

School of Nursing and Midwifery

Online Clinical Assessment Tool (CAT)

Student User Guide

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Overview

The Online CAT system replaces the paper based system and is applicable to the following nursing units.

- **HNN112** – Quality and Safety: Nursing Practice 1
- **HNN122** – Quality and Safety: Nursing Practice 2
- **HNN217** – Community Nursing Practice
- **HNN222** – Mental Health and Illness
- **HNN227** - Quality and Safety: Nursing Practice 3
- **HNN318** – Older Person and Supportive Care
- **HNN319** – Chronic Illness and Supportive Care
- **HNN325** – Comprehensive Nursing Practice
- **HNN025** – Clinical Practicum (*RPIR: Return to Practice and Initial Registration*)
- **CAT111** - Make-up placement (not attached to any unit)

Various stages of CAT

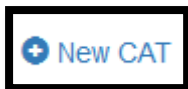
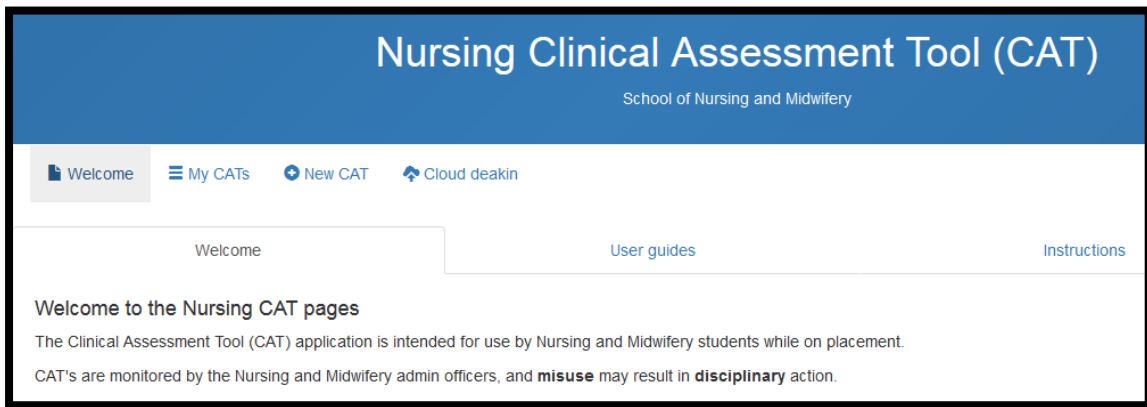
Step	Meaning	Action required by	Automated system action once step completed
1. Intended learning outcomes	Student has created the online CAT in preparation for their placement but needs to complete the 'intended learning outcomes'	Student	N/A
2. Formative assessment	Facilitator to complete the 'formative assessment'	Facilitator	System sends an automated email to student stating 'formative assessment has been completed'
3. Summative Assessment	Facilitator to complete the 'summative assessment'	Facilitator	System sends an automated email to student stating summative assessment has been completed and asks them to complete the next step.
4. Reflection (post-placement)	Student to submit the Online CAT to the School of Nursing and Midwifery	Student	N/A
5. Clinical Admin Review	The student has submitted the CAT and the CAT is now waiting for the Clinical Team to process	Clinical Team	N/A
6. Academic Review	Unit/Campus Chair to review and process the CAT	Unit/Campus Chair	<ul style="list-style-type: none"> • System sends an automated email to student notifying them to print their processed CAT • The organisation will no longer be able to access the CAT.

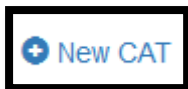
7. CAT Processed	Relevant Unit/Campus Chair has reviewed and processed the CAT.	Student to print processed CAT for their records	N/A
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Create Online CAT

As evident from the table above, as a student, you are required to create the online CAT, ideally, one week prior to commencing placement. To do this, follow the below instructions;

1. Once logged in, you will see the below screen



2. Click on  tab to create a 'New CAT entry', the following screen will appear.

Welcome My CATs New CAT Cloud deakin

New placement

"Placement date range" can be edited in future if required. Other changes must be made through a Clinical Officer.

Unit code:

Campus:

Clinical venue:

Placement date range:

Start date

End date

Deakin username:

Full name:

Email:

Student number:

I have read and completed any pre-placement orientation documents (if applicable) available on [cloud Deakin](#) prior to commencing placement.

I will take my pre-requisites (Working With Children Check [WWCC card], current national police check, annual influenza vaccination form [if applicable] and School of Nursing and Midwifery Blood Test and Vaccination checklist) to placement.

