School of Nursing and Midwifery

Online Clinical Assessment Tool (CAT)

Student User Guide

Contents

Overview 2

Various stages of CAT 2

Create Online CAT 3

Review assessment 7

Submit CAT to the School of Nursing and Midwifery 9

Print CAT 11

General tips 11

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

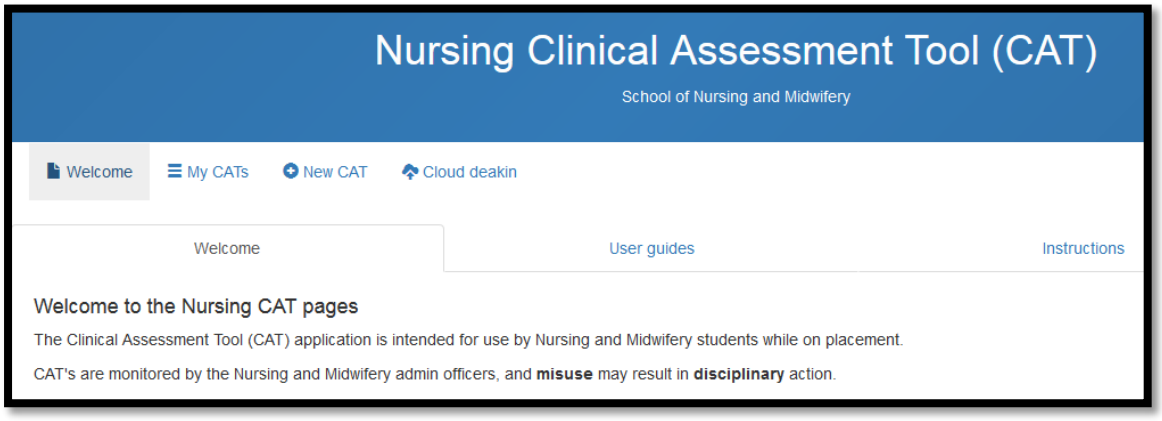
Step	Meaning	Action required by	Automated system action once step completed
1. Intended learning outcomes	Student has created the online CAT in preparation for their placement but needs to complete the 'intended learning outcomes'	Student	N/A
2. Formative assessment	Facilitator to complete the 'formative 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	• 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.

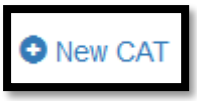
7. CAT Processed	Relevant Unit/Campus Chair has reviewed and processed the CAT.	Student to print processed CAT for their records	N/A

