**Nurse Evaluation Helpful Tips**

1. Nurse Credentials List- you need to know who is on what year
2. Blank Templates- for nurses to document their evidence
3. Walkthroughs
4. Encouraged to think about it each week- do NOT procrastinate, it’s not going away!
5. Keep a running list of accomplishments
6. There is ***only*** 34 “elements”- pieces of evidence
7. How to “document” evidence- Can be done electronically, in a binder or a combination of both
8. Word Documents

* Brochures
* Lesson Plans
* IHCP
* Emails- to staff, students, parents, administration, “eblasts”
* Newspaper articles
* Meeting Minutes
* Attendance Sheets

1. Multimedia presentations

* Power points/Prezi
* Videos
* Webinars
* Photos
* Cable TV shows
* Connect Ed Messages
* Newsletters

1. Electronic Medical Record Documentation

* RTC/Dispositions
* Number of visits
* Length of visits
* Types of Visits-First Aid, Injury, Mental Health, Medications
* Number of phone calls
* Number of emails
* Number of referrals/consults

1. Professional Development

* Certificate of attendance
* PDP Records
* Cards Issued
* Certifications Obtained
* Agenda from Professional Presentations
* Mentoring Nursing Students
* Journal Articles

1. Direct Observation

* Walk throughs
* Observations
* Clinic Milieu
* How the Nurse fits in the school

1. “Feedback”

* Written Feedback- sent to Nurse Leader referencing the nurse from Principals, Administrators, Parents, Community Members, DPH
* Verbal Feedback regarding Nurse involvement in School, Community and Professional Organizations
* Letters to the editors in local newspaper or school publication