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

**InPlace Evaluation Process:**

<table>
<thead>
<tr>
<th>Midterm</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Input:</td>
<td>Student Self-Assessment</td>
<td>MTE Preceptor Assessment (In consultation with instructor)</td>
<td>Faculty summary of student’s progress and midterm outcome</td>
<td>Students sign to verify receipt and develop an action plan (if needed)</td>
</tr>
</tbody>
</table>

A midterm evaluation is required for any placement where attendance is expected to reach 100+ hours by the end of the term.

<table>
<thead>
<tr>
<th>Final</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Evaluation of Preceptor/Agency; Final timesheet report</td>
<td>Final Preceptor Assessment (In consultation with instructor)</td>
<td>Faculty summary of student’s progress and final outcome</td>
<td>Students sign to verify receipt and receive final grade</td>
<td></td>
</tr>
</tbody>
</table>

A final evaluation is required for any placement where total 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](http://www.hunter.cuny.edu/nursing/current-students/inplace)
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.

2) Preceptor Assessment
Preceptors receive an email from InPlace to complete a brief assessment of your progress. Your self-assessment and a summary of your logged attendance is shared with them for their review.

3) Your instructor completes the evaluation.
After reviewing input from you and your preceptor, your instructor will complete the faculty section and provide an evaluation outcome.

4) Review and verify your feedback and outcome.
Complete the Student Review of Completed Evaluation section 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.
Clinical evaluations are conducted one *per placement site*, not one per student. Students placed at only one clinical site are required to complete a midterm and final evaluation.

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

<table>
<thead>
<tr>
<th>Total hours expected at site by end of term:</th>
<th>Midterm Required?</th>
<th>Final Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 50 hours</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Between 50-99 hours</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>100 hours or more</td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>

These are *general* guidelines; other factors or determinations by your instructor may affect these requirements.

If an evaluation will not be required at a secondary site, please ask your seminar instructor to check the ‘Omit from Evaluation’ checkbox on your placement details (under midterm or final evaluation requirements) to prevent unnecessary outreach during evaluation campaigns.

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 and keep your total hours up-to-date.

Self-Assessments are emailed to you and added to your To Do list in InPlace. A summary of your responses and timesheet information will be shared with your preceptor in the next step.

If you have logged hours at more than one placement, you will receive a Self-Assessment for **each one**, unless (a) it is marked to be omitted from evaluations or (b) it has less than 50 hours logged at the start of the evaluation period. 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.

A final timesheet report must be signed and uploaded to your placement on the **Details** tab.
Step 2: Preceptor Input

Preceptors complete a **preceptor assessment** (unique to your program), which is sent to them by email through InPlace. The midterm evaluation allows them to view your self-assessment and a summary of your logged attendance/timesheet information is shared with them for their review.

**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.

- **Less than 50 hours were logged, or hours were under-reported (logged late)** at the time evaluations were conducted. If a placement’s total hours later meets the threshold where a midterm or final evaluation would be required, you must complete a **make-up evaluation (Word doc)** signed by your preceptor and upload it to your placement’s *Details* tab.

- The placement was marked by your instructor/coordinator to be **omitted from an evaluation** due to its short duration or low number of logged hours (see *evaluation requirements* in previous slide).

If your preceptor does not respond to an assessment survey, it is your responsibility to follow up with them. You can keep track of when they were last contacted from your placement’s *Details* tab. A max of **two reminders** will be sent to preceptors for pending/open evaluations.
Step 3: Faculty Review and Evaluation Outcome

After the preceptor assessment stage is submitted, the next stage, Faculty Review and Evaluation Outcome is opened to instructors for completion. Your seminar instructor will review prior stage responses (self-assessment, preceptor assessment) as well as input from any site visits or consultations conducted, following up on missing information where necessary, before completing this stage to provide a **summary and overall outcome** of your progress in meeting the objectives of the practicum.

During midterm evaluations, students with an outcome of “Needs Improvement” or “Failing” are required to develop an action plan to address any identified gaps by the end of the term.

Step 4: Student Review of Completed Evaluation

To complete an evaluation, you are required to verify your receipt and review of prior stage responses (preceptor assessment and faculty review/outcome sections).

- View completed assessments from your placement’s **Assessment** tab.

- Submit the **Student Review** stage of the evaluation (available on your **To Do** list once the faculty stage has been submitted).

If you are expecting a **Student Review** but have not received one yet, a prior stage may be awaiting a response from your preceptor or instructor. View the evaluation in the **Assessment** tab for more info.
How to Access Evaluations

Student Self-Assessment (Midterm: Stage 1 only)
- Sent by email and posted on your To Do list in InPlace.
- Must be submitted before preceptors are contacted to complete stage 2 of the midterm.
- Once submitted, you can review your response from your placement’s Assessment tab.

Preceptor Assessment (Midterm: Stage 2 / Final: Stage 1)
- Sent by email to preceptors listed in the Contacts area of your Placement Details. Midterm Preceptor Assessments are only sent if a Student Self-Assessment (stage 1) is completed. Seminar instructors are copied on preceptor notifications.
- Only one response per placement is collected, even if there are 2+ preceptors listed.

Faculty Review and Evaluation Outcome (Midterm: Stage 3 / Final: Stage 2)
- Sent to your instructor after the prior stage (preceptor assessment) is completed.

