

Instructions for Completing the Pharmacy Student Evaluation Form (PSEF)

The Pharmacy Student Evaluation Form (PSEF) is designed to give preceptors a tool to systematically evaluate a student's performance, assign a grade based on this performance and then give feedback to the student on his/her performance. The PSEF is based on the Educational Outcomes established by the College of Pharmacy for the Advanced Pharmacy Practice Experiences (APPEs).

The rating scale used in the PSEF is based on performance levels relative to a graduating student just entering practice as a registered pharmacist. This "yard stick" should not change relative to the time of the year or sequence of APPEs – **always** evaluate the student relative to an entry level practitioner. It is expected that students early in their APPE sequence will be rated lower (perform at a lower level) than they will at the end of their sequence. The student's grade will be determined by comparing the overall rating to a scale that is set for that particular point in the APPE year. In other words, a rating of 2.5 (on the 5 point scale) in APPE #1 would translate to a higher letter grade than a 2.5 in APPE #9. ***There are specific grading scales for Summer (Blocks 1-2-3), Fall (4-5-6) and Spring (7-8-9) and are available on the Experiential Education website. Preceptors must use the grading scale designed for the particular period of time in which the APPE ends.*** By preceptors using the same standard for rating students throughout the year, students are better able to follow their improvement as they become more experienced. And there will be better standardization among preceptors if all are maintaining the same rating benchmark and only the grading scale changes.

Preceptors and students can use the PSEF throughout each APPE to follow achievement of individual behaviors/skills. The ability/mastery exhibited at the end of the APPE is what should be evaluated on the PSEF and is used in the determination of the final rating and grade for the APPE that is ultimately sent to the Experiential Office.

Steps for evaluating a student using the PSEF:

1. Determine if the student can perform each behavior/skill under each outcome. Use the Yes/No/Not Applicable indicators (Y N NA) by circling the appropriate letter. This is really a "pass" "not pass" type evaluation of each behavior. The student is expected to have a "Y" rating for each behavior.
2. After evaluating each behavior under an outcome, rate the student's accomplishment of that outcome on the 1 to 5 scale listed at the beginning of the PSEF. A rubric describing the "1", "3" and "5" levels of performance is provided for each outcome to assist the preceptor in determining where the student's performance falls on the 1-2-3-4-5 scale. The outcome rating must be somewhere between 1 and 5 to an "n.n" value (e.g., 2.2 or 4.7). Place this rating in the gray box beside the outcome. Remember, this 1 to 5 scale is consistent throughout the clerkship year.
3. After all outcomes are rated, find the average of the ratings and place this average in the blank on the first page labeled "Overall Outcomes Rating." Find where this rating falls on the grading scale for the particular block being evaluated and record this grade on the first page as well.
4. Go over the PSEF with your student, giving him/her feedback on his/her performance.
5. Send the PSEF to Michele Smoody at the Experiential Education Office:
308 Harvard Street SE # WDH, Minneapolis MN 55455
or Fax to 612-625-4077