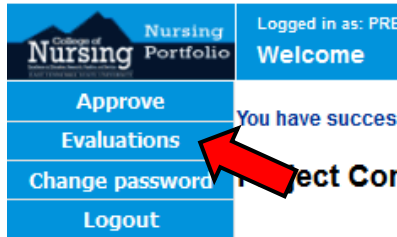


Completing an Evaluation - Preceptors

Step 1. Log into Project Concert with the credentials provided to you in the Preceptor Welcome Email at <https://secure.projectconcert.com/etsu>

Step 2. Click on the Evaluations Link in the Left Nav



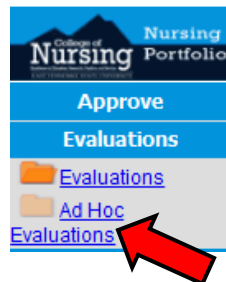
Step 3. Click the **Select** button to Edit the evaluation.

Outstanding Evaluations

	Evaluatee	Form	Detail	Due Date	Due Status	Form Status
1	Student, Test (bodomn@etsu.edu)	Preceptor Evaluation of Student Nurse Practitioner	NRSE 5012 Mid Term Eval Fall 17 ()		AD HOC	INCOMPLETE

NOTE: If the Preceptor Evaluation does not appear in your list of Outstanding Evaluations, you will need to **create an AdHoc Evaluation**. To do this follow these steps:

Step 1. Under the Evaluations Tab, Click Ad Hoc Evaluations



Step 2. For the Evaluation form, **Select** the Preceptor Evaluation of the Student Nurse Practitioner. Leave Evaluatee type as Student

Evaluations - > Ad Hoc Evaluation

Evaluation form: Preceptor Evaluation of Student Nurse Practitioner

Evaluatee type: Student Date Range:

Evaluatee(s):

Step 3. For **Rotation Name**, enter the Course followed by whether this is the final or mid-term eval, and the semester. It should look something like this: **NRSE 5012 Mid Term Eval Fall17**

Evaluations - > Ad Hoc Evaluation

Evaluation form: Preceptor Evaluation of Student Nurse Practitioner

Evaluatee type: Student Date Range:

Evaluatee(s):

Step 4. Choose the student(s) from the list of Evaluatees that you wish to evaluate and then **Click Create Evaluation**. This will create and launch the evaluation. Be certain to Click the Save Button when the evaluation comes up.

Evaluations - > Ad Hoc Evaluation

Evaluation form: Preceptor Evaluation of Student Nurse Practitioner

Evaluatee type: Student Rotation name: NRSE 5012 Mid Term Eval Fall17 Date Range:

Evaluatee(s):

- Student, Test (bodomn@etsu.edu)
- Student, Test (bodomn@etsu.edu)
- Student, Test (bodomn@etsu.edu)

Step 4. Complete all fields in the evaluation. All fields require a response. Comments can be as simple as NA.

Clinical Practice Site

Student Name

Evaluation

Mid-Semester

Final

Student Professionalism:
Demonstrates professionalism through dress and decorum

- Inadequate Unsatisfactory - Inadequate Achievement
- Poor Unsatisfactory - Poor Achievement
- Minimal Unsatisfactory - Minimal Achievement
- Marginal Satisfactory - Marginal Achievement
- Average Satisfactory - Average Achievement

Step 5. There are two options to save your work: 1) Button – Saves your work and keeps you in the eval or 2) Button– Saves your work and takes you back to the Outstanding Evals list.

Step 6. Click Submit when you are finished completing the form.