**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