

Instructional Module 8: Capstone Preceptorship- Performance Evaluation Rubric

Student Name: _____

Unit: _____

Date: _____

Midterm Grade: _____

Performance Criteria	(10)	(5)	(2)	Midterm 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 & Reflection a. Punctuality b. Notify Instructor & Preceptor c. Promptness d. Clinical reflection	Always arrives 15 minutes before bedside shift report. Notify the preceptor & instructor the day before for schedule changes. Completed 5 shifts. Submit clinical reflection on or before due date	Minimally late (less than 5 minutes) on one occasion and notified instructor/preceptor. One request for re-scheduling of clinical day. Late submission	Late more than 5 minutes late on more than one occasion & failed to notify the Clinical instructor & preceptor. More than two request for re-scheduling of clinical day. Not submitted	
4. Documentation a. Timely manner b. Accurate c. Appropriate d. Complete	Done in a timely manner. Needs minimal assistance from preceptor. Data provided complete, accurate and appropriate.	Needs assistance from the preceptor.	Needs significant assistance from the preceptor.	
5. Daily events & Skill checklist Update a. Timely b. Complete c. Shows skills progression	Done in 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 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 information during the bedside report. One or two new information not documented.	Skipped more than two information & disorganized. Failed to update the Kardex.	

Clinical Instructor : _____ Date: _____

Grade legend: 51- 60 pts = 100%, 50-30 pts.= 85%, 29-19 pts= 75%. 18-2pts = 70%.

Midterm: 20% + Finals: 20% = 40%

Example= Midterm 85% + Finals= 100% = 185 /2= 92.5 % x 0.40%= 37%