

LVN to RN Track 1301 Preceptorship- Performance Evaluation Rubric

Instructor Use

Student Name: _____ Unit: _____ Date: _____

Performance Criteria	(10)	(5)	(2)	Score
1. Preceptor's input: (Graduate competency)	Outstanding performance -Needs minimal guidance	Satisfactory performance - Needs average guidance	Below average Performance - Needs significant guidance	
2. Professionalism a. Promptness b. Responsibility c. Positive attitude d. Overall Courtesy & respectful e. Team player	Professional Displayed professionalism in all criteria	Participating Needed one or two reminders to demonstrate professional behavior.	Unprofessional Needed more than two reminders to demonstrate professional behavior.	
3. Attendance a. Punctuality b. Notify the Instructor & Preceptor c. Promptness	Always arrives 15 minutes before bedside shift report. Notify the preceptor & instructor the day before for schedule changes. Completed 4 shifts.	Minimally late (less than 5 minutes) on one occasion and notified instructor/preceptor. One request for re-scheduling of a clinical day.	Late more than 5 minutes late on more than one occasion & failed to notify the Clinical Instructor & Preceptor. More than two requests for re-scheduling of Clinical day.	
4. Documentation a. Timely manner b. Accurate c. Appropriate d. Complete	Done in a timely manner. Needs minimal assistance from the preceptor. The data provided is complete, accurate, and appropriate.	Needs assistance from the preceptor.	Needs significant assistance from the preceptor.	
5. Report Sheets & Skill checklist Update a. Timely b. Complete c. Shows skills progression	Done in a timely manner, complete and shows skills progression every 12 hours shift.	Incomplete (one shift) documentation on daily events but shows skills progression on skills. Checklist.	More than one incomplete documentation on daily events & minimal skills progression on the skills checklist.	
6. Bedside Report a. Use the official (Kardex) -SBAR B Update Kardex-SBAR	Always use the official Kardex when reporting. Update the Kardex before giving the bedside report.	Skipped one or two pieces of information during the bedside report. One or two new pieces of information are not documented.	Skipped more than two pieces of information & disorganized. Failed to update the Kardex.	

Student Signature: _____ Date: _____

Clinical Instructor Signature: _____ Date: _____

Grade legend: 60 pts = 100%, 50-30 pts.= 85%, 29-19 pts= 75%. 18-2pts = 70%.

Block 1 or 2 = Midterm; Block 3 or 4 = Final (These two grades are averaged and are a portion of the overall clinical grade)