Graduate Evaluations (AGNP/PMHNP)

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The City University of New York

InPlace

Clinical evaluation guide for AGNP & PMHNP students, faculty, and preceptors
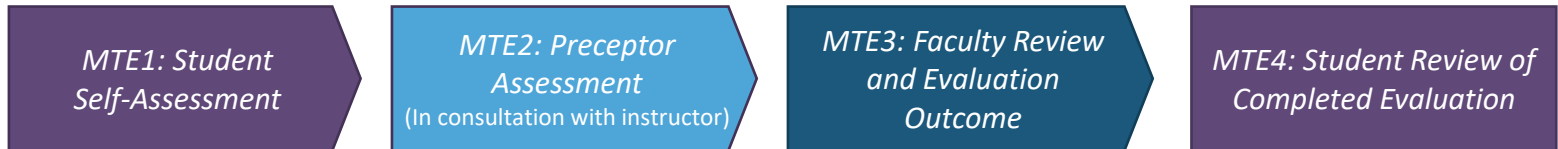
Quick Guide

Quick Guides provide very targeted information about a topic. You can find other InPlace guides on **our website**.

Evaluations are conducted in *stages*. Each successive stage automatically opens when the one before it is completed:

Midterm

Required if 100+ hours expected at a site by end of term.

| MTE1: Student Self-Assessment | MTE2: Preceptor Assessment (In consultation with instructor) | MTE3: Faculty Review and Evaluation Outcome | MTE4: Student Review of Completed Evaluation |

Final

Required if 50+ hours attended at a site by end of term.

| FE1: Preceptor Assessment (In consultation with instructor) | FE2: Faculty Review and Evaluation Outcome | FE3: Student Review of Completed Evaluation | Student Evaluation of Practicum/Agency |
| | | | Final Timesheet Report |

Overview of Midterm Evaluations

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1) Student Self-Assessment

Student identifies clinical strengths and areas for improvement.

Only if Stage 1 is completed

2) Preceptor Assessment

The preceptor listed on the student's placement is emailed an assessment. They can review the student's self-assessment before responding.

When?

Late September (Fall terms)

Early March (Spring terms)

Late June (Summer terms)

*Timings may vary.

Students who are **behind** or **ahead** of schedule in completing required practicum hours should complete a paper evaluation.

3) Faculty Review and Evaluation Outcome

The seminar instructor reviews prior stage responses, and after consulting with the preceptor or arranging a site visit, provides a summary and outcome.

Action Plan for At-Risk Student

A student at risk of failing is required to develop an action plan with their instructor and preceptor to target areas in need of improvement.

4) Student Review

The student reviews prior stage responses and submits this last stage to verify their receipt. When all stages are completed, a PDF report becomes available to download from their placement's **Assessment** tab.

Overview of Final Evaluations

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Instead of a self-assessment, students complete a separate survey, *Student Evaluation of Practicum/Agency*, which is not tied to other evaluation stages.

When?

Late November (Fall terms)

Early May (Spring terms)

Late July (Summer terms)

*Timings may vary.

Students who are **behind** or **ahead** of schedule in completing required practicum hours should complete a paper evaluation.

1) Preceptor Assessment

The preceptor is emailed a final, competency-based assessment. The student should also provide them with a printed timesheet report for signature when finishing hours.

2) Faculty Review and Evaluation Outcome

The seminar instructor reviews the preceptor's assessment, and after consulting with the preceptor or arranging a site visit, provides a summary and outcome.

3) Student Review and Final Timesheet Report

The student submits this last stage to verify their receipt. When finished at a site, they should also upload a signed final timesheet report to their placement's *Details* tab.

Follow up with Students assigned an Action Plan

Faculty should follow up with students who developed a midterm action plan and their preceptor(s) to reassess areas needing improvement.
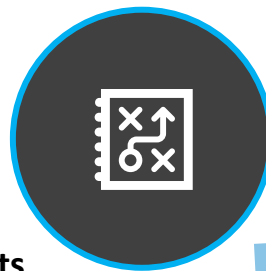
Evaluation Requirements

Students with One Placement

Students with <u>one</u> placement for the same term and course are required to complete a midterm and final evaluation.

