

NORTHWOOD TECHNICAL COLLEGE  
ASSOCIATE DEGREE NURSING  
STUDENT POLICIES

## **CLINICAL PERFORMANCE EVALUATION**

Evaluation of students in the ADN program at Northwood Tech is a continuous process that involves assessment of student performance in all aspects of the ADN program. Clinical performance evaluation provides documentation of student progression in the ADN curriculum and is the ongoing assessment of the student through:

1. Demonstration of skill competency
2. Application of problem-solving ability
3. Integration of knowledge, attitudes, and skills

**Clinical course competencies** are progressive and expand over the course of the ADN program. Clinical performance evaluation measures this progression. Review of the clinical performance is the mutual responsibility of the student and instructor with a summation completed at mid-term and/or the end of course.

All ADN program outcomes and course competencies are based on professional nursing standards and state guidelines, such as the American Nurses Association (ANA) Scope and Standards of Professional Nursing Practice and the Wisconsin Administrative Code N1.08 (4), N1.08 (5), and N6.

Components of the clinical performance evaluation process are as follows:

### **1. Clinical Performance Evaluation Form**

The Clinical Performance Evaluation form includes criteria that reflect satisfactory performance of each course competency. The student is graded according to the clinical performance evaluation rubric. The student is given a score of zero (0), two (2), four (4) or five (5) based on performance. A score of zero or two in any of the competencies will result in course failure regardless of scores on other competencies. The written evaluation is completed at the mid-point of the students scheduled clinical experiences and/or at the completion of each clinical nursing course. This information is shared during a student/instructor conference. Student and instructor are expected to complete evaluation forms with comments to share prior to the scheduled conference. Student and instructor signatures indicate that the information has been shared. Completed Clinical Performance Evaluation forms for each student are kept in their ADN student program file, which is stored in a secure location. Blank copies of the Clinical Performance Evaluation form is posted within the course materials in the clinical course learning management system (Blackboard) for students to reference.

### **2. Weekly/Daily Clinical Feedback**

Weekly/Daily clinical feedback forms provide a mechanism for the student and instructor to record clinical progress during weekly/daily clinical experiences. This record provides documentation of student progress and deficiencies related to the course competencies.

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**3. Instructor/Student Conference**

Conferences are held at the mid-point of students scheduled clinical experiences and/or course completion with individual students to assist in the achievement of course competencies. Additional conferences may be scheduled as student concerns or deficiencies occur.

**4. Improvement Plan Form (HS-26)**

Improvement Plans are used to indicate area(s) of deficiency that place the student at risk of not meeting course competencies. The Improvement Plan includes identification of the area(s) needing improvement, expected outcome, plan of action with deadline, suggested resources, and reevaluation dates, progress notes and outcome. The Improvement Plan is signed by both the student and instructor as acknowledgement of the meeting and review of the plan. A copy of the signed Improvement Plan is given to the student at the time of the completion of the conference. A copy of the Improvement Plan is kept in the student's ADN Program file.

**5. Critical Incident Form**

A critical incident is defined as a student action in a clinical course that potentially could have or actually did compromise a patient's safety. Examples of a critical incident include, but are not limited to, a life-threatening medication error, mobility that is unsafe for a patient, and violations of HIPAA laws. The critical incident and plan to improve is documented on the Critical Incident Report (included in this policy) and stored in the student's ADN Program file.

**6. Referrals**

Referrals are made to direct the student to the Academic Support Center for remediation for cognitive skills (grammar, reading, mathematics, spelling, test taking, etc.) or Student Services for counseling. Conferences are scheduled involving the student, instructor, counselor, or Academic Support Center personnel as appropriate. When the remedial activity is concluded, outcomes of the referral process are shared with the instructor. Additionally, documentation of the referral process may be made on the student's clinical evaluation.

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**CRITICAL INCIDENT REPORT**

Student name \_\_\_\_\_ Student ID \_\_\_\_\_ Course Name and Number \_\_\_\_\_ Date \_\_\_\_\_

**Critical Incident Report:** Incident 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

Has a similar incident occurred previously? ☐ Yes ☐ No ☐ Student record reviewed

Description of incident/behavior that has resulted in an unsatisfactory evaluation:

**Critical Behaviors Violated**

Remediation Objectives	Remediation Plan	<div>Evaluation date _____</div> <div>Evaluation outcome <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory</div> <div>Instructor comments:</div> <div>Student comments:</div> <div>Any further violation of client safety can result in failure of the clinical laboratory component of the nursing course, which will result in a failing grade for the entire course.</div> <div style="margin-top: 20px;"><div style="display: flex; justify-content: space-between;"><div>_____ Instructor Signature</div><div>_____ Date</div></div><div style="margin-top: 10px;"><div style="display: flex; justify-content: space-between;"><div>_____ Student Signature</div><div>_____ Date</div></div></div></div>
Student Input into the plan		
<div>Student must complete this remediation plan by _____</div> <div style="margin-top: 20px;"><div style="display: flex; justify-content: space-between;"><div>_____ Instructor Signature</div><div>_____ Date</div></div><div style="margin-top: 10px;"><div style="display: flex; justify-content: space-between;"><div>_____ Student Signature</div><div>_____ Date</div></div></div></div>		
<b>Signature indicates student has been informed of the Unsatisfactory "U" performance and/or has scored a Zero (0) or Two (2) on the Clinical Performance Evaluation form.</b>		