**SUBSTITUTE NURSE PROBATIONARY STATUS AND REVIEW PERIOD**

**Substitute Nurse Probationary Status**

When hired by the CMCSS Substitute Program/District Registered Nurse, the employee enters Substitute Nurse status. The Probationary nurse status and review period begins on the first day of employment and concludes on the 30th day of employment. The first day of employment is equivalent to the orientation date the employee attended.

During the review, the following criteria must be met in order for a probationary substitute nurse to advance to the status of CMCSS Substitute Nurse.

1. Minimum of 2 positions accepted and completed within the 30 school days after training/orientation is completed with current school nurses.
2. Accurate and timely entry of hours worked using RedRover
3. Positive feedback from orienting school nurses
4. Overall positive feedback ratings from nursing clinics and schools from non-orienting positions accepted and completed

**CMCSS Substitute Status**

At the completion of the 30-day Probationary Substitute Nurse period, the District Registered Nurse will review each employee’s probationary period and will make a final decision regarding his/her status. Probationary substitute nurses will either advance to CMCSS Substitute nurse status or will be released from the CMCSS Substitute Program.

The Probationary Substitute nurse will be notified by telephone, email and/or mail informing them of the District Registered Nurse’s decision following the 30-day review period.

**ID Badges**

Substitute Nurses will receive an ID badge that **MUST** be worn and visible at all times while on school premises. If the provided ID is not available, the Substitute Nurse will follow the school level procedures for identification requirements, which may include a visitor’s badge provided by the school. Proper identification is a **MUST** in the nursing field. Forgetting the ID badge more than 1 time during the 30-day review process could result in early dismissal from the Probationary Substitute Nurse status.