I acknowledge that I have read and understood the [Clinical Placement Rules and Responsibilities](#)

I will notify the Clinical Team (via 03 9244 5445 or clin-nm@deakin.edu.au) and my facilitator of any intended absence due to medical reasons prior to the shift commencement. I will also email supporting medical documentation to clin-nm@deakin.edu.au

[Add CAT](#)

- Populate the following fields (as applicable) from the drop down lists (***please ensure all details are entered correctly***)
 - Unit Code
 - Campus
 - Organisation
 - Placement start date
 - Placement end date
 - Enter your 'Student number'
- The system will auto-populate your Deakin username, name and email based on your login details
- You must complete any pre-placement orientation requirements as available on cloud Deakin and then read and acknowledge the four statements.
- Click 'add CAT' and the following message will appear

Created new CAT


You must complete "Intended learning outcomes" prior to commencing placement.

[OK](#)

- Click 'OK', which will return you to the below screen

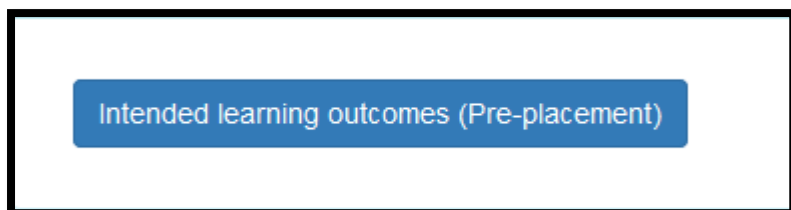
[Welcome](#)
[My CATs](#)
[New CAT](#)
[Cloud deakin](#)

Please note that CATs created on this site will be accessible to and monitored by the School of Nursing and Midwifery.



HNN227: Quality and Safety: Nursing Practice 3
Intended learning outcomes (Pre-placement) >

Test Organisation - Emergency Department : 28-NOV-16 - 23-DEC-16
 Last update: 05-DEC-16

8. Hover your mouse anywhere in the above section and click, which should bring up the following button



9. Click on the button above and which will then bring up the following screen

HNN227 Quality and Safety: Nursing Practice 3
 

Test Organisation: (Nov 28, 2016 - Dec 23, 2016)

Each unit has a Clinical Placement Activities Record that identifies the main student learning activities and outcomes which should be achieved for each placement. However, you may have additional individual activities or outcomes that you would like to achieve during this placement. Identify and record any of these below and discuss with your Clinical Facilitator at the commencement of your clinical placement.

Placement date range:

My intended learning outcomes:

[Save](#)

10. Enter 'intended learning outcomes' and click 'Save'.



Each unit has a Clinical Placement Activities Record that identifies the main student learning activities and outcomes which should be achieved for each placement. However, you may have additional individual activities or outcomes that you would like to achieve during this placement. Identify and record any of these below and discuss with your Clinical Facilitator at the commencement of your clinical placement.

Placement date range:





My intended learning outcomes:

This placement I would like to further develop my skills that I learned on last placement such as administration of medication, I would also like to develop effective communication with patients and improve documentation skills.

Save

The following message will appear (*please note your facilitator will not be able to complete assessment until you have done the above steps.*)

Congratulations

You are ready to go on placement. Your facilitator/s will now be able to access your CAT from their end and will complete the next steps.

OK

11. Click 'OK', you will notice that the CAT step has changed to 'Formative assessment (Mid-placement)'

Note: If it is a HNN112, HNN217 or CAT111 (make-up placement), the 'formative assessment (mid-placement)' step will be skipped.



HNN227: Quality and Safety: Nursing Practice 3

Test Organisation - Emergency Department : 28-NOV-16 - 23-DEC-16

Formative assessment (Mid-placement) >

Last update: 05-DEC-16

Once your facilitator has completed the formative assessment, you will receive an automated email to your Deakin email account (see below). You will then be able to view the feedback provided by your facilitator and discuss the appraisal with them.

Dear Student,

Please note that your facilitator at 'Test Organisation' has completed your HNN227 formative assessment, please discuss the appraisal with them.

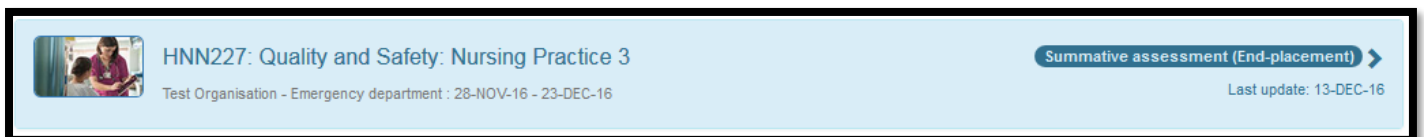
Log into [Online CAT](#) to view the details.

