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**FACULTY OF HEALTH STUDIES**

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**Subject:** Communication of Student Performance

**Date:** October 29, 2014

**Department:** Nursing/Psychiatric Nursing

**Revised:** Nov 8, 2022;  
September 23, 2024

**Program:** Bachelor of Nursing  
Bachelor of Science in Psychiatric Nursing

**Approved at Faculty Council:**  
October 28, 2024

**Approved at Senate:**  
December 17, 2024

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**POLICY:**

- 1) Upon completion of each clinical course, with the exception of Senior Practicum, the Clinical Instructor responsible for student evaluations will complete a brief *Performance Summary* of the student's strengths and areas for continued improvement identified throughout the course. The *Performance Summary* will be placed in the Clinical Folder. The Clinical Folder will be given to the Clinical Instructors by the Course Instructor prior to the first week of term. The Clinical Folder will consist of:
  - Clinical Performance Evaluation Tool (CPET) for current course (omit if utilizing electronic CPET)
  - Program specific *Performance Summary* outlining student's strengths and areas for continued improvement
- 2) The Student Progress File will be a separate file consisting of the Clinical Performance Evaluation Tools (CPET), including any Performance Notes and Performance Improvement Plans for all previous courses. The Student Progress File may be accessed, as appropriate if concerns are identified by the Course Instructor. These files will be stored in a secure location, site specific.