



SCHOOL OF NURSING POLICY

Policy Name: Evaluation Process

Approval Authority: Rutgers School of Nursing Faculty

Responsible Executive: Executive Vice Dean

Responsible Office: Nurse Anesthesia Specialty Track

Adopted: 3/1/04

Last Reviewed: 5/6/24

Revisions: 1/4/17

1. **Policy Statement:** To comply with COA standards by utilizing a systematic comprehensive program specific evaluation process to assess the overall and specific success of all aspects of the nurse anesthesia educational program, including, but not limited to: didactic instruction, clinical instruction, student achievement and satisfaction; and to utilize the data compiled by this process to identify weaknesses and strengths, determine needs and plan corrective action or intervention for improvement

2. **Who Should Read this Policy:** faculty administration, and all Nurse Anesthesia students

3. **Resources and Related Documents:**

Council on Accreditation of Nurse Anesthesia Educational Programs (COA).
Standard for Accreditation of Nurse Anesthesia Programs, February 2024
Standard for Accreditation of Nurse Anesthesia Programs-Practice Doctorate, February 2024

<https://www.coacna.org/wp-content/uploads/2024/03/Standards-for-Accreditation-of-Nurse-Anesthesia-Programs-Practice-Doctorate-editorial-rev-February-2024-1.pdf>

School of Nursing Student Policies
<http://nursing.rutgers.edu/policies/index.html>

American Association of Nurse Anesthetists (2018) Code of Ethics for the Certified Registered Nurse Anesthetist.

American Association of Nurse Anesthetists (2020) Scope and Standards for Nurse Anesthesia Practice.

<https://www.aana.com/practice/professional-practice-manual/>

4. **Policy**

The program will utilize a continuous process of evaluation, which will include a variety of outcome measures designed to objectively assess the degree to which program goals are achieved. This program will include regularly scheduled self-evaluations, peer evaluations, subordinate, superior and overall program evaluations the data from which will be utilized to institute evidence based improvements. Specific evaluative tools have been designed for each purpose, with objective measurements and quality indicators, as described in the table (PROCEDURE). The frequency with which each component of the evaluative process will be repeated is specified in the table (PROCEDURE). Data derived from these evaluations will be used by the program director to evaluate success, identify areas in need of immediate improvement, implement change and improve program outcome measures.

5. Procedure: The Nurse Anesthesia Track Evaluation Process

Subject of Evaluation	Evaluator	Indicator Evaluation Tool	Frequency	Intervention/Action
Student didactic performance	Didactic instructor	Written exams and assignment grades, according to course syllabi; midterm warnings when feasible ; summative evaluations each semester, S.E.E	Each semester & as outlined in course syllabi	Verbal and/or written counseling or remedial instruction by didactic instructor as indicated
	Student	Self-evaluation will be encouraged using grades and instructor comments as a guide to periodically evaluate progress; exam review when feasible; care plan review of didactic foundations; graduate exit self evaluation	Monthly, more frequently if indicated.	Request guidance and remedial instruction if indicated
Student's clinical performance	Clinical instructor/ Preceptor	Verbal evaluation of: surgical case and anesthetic care plan, application of theory, organization, critical thinking & development of technical skills	Daily	Remedial instruction as indicated , formal plan of remediation if indicated by warning of failure
	Clinical instructor/ preceptor	Written evaluation of: the student's accomplishment of course objectives such as: development of an anesthetic care plan, application of theory, organization critical thinking & development of technical skills	Daily during Anesthesia Practicum I & II Weekly (more frequently if indicated) for the remainder of the program	Remedial instruction and plan of remediation if indicated
	Two clinical instructors or preceptors	Written summary of Anesthesia Practicum I Competencies based upon course objectives	End of Semester ANST6201 Anesthesia Practicum I	Successful completion of all basic competencies of Anesthesia Practicum I is required for progression to subsequent clinical courses

Subject of Evaluation	Evaluator	Indicator Evaluation Tool	Frequency	Intervention/Action
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Student's clinical performance (cont)	Program administration (based upon composite of preceptor evaluations)	Summary evaluation of: the level of the student's accomplishment of course objectives; Graduate outcomes and core competencies	At the end of each semester, and sooner if progress is not satisfactory	Determination of course grade and progression to subsequent clinical courses
	Student	Self evaluation is encouraged, and appropriate tools are provided; summative evaluation each clinical semester; graduate exit self-evaluation	Weekly Or more frequently	Recognition of accomplishments and identification of areas for improvement
Didactic Course and Instructor's Performance	Student	Electronic submission of anonymous evaluations, utilizing established criteria, will be requested of students at the conclusion of each didactic course	Each semester	Data will be analyzed and utilized to recognize accomplishments and institute improvement.
	Other Didactic Faculty	Written peer evaluations will be encouraged of all faculty utilizing School of Nursing established criteria	Each semester	Data will be analyzed and utilized to institute improvement, and note accomplishments
	The Didactic instructor	Written self-evaluations will be encouraged of each didactic faculty and a tool provided	Course specific each semester, and overall annually as needed	Instructors will assess their accomplishments and make improvements if indicated.
	Program Administrator and/School of Nursing Administrator	Written performance evaluations will be compiled and discussed with faculty.	Annually	Data will be utilized to note accomplishments, encourage improvement, and guide faculty development activities
Clinical Site and Clinical Instructor's Performance	Students	Electronic submission of anonymous evaluations, utilizing established criteria, will be requested of students at the conclusion of each clinical course	Each semester	Data will be analyzed and utilized to identify areas for improvement and recognize accomplishments
	Program Administration	Clinical Site Visits	Annually and as needed	Data will be analyzed and utilized to identify areas for improvement and recognize accomplishments

Subject of Evaluation	Evaluator	Indicator Evaluation Tool	Frequency	Intervention/Action
The Program's Overall Success	Students	Incumbent students will be asked to complete written anonymous detailed evaluations of the overall program utilizing established criteria & measures, Graduates are asked to complete an anonymous exit survey	Annually and as indicated by COA accreditation cycle	Data will be utilized to guide academic and administrative decision making with the intent of improving the program
	Alumni	Alumni are asked to complete an anonymous survey	1 year and 3 years post graduation	Data will be utilized to guide academic and administrative decision making with the intent of improving the program
	Faculty	All faculty will be required to submit anonymous written evaluations of the overall program utilizing established criteria and measures	as indicated by COA accreditation cycle	Data will be utilized to guide academic and administrative decision making with the intent of improving the program
	Employers of Program Graduates	Anonymous evaluations will be requested of employers of graduates via email And regular mail	Annually	Data will be utilized to guide academic and administrative decision making with the intent of improving the program
	External Reviewers	The COA process including the annual report	as indicated by COA accreditation cycle	Data will be utilized to guide academic and administrative decision making with the intent of improving the program
	Outcome Indicators	Pass rate on the national certification examination and other measures of success, such as attrition rates, student satisfaction, application rate, etc. will be analyzed	Annually	Data will be utilized to guide academic and administrative decision making with the intent of improving the program