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

InPlace Evaluation Process:

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

**Midterm**

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

**Final**

- **Student Input:** Student Evaluation of Preceptor, Practicum and Agency
- **Step 2**
  - **Preceptor Input:** Final Assessment (In consultation with instructor)
  - **Instructor Certification:** Review all materials, e-verify and determine final outcome
- **Step 4**
  - **Student Verification:** Students e-verify and receive final grade

- 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](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) Your preceptor provides feedback.
They’ll receive an emailed invitation to complete a brief assessment of your progress. Your self-assessment and timesheet is shared with them as an attachment in this email.

3) Your instructor completes the evaluation.
After reviewing input from you and your preceptor, your instructor will complete an e-verification form and provide an outcome of your progress.

4) Review and verify your feedback and outcome.
Complete an e-verification form to confirm your receipt of your evaluation 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.
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 a placement site:

<table>
<thead>
<tr>
<th>Total hours you <em>expect</em> to attend at site by the end of the 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; more specific requirements may be applied by your practicum instructor or program specialization coordinator.

If you know that a midterm/final evaluation will **not be required at a secondary site** based on these criteria, please ask your seminar instructor to check the ‘Waiver’ checkbox on your placement details page (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 clinical hours logged at more than one placement, you will receive a Self-Assessment for each one, unless a waiver was completed by your seminar instructor or no hours were logged at the start of the midterm evaluation process. If you later find that a midterm 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 clinical experience with regard to your preceptor and agency setting (required). Individual responses are not shared with agency personnel/preceptors.
Step 2: Preceptor Input

During Midterm and Final evaluations, preceptors are asked to provide feedback regarding your progress by completing a *Preceptor Assessment of Student*, distributed by email. Their midterm assessment invitation will include a copy of your Self-Assessment responses and a summary of your attended days/hours for their consideration and review.

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

- Their email address is missing (or incorrect) as shown on placement details page. 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. If you later attend the site and an evaluation is required, it is your responsibility to request that an evaluation be conducted.
- 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 the midterm and final evaluation periods, 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 an e-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 are located on the Assessment tab of the relevant placement (PDF download).

- Completed Faculty Review/Certification of Outcome forms are located on the Details tab of your placement.

Confirm your receipt of these evaluation materials by completing a short e-verification form located on the Details tab of your placement.
How to Access Evaluation Materials

Midterm Self-Assessment:
- Distributed via email and posted on your To Do list in InPlace.
- Once submitted, a ‘read only’ copy of your response is added to your placement’s Details tab the following day (responses are copied overnight).

Preceptor Assessment:
- Distributed directly to preceptors via email.
- Track our 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 accessed 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’s Details tab.

Student Verification:
- To be completed after preceptor and instructor portions are complete.
- Verification form is located on your placement’s Details tab.
Reviewing your Self-Assessment

A read-only copy of your Midterm Self-Assessment is available on the Details tab of the relevant placement.

### 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**

**Strength/Clinical Skill 3**
Click the **Assessment** tab to view completed preceptor assessments for the placement. Download the PDF report.

**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, your evaluation outcome and any additional feedback can be reviewed on the Details tab of your placement.

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.
Verify your Review of the Evaluation

Return to the Details tab to 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.