Students with More Than One Placement

Evaluation requirements depend on the total attended hours expected at each site by the end of the term:

Total hours expected at site by end of term:	Midterm Required?	Final Required?
Less than 50 hours	NO	NO
Between 50-99 hours	NO	**YES**
100 hours or more	**YES**	**YES**

These are *general* guidelines and are subject to change.

When in doubt, we recommend completing an evaluation. If one **is not required** at a secondary site, there are two ways to prevent it from being added to (or progressing in) an online evaluation campaign:

- <u>Students</u>: Do not complete stage 1 of the MTE (Self-Assessment) for the secondary placement to prevent it from progressing to the preceptor stage.

- <u>Instructors</u>: Tick the 'Omit from Evaluation' checkbox on the placement details located under 'Midterm [or Final] Evaluation Requirements'.

Omit Midterm
Yes

MTE = Midterm Evaluation; FE = Final Evaluation

Student Self-Assessment (MTE1)

- Notified by email (when open and overdue) and posted on student's **To Do** list in InPlace.
- Must be completed before preceptors are contacted for stage 2 of the midterm.
- Students who are ahead or behind schedule should complete a [make-up/paper evaluation](#) instead.

Preceptor Assessment (MTE2 / FE1)

- Opens after the self-assessment stage is completed during midterms, or at the start of finals.
- All preceptors listed on the placement are notified by email (when open and overdue).
- Only one response per placement can be submitted. If 2+ preceptors are listed on a placement, they should plan to complete it together (e.g., one saves their response as a draft and the other adds to it and submits) or nominate one to complete it. Additional responses may also be collected by paper form if requested.

Faculty Review and Evaluation Outcome (MTE3 / FE2)

- Opens after the preceptor stage is completed.
- Notified by email (when open and overdue) and posted on faculty's **To Do** list in InPlace.

Student Review (MTE4 / FE3)

- Opens when the faculty review stage is completed.
- Notified by email (when open and overdue) and posted on students' **To Do** list in InPlace.
- An evaluation's <u>overall</u> status will not update to "Completed" until this last stage is submitted.

Submitting a Response

When a stage opens for responses, the stage's respondent will be notified by email.

A reminder may also be sent if a stage becomes 'overdue.'

To prevent delays in later stages, please respond no later than 5-7 days from your initial notification.

TO DO 3

? Survey/Assessment

Response required to AGNP Multistage Midterm (test) (N000 demo Midterm Evaluation (2021 SU) Multi-stage) for SM Student SM-Student (12345678) due 8/19/2021 →

Students, faculty, and preceptors with guest accounts will find links to their open assessments on their home page To Do list in InPlace.

N000 demo Midterm Evaluation (2021 SU) Multi-stage - SM Student SM-Student (12345678)

Memorial Sloan Kettering Cancer Center (MSKCC)   📅 5/25/2021 - 8/19/2021   ⏱ 210 Hours N757 (PC 2)

Admin_demo NURS 00000 1P01 PRA

Use the dropdown menu at the top of the evaluation to view prior stage responses, then submit your response.

Students first complete a self-assessment, fo... ...ion concludes with a review and sign-off by the faculty and student.

MTE3: Instructor Review and Outcome ▾
⏱ Not Yet Started   Due Date: 8/19/2021

MTE1: Student Self-Assessment
✔ Completed   Submitted on: 6/21/2021 19:33

MTE2: Preceptor Assessment
✔ Completed   Submitted on: 6/22/2021 11:46

MTE3: Instructor Review and Outcome
⏱ Not Yet Started   Due Date: 8/19/2021

...Outcome

...ages (student self-assessment, preceptor assessment) and, in consultation with the student's preceptor, provide an overall summary and

Students falling significantly below expectations are required to develop an action plan with their preceptor and instructor to address any identified performance gaps by the end of the

