

QUICK START FACT SHEET
KEY PRINCIPLE: QUALITY IMPROVEMENT

TOPIC: Performance Appraisal
IDEA: Develop Uniform Job Description and Performance Appraisal

THE IDEA	GOALS	ACTION STEPS	RESOURCES	MEASURE OUTCOMES
<p>What areas do you want to focus on for improvement?</p> <p>Incorporate Framework for 21st Century School Nursing Practice and School Nursing: Scope and Standards of Practice into meaningful, evidence-based job description and performance appraisal.</p>	<p>What exactly is it that you want to achieve?</p> <ul style="list-style-type: none"> • Job description reviewed and updated if necessary to be reflective of scope and standards of school nursing practice and Framework for 21st Century School Nursing Practice. • Evaluation is based on the standards of school nurse practice and Framework for 21st Century School Nursing Practice. • Tool is useful for meaningful evaluations with motivations for opportunities to improve practice. • Standards for evaluation clarify and/or are linked to the standard for school nursing practice. • School nurses are accountable for meeting the evaluation tool metrics. • Tool may be used by nursing administrator (preferred) and non-nursing administrators. • Tool evaluated present level of practice and helps to develop goals and plans for the future. 	<ul style="list-style-type: none"> • Consider who will be affected and how? • Get buy-in for your initiative. Who are the individuals who must be involved and engaged in your initiative? • Who can lead the initiative? What partners/stakeholders should be involved? • What resources will be needed? (i.e. types of staff and required time; supplies and materials, equipment, other resources; estimated costs). • What are possible challenges and barriers? Reflect on these and think about possible solutions and strategies. • What is your timeline? • Do you have a short-term outcome to demonstrate early visible improvements? • How will you share/communicate your proposed initiative and with whom? • Have you thought about sustainability for your project? Will this be a project you can continue annually? 	<ul style="list-style-type: none"> • What resources can guide this project using evidence-based, best-practices? • Are there templates, information, guides already in place? • What are others doing? Find out about other initiatives. What are other schools, districts, states doing? Do not limit yourself to nursing-related initiatives. Be sure to ask what were the lessons learned. • Are there funding sources and grants that can help off set costs? 	<ul style="list-style-type: none"> • How will you measure progress and success? • What are your outcome measures? • How often will you check and measure your progress? • Who will be responsible for collecting and reporting the information/data? • How will you evaluate your initiative to determine success?

SOCIAL MEDIA

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For more details on this project, see Chapter 4, Idea 1.