Thank you

School of Nursing and Midwifery

Review assessment

12. Login to Online CAT and click on 'My CATs' tab, you will see the below screen, take note that the CAT step has changed to 'Summative assessment (End-placement)



The screenshot shows a light blue header bar. On the left is a small image of a nurse and a child. To the right of the image, the text reads "HNN227: Quality and Safety: Nursing Practice 3" and "Test Organisation - Emergency department : 28-NOV-16 - 23-DEC-16". On the far right, there is a button labeled "Summative assessment (End-placement)" with a right-pointing arrow, and below it, the text "Last update: 13-DEC-16".

13. Hover your mouse anywhere in the above section and click, this will expand the CAT details as below



The next step must be completed by your Clinical Facilitator. Please remind them if needed.

Intended learning outcomes:

This placement I would like to further develop my skills that I learned on last placement such as administration of medication. I would also like to develop effective communication with patients and improve documentation skills.

[Edit](#)

Formative assessment 13-DEC-16

Standard 1. Thinks critically and analyses nursing practice **Assisted**

Standard 2. Engages in therapeutic and professional relationships **Supervised**

Standard 3. Maintains the capability for practice **Marginal**

Standard 4. Comprehensively conducts assessments **Assisted**

Standard 5. Develops a plan for nursing practice **Marginal**

Standard 6. Provides safe, appropriate and responsive quality nursing practice **Marginal**

Standard 7. Evaluates outcomes to inform nursing practice **Assisted**

Discussion of student's strengths

Geeta has developed excellent communication skills developed with staff and patients and has been caring for a patient load of four whilst working within the nursing team helping out with 10 other patients. Geeta responds to feedback and takes instructions.

Discussion of student's areas for improvement (including strategies to assist improvement)

Continue to develop patient assessment. Learn about the role of ED nurse and patient safety when mobilising, transferring.

Clinical Facilitator/Preceptor

Test Smith

Once your facilitator has completed the 'Summative assessment (End-placement)', you will receive another automated email to your Deakin email account (see below) prompting you to complete 'reflection (post-placement)' and submit your CAT to the School of Nursing and Midwifery.

Dear Student,

Please note that your facilitator at 'Test Organisation' has completed your HNN227 summative assessment, please discuss the appraisal with them.

Then logon to [Online CAT](#), complete 'Reflection (post-placement)' and SUBMIT. The School of Nursing and Midwifery will then be able to view and process your completed CAT. Your final result will not be updated until you have completed this step.

Thank you

School of Nursing and Midwifery

14. Login to Online CAT and click on 'My CATs' tab, you will see the below screen, take note that the CAT step has changed to 'Reflection (Post-placement)

HNN227: Quality and Safety: Nursing Practice 3

All requirements met Test Organisation - Emergency department : 28-NOV-16 - 23-DEC-16

Reflection(Post-placement) >

Last update: 13-DEC-16

15. Hover your mouse anywhere in the above section and click, this will expand the CAT details as below

HNN227: Quality and Safety: Nursing Practice 3

All requirements met Test Organisation - Emergency department : 28-NOV-16 - 23-DEC-16

Reflection(Post-placement) v

Last update: 13-DEC-16

Reflection(Post-placement)

Student absent 8 hours, Medical certificate sighted by facilitator.

Intended learning outcomes:

This placement I would like to further develop my skills that I learned on last placement such as administration of medication. I would also like to develop effective communication with patients and improve documentation skills.

Edit

Formative assessment 13-DEC-16

Standard 1. Thinks critically and analyses nursing practice **Assisted**

Standard 2. Engages in therapeutic and professional relationships **Supervised**

Standard 3. Maintains the capability for practice **Marginal**

Standard 4. Comprehensively conducts assessments **Assisted**

Standard 5. Develops a plan for nursing practice **Marginal**

Standard 6. Provides safe, appropriate and responsive quality nursing practice **Marginal**

Standard 7. Evaluates outcomes to inform nursing practice **Assisted**

Discussion of student's strengths

Geeta has developed excellent communication skills developed with staff and patients and has been caring for a patient load of four whilst working within the nursing team helping out with 10 other patients. Geeta responds to feedback and takes instructions.

Discussion of student's areas for improvement (including strategies to assist improvement)

Continue to develop patient assessment. Learn about the role of ED nurse and patient safety when mobilising, transferring.