Create Online CAT

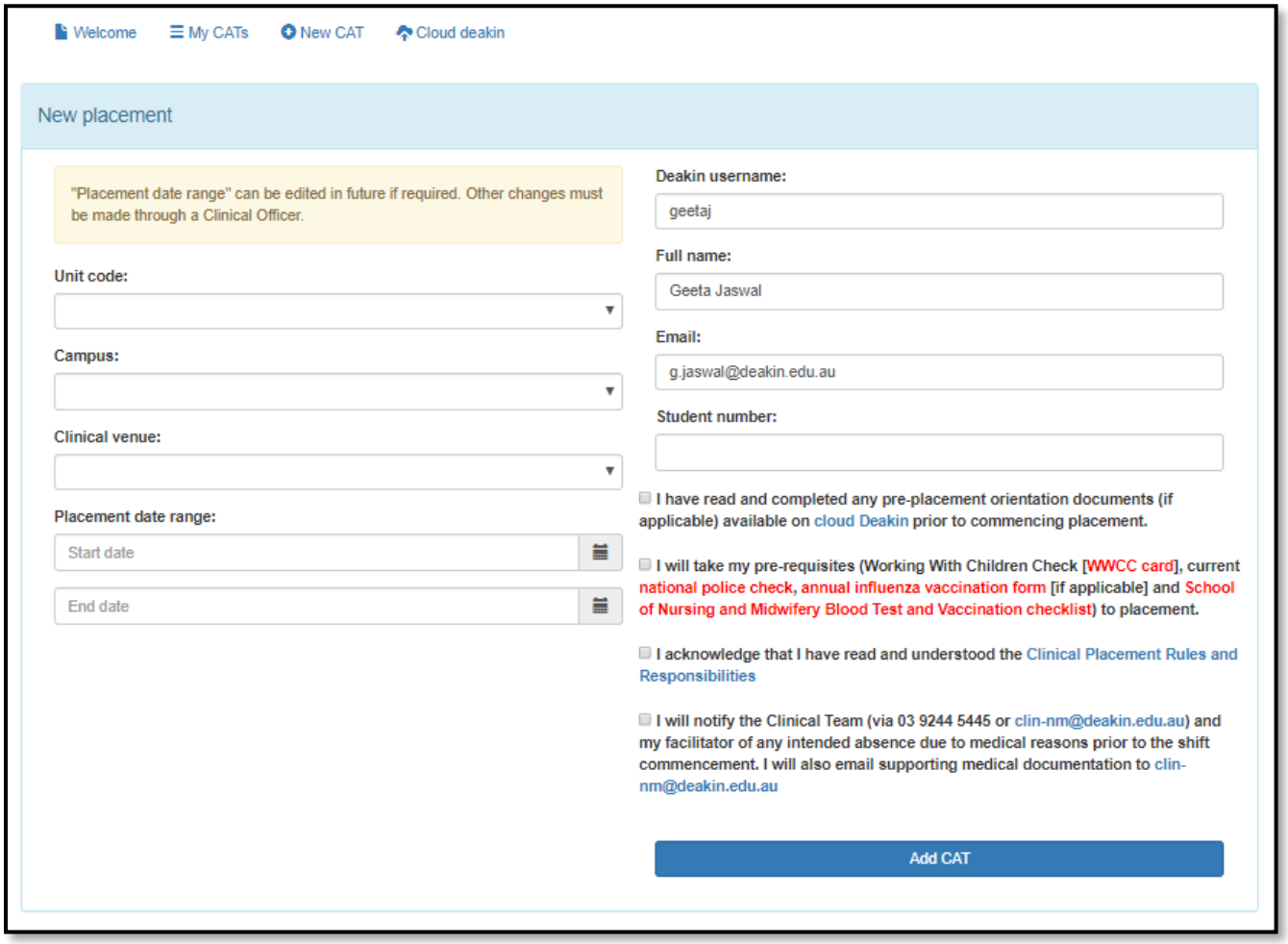
As evident from the table above, as a student, you are required to create the online CAT, ideally, one week prior to commencing placement. To do this, follow the below instructions;

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



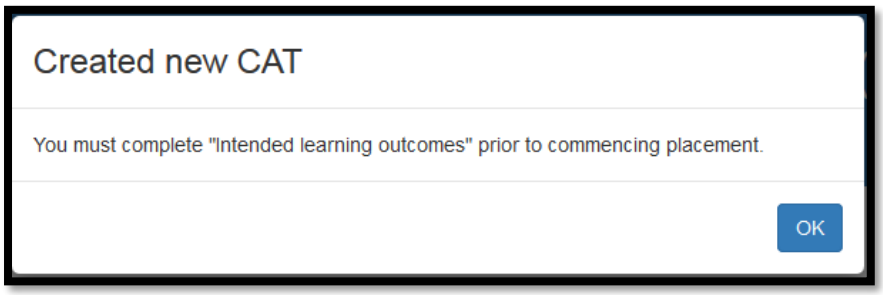
2. Click on 

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

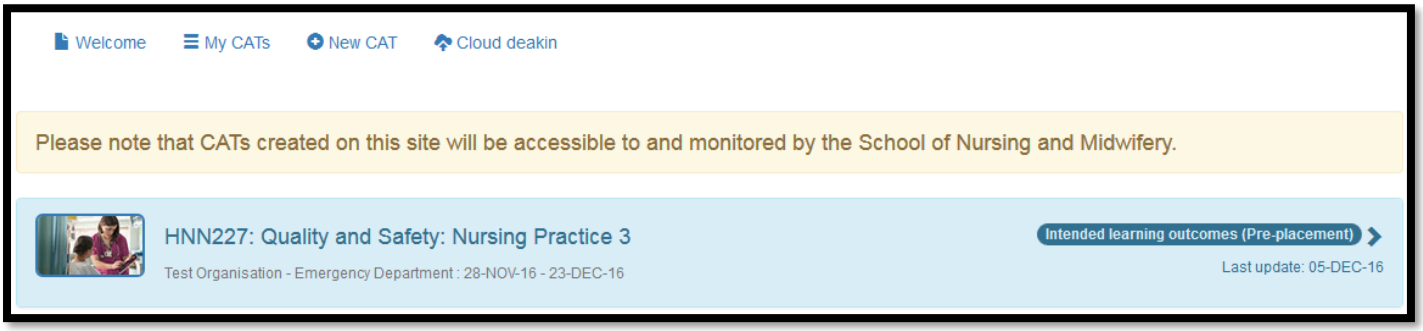


3. Populate the following fields (as applicable) from the drop down lists ***(please ensure all details are entered correctly)***
    - Unit Code
    - Campus
    - Organisation
    - Placement start date
    - Placement end date
    - Enter your 'Student number'

