

**Maine Peer Evaluation Tool
(January 2004)**

Purpose: The Maine School Nurse Peer Evaluation Tool is designed to assist school nurses in identifying areas in their practice where they have strengths and areas where focus attention can be made. It is a tool that will assist nurse’s aspiration in reaching exemplary practice. An overall goal of the tool is to raise the standard of school nurse practice in Maine. The tool was designed using the National Association of School Nurse Scope and Standards of School Nurse Practice.

Directions: Working with a peer to review the school nurse practice, each section of the tool is to be reviewed, scored, and discuss. The tool also includes opportunity for observation of the school nurse and the establishment of a portfolio that would include a collection of materials to demonstrate the school nurse practice. It is not intended that a cumulative score would be obtained, rather that each area would be reviewed and goals developed that focus on areas where the nurse identifies a need for further attention. Some questions ask for a qualitative response. A liker scale of 1 – 3 is available for those questions.

1 = Exceeds Expectations
2 = Proficient 3 = Needs
Focus

Some questions require a yes or no answer. A Y and N are available to check for those questions. Some questions will not be relevant for a particular school nurse, therefore, an N/A is available.

Performance Indicators Standard I: Quality of Care - Systematic evaluation of the quality and effectiveness of school nursing practice.

	1	2	3	Y	N	N/A
1. Develops a quality assurance plan for school nursing services.						
a. Greater than 90% of immunization records are in compliance.						
b. Is currently certified in spinal screening.						
c. Forms and materials used in practice are reviewed and updated every 5 years.						
d. New student’s health records are reviewed in yr. student arrives.						
e. Meets with the school physician regularly.						
f. Participates in peer evaluation and follow-up.						
2. Participates in quality assurance activities within the School Health Program.	1	2	3	Y	N	N/A
a. Conducts hearing, vision and spinal screening annually.						
b. Follows-up on student’s referred.						
c. Conducts medication training and updates for unlicensed staff.						
d. Assures that training is conducted on blood borne pathogens every year for						

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2. Participates in quality assurance activities within the School Health Program.	1	2	3	Y	N	N/A
a. Conducts hearing, vision and spinal screening annually.						
b. Follows-up on student's referred.						
c. Conducts medication training and updates for unlicensed staff.						
d. Assures that training is conducted on blood borne pathogens every year for						
staff including food service workers, bus drivers and custodians.						
e. Develops and periodically updates IHPs.						
f. Acts as case manager, as appropriate, when collaborating with health providers regarding a student health issue.						
3. Policies and procedures for school nursing services are in place and school nurse adheres to them in practice.	1	2	3	Y	N	N/A
a. A copy of the Maine School Nurse Manual is readily available and used.						
b. Policies/procedures are in place for:						
i. Medication administration including field trips.						
ii. Head lice.						
iii. Emergency Preparedness Plans.						
iv. Blood borne Pathogens/infectious diseases.						
v. Chronic Health Conditions.						
vi. Standing orders for epinephrine, glucagon and over the counter medications.						
vii. Confidentiality for students in compliant with FERPA.						
viii. Reentry plan for students out of school for 3 consecutive days or more.						
ix. These policies have been reviewed within last two years						
4. Collects data to monitor quality and effectiveness of care.	1	2	3	Y	N	N/A

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c. Forms and materials used in practice are reviewed and updated every 5 years.						
d. New student's health records are reviewed in yr. student arrives.						
e. Meets with the school physician regularly.						
f. Participates in peer evaluation and follow-up.						
2. Participates in quality assurance activities within the School Health Program. Comments:	1	2	3	Y	N	N/A
a. Conducts hearing, vision and spinal screening annually.						

