



Phone/Video Conferencing Evaluation Instructions
ETSU-TTU DNP Program

Instructions: Faculty may conduct phone/video conferencing evaluation to observe the student's clinical performance when other methods (site visit or Skype for Business) are not available or feasible.

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 dates and times for phone calls keeping the preceptors schedule a priority.
4. Notify preceptor of date/time faculty plan to conduct phone call or Skype for Business meeting.

Faculty:

1. Review the student's clinical rotation plan in the Dropbox.
2. Select dates for the faculty evaluation of nurse practitioner student evaluation via phone call
3. Communicate the dates/times via email with the student
4. Conduct the evaluation using the Faculty Evaluation of NP Student Criteria (may be printed from project concert).
5. Discuss the student's performance every two weeks.
6. Complete the Faculty Evaluation of NP Student form in project concert—document phone conversation that occurred with preceptor and student.
 - 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](#)