HUNTER
The City University of New York
InPlace

Graduate Evaluations (AGNP/PMHNP)

Revised 10/13/2020

This document explains the clinical evaluation process for AGNP and PMHNP students.

Quick Guides provide very targeted information about a topic. For general documentation, please download the InPlace Student User Guide.

InPlace Evaluation Process:

	Step 1 *Student Input:*	*Step 2* *Preceptor Input:*	*Step 3* *Instructor Certification:*	*Step 4* *Student Verification:*
Midterm	Student Self-Assessment	Midterm Assessment (In consultation with instructor)	Review all materials, e-verify and determine midterm outcome	Students e-verify and develop action plan (if needed)
Final	Student Evaluation of Preceptor, Practicum and Agency	Final Assessment (In consultation with instructor)	Review all materials, e-verify and determine final outcome	Students e-verify and receive final grade

Midterm: *Required for any placement where attendance is expected to exceed 100 hours by the end of the term.*

Final: *Required for any placement where attendance exceeds 50 hours by the end of the term.*

Grab the latest version of this guide at
www.hunter.cuny.edu/nursing/current-students/inplace

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Overview of Midterm Evaluations

1) Complete a Self-Assessment.

Identify clinical strengths and areas in need of improvement. You'll also verify your total attended hours to date. Your response and timesheet data will be shared with your preceptor and instructor.

Only if Step 1 is completed

2) Your preceptor provides feedback.

They'll receive an email from InPlace to complete a brief assessment of your progress. Your self-assessment and timesheet is shared with them as an attachment to this email.

3) Your instructor completes the evaluation.

After reviewing input from you and your preceptor, your instructor will complete a verification form and provide an evaluation outcome.

4) Review and verify your feedback and outcome.

Complete a verification form to confirm your receipt of your feedback and outcome.

5) Create a plan to improve.

You are encouraged (and in some cases, required) to develop an action plan with your instructor and preceptor to target any areas in need of improvement.

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Evaluation Requirements

Students placed at **only one clinical site** are required to complete a midterm **and** final evaluation.

If you have **more than one clinical placement**, the following guidelines may be used to determine if an evaluation is required for each site:

Total hours you *expect* to attend at site by the end of the term:	Midterm Required?	Final Required?
Less than 50 hours	NO	NO
Between 50-99 hours	NO	YES
100 hours or more	YES	YES

These are *general* guidelines; more specific criteria may be applied by your instructor or program specialization coordinator.

If an evaluation will **not be required at a secondary site**, please ask your seminar instructor to check the 'Waiver' checkbox on your placement details (under midterm or final evaluation requirements).

If you are unsure, please contact your instructor for guidance.

Step 1: Student Input

Midterm Evaluation

Evaluations begin with a ***Self-Assessment*** and confirmation of your clinical hours completed to date. Use this time to identify your strengths, areas in need of improvement, and overall progress. Be sure to log any pending entries. Your Self-Assessment responses and a summary of your attendance will be shared with your preceptor in the next step.

Self-Assessments are emailed to you and added to your To Do list in InPlace.

If you have logged hours at more than one placement, you will receive a Self-Assessment for **each one**, unless a waiver is completed by your seminar instructor or less than 50 hours were logged at the start of the evaluation process. If you later find that an evaluation should be conducted at a site that was previously omitted, please contact your instructor.

Final Evaluation

Students complete an ***Evaluation of Preceptor, Practicum & Agency*** in lieu of a self-assessment. This measure collects feedback about the quality of your practicum setting and the support received from your clinical site and preceptor. Please complete the evaluation with this in mind.

Step 2: Preceptor Input

During evaluations, preceptors provide feedback by completing a ***Preceptor Assessment of Student***, sent to them by email through InPlace. Their midterm invitation will include a copy of your Self-Assessment and a summary of your attended days/hours for their reference.

Preceptors are not contacted for feedback if any of the following apply:

- Their email address is missing (or incorrect) in the *Contacts* area on your placement details. It is your responsibility to get this information corrected and request that your preceptor be contacted if an evaluation is required.
- No hours were logged at the site listed when evaluations were conducted. If you later attend the site past the number of hours where an evaluation becomes a requirement, it is your responsibility to request one.
- An evaluation waiver was completed by your seminar instructor (applies only to secondary placements not meeting hourly thresholds for evaluations)

If your preceptor does not respond to an assessment survey, it is your responsibility to follow up with them. You can keep track of who was contacted, when they were contacted, and if/when they responded from your **placement details** page.

Once submitted, preceptor assessments are shared with you in InPlace via your placement's ***Assessment*** tab and a notification will appear on your home page.

Step 3: Faculty Review and Certification of Outcome

Near the end of each evaluation period, your seminar instructor will review all materials collected (self-assessment, preceptor assessment, and site visit/consultation input), following up on missing information where necessary, before completing a **verification form** and **providing a formal outcome** of your progress in meeting the objectives of the practicum.

During midterm evaluations, you may be required to develop an action plan to address any identified performance gaps by the end of the term.

Step 4: Student Review/Verification

At the close of Midterm and Final evaluations, you are required to verify your review of all feedback received from your preceptor(s) and the outcome provided by your instructor.

- Completed **Preceptor Assessments** can be downloaded from your placement's *Assessment* tab (PDF files).
- Completed **Faculty Review/Certification of Outcome** forms are located on your placement *Details* tab.

Confirm your receipt of these evaluation materials by completing a short **verification form** on your placement *Details* tab.

How to Access Evaluation Materials

Midterm Self-Assessment:

- Sent by email and posted on your *To Do* list in InPlace.
- Once submitted, a 'read only' copy of your response is added to your placement *Details* the following day (responses are copied overnight).

