

Appendix B Student nurse assessment form

(The form which follows is based on King's Fund/GNC Working Party recommendations. See also *Assessment. A Guide for the Completion of Progress Reports on Nurses in Training* (King Edward's Hospital Fund for London, 1972).)

Student nurse progress assessment form

Preliminary interview

Date

Note special tuition requested by student, and any comments made on particular weaknesses and difficulties: it may also be helpful to note any omissions revealed in record of practical instruction.

Final interview

Date

1. Any further comments by assessor
2. Overall grading: review your assessments and decide appropriate overall grading (tick in box)

outstandingly very good good just good not good

good satisfactory enough enough

Signature

Post held

When you complete this form

Try to remember that you are assessing a student over a *period of time*. It is all too easy to allow particular incidents to influence both your assessment of a particular quality and also your general impression of overall merit.

Under each item in turn put a tick in the box which best fits the nurse's usual performance. If you cannot assess an individual on any particular item, write N/A for 'not applicable', and give your reasons under 'Comments'.

Do not hesitate to give X (very high) or Y (low) gradings where deserved. Try not to let the nurse's strength or weakness in one quality cloud your judgement of her/his standing in another. Praise should be given where it is deserved.

It is quite normal for an individual to be above average in some respects and to fall short in others.

Comments are always helpful particularly to explain an unusual grading or when an unqualified tick might not present a true picture.

X	X applies Tendency to X	Average Tendency to Y	Y applies	Y
I. Application to work	<ol style="list-style-type: none"> 1. Exceptionally industrious; a very keen and willing worker. 2. More active than most in using opportunities to extend knowledge and skill. 3. Outstandingly quick in grasping essentials. 4. Always punctual in arriving for duty. 5. Consistently prompt in carrying out duties. Timing excellent. 			<p>Does little more than she/he has to; appears half-hearted and indifferent.</p> <p>Shows little active interest in using opportunities to increase knowledge and skill.</p> <p>Sometimes has difficulty in grasping essentials.</p> <p>Not always punctual in arriving for duty.</p> <p>Does not yet keep to time very well; tends to hold up work.</p>
Comments:				

II. Quality of work	X	X applies Tendency to X	Average Tendency to Y	Y applies Tendency to Y	Y
6. Maintains a very high standard when carrying out nursing procedures.				Does not show a good enough standard in carrying out nursing procedures.	
7. Makes excellent application of theoretical knowledge to practical work.				Often appears not to apply her/his theoretical knowledge to the practical situation.	
8. Work shows a consistently high standard of attention to detail and finish.				Work does not always show sufficient attention to detail and finish.	
9. Invariably carries out instructions reliably without supervision.				Needs more supervision than most; cannot always be relied upon to carry out instructions completely.	
10. Unusually observant. Always reports signs, symptoms and other relevant information.				Not yet sufficiently observant; sometimes omits to observe/pass on relevant information.	
11. (a) Exceptionally self-reliant and resourceful.				(a) Needs more than the usual amount of support to cope with routine work.	
(b) Shows excellent ability to plan and complete own work/ organize work of others.				(b) Has not yet learnt to organize/own work effectively/work of others.	
12. Can always be relied upon to record promptly all necessary clinical data.				Inclined to be dilatory in recording data.	
13. Regularly produces excellent reports and records, well written, complete and clearly expressed.				Written reports and records are not always complete and clear; more practice needed.	
Comments:					

X	X applies to X	Average	Tendency Y applies to Y	Y
III. Attitude to patients				
14. Successfully anticipates and meets the physical needs of patients.			Sometimes fails to recognize and meet patients' physical needs.	
15. Shows exceptional understanding of patients as individual persons.			Seldom manages to adapt her/his approach to suit the needs of individuals.	
16. Shows outstanding skill in gaining the confidence and co-operation of patients; tactful and considerate.			As yet unskilled in gaining the full confidence and co-operation of patients.	
17. Shows better ability than most in dealing tactfully and courteously with patients' relatives and visitors.			Sometimes omits to show courtesy and understanding in dealing with patients' relatives and visitors.	

Comments:

X	X applies Tendency to X	Average	Tendency Y applies to Y	Y
IV. Attitude to co-workers				
18. Very well accepted by nurse colleagues; works well as member of a team.			Sometimes appears to have difficulties in working as a member of nursing team.	
19. Gives alert and very efficient professional assistance to doctors in the clinical situation.			Apt to be casual in manner and insufficiently informed when working with the medical staff.	
20. Distinguished by courtesy and helpfulness towards other members of the hospital staff.			Sometimes appears rather off-hand in dealings with other members of the hospital staff.	
21. Responds with good grace to instructions/advice. Makes the most of constructive criticism.			Often appears reluctant to accept instruction/advice/constructive criticism.	
22. Highly successful in the instruction and supervision of others.			Does not yet display much ability in instructing and supervising others.	
Comments				

X	X applies	Tendency to X	Average	Tendency to Y	Y
Professional behaviour					
23. Always very neat and well groomed – wears uniform correctly.					Not always neat and well groomed – uniform sometimes worn incorrectly.
24. (a) Demonstrates understanding of the need for quietness in speech and manner. (b) Protects patients from undue noise at all times.					(a) Appears unaware of the need for quietness in speech and manner. (b) Does little to control or reduce noise in the ward environment unless constantly reminded.
25. Notably poised and effective even in situations of stress.					Easily ruffled; is put out by unusual or difficult situations.

Comments:

