

## **Evaluation Plan**

### **Policy**

#### **Overview**

The evaluation process is an integral part of the educational mechanism at the Clarkson College Nurse Anesthesia Program. Evaluation is present during all phases of the educational program and encompasses all students, all clinical and didactic faculty, courses, the program itself, and graduates of the program.

### **Procedure**

#### **Evaluation of Students**

Evaluation of students occurs in both the Didactic and Clinical Phases.

#### **Didactic Phase**

Evaluation of students occurs on an ongoing basis each semester. The most common methods for evaluation are examination, quizzes, work sheets, papers, patient simulations, presentations, and case studies. Additional course work or examinations may be required of the student by the faculty whenever student's progress is deemed unsatisfactory. Students are expected to pass each quiz, exam, assignment, or lab. Students are not allowed to progress at the end of the semester until all courses are passed with an 83% or better. Students are expected to be aware of their own progress and ask for additional clarification or assistance in a timely manner, as needed.

#### **Clinical Phase**

Students complete written Care Plans with feedback and points assigned via the Care Plan Rubric. Evaluation of student performance in clinical practicums includes care plans, online Daily Evaluations, completed by the clinical instructor; written Midterm and Final Clinical Evaluations completed by the Clinical Coordinator; and student self-evaluations completed as part of the Midterm and end-of-semester Final Clinical Evaluations.

The goal of these evaluations are to assess progress in each area crucial to students' success: preanesthesia assessment, preparation for administration of anesthesia, induction, intraoperative management, emergence, post anesthesia management, professional communication and collaboration, and professional role. By identifying trouble areas early, the student, Clinical Coordinator(s), faculty, and Program Administrator can devise a plan to help the student get "back on track". Students are scored on their Daily Evaluations and Midterm and Final Clinical Practicum Evaluations.

On every Midterm and Final Clinical Evaluation, students receive an average score in each area (section) and an overall score. Every section and the overall score are evaluated and each must be successfully completed

Practicum evaluations rate student's performance in meeting course objectives. Safety Concern=0; Unsatisfactory=1; Delayed=2; Meets Expectations=3; Exceeds Expectations=4; Exemplary= 5. These averages determine what action, if any, is needed:

Student Meets or Exceeds Expected Level – No action

Less than Expected Level - Clinical probation with or without clinical privileges and/or dismissal.

With clinical probation, the Academic Progression Committee Chairman is notified and an Academic Contract is developed by Academic Progression Committee and student. The Academic Contract includes probation with or without clinical privileges. Problem areas are discussed with the student, expectations outlined, and plan of action developed. The student is given the opportunity to add their own plan for improvement. The goal is to evaluate potential for success and possibly provide opportunity for improvement and future success. The Academic Progression Committee monitors student's progress with adjustment to Academic Contract, as needed. The probationary status is reviewed on an as needed basis. The committee will recommend one of the following: lifting of probation with return to good standing; continued probation with or without clinical privileges; or dismissal from the program.

With dismissal, the Academic Progression Committee and/or Chairman communicate with the student to discuss problem areas and reason for dismissal.

During the Clinical Phase, students have monthly review program quizzes over specific topics and comprehensive examinations. MSN Students take the SEE in the fall of their first and second years. DNP students take the SEE in their second fall semester and early in the third fall semester. Students must meet a program benchmark on the SEE as a requirement of successful completion of the Final Clinical Anesthesia Practicum. And finally, all students must take and successfully pass the National Certification Exam upon program completion.

### **Evaluation of Clinical Instructors and Clinical Coordinators**

Clinical Instructor and Clinical Coordinator evaluations (2) are completed anonymously each semester by students. The comments are reviewed by the program administration and faculty and eventually, with the Clinical Coordinators, when numbers are sufficient to assure

anonymity. Annual site visits to each clinical site also serve as a form of evaluation of clinical faculty.

### **Evaluation of Didactic Faculty**

Didactic faculty are evaluated by the students each semester via the College online course evaluation process. Students' comments and ratings are summarized and compiled for use by the College in such a way that confidentiality and freedom of expression of each student are encouraged and preserved. The results of these anonymous evaluations are shared with each faculty member, Program Administrator and college administration. Compiled comments and ratings are reviewed by the Department-Education Committee and results summarized for the Annual Advisory Board.

### **Evaluation of Program**

Evaluation of the program will occur via several methods. The program is continuously reviewed by the Department-Education Committee which functions to continually assess the program's strengths and weaknesses. The Department-Education Committee prepares the written self-study required for accreditation. The Department-Education and Annual Advisory Board act to evaluate the program and generate ideas and strategies for continuous improvement.

Policies and procedures of the program will be reviewed and updated by the Department-Education Committee every two years or more frequently, as needed. The results of the periodic review of policies and procedures will be shared with the students and Annual Advisory Board.

The COA requires an Annual Report and conducts periodical program evaluation surveys. All Clinical Coordinators and Clinical Instructors evaluate the program annually. The Program's faculty comment on strengths and weaknesses of the program as part of their annual evaluation, which is shared with the Program Administrator. The College evaluates the NAP via the Annual Academic Program Review and Outcomes Report (AAPRO). These reports are reviewed and tabulated by CTE as part of the Institutional Effectiveness program and leads to development of college priorities and creation of Critical Success Factors (CSFs).

Program administration schedules exit interviews for all graduating students during their last semester. All graduates evaluate the program as a whole during these interviews. Freedom of expression is encouraged and will be preserved. Results in summary form will be shared with the Department-Education Committee and Annual Advisory Board.

A post-graduate program evaluation form will be mailed to graduates at 6 months and employers at 12 months from graduation by the Alumni Coordinator. The program administration will review the data. The findings will be forwarded to the Department-Education Committee for review to facilitate their on-going evaluation of the curriculum. Results are shared with the Annual Advisory Board.

## **Summary of Evaluation Methods and Process**

### **Students-Clinical**

- Daily Clinical Evaluations
- Midterm and Final Clinical Evaluations, including student self-evaluation of clinical practicum objectives
- Semester grade for clinical practicum course
- Care Plan feedback and points assigned via rubric
- Monthly Quizzes
- Comprehensive Exams
- Results of the Self-Evaluation Exam (SEE) at end of first and second years
- Results of National Certification Exam (NCE) at end of program

### **Students-Didactic**

- Essays, examinations, quizzes, work sheets, papers, patient simulations, presentations, and case studies etc.
- Grades assigned for courses

### **Student-Self**

- SEE at the end of the Didactic Phase
- SEE at the end of the Second Year
- Midterm and Final Semester self-evaluations of clinical performance objectives

### **Clinical Coordinators/Clinical Instructors**

- Written evaluation by students each semester
- Site visits to each affiliate annually
- Exit Interviews

### **Clinical Sites**

- Evaluation of learning opportunities
- Evaluation of facility
- Students complete primary clinical site evaluation one time while in program, or more if desired
- Students complete enrichment clinical site evaluation one time while in program, or more if desired
- Exit Interviews

### **Didactic Faculty**

- Written course evaluations by students at the end of each course
- Observation and documentation by program administration, as needed
- Exit Interview

**Program**

- Annual assessment by Clinical Coordinators
- Annual assessment by didactic faculty
- AAPRO Report
- Graduates evaluate at 6 months from graduation
- Employers evaluate at one year from graduation
- Annual Report to COA
- Self-Study COA Accreditation Process
- HLC & ACEN Accreditation Processes
- Exit Interviews
- Annual Advisory Board evaluates annually, or as needed
- Student first-time pass rate on NCE
- Results of SEE exams

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