Preceptor Assessment:

- Sent by email to preceptors from InPlace (Seminar instructors are copied on these).
- Track collection efforts from your placement *Details* tab and follow up when needed.
- Once submitted, a notification will be posted on your home page and a PDF report of your preceptor's response can be downloaded from your placement's *Assessment* tab.

Faculty Review/Certification of Outcome:

- To be completed by your instructor shortly after preceptor feedback is received.
- Can be reviewed on your placement *Details* tab.

Student Verification:

- To be completed **after** preceptor and instructor portions are complete.
- Verification form is located on your placement *Details* tab.

Reviewing your Self-Assessment

A read-only copy of your Midterm Self-Assessment will be available on your placement *Details* tab the following day after completing it.

Midterm Student Self-Assessment Responses (AGNP/PMHNP)

Student Midterm Self-Assessment Responses (Read-Only)

NP Midterm SA Date Submitted

2018-10-24 18:36:55

Strength/Clinical Skill 1

Here is my response for strength/clinical skill 1 for my HBSON Graduate Programs placement.

Strength/Clinical Skill 2

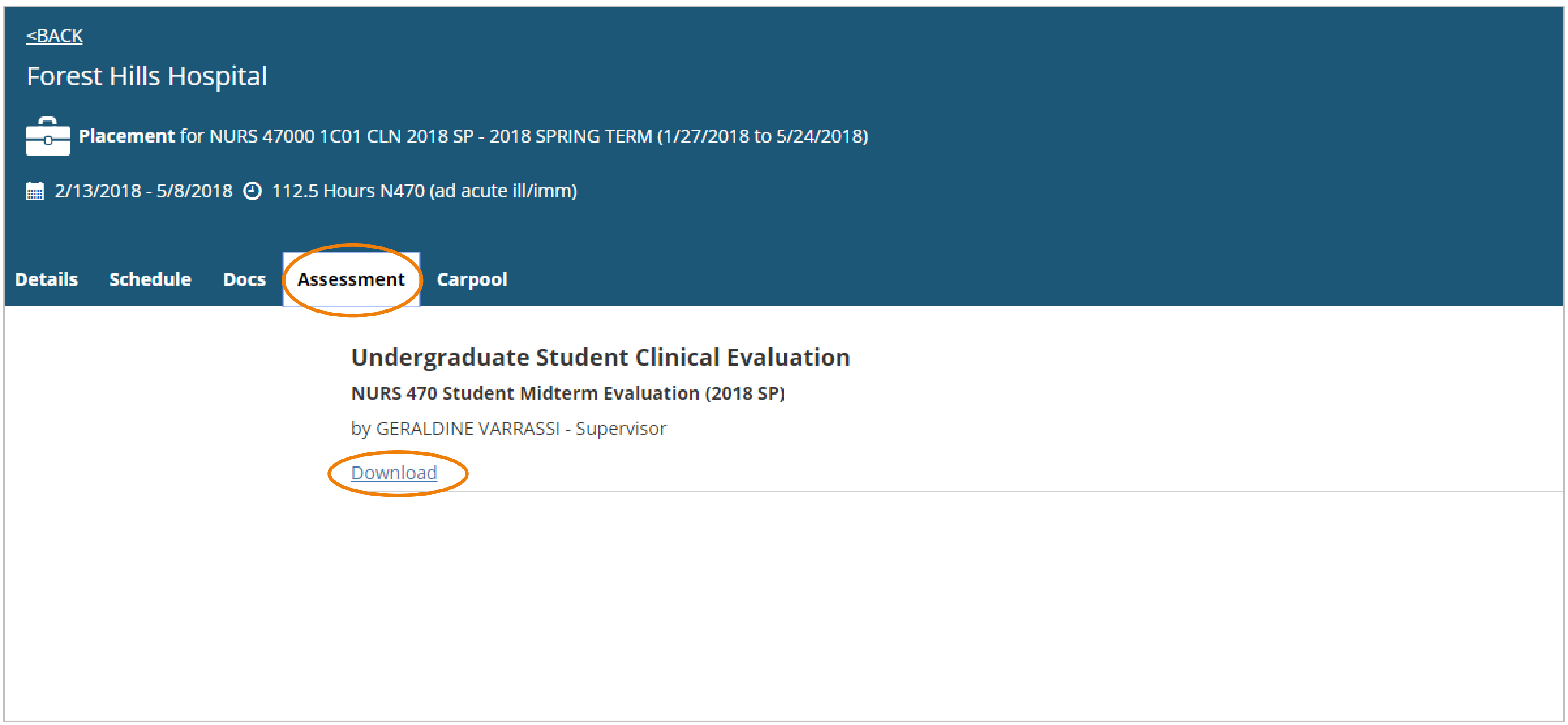
Here is my response for strength/clinical skill 2 for this placement. I'll make this one longer (~750 characters). Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sag

Strength/Clinical Skill 3

Download Preceptor Assessment

Click the *Assessment* tab to download completed preceptor assessments (PDF file).

Adblock users may need to disable Adblock on the page if the link is not working correctly.



Review your Evaluation Outcome

Once completed by your instructor, review your evaluation outcome and any additional feedback on your placement *Details* tab.

Midterm Evaluation: Faculty Review and Certification of Outcome for this Placement (Required) - Please complete after preceptor feedback has been received.

Midterm Evaluation Reviewed by Faculty

Yes

Midterm Evaluation Outcome

Passing

Student's midterm evaluation outcome for this placement (explain in comments)

Passing

Comments

Huge improvement since the start of the term. Great job.

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Verify your Review of the Evaluation

Confirm your review of evaluation materials by checking the box under the “Student Acknowledgement of Completed Evaluations” section (click the plus sign **[+]** to expand the form). Press **Submit** to save your response.