

Tennessee Technological University

Whitson-Hester School of Nursing

Face-to-Face On-site Visit Instructions

Graduate Programs

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 Tennessee Technological University

Students:

- Submit completed clinical rotation plan in iLearn Dropbox
- Review faculty evaluation criteria
- Communicate with the faculty set up date for evaluation
- Notify preceptor of date/time faculty plan to conduct evaluation

Faculty:

- Review the student's clinical rotation plan in the Dropbox.
- Ensure that the site is not > 150 miles from TTU Campus (one-way)
- Select a date for the on-site evaluation
- Communicate the date/time via email with the student
- Conduct the evaluation using the Faculty Evaluation of NP Student Criteria (may be printed from CMS)
- Complete the Faculty Evaluation of NP Student form in CMS
- Open CMS
- Click evaluations
- Click ad hoc evaluation form
- Select the evaluation form: (clinical site, preceptor, or student)
- Click create evaluation and complete the form.
- Complete the Clinical Site Evaluation in CMS (same process as above)
- Complete the Preceptor Evaluation in CMS (same process as above)