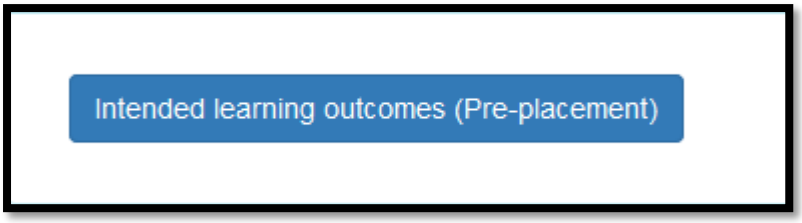
4. The system will auto-populate your Deakin username, name and email based on your login details
5. You must complete any pre-placement orientation requirements as available on cloud Deakin and then read and acknowledge the four statements.
6. Click 'add CAT' and the following message will appear



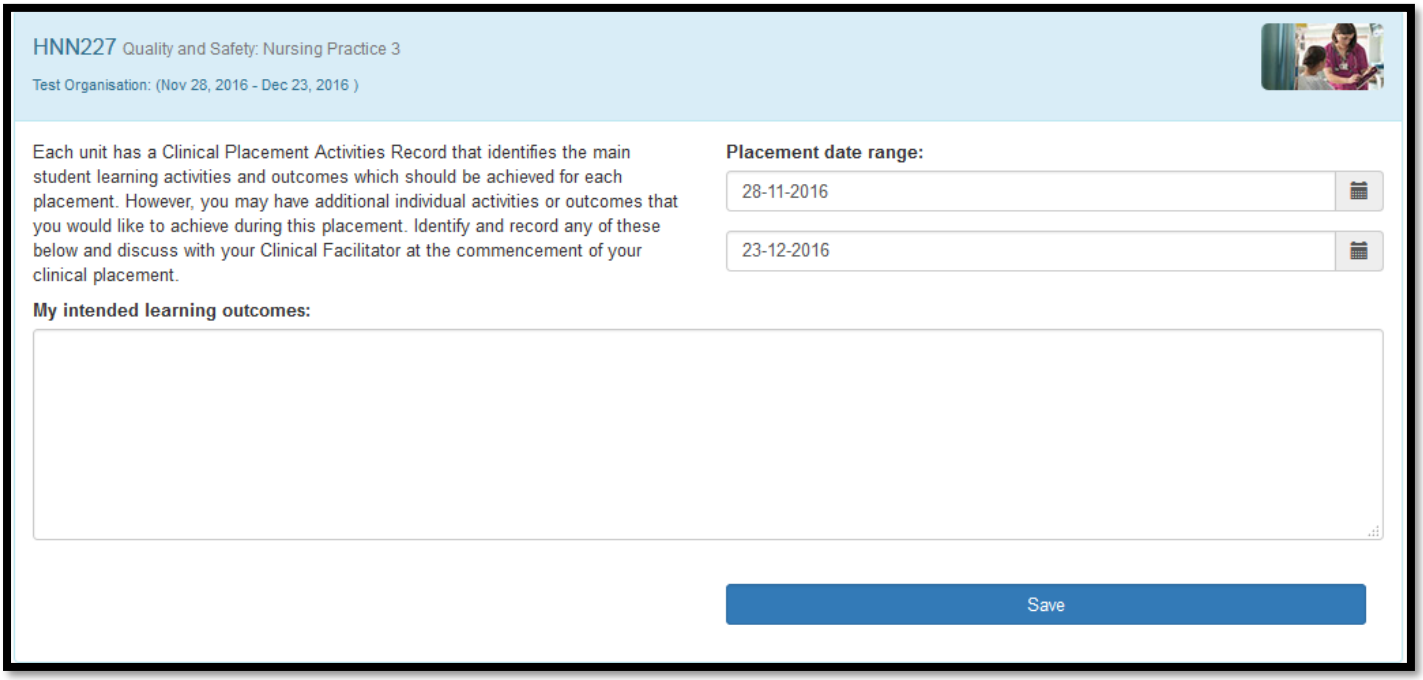
7. Click 'Ok', which will return you to the below screen



