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

**InPlace Evaluation Process:**

**Step 1**  
**Student Input:** Self-Assessment  
Midterm:  
Final: Evaluation of Preceptor, Practicum and Agency

**Step 2**  
**Preceptor Input:** Midterm Assessment (In consultation with instructor)  
Final: Final Assessment (In consultation with instructor)

**Step 3**  
**Instructor Input:** Review all materials; determine midterm outcome  
Final: Review all materials; determine final outcome

**Step 4**  
**Verification:** Students verify receipt; Develop action plan (if required)  
Final: Students verify receipt and receive final grade

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 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 is provided as an attachment in this email.

3) Your instructor completes the evaluation.
After reviewing input from you and your preceptor, your instructor will make a determination of your overall progress.

4) Review and verify the outcome.
Review and verify 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 areas in need of improvement.
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 number of hours you expect 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 25 hours</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Between 25-100 hours</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>Over 100 hours</td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>

These are general guidelines; more specific requirements may be determined by your practicum instructor or program specialization coordinator.

If you are unsure whether one or more of your placements requires an assessment, 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. The Self-Assessment should be used to identify your strengths, areas in need of improvement, and overall reflections of your progress. Your Self-Assessment responses are shared with your preceptor and seminar instructor as part of your evaluation.

If you have more than one clinical placement, you will receive an email notification to complete a Self-Assessment for **each one**. These will also appear on your To Do list in InPlace. However, midterm self-assessments are only required for sites where you **expect to complete a minimum of 100 hours by the end of the term**. If you are unsure whether an evaluation is required for a placement site, refer to the table on the previous page or contact your instructor for guidance.

Final Evaluation

You will be asked to 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).
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**, delivered to them by email. Their midterm assessment invitation will include a copy of your Self-Assessment responses for their consideration.

*Note: If a self-assessment has not been submitted for a placement, that placement’s preceptor(s) will not receive a Preceptor Assessment.*

As with the Self-Assessment portion, only preceptors at sites where you expect to attend a minimum number of hours will be asked to complete an assessment.

Students may be required to follow up with their preceptor in the event that they do not respond to an assessment survey. You can keep track of your preceptor responses from your placement details page.

Once submitted, preceptor evaluations are shared with you in InPlace via your placement’s **Assessment** tab.
Step 3: Faculty Assessment

Near the end of the midterm and final evaluation period, your seminar or clinical instructor will review all materials collected (self-assessment, preceptor assessment, and site visit/consultation input), following up on missing information where necessary, before completing their formal assessment 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 the Midterm and Final evaluation periods, you are required to review and verify your receipt of feedback received by your preceptor(s) and instructor.

- Completed Preceptor Assessments are located on the Assessment tab of the relevant placement (PDF download).
- Completed Faculty Assessments are located on the Details tab of your placement.

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

Student Midterm Self-Assessment:
- Distributed via email and posted on your To Do list in InPlace.
- Once submitted, a ‘read only’ copy of your response can be accessed from 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.

Instructor Assessment/Certification of Outcome:
- To be completed by your instructor shortly after preceptor assessments are received.
- Can be reviewed on your placement’s Details tab.

Student Verification:
- To be completed after Preceptor and Instructor portions are complete. A notification will be posted on your home page in InPlace when this is due.
- Verification form is located on your placement’s Details tab.
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/critical skill 1 for my HBSON Graduate Programs placement.

**Strength/Clinical Skill 2**

**Strength/Clinical Skill 3**
Download Preceptor Assessments

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.

<table>
<thead>
<tr>
<th>Midterm Evaluation: Faculty Review and Certification of Outcome for this Placement (Required) - Please complete after preceptor feedback has been received.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Midterm Evaluation Reviewed by Faculty</strong></td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td><strong>Midterm Evaluation Outcome</strong></td>
</tr>
<tr>
<td>Passing</td>
</tr>
<tr>
<td><strong>Student's midterm evaluation outcome for this placement (explain in comments)</strong></td>
</tr>
<tr>
<td>Passing</td>
</tr>
<tr>
<td><strong>Comments</strong></td>
</tr>
<tr>
<td>Huge improvement since the start of the term. Great job.</td>
</tr>
</tbody>
</table>
Verify your Receipt 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.