

Form User Instructions

Student Clinical Evaluation Form

This document serves as job-aid for best use of the Adobe Acrobat form. Specific instructions for both Supervisors and the Program Director are included to ensure accurate information recording, as well as to prevent tampering by the evaluated student.

Supervisors

Review the form before using to familiarize yourself with the information to be collected. It is advisable to begin evaluating the student soon after they begin the rotation, and then go back and adjust the various items as you observe and learn more about the student. This will improve your overall recording than if you were to enter all of the information in a single moment after the rotation is finished.

Please follow these basic instructions:

1. On page 6, the Rubric, manually enter the final value for each competency area after reviewing the summed populated total above each field. You have the discretion to adjust either up or down based on your personal observations. Please note that you should be prepared to explain your rationale to the Program Director. In figure 1 following, note the yellow circles.
2. When you have finished entering the final values, click in the total box at the bottom of the page: note the orange circle.
3. Use your cursor to “wave” at each box with the manually entered final value by passing the cursor over each. A red rectangle will appear around the performance description based on the value entered and the range for the particular performance: note figure 2 following.
4. After completing the comments and setting the final assessment (note the yellow circle in figure 3), click the Validate Form button (see grey button below the final assessment check box items) to test that you have completed all of the required form fields. If you have missed any, an error message will display, and you will need to return and complete those missing items. If all required fields are complete, the signature date fields will display. Enter the date you are signing the form.
5. After entering the date you will sign the form, the digital signature field will display to the right. BEFORE digitally signing the form, click the Lock Form button on the bottom of the page. This is to ensure that students will not be able to change your assessments. A password field will display. Enter this password: “KGIgenetics123.” Upon successfully entering the password, all required fields will lock.
6. Click in the Signature of Supervisor field and complete your digital signature. Your Program Director will advise you to how to name the file you will save.

- Send the saved file to the student for review and for them to digitally sign. Advise the student to save the same file name as yours. Advise the student when they have signed and saved the form file, they are to email it to the Program Director for final review.

This concludes the Supervisor instructions. Program Director instructions follow below figures 1-3.



FIGURE 1: PAGE 6 OF FORM - RUBRIC



FIGURE 2: PAGE 6 OF FORM - RUBRIC COMPLETED EXAMPLE



FIGURE 3: PAGE 7 OF FORM - SECTION 4

Supervisors

If necessary, Program Directors may have discussions with Supervisors and students and complete the form with additional information prior to finalizing the form. Should it be necessary (e.g., to adjust any of the assessed competencies and to add plans for remediation), the Program Director will unlock the form (use the Lock Form button with password as indicated in a previous step) and make the adjustments. Once completed, the Program Director is advised to relock the form (also using the Lock Form button). The steps are summarized below.

- Unlock the form as necessary and make adjustments as needed using the Lock Form button.
- Relock the form.
- Following a discussion with the student, enter the date of the discussion below the remediation plans field.
- In the Date field for the Program Director signature line, enter the date you are signing the form. The Signature field should display.
- Digitally sign the form. Note: the Program Director's digital signature locks all of the fields and cannot be unlocked (the mechanism is different than is used in the Lock Form button). Sign the form when you are ready to finalize the document. Save the final form in a previously determined, secure directory.
- To print the final file (if a hard copy is needed), open the final file and print it using a color printer.

Extracting the data from finalized forms

Program Directors can easily extract all of the data from multiple forms with a couple key clicks in Adobe Acrobat Pro DC. Instructions TBD.