Standard II: Performance Appraisal - Self-Appraisal

	1	2	3	Y	N	N/A
1. Develops a quality assurance plan for school nursing services.						
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d. New student's health records are reviewed in yr. student arrives.						
e. Meets with the school physician regularly.						
f. Participates in peer evaluation and follow-up.						
2. Participates in quality assurance activities within the School Health Program.	1	2	3	Y	N	N/A
a. Conducts hearing, vision and spinal screening annually.						
b. Follows-up on student's referred.						
c. Conducts medication training and updates for unlicensed staff.						
d. Assures that training is conducted on blood borne pathogens every year for						
staff including food service workers, bus drivers and custodians.						
e. Develops and periodically updates IHPs.						
f. Acts as case manager, as appropriate, when collaborating with health providers regarding a student health issue.						
3. Policies and procedures for school nursing services are in place and school nurse adheres to them in practice.	1	2	3	Y	N	N/A
a. Comments Copy of the Maine School Nurse Manual is readily available and used.						
b. Policies/procedures are in place for:						

Standard III: Education

1. Develops a quality assurance plan for school nursing services.	1	2	3	Y	N	N/A
a. Greater than 90% of immunization records are in compliance.						
b. Is currently certified in spinal screening.						
c. Forms and materials used in practice are reviewed and updated every 5 years.						
d. New student's health records are reviewed in yr. student arrives.						
e. Meets with the school physician regularly.						
f. Participates in peer evaluation and follow-up.						
2. Participates in quality assurance activities within the School Health Program.	1	2	3	Y	N	N/A
a. Conducts hearing, vision and spinal screening annually.						
b. Follows-up on student's referred.						
c. Conducts medication training and updates for unlicensed staff.						
d. Assures that training is conducted on blood borne pathogens every year for						
staff including food service workers, bus drivers and custodians.						
e. Develops and periodically updates IHPs.						
f. Acts as case manager, as appropriate, when collaborating with health providers regarding a student health issue.						
3. Policies and procedures for school nursing services are in place and school nurse adheres to them in practice.	1	2	3	Y	N	N/A
a. A copy of the Maine School Nurse Manual is readily available and used.						
b. Policies/procedures are in place for:						
i. Medication administration including field trips.						

1. Develops a quality assurance plan for school nursing services.	1	2	3	Y	N	N/A
a. Greater than 90% of immunization records are in compliance.						
b. Is currently certified in spinal screening.						
c. Forms and materials used in practice are reviewed and updated every 5 years.						
d. New student's health records are reviewed in yr. student arrives.						
e. Meets with the school physician regularly.						
f. Participates in peer evaluation and follow-up.						
2. Participates in quality assurance activities within the School Health Program.	1	2	3	Y	N	N/A
Comments: a. Conducts hearing, vision and spinal screening annually.						
b. Follows-up on student's referred.						

Standard 1V: Collegiality

1. Develops a quality assurance plan for school nursing services.	1	2	3	Y	N	N/A
a. Greater than 90% of immunization records are in compliance.						
b. Is currently certified in spinal screening.						
c. Forms and materials used in practice are reviewed and updated every 5 years.						
d. New student's health records are reviewed in yr. student arrives.						
e. Meets with the school physician regularly.						
f. Participates in peer evaluation and follow-up.						
2. Participates in quality assurance activities within the School Health Program.	1	2	3	Y	N	N/A

1. Develops a quality assurance plan for school nursing services.	1	2	3	Y	N	N/A
a. Greater than 90% of immunization records are in compliance.						
b. Is currently certified in spinal screening.						
c. Forms and materials used in practice are reviewed and updated every 5 years.						
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e. Meets with the school physician regularly.						
f. Participates in peer evaluation and follow-up.						
2. Participates in quality assurance activities within the School Health Program.	1	2	3	Y	N	N/A
a. Conducts hearing, vision and spinal screening annually.						
b. Follows-up on student's referred.						
c. Conducts medication training and updates for unlicensed staff.						
d. Assures that training is conducted on blood borne pathogens every year for						
Comments: staff including food service workers, bus drivers and custodians.						
e. Develops and periodically updates IHPs.						
f. Acts as case manager, as appropriate, when collaborating with health providers regarding a student health issue.						
3. Policies and procedures for school nursing services are in place and school nurse adheres to them in practice.	1	2	3	Y	N	N/A
a. A copy of the Maine School Nurse Manual is readily available and used.						
b. Policies/procedures are in place for:						

