



Instructions: Faculty may conduct a face-to-face on-site nurse practitioner student evaluation to observe the student's clinical performance. The clinical site must be <150 miles from the concentration school (one-way).

Procedure is as follows:

Students:

1. Submit completed clinical rotation plan in D2L Dropbox.
2. [Review faculty evaluation criteria](#)
3. Communicate with the faculty set up date for evaluation.
4. Notify preceptor of date/time faculty plan to conduct evaluation.

Faculty:

1. Review the student's clinical rotation plan in the Dropbox.
2. Ensure that the site is not >150 miles from the concentration school campus (one-way).
3. Select a date for the on-site evaluation.
4. Communicate the date/time via email with the student.
5. Conduct the evaluation using the Faculty Evaluation of NP Student Criteria (may be printed from project concert).
6. Complete the Faculty Evaluation of NP Student form in project concert:
 - a. Open project concert
 - b. Click evaluations
 - c. Click ad hoc evaluation form
 - d. Select the evaluation form: (clinical site, preceptor, or student)
 - e. Select Cao, Yan (ETSU Statistician)
 - f. Click create evaluation and complete the form
 - g. [Video Instructions](#)
7. Complete the Clinical Site Evaluation in project concert (same process as above).
8. Complete the Preceptor Evaluation in project concert (same process as above).