



SCHOOL NURSE PROFESSIONAL PORTFOLIO

2016-2017

School Nurse

A registered nurse holding current licensure recognized by the Iowa Board of Nursing who practices in the school setting to promote and protect the health of the school population by using knowledge from the nursing, social, and public health sciences.

School Nurse Professional Portfolio Resource:

Nurses have the responsibility to maintain competence and continue personal and professional growth (American Nurses Association [ANA], 2010). In addition, a nurse should also evaluate one's own nursing practice in relationship to professional practice standards, practice guidelines, relevant statutes, and regulations (ANA, 2010).

School nurses have a professional obligation to engage in self-evaluation, to demonstrate professional growth and currency with nursing practice in the setting where nursing practice is provided (National Association of School Nurses [NASN, 2013]). The school nurse may utilize a professional portfolio to evaluate or articulate their nursing practice in a way that is meaningful for the local education agency's school administration or similarly licensed health service professional supervising their practice. Additionally, the portfolio could be used as a self-evaluation related to goals, processes, professional development, and clinical proficiencies in school nursing practice where no other school nurse is available. Below are some suggested components a school nurse may want to include in the development of a professional portfolio.

Suggested Components of a School Nurse Portfolio:

- **Reflection of School Nursing Practice:** An overview (or general theme) or introduction of the school nurse practice or role. The reflection may include differences between population versus individual care, autonomous versus healthcare team focused, and education versus healthcare setting practices. Ideally a new reflection should be written each year.
- **Professional Development Identification:** Identification and statement of additional continuing education units needed to maintain nursing license, identification and statement of what additional professional development needs are identified to maintain and meet current healthcare standards, and identification and statement of future professional development opportunities and needs to maintain and meet current school nursing standards.
- **Leadership and Professional Preparation:** The school nurse should provide copies of professional organization membership or any activities that were completed and engaged in to promote the school nurse's professional practice or the nursing profession in general. The school nurse could also include samples of professional nursing judgement used within the school setting when providing nursing services. The nurse should include copies of all current licensure and any certifications related to the school nurse's practice (e.g., current nurse licensure, Statement of Professional Recognition [if applicable], Basic Life Support Certification [CPR], Mandatory Child and Adult Abuse Training Certificate, NCSN [National School Nursing Certification], other certifications obtained and/or required). The school nurse includes copies of the continuing education units completed during the current licensure period along with a brief statement of how the school nurse has incorporated these education units or certifications into their professional practice.

- **Assessment of Caseload (includes school environment, culture, and population needs):** The school nurse includes a brief overview of the aggregate student population he or she provides nursing services to during the school day. Additionally, the school nurse may include aggregate data pertaining to number of episodic health visits, specific health services provided, the number of individual health plans, student chronic health conditions, buildings, and other school environment or resources utilized in nursing practice. The school nurse could include samples of cultural competency training and/or practices to address meeting the needs of overall school culture and climate.
- **Goals:** The school nurse identifies goals developed using the reflection statement and needs statement related to the improvement of the nurse's professional practice that are clear, concise and measurable for a period of time. Also, the school nurse identifies goals related to the health of the school population and school environment using the reflection statement and professional development that are clear, concise, and measurable for a period of time.
- **Nursing Process Exemplar:** Maintaining confidentiality, the school nurse includes one or more examples where he or she has made a difference in the prevention or promotion of the health of an individual student or the health of the school population during the past year or current year of practice using each step of the nursing process: assessment, nursing diagnosis, outcomes identification, planning, nursing intervention, and evaluation.
- **School Nursing Scope and Standards:** The school nurse includes a copy of the Iowa Nurse Practice Act and a copy of the School Nurse Scope and Standards Brief.
- **General Performance Interventions:** The school nurse can include dates, times, and brief statements of participation as an integral member of the education team for early identification of students who may require additional educational services, information related to involvement with staff or parent in-services and programs, classroom instruction on health related topics, health related teaching to qualified personnel, school wellness programs, events, or other activities that the school nurse participated in to support the district's goals or mission, and vision statement. The nurse could include any written feedback from parents or medical professionals that have commented on his or her satisfaction with the school nurse's expertise and professional nursing practice. Lastly, the school nurse could include letters of recognition or communications from parents, staff, administration, and community stakeholders which indicate their satisfaction with the school nurse's clinical performance.
- **Employee Standards:** The school nurses include any requirements that are determined within the local school district or school policy for health services. The school nurse includes a copy of their job description, a copy of their school nursing contract, and a copy of their school district or school's health policy pertaining to health services and/or nursing services. The school nurse includes the school's identified goals, mission, and vision statement. Additional examples of performance expectations could include data from required district or school level staff meetings, committee membership and meeting engagements

Resources:

American Nurses Association. (2010). *Nursing: Scope & standards of practice*. Silver Spring, MD:

Nursebooks.org.

Iowa Board of Nursing. (2015). Iowa Administrative Code 655-6. *Iowa Nurse Practice Act*. Retrieved

from: <https://nursing.iowa.gov/nursing-practice>

National Association of School Nursing (2013). *Position Paper: Supervision and evaluation of school nurses*. Retrieved from:

<https://www.nasn.org/PolicyAdvocacy/PositionPapersandReports/NASNPositionStatementsFullView/tabid/462/smId/824/ArticleID/51/Default.aspx>

Developed by: Melissa Walker, BSN, RN, Iowa Department of Education School Nurse Consultant and Sharon Guthrie, PhD, ARNP, CPNP, NCSN, RN-BC, Executive Director of the Iowa School Nurse Organization