Save and Submit Your Response

While drafts are automatically saved as you complete the page, we recommend saving your progress periodically to avoid unexpected time-outs or other issues that may cause you to lose your work (rare).
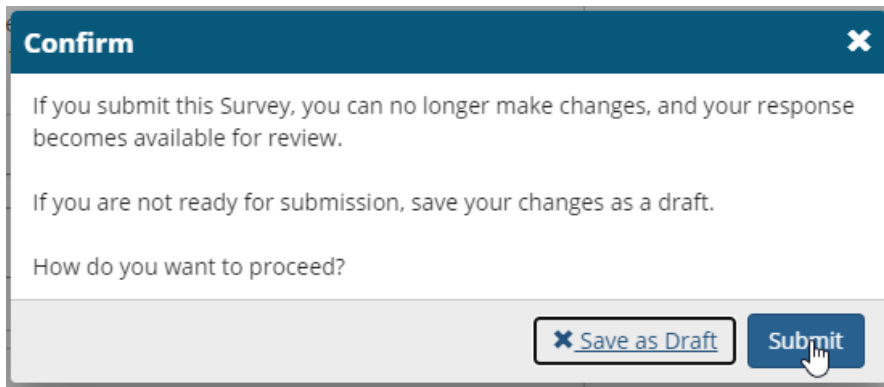
When you reach the bottom of the page, you may see a link to download previous stages (PDF) near the signature area. Note that this report omits identifying information, such as the student's name and agency.

I Acknowledge
Previous Stages PDF

You can save a PDF of previous stages using the link at the bottom of the page (identifying information is omitted).

Draft Automatically Saved 6/22/2021 12:04:19   Save as Draft   Submit

Confirm ✖

If you submit this Survey, you can no longer make changes, and your response becomes available for review.

If you are not ready for submission, save your changes as a draft.

How do you want to proceed?

✖ Save as Draft   Submit

Click **submit** when ready, then confirm your response in the pop-up window.

Tracking Evaluations

The students' placement details will show the completion status of each stage (updates nightly).

Example of a stage tracking field on placement details tab (updates nightly).

Signed in users can also view the evaluation in the placement's **Assessment** tab to check for more recent (same-day) stage responses.

During Midterm and Final evaluation campaigns, preceptors will receive up to two scheduled notifications from InPlace:

1) when their stage *opens*, and

2) if they do not submit a response after ~5-7 days of the first notification.

Follow-up

If a preceptor stage remains incomplete for over a week or shows a status of '*Overdue*', please follow up with the preceptor to ensure they have received it. Agency email systems may flag InPlace notifications as bulk mail or place other restrictions on messages from external parties.

Switching to a Paper Evaluation Form

If an evaluation has not advanced to the later stages (Faculty or Student Review) after ~2 weeks of launching, if you are finishing hours at a placement early, or if the end of the term is approaching, complete a paper evaluation form instead.

Preceptors are not sent an online assessment if any of the following apply:

- If their email is missing or incorrect in the *Contacts* area of the placement details. It is the student's responsibility to review and correct this information in the first 3 weeks of the term, and to complete a make-up/paper evaluation if an online evaluation was not successful.

- During midterm evaluations, if the student does not complete the self-assessment stage.

- If a placement is marked to be omitted from an evaluation (e.g., 2nd placements with low hours).

- If a placement starts late or ends early. Students significantly behind or ahead of schedule should complete a make-up/paper evaluation with their preceptor when the timing is most appropriate (i.e., a midterm evaluation after ~50-100 hours at a site, or a final evaluation one week before the placement ends).

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Available to faculty users.

Evaluations are listed on the **Surveys/Assessments** page in your navigation bar. Each row shows one stage. The Status column shows the listed *stage's status* (not that of the entire evaluation).

Use the filters at the top to show or hide records as needed.

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| Home | Placements | Surveys/Assessments |
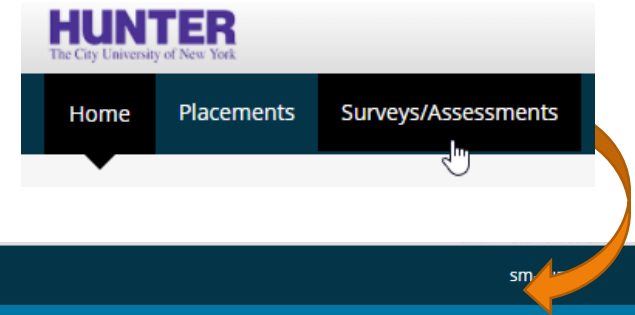
🏠 My Responses   sm…

My Responses

FILTER

Campaign Name	Survey	Student
	🔍	

Status

| All ⌄ | ☑ Items requiring response only | Cancel | **Apply Filter** |

Action	Placement	Student	Survey Name	Campaign Name	Stage Name	Status	Due Date ↑
Respond	NURS 22000 1C01 CLN [demo] - 2021 SUMMER TERM (5/27/2021 to 8/20/2021) Hunter-Bellevue School of Nursing (HBSON) from 21 May 2021 to 21 Aug 2021	SM-UGRD SM-Student (12345679)	UGRD Midterm Evaluation (Multi-stage) (Version 1)	NURS 000 demo Student Midterm Evaluation (2021 SU)	UGRD MTE (Stage 1) - Faculty Assessment of Student	❗Overdue	5/29/2021

|◄ ◄ **1** ► ►| 10 ⌄ items per page   1 - 1 of 1 items

If you do not see other stages of a student's evaluation, they have not yet been completed online.

