SON OP: 50.050, Non-Research Assessment Tool Policy

PURPOSE: The purpose of the School of Nursing Non-Research Assessment Tool Development Operating Policy and Procedure (SON OP) is to establish a policy and procedure for the development of Non-Research Assessment Tools and review requests for data.

REVIEW: The OP will be reviewed biennially by October 1 of each odd numbered year (ONY) by the Process Improvement and Evaluation Council and the Associate Dean of Outcomes Management and Evaluation, with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE:

1. Policy

The Process Improvement and Evaluation Council, as a designated function, reviews non-research assessment requests for the School of Nursing. Faculty, staff, and students desiring to collect non-research data from School of Nursing faculty, staff, students, or clients will complete the procedure for assessment of School of Nursing members.

Students, faculty, staff, and clients of the School of Nursing (SON) are frequently targeted as respondents for data collection. An approval procedure is necessary to control frequency of requests, evaluate “fit” of the tool with the SON Master Evaluation Plan components, determine whether the data have already been collected via another assessment-process, and guide timing of data collection to prevent excessive subject use.

2. Procedure

The Non-Research Assessment Tool Policy procedure is as follows:

a. Requests for non-research data collection via assessment survey tools are submitted by written request to the Office of the Associate Dean for Outcomes Management and Evaluation at least two weeks prior to a regularly scheduled meeting of the Process Improvement and Evaluation Council. Key components of the written request include:

1. purpose and rationale for the tool;
2. use for the data collected via the tool;
3. “fit” of the tool with the SON Master Evaluation Plan components;
4. clear identification of faculty/staff/students/clients who will complete tool;
5. clear specification of persons who access and use data collected via tool;
6. suggestions for maintaining security of tool and data; and
7. statement of acknowledgment addressing ownership of tool and data collected by the SON.

b. The Office of the Associate Dean for Outcomes Management and Evaluation acknowledges receipt of the request and forwards the request to the Process Improvement and Evaluation Council Chair for placement on the meeting agenda.

c. The Process Improvement and Evaluation Council Chair will:

1. notify the person submitting the request regarding committee response, i.e., acceptance of the tool "as is," acceptance with modifications, or denial;

2. notify the person submitting the request regarding "fit" of tool items with current software package for administration of the tool;

3. submit the final draft of the tool to the Office of the Associate Dean for Outcomes Management and Evaluation for conversion to electronic format at least four weeks prior to the tool administration deadline.

d. See research policy and procedure for research data collection using survey instruments.