Graduate Evaluations (A-G CNS)

HUNTER
The City University of New York

InPlace

Clinical evaluation guide for Adult-Gerontology CNS 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

- MTE1: Student Self-Assessment
- MTE2: Faculty Assessment (in consultation with preceptor)
- MTE3: Student Review of Completed Evaluation

Final

- FE1: Student Self-Assessment
- FE2: Preceptor Assessment (In consultation with instructor)
- FE3: Faculty Review and Evaluation Outcome
- FE4: Student Review of Completed Evaluation
  - Final Timesheet Report
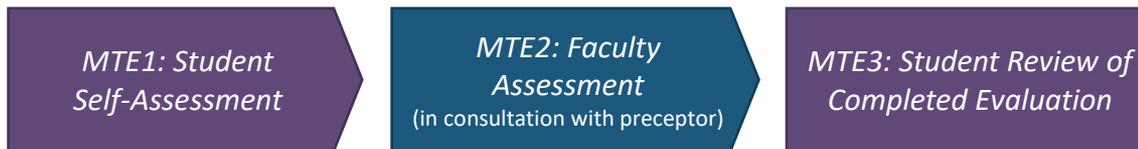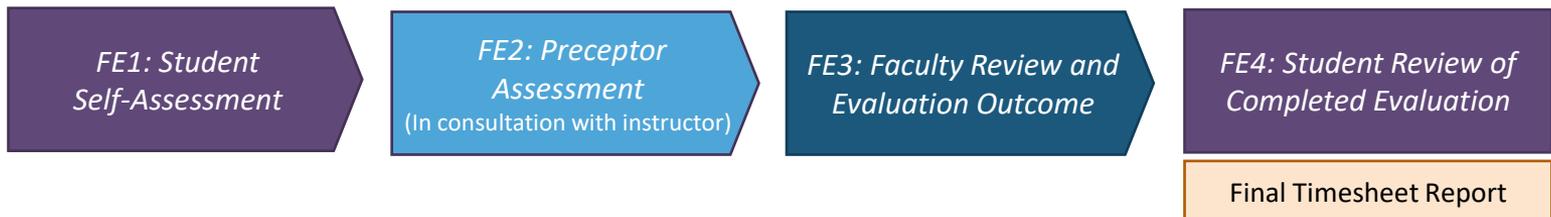
Overview of Midterm Evaluations

1) Student Self-Assessment

The student identifies their clinical strengths and areas for improvement.

If Stage 1 is completed

2) Faculty Assessment

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

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.

3) Student Review

The student reviews their instructor's assessment 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

1) Student Self-Assessment

The student identifies their progress towards achieving core CNS competencies for the term.

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.

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.

3) Student Review

The student 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.

End of Placement:

Final timesheet report signed by student and preceptor.

When finished at a site, student uploads a signed final timesheet report to their placement details.

Student Self-Assessment (MTE1 / FE1)

- Notified by email (when open and overdue) and posted on student's **To Do** list in InPlace.
- Must be completed for the next stage to open. Due within **5-7 days** of initial notification/campaign opening.

Preceptor Assessment (FE2 only)

- Opens after the student self-assessment stage is completed during finals.
- Notified by email (when open and overdue). An InPlace account is not required to submit a response.
- Only one response per placement can be submitted for each stage of an evaluation. If 2+ preceptors are listed on a placement, they may plan to complete it together (e.g., one saves the response as a draft and the other adds to it and submits) or nominate one to complete it. Additional responses may also be collected from preceptors by paper form if requested.

Faculty Assessment (MTE2 / FE3)

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

Student Review (MTE3 / FE4)

- Opens when the faculty assessment 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

❶ Survey/Assessment

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

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

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

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.

You can save a PDF of previous stages using the link at the bottom of the page (identifying information is omitted).
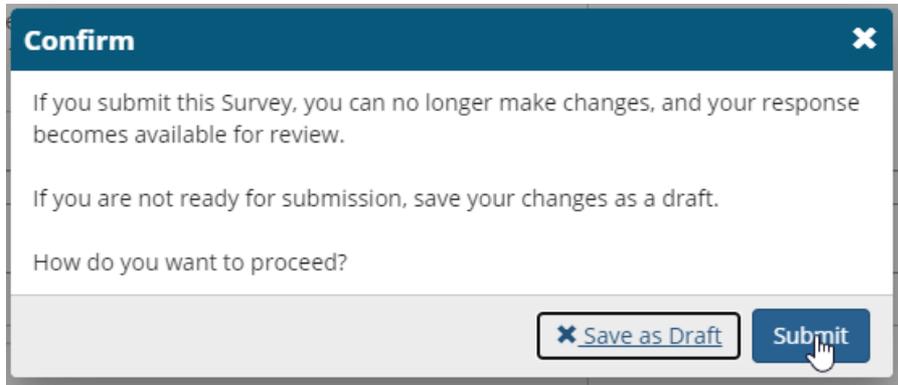
Click **submit** when ready, then confirm your response in the pop-up window.

