LICENSED VOCATIONAL NURSE (LVN) PERFORMANCE APPRAISAL RECOMMENDATION FORM

This form shall be used by principals and other designated professionals to provide input to the Nurse Coordinator and will not become part of the official appraisal record sent to the Human Resources Department. If the form is used, the documentation must be shared with the LVN, if requested.

Please provide evaluative input by completing this form for the LVN who is assigned to your campus. If "Exceeds Expectations," "Below Expectations," or "Unsatisfactory" is checked, a supporting statement as to why, must be provided. Your ratings are only recommendations; the final appraisal will be completed by the nurse coordinator.

Date: _____

Principal/
professional completing form: _____ _____
Name **Job Title**

LVN: _____ _____
Name **Employee ID**

Assignment: _____

PERFORMANCE RATING SCALE:

EE-Exceeds Expectations **ME**-Meets Expectations **BE**-Below Expectations **U**-Unsatisfactory **N/A**-Not Applicable

PERFORMANCE CRITERIA

Complete items 1 through 4 for all employees.	Check one rating for each indicator.				
	EE	ME	BE	U	N/A
I. CLINIC MANAGEMENT AND SERVICES Demonstrates knowledge of illnesses and injuries; administers medications and special procedures according to District/departmental policies and procedures; implements screening programs according to department guidelines; maintains immunization compliance at an acceptable level; follows state guidelines for the prevention and control of communicable diseases; maintains student health information according to department protocols; maintains a safe clinic environment. **Comments:** _____ _____ _____					

II. SCHOOL/COMMUNITY RELATIONS Presents health information to students, staff and families; assists families to access community resources; maintains confidentiality of student health records; maintains professional relationships with students, staff and families; demonstrates effective communication skills. **Comments:** _____ _____ _____					
III. PROFESSIONAL STANDARDS AND CONDUCT Demonstrates knowledge of professional and ethical standards; complies with state guidelines and District policies and procedures; reports to work daily and on time; plans, schedules and organizes tasks in an effective manner. **Comments:** _____ _____ _____					
IV. PROFESSIONAL GROWTH AND DEVELOPMENT Completes professional development activities; applies knowledge learned to improve services to students; shares information learned with other stakeholders; maintains required licensure and certifications. **Comments:** _____ _____ _____					