**THE IDEA**

What areas do you want to focus on for improvement?

**GOALS**

What exactly is it that you want to achieve?
- Job description reviewed and updated if necessary to be reflective of scope 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.

**ACTION STEPS**

- 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?

**RESOURCES**

- 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?

**MEASURE OUTCOMES**

- 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?

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**SOCIAL MEDIA**

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

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