Comments:

	1	2	3	Y	N	N/A
1. School district has policies and procedures to assure the confidentiality, dignity and rights of students.						
a. Demonstrates knowledge of student's right to services as provided by the Maine State Legislature.						
b. Has a private space for interviewing of students and families.						
c. Has an agreement with school administration about who has access to individual student's health records.						
d. Provides individual student health information in a confidential manner to staff that 'need to know'.						
e. Reminds teachers and other staff about the importance of confidentiality of student health information.						
f. Records in Student Health Records only factual information, not opinion.						
g. A log is kept of who has accessed each student's health record.						
h. Provides care that is culturally and ethically sensitive to clients.						

i. Respects student and family autonomy and rights.						
2. Maintains records in a confidential manner.	1	2	3	Y	N	N/A
a. Individual health records are stored in a locked secure fire resistance file cabinet.						
b. Computers used to store individual health data have necessary security (fire-walls, screen saver that appears when not in use, security codes are required to get access, information is protected from overwrites, located in a secure, monitored location with limited access.)						
c. Individual health information is not observable to the casual eye – (records and other information are not left open on desks, etc.)						
3. Acts as students advocate.	1	2	3	Y	N	N/A
a. Assists students in non-judgmental manner to obtain services and find resources.						
b. When needed, meets with others on behalf of students.						
c. Informs students of their rights.						
d. Help students to increase their self-advocacy skills.						
4. Care is provided in a sensitive, non-discriminating manner and is sensitive to diversity.	1	2	3	Y	N	N/A
a. School nurse office is welcoming to all students including students of diversity.						
b. Treats students with respect and kindness.						
c. Focuses on strengths of the student in meeting their health needs as demonstrated in IHP's.						
d. Creates an active partnership with students, their families, and their teachers.						

Standard VI: Collaboration – Collaborates with community and other providers to coordinate student health services with input from students, parents and staff.

1. Fosters nurse participation on the interdisciplinary team(s).	1	2	3	Y	N	N/A
a. Articulates clearly the value and role of the school nurse in the school setting.						
b. Understands the organizational structure of the school and the local health care system.						
2. Maintains linkages with community agencies and providers.	1	2	3	Y	N	N/A

a. Has formed relationships/partnerships with area providers.						
b. Facilitates interagency collaboration to interpret and modify student care plans.						
c. Collaborates with other community agencies to reduce duplication and expand resources.						
3. Includes student, family, staff, and relevant providers in planning and decision-making.	1	2	3	Y	N	N/A
a. Student's, family and relevant providers are included in writing IHPs.						
b. Students are encouraged to include family in making health decisions.						
c. Students participate in creating health goals for themselves.						
Comments:						

Standard VII: Research – Promotes use of research findings.

1. Participates in research activities.	1	2	3	Y	N	N/A
a. Participates as a research (pilot) site.						
b. Participates in State and National survey's focusing on research.						
2. Uses research in developing health programs and in individual student health care plans.	1	2	3	Y	N	N/A
a. Accesses research in developing or changing school nurse practice.						
b. Helps develop health curriculum based on quality research and assessed needs of the students.						
3. Keeps current with Journal of School Nurse and other relevant publications.						

Comments:

Standard VIII: Resource Utilization – Considers safety, effectiveness, and cost when planning and delivering care.