Midterm: If only the student (MTE1) & faculty stages (MTE3) are listed, the preceptor stage (MTE2) is not complete.
Final: If only the faculty stage (FE2) is listed, the preceptor stage (FE1) is not complete.

ℹ️ *Check if a paper evaluation form has been uploaded on the placement's details tab.*

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The list shows evaluations awaiting your response by default (uncheck the box "Items requiring response only" to view all records, including completed stages).

Campaign Names are formatted the same every course and term, making them easier to search consistently:

- Partial search by course: N755, N757, N768, N782, N783
- Partial search by term: 2022 SU, 2022 FA, 2023 SP, etc.
- Search by full campaign name: *N782 Midterm Evaluation (2022 SP)*, *N755 Final Evaluation (2022 FA)*, etc.

Click the **magnifying glass** to filter by survey name, or type 'midterm' or 'final'.

FILTER

Campaign Name	Survey	Student

Status

All

☑ Items requiring response only

Uncheck box to view all stages.

Cancel   Apply Filter

Action	Placement	Student	Survey Name	Campaign Name	Stage Name	Status	Due Date ↑
Respond	NURS 22000 1C01 CLN [demo] - 2021 SUMMER TERM (5/27/2021 to 8/20/2021) Hunter-Bellevue School of Nursing (HBSON) from 21 May 2021 to 21 Aug 2021	SM-UGRD SM-Student (12345679)	UGRD Midterm Evaluation (Multi-stage) (Version 1)	NURS 000 demo Student Midterm Evaluation (2021 SU)	UGRD MTE (Stage 1) - Faculty Assessment of Student	! Overdue	5/29/2021

|◄ ◄ **1** ► ►| 10 ▼ items per page

Click on a column heading to sort records by that column (sorting by Student or Stage Name is usually the most helpful).

Available to faculty users.

Students who submit a paper evaluation form may not appear in your Assessment List in InPlace (i.e., usually when their Preceptor stage is not completed online).

Please instruct students with outstanding evaluations open for longer than 2 weeks to download and complete a paper evaluation with their preceptor.

Faculty Review of Paper Evaluation:

A field to review and provide an outcome for an uploaded paper evaluation is available on a placement's details tab (right column) under *[Midterm/Final] Evaluation Requirements*.

ℹ️ ***Tip****: As students finish up their placements, they will stop being listed on your homepage under 'Attendance Summary'. You can find them by going to your <u>menu > Students</u> and filtering by Placement Status = Current.*

Student Timesheet Report: Upload your final timesheet report for this placement signed by you and your preceptor (Download the report from your Shared Documents page at end of placement).

Final Student Timesheet Report

Yes

💬 📎

Paper/Make-up Final Evaluation: If your hours are ahead or behind schedule, or your evaluation was not completed through InPlace, upload a signed paper evaluation here (see form in Shared Documents)

Final Evaluation form (paper version)

Yes

💬 📎

Faculty Review of Paper Final Evaluation ︿

Faculty review and outcome for paper final evaluation (if applicable)

[⌄]

Comments

[   ]

Submit Changes   ✖ Cancel

The field includes a dropdown menu to choose an outcome for the evaluation and a comments area to provide a summary of the student's progress.

View Assessment Report

Requires login. Available to students/faculty and preceptors with guest InPlace accounts.

When all stages have been completed, download a complete assessment report (PDF) from a student placement's **Assessment** tab.

Home	Placements	Surveys/Assessments	InFlow Forms		sm-super ❤

SM Student SM-Student
Memorial Sloan Kettering Cancer Center (MSKCC) 📅 26 May - 20 Aug ⏱ 210 HOURs N757 (PC 2)

Details	Placement Schedule	**Assessment Reports (1)**

Survey Name	Campaign Name	Supervisors	Status	Report
AGNP Multistage Midterm (test)	N000 demo Midterm Evaluation (2021 SU) Multi-stage	Jane Doe,Shawn McGinniss [AGY],SHAWN MCGINNISS	Completed	View Report

While an evaluation is still in progress, this page will display a link to *View Responses*.