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

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

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 Final evaluations, preceptors will receive up to two scheduled notifications from InPlace:

1) when the Student Self-Assessment stage is completed, causing their stage to *open*, and

2) if they do not submit a response within ~5-7 days after the prior stage's due date.

Follow-up

If a preceptor stage remains incomplete for over a week or shows a status of '*Overdue*', please verify the preceptor's email address on the placement details and follow up with them to ensure they have received it. Agency email systems may flag InPlace notifications as bulk mail or enable other security measures for messages received from external parties.

Switching to a Make-up/Paper Evaluation

If an evaluation has not advanced to the later stages (Faculty or Student Review) after ~2 weeks of its opening date, or if the end of the term is approaching, students should inquire with their instructor about completing a make-up/paper evaluation instead.

Faculty Assessments List

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.

If you do not see other stages of a student's evaluation listed, they have not been completed.
For example,

Final: If only the student (FE1) and faculty (FE3) stages are listed, the preceptor stage (FE2) is not complete.

Assessment List Filters

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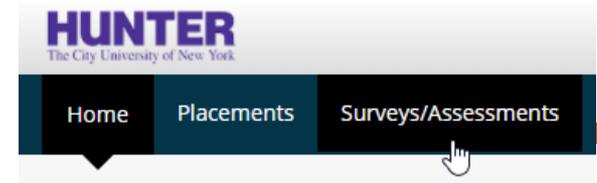
The list shows evaluations awaiting your response by default (uncheck the box "Items requiring response only" to view all records, including completed stages).

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

- Partial search by course: N761, N766, N767
- Partial search by term: 2022 FA, 2023 SP, 2023 SU, etc.
- Search by full campaign name: *N761 Midterm Evaluation (2022 FA)*, *N766 Final Evaluation (2023 SP)*, etc.

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

Uncheck box to view all stages.

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

View Assessment Report

When all stages have been completed, an assessment report (PDF) can be downloaded from the 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)

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InPlace

If an online evaluation is not successfully completed in InPlace, students should complete a make-up evaluation form (Word document) and upload a signed copy to their placement details. Possible reasons for completing a make-up or paper evaluation include:

- One or more stages in an online evaluation was not submitted, blocking its overall completion. When an evaluation campaign ends, a partial evaluation will show a status of "Blocked" and its missing stage(s) will show a status of "Closed".

- Hours were completed significantly ahead of or behind the course's scheduled midterm/final evaluation periods (rare).

The student's instructor will provide a paper version of the evaluation to the student if one is required.

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

If a make-up evaluation is required, students can upload a scanned copy (or photos pasted in a Word or PPT file) of their signed evaluation to their placement's **Details** tab under *[Midterm/Final] Evaluation Requirements*.

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 that the student has achieved the required number of clinical hours under preceptor supervision for their program.

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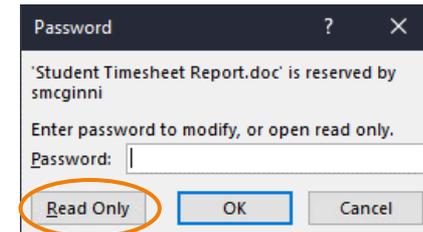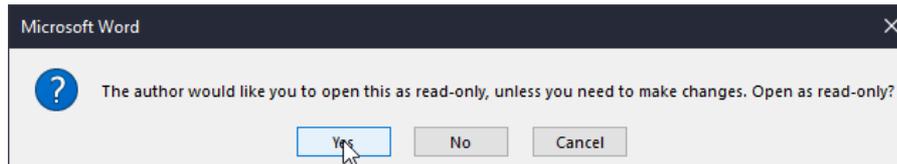
Reports are locked for editing in Word to discourage changes being made outside of InPlace. The document can be opened as read-only for printing.

Upload a Signed Final Timesheet Report

The timesheet file upload field is located on the placement's **Details** tab under *Final Evaluation Requirements*. This 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

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 one attachment (all pages must be merged into one file),
3. Press Submit.

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 an uploaded file if you need to clear it.

3 Submit   ✖Cancel   Reset

Evaluation Checklist

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 should receive an incomplete grade for the seminar section of the practicum until such requirements are met.

Midterm Evaluation

❑ MTE1: *Student Self-Assessment*

❑ MTE2: *Faculty Assessment*

❑ MTE3: *Student Review of Completed Evaluation*

Final Evaluation

❑ FE1: *Student Self-Assessment*

❑ FE2: *Preceptor Assessment*

❑ FE3: *Faculty Review and Evaluation Outcome*

❑ FE4: *Student Review of Completed Evaluation*

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