E*Value BSN Clinical Peformance Evaluation: TIPS for Faculty

In a nutshell ...

- **For practicum courses only.** All practicum courses use the same evaluation tool (same competencies, same rating scale, same examples of actions & behaviors).
- **Mid-rotation & end-rotation.** A mid-rotation and an end-rotation evaluation are made available to evaluators on different dates that are adjusted each semester. Faculty ratings & comments on the mid-rotation evaluation appear (for reference) on the end-rotation evaluation.
- **Rating scale.** A 1-5 rating scale is used to assess competencies 1-7. A pass/fail rating is used to assess competencies 8-9, Professionalism & Caring.
  - The 1-5 scale reflects performance that ranges between F and A: 1 = F, 2 = D, 3 = C, 4 = B, 5 = A
  - A rating of 1 in <u>any</u> scaled competency and/or a rating of fail in <u>any</u> pass/fail competency results in a final clinical evaluation score of 0.
- **Final score.** The end-rotation evaluation includes a numerical score that is calculated in the background (it calculates in real time). The faculty can see the final score, but the student cannot.

Completing an evaluation of student clinical performance … *'how to'*

- **Open a student evaluation from the *<u>To Be Completed</u>* table.**
  - Click the embedded link in the evaluation assignment notice e-mail or go to *Evaluations > To Be Completed* to open a table of pending evaluations. Select the evaluation you want, and click the *Edit Evaluations* link to open it.

- **Complete the evaluation.**
  - For competencies 1-7, click the scale option (1 thru 5) that best reflects your assessment of a student's performance at this point in the semester (mid-rotation or end-rotation). For competencies 8-9, click Pass or Fail. Add comments as you see fit.
  - When you're finished, click *Submit* (or *Save for Later*).
  - <u>FYI</u>: When you submit an evaluation, the student receives 2 e-mail alerts that an evaluation has been completed about them. The student can review the evaluation, add comments, and agree or disagree. These actions are date-stamped.

- **Add final comments (optional).** If a student adds a comment to their evaluation, you will be notified by e-mail so you can re-open the evaluation to add final comments.
  - Click the link embedded in the e-mail notice to open a filter screen. Use it to locate the evaluation.
  - Open the evaluation, add final comments in the text box at the bottom of the form, and click *Submit*.

Locating & printing completed evaluations …

- **I need to print a completed evaluation … where can I find it?** When you *Submit* an eval, E*Value removes it from your To Be Completed table and stores it under *Reports > Evaluation Educator Reports > Completed Evaluations By Me*.
    - Completed evaluations are grouped by evaluation type (mid-rotation or end-rotation) & timeframe … the most recent evaluations appear first.
    - Locate the evaluation you want to print, click the hyperlink to open it, and click the printer icon that appears at the top right corner of the evaluation.

Miscellaneous stuff …

- **The student-faculty match.** Assigning student evaluations to the correct faculty member is a set-up activity that's done before any evaluations are made available.
    - Course Coordinators should send the student-faculty match for their course to the E*Value Administrator *as soon as the information is available*. A student-faculty match template for this purpose is available on the E*Value Welcome Page and on the SON website.
    - If assignments change at any time during the semester, the Course Coordinator should notify the E*Value Administrator *as soon as possible* so that the match can be corrected.

- **Can evaluations be made available to a single faculty member before the scheduled generation date?** No. E*Value makes evaluations available to all course faculty at the same time. Mid-rotation evaluations typically generate at the start of a rotation, and end-rotation evaluations generate a few weeks later. The background setup cannot be changed after the semester begins, so the E*Value Administrator cannot send evaluations early for one faculty member or for a group.

- **What is the *Suspend* link for?** Click *Suspend* if an evaluation was assigned to you in error or if your student dropped the course. Important: Indicate the reason why you're suspending the evaluation.

- **Do I have to enter a comment for each competency?** No. The comments boxes are there for your convenience. Use them (or not) as you see fit.

- **Can I edit a completed evaluation?** Yes. Ask your E*Value Administrator to re-open the evaluation … it will re-appear under *Evaluations > Complete Pending Evaluations*.

- **What if I complete an evaluation by mistake?** Notify your E*Value Administrator.

- **My student can't locate their evaluation. Now what?** This usually happens when a student uses the wrong pathway to find their evaluation.
    - Correct pathway. *Reports > Evaluation Student Reports > Completed Evaluations About Students.* The student can open the evaluation and add comments using the comments box at the bottom of the form.
    - Wrong pathways. The following pathways will bring the student to the wrong screens:
      ☹ *Evaluations > Student Reports > Performance Overview > Aggregate Performance*
      ☹ *Evaluations > To Be Completed*