Clinical evaluations for AGNP and PMHNP students enrolled in N755, N757, N768, N782, and N783.

Evaluations are conducted in stages:

**Midterm**
- **Stage 1: Student**
  - Student Self-Assessment
- **Stage 2: Preceptor**
  - Preceptor Assessment (In consultation with instructor)
- **Stage 3: Instructor**
  - Faculty Review and Evaluation Outcome
- **Stage 4: Student**
  - Student Review of Completed Evaluation (+Action plan, if needed)

**Final**
- **Stage 1: Preceptor**
  - Preceptor Assessment (In consultation with instructor)
- **Stage 2: Instructor**
  - Faculty Review and Evaluation Outcome
- **Stage 3: Student**
  - Student Review of Completed Evaluation
- **Other Requirements**
  - Student Evaluation of Preceptor/Agency
  - Final Timesheet Report

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. Your response and a summary of logged hours will be shared with your preceptor.

2) Preceptor Assessment
We email preceptors listed on your placement details to assess your progress. If you have 2+ preceptors, be sure to nominate one for the evaluation unless they plan to submit it together.

3) Faculty Review and Evaluation Outcome
Your seminar instructor will review all feedback collected and provide a summary and outcome.

4) Review the completed evaluation
Review prior stage responses and submit the last stage to confirm your receipt of the evaluation.

Create a plan to improve
You are encouraged (in some cases, required) to create an action plan with your instructor and preceptor to target areas needing improvement.
**Overview of Final Evaluations**

**Student Evaluation of Preceptor, Practicum, & Agency**  
[Separate survey]

Instead of a self-assessment, you’ll evaluate your practicum experience. While not shared by default, aggregate evaluation data may be shared with agencies upon request.

**1) Preceptor Assessment**

We send your preceptor a final, competency-based assessment of your clinical performance. They are also provided a summary of your logged hours for their review.

**2) Faculty Review and Evaluation Outcome**

Your seminar instructor will review preceptor feedback and provide a summary and outcome.

**3) Review the completed evaluation**

Review prior stage responses and submit the last stage to confirm your receipt of the evaluation.

**4) Upload a final timesheet report signed by your preceptor.**

Download the report from *Shared Documents* and upload a signed copy to your placement details.
Evaluation Requirements

If you have **one** placement, you are required to complete a midterm and final evaluation.

If you have **more than one placement**, evaluation requirements depend on your total attended hours at 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 and are subject to change.

If an evaluation is not needed at a site, ask your instructor to tick the ‘Omit from Evaluation’ checkbox on your placement. There is one for midterm and one for final evaluations. This helps us exclude placements from evaluation campaigns when one is not needed.

If you are unsure, please contact your instructor for guidance.
Step 1: Student Input

Midterm Evaluation
Evaluations start with a **Self-Assessment** and an update of your total attended hours at the site. These are emailed and will also appear on your **To Do** list in InPlace. Use this time to think about your progress, strengths, and areas where you would like to improve. Be sure to log any pending entries to keep your total hours up-to-date.

If you have more than one placement, you will get a Self-Assessment for each one, unless a site was marked to be omitted or had very few hours logged when evaluations began. If you later attend over 100 hours at a site and a midterm was not conducted, you are required to submit a **make-up evaluation** for it.

Final Evaluation
Instead of a self-assessment, students complete an **Evaluation of Preceptor, Practicum & Agency**, which asks for feedback about your experience at the clinical site with your preceptor.

When finishing at a site, you must submit a **final timesheet report** signed by your preceptor.

![Warning]
Submit self-assessments within **7 days** that you receive them. Late submissions will delay/block the remaining stages of your evaluation.
Step 2: Preceptor Input

We email preceptors an assessment and summary of your logged hours from InPlace. They can review your self-assessment when submitting their response.

Each evaluation accepts one preceptor response. If you have more than one preceptor listed, you should nominate a 'primary' preceptor to receive it. By default, it is sent to all preceptors listed on your placement (helpful if they intend to complete it together).

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

- Missing/incorrect email address in the Contacts area on your placement details. It is your responsibility to correct this information and notify your instructor if an evaluation was not sent.
- Less than 50 hours logged, or hours were under-reported (logged late) at the start of an evaluation. If you later attend enough hours to require an evaluation, complete a make-up evaluation.
- A placement was marked to be omitted from an evaluation (e.g., secondary placements with low hours).

No Response from Preceptor

If your preceptor does not respond to an assessment, it is your responsibility to follow up with them. You can track when we notify them from your placement’s details. They will receive a max of one notification and two reminders from InPlace to complete the assessment.
Step 3: Faculty Review and Evaluation Outcome

After the preceptor section is complete, your evaluation is sent to your seminar instructor for completion. Your instructor will review feedback, follow up on missing information if needed, and provide a summary and outcome. They may also conduct a site visit or consultation with your preceptor during this time.

Students who receive a midterm outcome of “Needs Improvement” or “Failing” must create an action plan to improve performance by the end of the term.

Step 4: Student Review of Completed Evaluation

In the last stage, you must verify your receipt of the completed evaluation and feedback.

