**CHCI NP Residency Training Program**

**Policy Name:** NP Residency Program Assessment of Training Sites

**Background:** During the 12-month residency training program experience, residents are assigned to a variety of sites in order to meet the goals and expectations of the program. These sites include a permanent home site, where the bulk of their clinical care experiences occur, sites where they complete their specialty rotations, which can be both internal to CHC or at external partners, and additional CHC sites where residents may do mentored clinic. In order to ensure that placement sites provide residents with the necessary training in experience and resources, the program completes initial and ongoing assessments to ensure the placement site is in good standing.

**Process:** Sites are reviewed on two different levels. Sites will be reviewed for an initial period to determine appropriateness for placement and then on an ongoing basis to ensure the sustained quality of the experience.

Initial Assessment: Based on the program needs, new sites are sometimes required to add for clinical based practice experiences. When a new need is identified, the program staff works to identify potential appropriate site placements. Program communicates with potential sites about the program goals and objectives, commitment of the site, and what they need to provide in experience and resources. If the site is internal to CHCI, program staff ensures that appropriate items are met. If the site is external to CHC, program staff will complete an on-site visit to meet faculty, tour the facility, and discuss the goals of the experience. In both cases, a checklist is used by program staff to ensure that all appropriate items are met to guarantee a quality experience. See below for check list.

Ongoing Assessment: Once a site has been established in the program – ongoing assessment of the site is obtained in a number of ways. The information collected on the site is generally gathered through formal evaluations during the year and at the mid and end points of the year. After the completing of a specialty rotation residents are required to complete an evaluation in which they assess learning environment (physical space) and the overall learning experience (experience) of the rotation. In addition, the program administers a midyear and final program evaluation that specifically assesses the home site placement experience including overall experience as well as details on resources provided and physical space. Lastly, through weekly reflective journals, there is a consistent format that allows the program to have ongoing assessments of all sites.

Site Issues: Through its ongoing assessment of placement sites, the program addresses any issues as needed. If an issue becomes apparent at either an internal or external placement site, the Program Director communicates directly with the faculty and/or point of contact to address and share details of the issue. Together with the placement site, the Program Director lays out a plan to remedy the issue and uses the methods described in the ongoing assessment to ensure improvement at the site occurs. Should issues continue to remain a concern, the Program Director may choose to discontinue placement at a particular site and make arrangements for the particular experience to occur elsewhere.

# NP RESIDNECY SITE PLACEMENT

**INITIAL ASSESSEMENT**

All new sites that residents will be place at should have a formal review by the NP Residency program staff. The initial assessment is to ensure that the site placement meets the necessary requirements to provide the residents with a quality experience in physical space, resources and overall training experience. The following checklist will be used to ensure all appropriate items of site placement are met prior to residents starting their training experience.

Site Name:

Residency Program Year:

|  |  |  |
| --- | --- | --- |
| Focus Area | Yes or No? | Comments |
| There is a designated point person to coordinate the experience with |  |  |
| There is a designated clinical faculty to support the experience |  |  |
| The clinical space is adequate to meet the needs of the clinical experience |  |  |
| There are enough patients to meet the goals of the experience |  |  |
| The appropriate resources are provided to support the experience – MA, nurse, etc. |  |  |

**OVERALL COMMENTS:**