



Clarksville Montgomery County School System
School Nurse Performance Evaluation and Clinic Audit Form

 Employee Name

 School Year Evaluated

 Job Title

 Work Location

The above named employee is due an evaluation for continued employment and/or movement to the next step increase on the salary schedule. This evaluation is to be filled out by the Supervising Registered Nurse. The employee is to sign the evaluation form and receive a copy.

Evaluation Criteria	Unsatisfactory	Needs to Improve	Satisfactory	Very Satisfactory	Superior
Knowledge – The extent to which the employee demonstrates an understanding of the requirements of the position.					
Work Performance- The extent to which the employee can be relied upon to complete all scheduled tasks to meet the required quality and time standards.					
Teamwork- The extent to which the employee works cooperatively with the nurse supervisor, principal, and other nursing personnel when help at other schools or special events is needed.					
Decision Making- The extent to which the employee can be relied upon to make sound, logical decisions involving nursing practice and procedure.					
Sanitation and Safety- The extent to which the employee keeps the work areas clean and organized, and observes all regulations on safety and sanitation.					
Reports and Record Keeping- The extent to which the employee completes and maintains required documents to maintain CMCSS, State, and Federal regulations.					
Customer Service / Communications- The extent to which the employee recognizes the importance of customer satisfaction when working with students, faculty, and parents and is respectful of supervisor, co-workers, students, and parents.					
Employee Development- The extent to which the employee participates in assigned meetings and in-services.					



Clarksville Montgomery County School System
School Nurse Performance Evaluation and Clinic Audit Form

Clinic Audit			
Audit Criteria	Complete	Incomplete	Items Missing/Comments
Doctor/Parent Authorization on file – Forms are filled out appropriately and are on file for all medications in the clinic.			
Medication Log – Student medication records are completed and administration of medication is appropriately documented up to date of audit.			
Medication Properly Labeled & Stored – Medications are in appropriate containers and appropriately locked and secured in either locked cabinet or refrigerator.			
Medications Up to Date – No expired medications found in clinic. Any expired medications have documentation on file to notify parent to retrieve medications.			
Diabetic Flowsheet Complete – Diabetic flowsheets are completed up to date of audit.			
Diabetic Equipment & Supplies – Diabetic equipment and supplies are properly labeled and stored.			
Sub Nurse Folder – Sub folder is complete with updated information			

Comments for areas needing improvement or unsatisfactory: _____

Goals: _____

- ☐ I recommend continued employment and step increase according to Administrative Policy HUM-A046
- ☐ I recommend continue employment, but withhold step increase pending re-evaluation in _____
- ☐ I recommend dismissal for unsatisfactory performance

 Date

 Signature – Supervising Registered Nurse

Employee Comments: _____

I have reviewed this evaluation with the Supervising Registered Nurse.

 Date

 Signature – Employee

 Date

 Signature – Human Resources



Clarksville Montgomery County School System School Nurse Performance Evaluation and Clinic Audit Form

Employee Name

School Year Evaluated

Job Title

Work Location

The above named employee is due an evaluation for continued employment and/or movement to the next step increase on the salary schedule. This evaluation is to be filled out by the Principal/Immediate Supervisor. The employee is to sign the evaluation form and receive a copy. This will be added to the evaluation done by the Supervising Registered Nurse and placed in employee's personnel file.

Evaluation Criteria	Unsatisfactory	Needs to Improve	Satisfactory	Very Satisfactory	Superior
Dependability – The extent to which the employee can be counted on to report to work daily and to report to work on time.					
Appearance - The extent to which the employee dresses appropriately for the position's responsibilities					
Confidentiality - The extent to which the employee maintains a professional level of confidentiality in the school and community setting.					
Loyal - The extent to which the employee is loyal to the district and maintains positive public relations to school.					
Customer Service / Communications -The extent to which the employee recognizes the importance of customer satisfaction with students, faculty, and parents; is respectful of supervisor, co-workers, students, and parents.					
Employee Development - The extent to which the employee participates in assigned meetings and in-services.					

Comments for areas needing improvement or unsatisfactory: _____

Goals: _____

☐

I recommend continued employment and step increase according to Administrative Policy HUM-A046

☐

I recommend continue employment, but withhold step increase pending re-evaluation in _____

☐

I recommend dismissal for unsatisfactory performance



**Clarksville Montgomery County School System
School Nurse Performance Evaluation and Clinic Audit Form**

Date

Signature – Principal/ Immediate Supervisor

Employee Comments: _____

I have reviewed this evaluation with my principal/immediate supervisor.

Date

Signature – Employee

Please return this evaluation to the Supervising Registered Nurse when completed. It will be added to the Supervising Registered Nurse Evaluation and Clinic Audit Tool and given to Human Resources.