- View completed assessments from your placement’s Assessment tab.
- Submit the Student Review stage (added to your To Do list) after the faculty stage is complete.

If you expect a Student Review but do not receive one, a previous stage is pending a response from your preceptor or instructor. View the evaluation in the Assessment tab to check which stages are missing.
Submit the **Student Review Stage**

Confirm your receipt of an evaluation by submitting the **Student Review** (last stage). This will appear on your home page **To Do** list when ready.
Save a Completed Assessment Report

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

When all stages are complete, you can save a final PDF report from the Assessment tab.
How to Access Evaluations

Student Self-Assessment (Midterm Stage 1)
- Sent by email and added to your To Do list in InPlace.
- Submit your assessment as soon as possible to allow time for the remaining stages.
- Once submitted, you can review your response from your placement’s Assessment tab.

Preceptor Assessment (Midterm Stage 2 / Final Stage 1)
- Emailed to preceptors listed in your Placement Details (max of 3 notifications)
- Seminar instructors are copied on preceptor reminders.

Faculty Review and Evaluation Outcome (Midterm Stage 3 / Final Stage 2)
- Added to your instructor’s To Do list after the prior stage (preceptor assessment) is submitted.

Student Review of Completed Evaluation (Midterm Stage 4 / Final Stage 3)
- Added to your To Do list after the prior stage (Faculty Review) is submitted.
- View each completed stage’s response from your placement’s Assessment tab.
Tracking Evaluations

Check your placement details to track when your preceptor is notified and last reminded (if any) for an evaluation. View the evaluation in the Assessment tab to check for recent submissions.

- **Midterm Evaluation (MTE) Stages**
  - As of 7/14/21, MTE1: Student Self-Assessment (Completed) MTE2: Preceptor Assessment (Completed) MTE3: Faculty Review and Outcome (Not Yet Started) MTE4: Student Review (Not Yet Open)

- **Midterm Evaluation (MTE) Tracking by Stage**
  - As of 7/14/21,
    - MTE1: Student Self-Assessment (Completed)
    - MTE2: Preceptor Assessment (Completed)
    - MTE3: Faculty Review and Outcome (Not Yet Started)
    - MTE4: Student Review (Not Yet Open)

- **Submit Changes**
- **Cancel**

- **Midterm Student Self-Assessment (Stage 1): Campaign activity by staff (Does not update nightly; check Assessment tab for completion status)**
  - 6/29/21, 7/2/21

- **Midterm Preceptor Assessment (Stage 2): Campaign activity by staff. Only sent if Student Self-Assessment is completed (Does not update nightly; check Assessment tab for completion status)**
  - 7/7/21

Lists the status of each stage as of the date last updated by staff (at this time, tracking fields no longer update nightly).

Lists the dates you were notified from InPlace to submit a midterm self-assessment (max of 3).

Lists all preceptors and the dates they were notified to submit an assessment (max of 3).
Review Prior Stage Responses

You can also check if a prior stage response was submitted from the placement **Assessment** tab. Use the dropdown menu at the top of the assessment to view completed stages. If a stage is missing, follow up with the respondent about its status.

In this example, **MTE3: Faculty Review and Outcome** is missing. This means it was not completed yet.
Make-up Evaluations

If an evaluation is not completed in InPlace, you must submit a make-up evaluation form (Word version). This may be because:

- You completed hours outside of typical evaluation periods (midterm, final weeks in term).
- You did not log hours on time, making the placement appear under-attended and not requiring an evaluation.
- 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 to your placement’s Details tab under [Midterm/Final] Evaluation Requirements.

If you are unable to get your preceptor's signature, ask them to email your evaluation directly to your instructor. Once accepted, upload the file to your placement details.
Run a Final Timesheet Report

When finishing a placement, submit a final timesheet report signed by your preceptor. Upload the report 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 your signed timesheet to the *Final Evaluation Requirements* area of your placement details. The field allows one attachment. Use a scanner, mobile scanning app (e.g., Adobe Scan), or cellphone camera to create the file. Please check that each page is legible before submitting.

One page: PDF or high-resolution photo (.jpg, .jpeg, .gif, .png, .bmp)
Two+ pages: PDF or paste photos of each page into a single Word or PowerPoint file (.doc, .docx, .ppt, .pptx, .rtf)

**Tick the checkbox, upload your file as an attachment, and press Submit.**
Refer to this checklist to complete requirements of each evaluation. Missing evaluations or final timesheet reports will result in an incomplete grade for your seminar.

**Midterm Evaluations***

- MTE1: *Student Self-Assessment*
- MTE2: *Preceptor Assessment*
- MTE3: *Faculty Review and Evaluation Outcome*
- MTE4: *Student Review of Completed Evaluation*

*Alternate: Upload a signed midterm paper evaluation form (File upload on **Details** tab)

**Final Evaluations***

- FE1: *Preceptor Assessment*
- FE2: *Faculty Review and Evaluation Outcome*
- FE3: *Student Review of Completed Evaluation*

*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)