Student Review of Completed Evaluation (Midterm: Stage 4 / Final: Stage 3)
- Final stage: To be submitted after preceptor and instructor stages are complete.
- Posted on your To Do list in InPlace when ready for a response.
- View each completed stage’s response from your placement’s Assessment tab.
A tracking form is shown on each placement’s Details tab for Midterm and Final preceptor evaluations. Use this information to track when your preceptor was first contacted and last reminded (if any) for an evaluation.

**Midterm Evaluation: Preceptor Feedback Tracking**

<table>
<thead>
<tr>
<th>AGNP MTE-PA Notified</th>
<th>Mary Hickey (04/30/2019), Shawn McGinniss (04/30/2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGNP MTE-PA Reminded</td>
<td>Mary Hickey (04/30/2019)</td>
</tr>
</tbody>
</table>

- **Lists all preceptors who were sent an assessment and the date notified.**
- **Lists all preceptors who were sent a reminder (if any) and the date last reminded.**

**Note:** Submitted timestamps are no longer shown here. Timestamps showing when each stage was submitted can now be viewed in the assessment page (or final PDF report) after the stage is completed.

View the evaluation from your placement’s Assessment tab.
Reviewing your Self-Assessment

View your self-assessment responses from the **Assessment** tab of your placement. Use the dropdown menu at the top of the assessment to view different stages (once completed).
Click the **Assessment** tab to view completed responses for an evaluation. If a stage is not shown in the dropdown menu, it has not yet been completed—follow up with the respondent from the missing stage to inquire about its status.

In this example, **MTE3: Faculty Review and Outcome** has not yet been completed.
Review your Evaluation Outcome

Once submitted by your instructor, review your evaluation outcome before submitting the final stage (Student Review). All stages must be submitted before an evaluation’s status changes to Compiled.
Submit the **Student Review Stage**

Confirm your receipt and review of an evaluation by completing the *Student Review* section (final stage). This will appear on your home page *To Do* list when ready.

![Image of the InPlace platform showing the student review section](image)
Save a Completed Assessment Report

All stages must be submitted before an evaluation’s status changes to *Completed*.

When all stages are complete, a final PDF report can be saved from the *Assessment* tab.
Run a Final Timesheet Report

When finishing a placement, a final timesheet report must be signed by your preceptor(s) and uploaded to your placement Details under Final Evaluation Requirements. Be sure your hours are up-to-date before downloading.

Download the Student Timesheet Report from Shared Documents.

The document is locked for editing, as all changes must be made in InPlace. Choose ‘Yes’ to open as read-only or click the ‘Read Only’ button if prompted for a password. You’ll then be able to print the report.
Upload a Signed Final Timesheet Report

Upload your signed Final Timesheet Report to the *Final Evaluation Requirements* section of your placement’s *Details* tab. The field allows one attachment. If you are submitting photos of your signed timesheet, all pages should be merged or combined into a PDF file, Word file, or PPT file. Please ensure that all scans or photos of your report’s pages are clearly legible.

Tick the checkbox to change the response to ‘Yes’ (Submitted), then use the attachment button to upload the file. Press **Submit** to save your response.
Make-up Evaluations

In some cases, a make-up evaluation may require the use of a paper (Word document) version in lieu of an InPlace survey. This may be because:

• Hours were completed outside of typical evaluation periods (midterm, final weeks in term)
• Attended hours were not logged by the student in a timely manner, making the placement appear as if it had very low activity not warranting an evaluation, and the student never informed their instructor of this
• Preceptors never responded to InPlace evaluation emails
• Survey campaign dates for accepting new responses have ended

Clinical evaluations are an accreditation and NP licensure requirement. To avoid receiving an incomplete due to outstanding evaluation requirements, download a make-up evaluation form from your Shared Documents page and complete it with your preceptor.

Upload a clearly legible scan (or photos pasted in a Word or PPT file) of your signed evaluation from your placement’s Details tab under [Midterm/Final] Evaluation Requirements.

In situations where signatures cannot be obtained, your preceptor should email it directly to your instructor for verification before uploading it to InPlace.
Refer to this checklist to ensure all requirements are completed by the end of each evaluation period. Missing evaluations or final timesheet reports will result in an incomplete grade for the seminar section of the practicum until such requirements are met.

**Midterm Evaluations**
- MTE1: *Student Self-Assessment* (Stage 1)*
- MTE2: *Preceptor Assessment* (Stage 2)*
- MTE3: *Faculty Review and Evaluation Outcome* (Stage 3)*
- MTE4: *Student Review of Completed Evaluation* (Stage 4)*
  *ALTERNATE*: Upload a signed midterm paper evaluation form (File upload on Details tab)

**Final Evaluations**
- FE1: *Preceptor Assessment* (Stage 1)*
- FE2: *Faculty Review and Evaluation Outcome* (Stage 2)*
- FE3: *Student Review of Completed Evaluation* (Stage 3)*
  *ALTERNATE*: Upload a signed final paper evaluation form (File upload on Details tab)
- Upload a Final Timesheet Report signed by your preceptor (File upload on Details tab)
- *Student Evaluation of Preceptor, Practicum & Agency* (Separate InPlace survey)