

Title: Student Performance Documentation

Policy  
No.: CUR 2.10

Date: 10/5/09  
Rev.:

Areas Affected: All BSMSON Faculty & Students

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### Policy Statement:

#### Purpose:

To provide a format for documenting student academic and clinical performance that is factual, confidential, and meets the needs of the BSMSON and the student.

Instructors confer with all students in a clinical nursing course and document the conference at the following times:

1. Mid-term,
2. End of course,
3. Any occasion during which the student's behavior demonstrates unsatisfactory progress toward meeting course objectives in the clinical setting, and/or
4. Any occasion of inappropriate, unprofessional or irresponsible conduct.

Information documented on evaluations is confidential and is shared only with those who have a need to know this information

#### **Procedure for documentation for all students in clinical nursing courses:**

1. Course clinical evaluation form content will include:
  - a. Name of instructor and student
  - b. Date of conference
  - c. Current theory grade
  - d. Current clinical grade
  - e. Faculty summary of student performance related to course objectives
  - f. Student's self-evaluation of performance related to course objectives
  - g. Instructor and student signatures
2. Mid-term: Course clinical evaluation form completed at or around mid-term of the course.
3. Final evaluation: Course clinical evaluation form completed after the conclusion of the clinical portion of the course. The instructor uses a final evaluation to establish course theory and clinical grades indicating successful or unsuccessful completion of all course requirements. The final evaluation must be a face-to-face interaction for Level One and Level Two. A telephone or internet correspondence is only acceptable, at Level Three.
4. Instructors should keep anecdotal notes, defined as factual and objective descriptions of student performance, and may utilize the instructor/student conference record. (Form #ST 1.10)

Reference Policy # SAP 2.20

#### Approved by:

_____	Dean _____	_____
_____	CEO _____	_____
Signature _____	Title _____	Date _____

#### Approval History:

Committees and Dates:  
Curriculum – 9/09  
Faculty Forum – 9/21/09  
Faculty Organization – 10/5/09

5. Students at-risk for academic or clinical failure should follow at-risk student procedure.
6. Instructors need to refer to policy SAP 2.20 for students with unprofessional conduct issues.
7. The student receives a copy of all applicable forms (Notification of Student Academic Performance, Notification of Unsatisfactory Student Clinical Performance or Instructor/Student Conference Record) utilized and the original is kept in the course record. If a student refuses to sign the report; this fact is documented on the record.
8. At the end of the course, completed evaluations are kept in the student's file in the School of Nursing office until successful completion of the program.
9. Faculty informs the course coordinator, level coordinator and Assistant Dean of Curriculum and Instruction of any student demonstrating a pattern of unsatisfactory performance.
10. Information documented on student performance is confidential and will be shared only with those who have a need to know this information.

**Procedure for at-risk student in clinical and non-clinical nursing courses**

**Instructors must confer with the student and document the conference at the following times:**

1. Mid-term: The instructor provides information related to the student's progress in the course.
  - A. If the course average is below 80 percent at mid-term, notification of student academic performance (ST 1.11) will be completed.
  - B. Notification must also be copied to the student's advisor, course coordinator, level coordinator, and the Assistant Dean of Curriculum and Instruction.
  - C. Weekly meetings between the instructor and the student will be instituted to monitor student success.
  - D. Students unsatisfactory at mid-term need to be referred to the Director for Student Success.
2. Any occasion during which the student demonstrates unsatisfactory clinical performance:
  - A. Unsatisfactory progress toward meeting course objectives in the clinical setting.
  - B. Faculty must complete Notification of Unsatisfactory Clinical Performance (ST 1.12) describing the unsatisfactory behaviors and a detailed list of strategies used to correct the clinical performance.
  - C. Conferences must be held as soon as possible after the unsatisfactory clinical performance is identified, preferably within one week.
  - D. The plan should be developed by both instructor and student to assist in achieving required performance.
  - E. Documentation should include consequences if required clinical performance is not demonstrated.
  - F. This must be signed by the instructor and the student and a copy must be given to the student, the course coordinator and any other appropriate personnel. (i.e. skills lab faculty, advisor, student success)
3. Conferences may be initiated at any point in the course when a student is demonstrating a pattern of unsatisfactory performance. Faculty should document the conference on Instructor/Student conference record (ST 1.10) and/or notification of student performance (ST 1.11) as appropriate.
4. Instructors must inform the course coordinator, level coordinator, and Assistant Dean of Curriculum and Instruction of any student demonstrating a pattern of unsatisfactory performance.
5. At the end of the course all forms are attached to the student's final course clinical evaluation and are kept in the student's file in the School of Nursing office until successful completion of the program.