Once all stages are complete, this link changes to *View Report* (PDF file).

Assessment Report   HUNTER

AGNP Multistage Midterm (test)

N000 demo Midterm Evaluation (2021 SU) Multi-stage

Student: SM Student SM-Student (12345678)
Agency: Memorial Sloan Kettering Cancer Center (MSKCC)
Placement Date: 26/05/2021 - 20/08/2021
Placement Result:
Allocation Group: Admin_demo NURS 00000 1P01 PRA
Duration: 210 Hours N757 (PC 2)

MTE1: Student Self-Assessment
- 21/06/2021
MTE2: Preceptor Assessment
- 22/06/2021
MTE3: Instructor Review and Outcome
- 22/06/2021
MTE4: Student Review
- 22/06/2021

Students first complete a self-assessment, followed by a preceptor assessment of the student's progress. The evaluation concludes with a review and sign-off by the faculty and student.

SECTION: Student Self-Assessment

Instructions for Students

- Identify 3 strengths or clinical skills that you are confident in. Be specific.
- Identify 3 areas in need of improvement. Please be as specific or focused as possible, and elaborate on a strategy/plan to improve for each.
- Provide an update/estimate of how many hours have been attended at this placement, and if your logbook hours are up to date.
- Review and confirm that your preceptor listed in your placement Details is correct (including their email address--please check for spelling errors)

Paper Evaluations

If a student is *behind* or *ahead* of schedule when completing a placement for the term, or if an online evaluation is not successfully completed in InPlace for any reason, they should complete a paper evaluation form (Word document) with their preceptor and upload a signed copy to their placement details. Common reasons for paper evaluations include:

- If hours are completed outside of scheduled <u>midterm</u> or <u>final</u> evaluation periods (i.e., ahead or behind schedule)
- If one or more stages of an online evaluation is not submitted, blocking its overall completion
   Example: If an evaluation is stalled at the Preceptor stage for over 2 weeks (typically with an "Overdue" status)

Documented clinical evaluations by faculty (via direct clinical observation or in consultation with supervising preceptors) are an accreditation and NP licensure requirement. Students should be given an Incomplete grade until outstanding clinical evaluations have been completed.

Downloading the Evaluation Form
Students can download a make-up evaluation form from their **Shared Documents** page to complete with their preceptor.

Submitting a Paper Evaluation
Students should upload a legible scan (or photos pasted into a Word or PPT file) of the signed form to their placement details.

Shared Documents →

AGNP Make-up Midterm Evaluation (Word doc)
Hunter College_AGNP Midterm Evaluation_Student-Preceptor.docx
Documents for AGNP
Not Viewed

Download

Paper Evaluation Upload: If a paper midterm evaluation was completed for this placement, upload a copy here (signed by you and your preceptor).

Midterm Evaluation Upload
No

Midterm Evaluation - Paper version submitted (rare; accepted with permission of instructor) ☐

Comments

Attachment

📑 Select or drag a file

Submit ✖Cancel Reset

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There are two file upload fields on every placement for completed paper/make-up evaluations, if needed. Both are found on the placement's *Details* tab:

(1) In the section, *Midterm Evaluation Requirements*
(2) In the section, *Final Evaluation Requirements*

Each file upload field accepts <u>one file</u>. Forms with missing pages are not acceptable documentation. Scan all pages to a single, merged PDF (or paste photos of each page into a Word or PowerPoint file) before uploading.

1. Tick the checkbox,
2. Upload the timesheet as <u>one</u> attachment (all pages must be merged into one file),
3. Press **Submit**.

Paper/Make-up Midterm Evaluation: If your hours are ahead or behind schedule, or your evaluation was not completed through InPlace, upload a signed paper evaluation here (see form in Shared Documents)

Midterm Evaluation form (paper version) —
Yes

1 ▶ **Paper Midterm Evaluation form submitted (file upload)** ✔

Comments (Maximum 4000 characters)

Attachment

📄 Select or drag a file

2 ▶ Doe-Jane_N755 midterm evaluation_MSKCC.pdf ❌ Click on the **X** next to the uploaded file if you need to clear it.