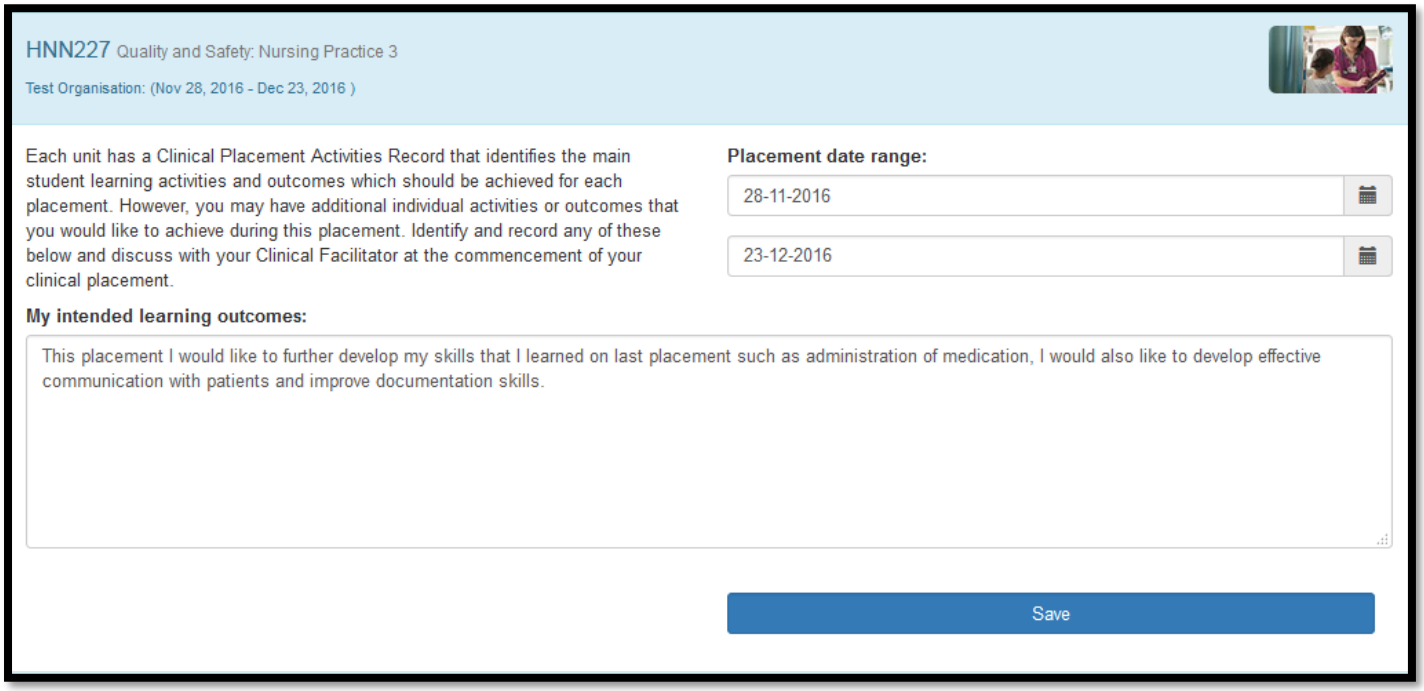
8. Hover your mouse anywhere in the above section and click, which should bring up the following button