Clinical Facilitator/Preceptor

Test Smith

SUMMATIVE assessment 13-DEC-16

Student demonstrated successful completion of expected clinical activities relative to opportunity as outlined in the Unit Professional Learning Portfolio

Standard 1. Thinks critically and analyses nursing practice **Supervised**

Standard 2. Engages in therapeutic and professional relationships **Supervised**

Submit CAT to the School of Nursing and Midwifery

16. Click 'Reflection (Post-placement)' and complete the details as below.

Ward/Unit/site – If you do not have the specific ward details on your roster, please enter the organisation location, e.g. Richmond

Note: If you were absent for any number of hours/days during your placement, you must submit your medical certificates to the Clinical Team (clin-nm@deakin.edu.au), your CAT will not be processed until this is provided.



You must send a copy of your Medical Certificate to clin-nm@deakin.edu.au if you have been absent for any number of hours or days.
Your CAT will not be processed until this is provided.

Ward/Unit/Site:

Emergency Department

Areas that need to be undertaken or improved on for future clinical placements:

Medication knowledge, knowledge on the anatomy and physiology of the body and opportunity to do an ECG.

Appraisal discussed with the Clinical Facilitator/Preceptor:

Yes

No

Submit

17. Click 'Submit', the following message will appear.

CAT completed

Nursing Academics will now review your CAT, you will be able to print your CAT once it has been processed by the School of Nursing and Midwifery.

OK

18. Click 'ok' to continue which will return you to the following screen, take note that the CAT step has changed to 'Clinical admin review'.



19. Referring again to the 'Various stages of CAT' table, the next steps will be done by the School of Nursing and Midwifery staff.

20. Once your CAT has been marked as 'CAT Processed', you will receive an automated email to your Deakin email account (see below) prompting you to print your completed CAT (*provided you passed the placement*).

Dear Student,

Your CAT has been processed by the School of Nursing and Midwifery, please login to [Online CAT system](#) to print your completed CAT.

If the Trimester [result release date](#) has already passed, your grade will now take approximately 10 working days to appear on Student Connect.

Please note that the 'print version' of your Online CAT includes a watermark that states 'This is a true copy of the original', **therefore alleviating the need for further certification** when you undertake the graduate year application process in your final year of studies.

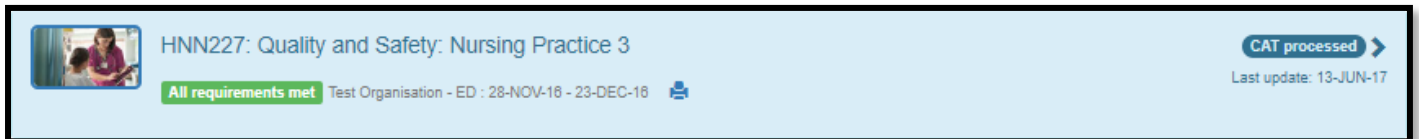
Deakin has been through a formal approvals process that has verified the authenticity of the print version of the Online CAT. Please note security measures are encrypted in the document to prevent alterations, therefore you will not be required to provide certified copies of the CATs to organisations.

Thank you

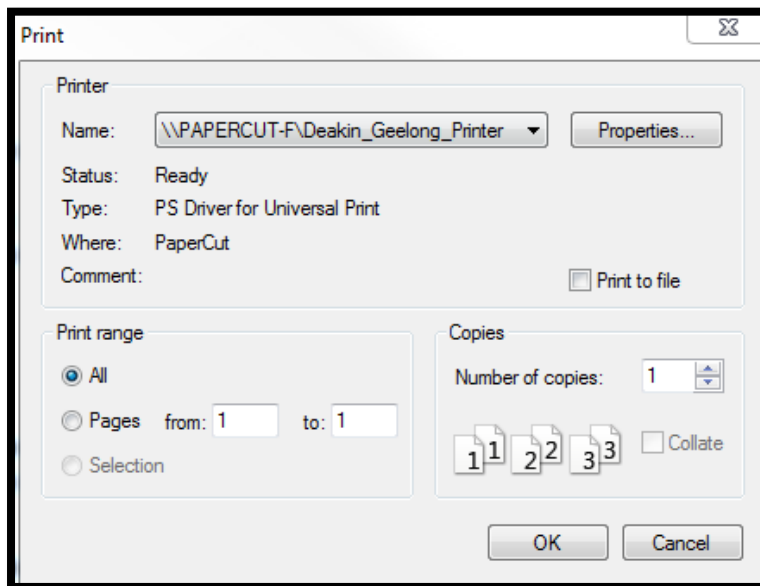
School of Nursing and Midwifery

Print CAT

21. Login to Online CAT and click on 'My CATs' tab, you will see the below screen, take note that the CAT step has changed to 'CAT Processed'




22. Click on the print icon and the following screen will appear



23. Click 'ok' to send to the printer

General tips

- To refresh your screen at any time, press **Ctrl+F5** or click  in the address bar