3 ▶ Submit ✖ Cancel Reset

Final Timesheet Reports

When finishing a placement, students must upload a signed final timesheet report to their placement **Details** under *Final Evaluation Requirements*.

They can download a report from their **Shared Documents** page.

This requirement serves as supporting documentation for NP licensure that the student has achieved enough approved clinical hours under preceptor supervision.
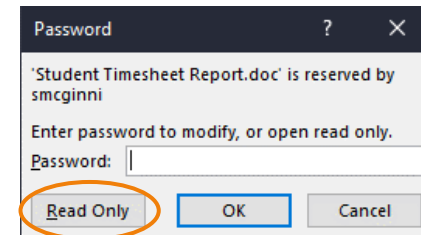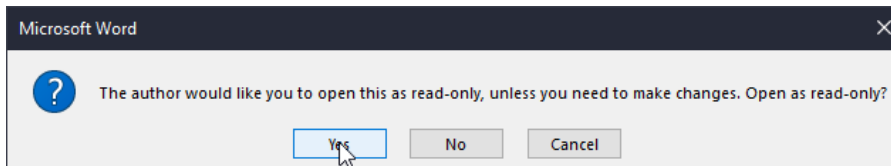

LastName, FirstName (12345678)   SEM: 1S02 (Instructor Name)
Agency: Agency Name [Confirmed]
Preceptor(s): Supervising Preceptor Name

Date	Start	End	Hours	Status	Student Timesheet Comment
8/25/2021	09:00	16:00	7.00	Finalized	First day with preceptor following orientation
8/27/2021	08:30	16:00	7.50	Finalized	
9/6/2021	08:30	16:30	8.00	Approved	
9/10/2021	09:00	17:00	8.00	Submitted	
Total hours reported:			30.50	Total required hours: 210.00	

Student Signature: _____ Date: _____ Preceptor Signature: _____ Date: _____

Shared Documents
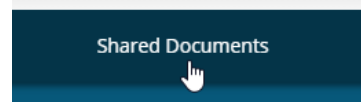
Student Timesheet Report
Student Timesheet Report.doc
Student Timesheet Report (printable)
Not Viewed

Download

Microsoft Word

The author would like you to open this as read-only, unless you need to make changes. Open as read-only?

Yes   No   Cancel

Password

'Student Timesheet Report.doc' is reserved by smcginni

Enter password to modify, or open read only.

Password: [   ]

Read Only   OK   Cancel

Reports are locked for editing in Word to discourage changes being made outside of InPlace. The document can be opened as read-only for printing.

Upload a Signed Final Timesheet Report

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The Timesheet Report (file upload field) is located on the placement's **Details** under *Final Evaluation Requirements*. The field allows one attachment. Use a scanner, mobile scanning app (e.g., <u>Adobe Scan</u>), or cellphone camera to create the file. Please check that each page is legible before submitting.

One page: PDF or high-resolution photo

Two+ pages: PDF or photos of each page pasted into a Word or
                PowerPoint file (.doc, .docx, .ppt, .pptx, .rtf)

1. Tick the checkbox,
2. Upload the timesheet as <u>one</u> attachment (all pages must be merged into one file),
3. Press **Submit**.

Student Timesheet Report: Upload your final timesheet report for this placement signed by you and your preceptor (Download the report from your Shared Documents page at end of placement).

Final Student Timesheet Report   −

Yes

1 ▸ **Final Student Timesheet submitted (signed by your preceptor)** ☑

Comments (Maximum 4000 characters)

Attachment

⌂ Select or drag a file

2 ▸ FinalTimesheet.pdf ✖   Click on the **X** next to the uploaded file if you need to clear it.

3 ▸ [Submit] ✖Cancel [Reset]

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Refer to this checklist to verify that all evaluation requirements are met by the end of each practicum. Students with missing evaluations or final timesheet reports must receive an incomplete grade for the seminar section of the practicum until such requirements are met.

Midterm Evaluation*

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

*ALTERNATE: Student uploads a signed paper/make-up evaluation form to their placement details.

Final Evaluation*

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

*ALTERNATE: Student uploads a signed paper/make-up evaluation form to their placement details.

- ❑ Student uploads a <u>Final Timesheet Report</u> (signed by preceptor) to their placement details.