

***PERFORMANCE DESCRIPTORS FOR LICENSED VOCATIONAL NURSES**

DOMAIN I. CLINIC MANAGEMENT AND SERVICES

Criterion 1: **Demonstrates and utilizes knowledge of approved protocols, methods and techniques of school nursing**

Demonstrates knowledge of illnesses and injuries common to school setting; consistently follows district/departmental policies and procedures for management of illness/injury, medication administration, health education and documentation.

Criterion 2: **Administers medication and treatments as ordered by the health care provider which are in accordance with SAISD policy, procedures and health care plan provisions.**

Maintains required health care provider/parent permissions and thorough documentation of medications/treatments/follow-up administered according to department protocols; medication is maintained according to manufacturer's recommendation; serves as liaison between school, health care provider and family; communicates progress/decline of student's condition to appropriate individuals; demonstrates knowledge of medication/medical procedures that require prior approval from Health Services coordinator/director; counsels/educates the student/parent/staff population regarding medication purpose, dosage, side effects, and contraindications; demonstrates knowledge of protocols for administration of emergency medications; safely administers medications.

Criterion 3: **Implements and/or provides support for the growth assessment, blood pressure and acanthosis nigricans screening programs.**

Follows department guidelines for screening and referral; completes district mandated screenings by the end of the 3rd 9 weeks; completes data entry of mandated screenings by the end of the 3rd 9 weeks; meets departmental goals for evaluation of screening failures; utilizes district and community resources for screening and referral; approved equipment/materials is available, clean and in working order; screening environment has minimal distractions and allows for privacy.

Criterion 4: **Implements the vision screening program.**

Follows guidelines for screening and referral; completes state mandated screenings by the end of the 2nd 9 weeks; completes data entry of mandated screenings by the end of the 2nd 9 weeks; meets departmental goals for evaluation of screening failures; utilizes district and community resources for screening and referral; approved equipment/materials is available, clean and in working order; screening environment has minimal distractions; communicates appropriately with parents and teachers regarding implications of screening failure in the classroom setting.

Criterion 5: **Implements the hearing screening program.**

Follows guidelines for screening and referral; completes state mandated screenings by the end of the 2nd 9 weeks; completes data entry of mandated screenings by the end of the 2nd 9 weeks; meets departmental goals for evaluation of screening failures; utilizes district and community resources for screening and referral; approved equipment/materials is available, clean and in working order; screening environment has minimal distractions; communicates appropriately with parents and teachers regarding implications of screening failure in the classroom setting.

Criterion 6: **Implements and/or provides support for spinal screening, dental screening and athletic physical screening programs.**

Follows guidelines for screening and referral; completes state mandated screenings by the end of the 3rd 9 weeks; completes data entry of mandated screenings by the end of the 3rd 9 weeks; meets departmental goals for evaluation of screening failures; reviews health history; performs athletic physical pre-screenings, provides follow-up of identified health issues; communicates appropriately with parents, teachers and coaches regarding implications of health issues identified; approved equipment/materials is available, clean and in working order; screening environment has minimal distractions and allows for privacy.

Criterion 7: **Maintains student immunization records electronically and at an acceptable level of compliance.**

Campus immunization compliance of 98% is reflected by monthly data reports, October thru May; documentation of medical exemptions and conscientious objections on file in student's PCR; notification letters are sent to parents two (2) weeks prior to due date; assists parent to access community resources; offers to administer immunizations before excluding students from school; campus administrators routinely notified of non-compliance issues.

Criterion 8: **Performs nursing assessments by collecting data, planning nursing care, providing appropriate nursing intervention and evaluating results within the LVN Scope of Practice as stated by the Texas Board of Nursing.**

Maintains Student Health Inventory on every student; consistently provides first aid for minor illnesses/injuries according to department protocols; completes thorough assessment, intervention and follow-up; maintains thorough and well-organized documentation; provides medical referrals and/or accident reports for illnesses/injuries requiring more than first aid attention; meets the department goal for % of students returned to class; facilitates student understanding of illness/injury; provides information to families to facilitate positive outcomes; communicates appropriately with teachers regarding implications of illness/injury in the classroom setting; maintains individual health plans for students with moderate to severe symptoms of illness.

Criterion 9: **Maintains adequate supplies and equipment in the clinic.**

Inventory of equipment and supplies available for safe nursing practice; demonstrates ability to determine needs and prioritize in relation to clinic budget.