	1	2	3	Y	N	N/A
1. Assesses economic, legal, and political factors that influence health delivery in schools and communities.						
2. Collaborates with the School Health Coordinator.						
3. Is aware of appropriate community and state resources for students.	1	2	3	Y	N	N/A
a. Keeps a current list of resources on file.						
b. Assists families in obtaining affordable health care and other health services.						
4. Is aware of the Nurse Practice Act in relationship to delegation and coordination of health tasks.	1	2	3	Y	N	N/A
Comments: Standard IX: Communication – Effective Written Verbal and Nonverbal communication skills.						
a. Is familiar with the Nurse Practice Act.						
b. A copy of the Nurse Practice Act is in the school nurse office.						
1. Communicates effectively with students, family, school staff, community and providers – (May be part of portfolio).	1	2	3	N	Y	N/A
a. Maintains a portfolio that shows examples of work, including:						

i. Phone logs/e-mails.					
ii. Letters of referrals.					
iii. Other written communication.					
2. Observation of verbal communication skills with students and staff. (Peer evaluator would observe SN in interaction with student and staff.)					
3. Uses technology effectively (computer, Internet, fax, etc.)	1	2	3	N Y	N/A
a. Has computer at desk, is competent in its use and is able to access information.					
b. Health records are computerized.					
c. Maintains a school health web page.					
4. Prepares clear and concise records and reports – (Evidenced by IHP or other care plan).	1	2	3	N Y	N/A
a. Copies of reports and records in portfolio.					
5. Demonstrates effective communication relative to school health issues or pertinent information with the principal and superintendents.	1	2	3	N Y	N/A
a. Attends school administrative meetings.					
b. Generates reports to principal regarding work statistics.					
Comments:					

STANDARD X: Program management-Management of school health services.

Comments:

1. As part of a team, conducts an assessment of the need for current health programs.	1	2	3	Y	N	N/A
a. Uses research-based assessment tools to identify health program needs.						
b. Conducts a broad-based assessment of staff/student needs.						
2. Develops and implements needed health programs using a program planning process.	1	2	3	Y	N	N/A
a. Identifies health program needs using the assessment tools.						
b. Works with staff to develop health programs identified by the needs assessment.						
c. Assists with implementation of school health programming.						

3. Demonstrates knowledge of school health policy.	1	2	3	Y	N	N/A
a. Can relate what school health policies are in place and how each is implemented.						
b. Can demonstrate how a local school health policy is developed.						
4. Works with system-wide policy committee or school health policy committee to develop and implement school health policies.						
5. Advocates for school health programs.	1	2	3	Y	N	N/A
a. Participates in activities that promote school health programming.						
b. Acts as a spokesperson for school health programs.						
6. Actively participates in the Coordinated School Health Program.	1	2	3	Y	N	N/A
a. Serves on one or more committees created to improve CSHP in the district.						
b. Acts as a champion for CSHP in the district by promoting the coordination of services for the overall health of students.						
7. Effectively manages staff.	1	2	3	N	Y	N/Y
a. Has clear written job descriptions for each health staff.						
b. Communicates clearly the health tasks to be assumed by non-licensed staff.						
c. Provides initial training and refresher training to staff assuming health tasks?						
d. Has documentation of training on file.						
e. Evaluates the competence of staff's health task skills.						
f. School nurse is available to answer questions and concerns.						
g. Conducts performance appraisal of staff health task duties.						
h. Is able to address disputes related to health tasks.						

STANDARD XI: Health Education – Assists students, families, and school staff to achieve optimal levels of wellness.

1. Assists health education teachers in curriculum development and	1	2	3	Y	N	N/A
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provision of resources.						
a. Serves on the district/school level health curriculum committee.						
b. Provides up-to-date resource materials to supplement health education curriculum.						
c. Provides education to health education/teacher on health issues to improve teacher's skill.						

Comments:

Goals: Develop 3 goals, with at least one goal a short-term goal to be measured in 1 year. The goal or the subsequent objectives must be measurable, feasible and should have an anticipated end date.

- 1.
- 2.
- 3.

Nancy Dube, School Nurse Consultant
 Department of Education
 624-6688, Nancy.Dube@Maine.Gov