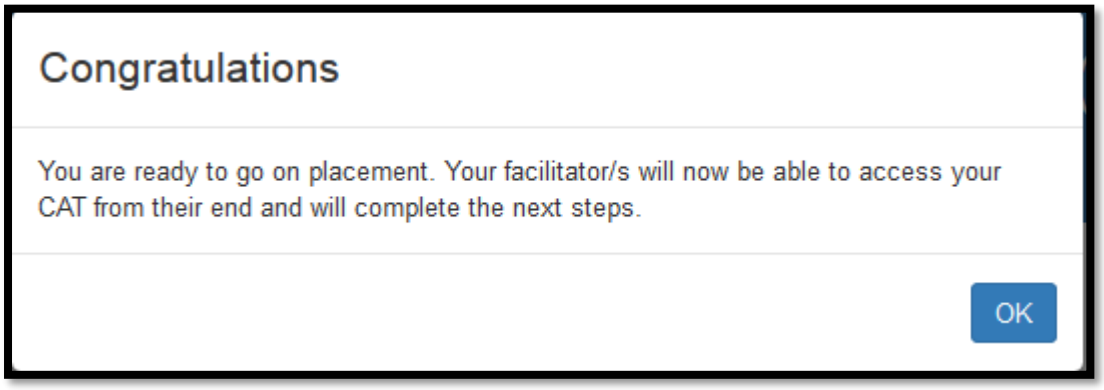
9. Click on the button above and which will then bring up the following screen



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



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



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.

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.

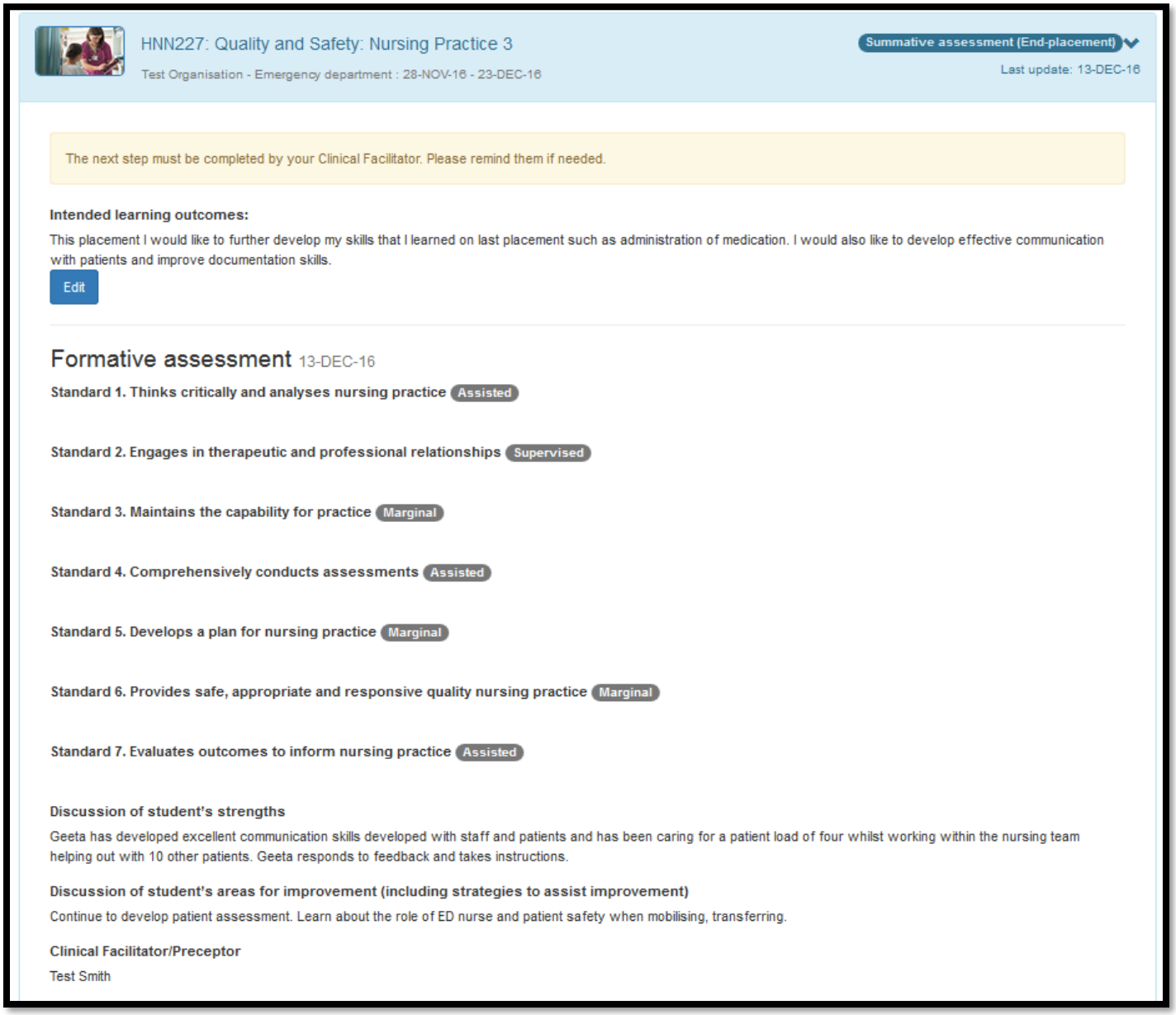
Thank you

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)