Criterion 10: **Identifies signs and symptoms of communicable disease and follows appropriate infectious disease control protocols.**

Follows Department of State Health Services (DSHS) recommendations for the prevention and control of communicable disease in the school setting; reports communicable diseases according to district policy; provides organized follow-up of students presenting symptoms of a communicable disease; communicates accurate information to school staff; identifies trends in frequency of symptoms and notifies Student Health Services according to guidelines;

collaborates with District staff and/or community agencies to prevent and manage infectious disease.

Criterion 11: Documents and maintains health related information confidentially and as applicable electronically, according to department protocols.

Maintains current Student Health Inventory on students; follows district protocol for maintenance and security of student health information.

Criterion 12: Clinic area meets approved criteria of safety and security according to District standards.

Maintains clean, well-organized clinic environment; medications are kept in a secure, locked cabinet; students are not allowed access to medication cabinet; controlled substances are counted upon receipt and count documented; two staff members, designated by the campus administrator have been trained to administer medication and training documented; plans in advance with faculty and staff to meet the health needs of students during field trips; meets criteria of district safety and security audit; district emergency plan posted in clinic.

Criterion 13: Compiles information or data, produces appropriate reports and submits as required.

Submits reports by due date.

DOMAIN II. SCHOOL/COMMUNITY RELATIONS

Criterion 14: Actively promotes and participates in campus-based and District activities that promote wellness and provide health education to students, families, staff and community members.

Conducts mandated training for staff by the end of the first nine weeks. Communicates requirements of district policy regarding administration of medication, special procedures, and treatments; utilizes a variety of methods to present developmentally appropriate information to students, staff and parents on the prevention of infectious disease; communicates accurate, scientifically-based information to school community; promotes and encourages behavior that reduces the incidence of infectious disease; educate school staff as to the implications of chronic/acute illnesses on the academic process; maintains educational information on health issues; promotes wellness activities to school community; appropriate health education materials are easily accessible; provides state and district mandated health education to students.

Criterion 15: Notifies families of students' health needs and assists families in accessing community resources as needed.

Demonstrates knowledge of district and community resources available to students/families; works effectively with families to remove barriers to accessing health care; provides follow-up referrals for medical evaluation.

Criterion 16: **Works collaboratively with students, families, campus staff and community healthcare providers regarding health issues in compliance with the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPPA) guidelines.**

Keeps administration informed of health issues impacting academic performance and student safety; plans in advance for substitute coverage; delivers services with minimal interruption to instruction; works collaboratively with other district personnel to provide appropriate support for at-risk students; demonstrates knowledge of the nurse practitioner role and process for requesting nurse practitioner consultation; maintains confidentiality of student health information; provides for student privacy.

Criterion 17: **Demonstrates the core values of the District in interactions with students, families and colleagues.**

Demonstrates respect for the role and contribution of all individuals; seeks solutions that result in positive outcomes for students; offers constructive ideas.

Criterion 18: **Establishes and maintains effective communication with students, families, staff and community members.**

Maintains open, clear and respectful communication.

DOMAIN III. PROFESSIONAL STANDARDS AND CONDUCT

Criterion 19: **Observes professional and ethical standards in accordance with TEA Code of Ethics and the Nurse Practice Act.**

Demonstrates knowledge of professional and ethical standards in decision making and performance of duties; nursing practice is within scope of licensure; seeks assistance with complex issues or issues beyond scope of practice.

Criterion 20: **Adheres to all state and federal laws, the Texas Department of State Health Services guidelines, and District policies and procedures.**

Complies with state guidelines and District Policies and Procedures.

Criterion 21: **Reports to work daily and on time.**

Adheres to assigned duty times and follows departmental procedure for notifying campus and coordinator of absences.

DOMAIN IV. PROFESSIONAL GROWTH AND DEVELOPMENT

Criterion 22: **Maintains required licensure and certification.**

Achieves timely renewal of license and required certifications; maintains accurate documentation of continuing education hours completed; maintains current license with department and Human Resources.

Criterion 23: **Provides evidence of participation in continuing education programs designed to increase knowledge and skills in the practice of school nursing.**

Completes district and non-district professional development activities over a wide range of topics that will enhance job performance; intent and purposeful in seeking professional development activities that relate to school nursing; seeks opportunities to increase knowledge related to needs of student population; share information learned with other stakeholders; applies knowledge learned to improve practice; utilizes knowledge gained to implement activities for campus.

***Performance descriptors are intended to serve as an example of performance expectations for licensed vocational nurses. This list is by no means exhaustive. Additional criteria may apply.**