### Graduate Evaluations (AGNP/PMHNP)

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

#### InPlace Evaluation Process:

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<th>Step 1</th>
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<td><strong>Student Input:</strong></td>
<td><strong>Preceptor Input:</strong></td>
<td><strong>Instructor Certification:</strong></td>
<td><strong>Student Verification:</strong></td>
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<td><strong>Midterm</strong></td>
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<tr>
<td>Student Self-Assessment</td>
<td>Midterm Assessment (In consultation with instructor)</td>
<td>Review all materials, e-verify and determine midterm outcome</td>
<td>Students e-verify and develop action plan (if needed)</td>
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<tr>
<td><strong>Final</strong></td>
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<td>Student Evaluation of Preceptor, Practicum and Agency</td>
<td>Final Assessment (In consultation with instructor)</td>
<td>Review all materials, e-verify and determine final outcome</td>
<td>Students e-verify and receive final grade</td>
</tr>
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</table>

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

**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.

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.
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:

<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 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 ‘Omit from Evaluation’ 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) 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. 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.
- Less than 50 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.
- The placement is marked by your instructor/coordinator to be omitted from an evaluation due to its short duration or low amount of attended hours (applies 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/c clinical skill 1 for my HBSON Graduate Programs placement.

Strength/Clinical Skill 2

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.
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.
Run a Final Timesheet Report

When completing a placement, a final timesheet report of the days attended must be signed by your preceptor(s) and uploaded to the placement’s Details tab under Final Evaluation Requirements.

Make sure your placement schedule is accurate and up-to-date before running this report.

Go to the Shared Documents page from your main navigation menu and download the Student Timesheet Report.

The report is locked for editing, as all changes to your schedule must be made in InPlace. Choose ‘Yes’ in when prompted to open the document as read-only.

If prompted for a password, click ‘Read Only’ button. You’ll then be able to print (or print-to-PDF) the document.
Upload a Signed Final Timesheet Report

Upload your signed Final Timesheet Report to the Final Evaluation Requirements section of your placement. 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.
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

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 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 your placement’s midterm and final evaluation requirements to ensure everything is completed by the end of each evaluation period. Missing evaluations or final timesheet reports will result in an incomplete grade for the seminar/practicum until such requirements are met.

**Midterm Evaluation**
- Student Self-Assessment (MTE-SA InPlace survey)
- Midterm Preceptor Assessment (MTE-PA InPlace survey)
  - **ALTERNATE**: Signed Midterm Paper Evaluation Form (File upload on Details tab)
- Faculty Review and Evaluation Outcome (Very brief signature form on Details tab)
- Student Review of Completed Evaluation (Very brief signature form on Details tab)

**Final Evaluation**
- Student Evaluation of Preceptor, Practicum & Agency (FE-SEPA InPlace survey)
- Final Preceptor Assessment (FE-PA InPlace survey)
  - **ALTERNATE**: Signed Final Paper Evaluation Form (File upload on Details tab)
- Faculty Review and Evaluation Outcome (Very brief signature form on Details tab)
- Student Review of Completed Evaluation (Very brief signature form on Details tab)
- Final Timesheet Report, Signed by Preceptor (File upload on Details tab)