing on-going support.				
III. Manager of Health Care/Health Office Coordinates school health services by managing health office (including preparing yearly H.O. budget & ordering supplies); updating cumulative health & immunization records; completing incident reports accurately & in a timely manner; providing monthly and/or yearly summaries of H.O. activity to building principal.				
Assists in formation of health policies, goals & objectives for school district.				
Supervises paraprofessional and/or non-professional staff assigned to H.O. & assigns tasks appropriate to their education & training.				
IV. Consultant for Health Concerns Serves on Child Study Team (Student Teacher Assistance Team) and consults with CSE to interpret health-related data and make recommendations.				
Serves on other school or district-wide committees as appropriate to promote health and wellness of the school community, such as Crisis Team.				
Provides training to staff regarding individual students or general health-related issues.				
V. Personal Growth Pursues on-going educational opportunities to enhance role in school and maintains professional development.				
Reviews and evaluates own performance regularly with appropriate administration.				

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Performance Strengths

Recommendations for Improvement/Professional Growth

Employee's Comments and Goals

Overall Performance:	Meets/Exceeds Expectations	Needs Improvement*

*A check in this column requires the supervisor/evaluator to develop a plan with the employee by which s/he can address the identified deficiencies. The evaluator and the employee will meet regularly about the plan and evaluate progress toward remediation after one year.

Evaluator's Signature_____

Employee's Signature_____

Date of Conference Discussion_____

Please sign and return this form to the supervisor within five working days of receipt. It is understood your signature does not necessarily constitute agreement with its contents. After proper service upon the employee, the District has the right to file material without signature.