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



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,

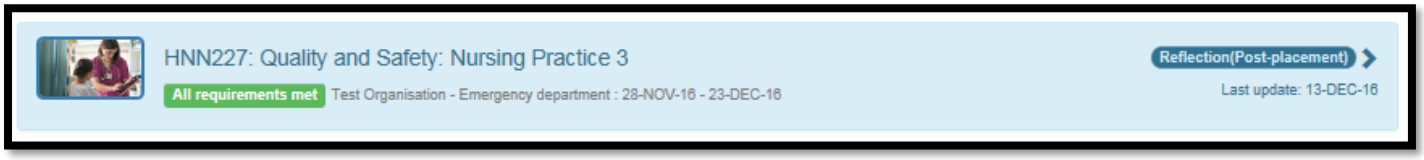
Please note that your facilitator at 'Test Organisation' has completed your HNN227 summative assessment, please discuss the appraisal with them.

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.

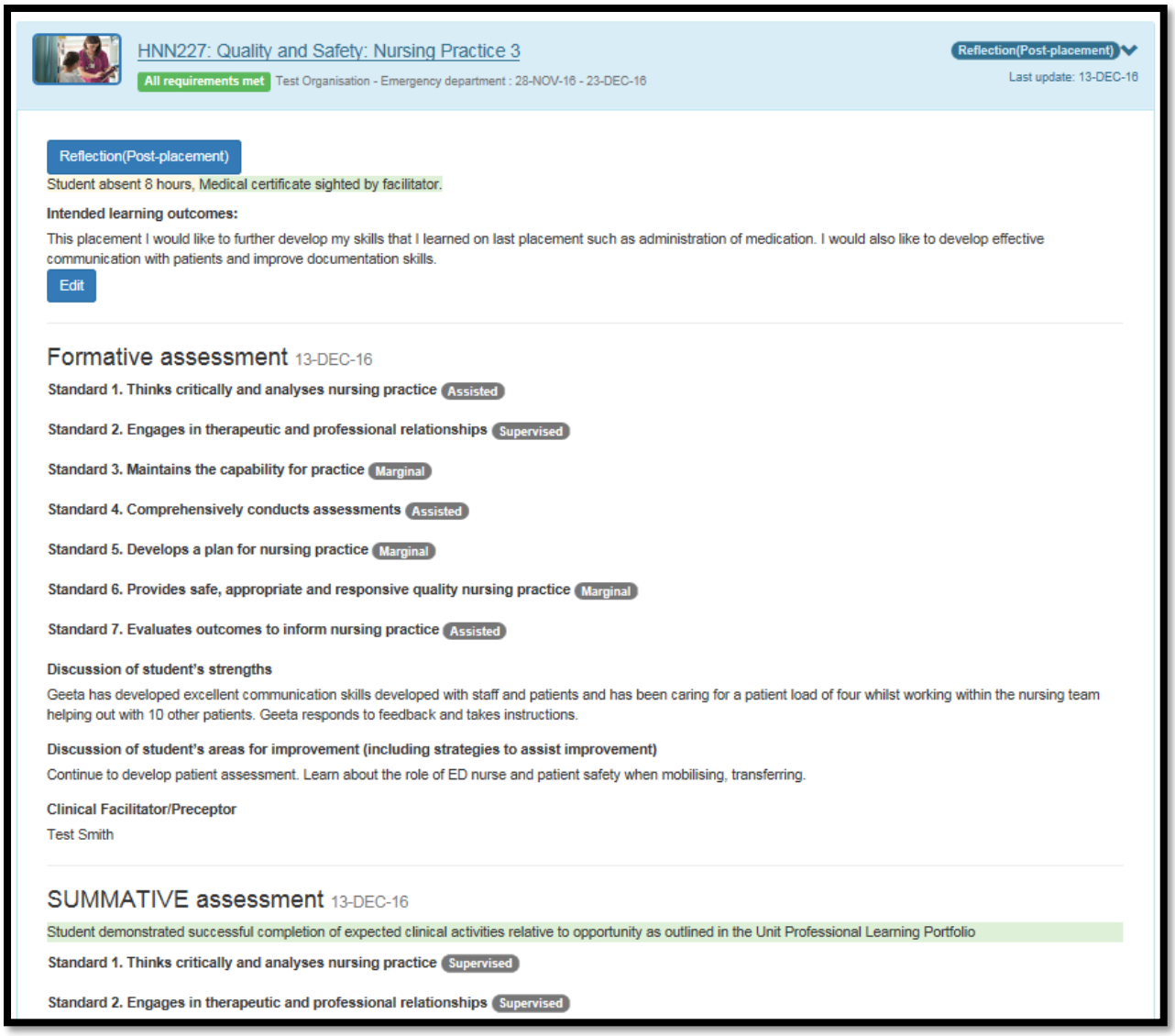
Thank you

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)



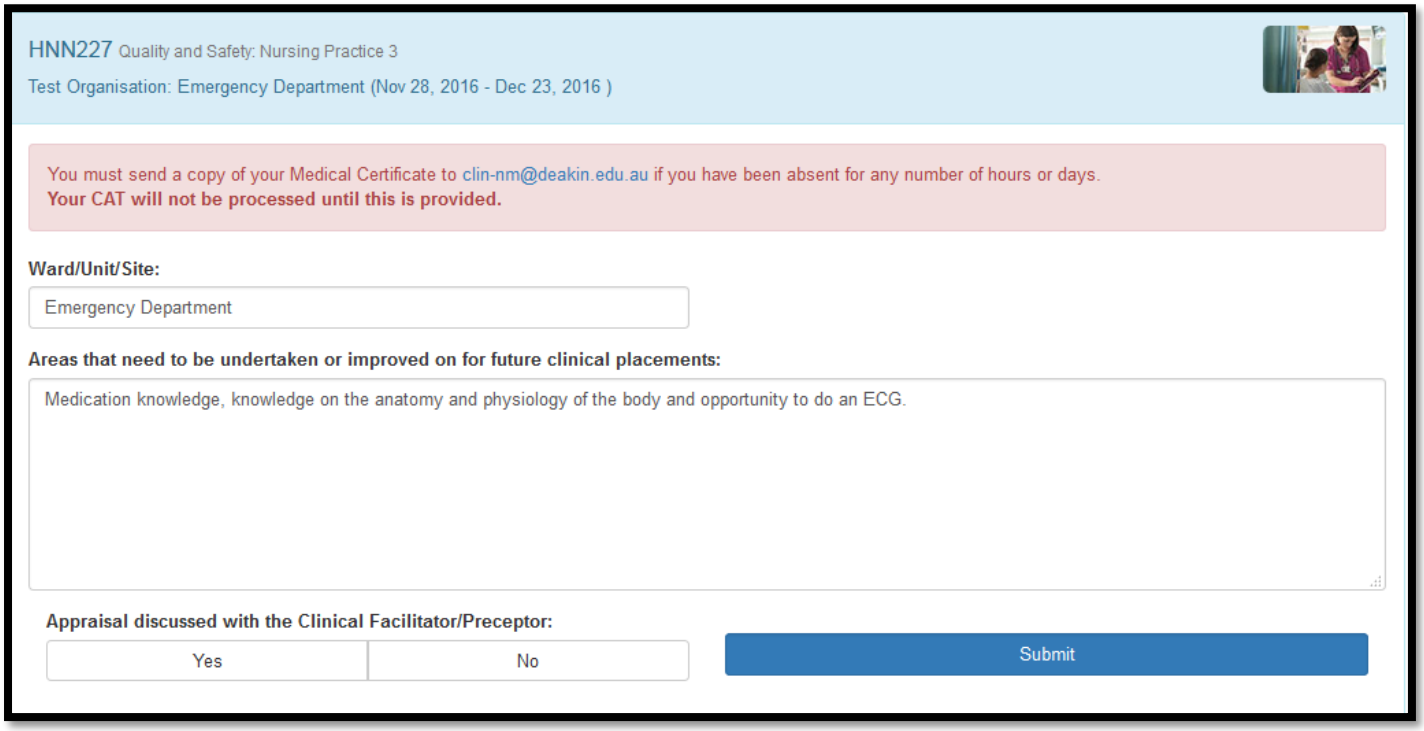
15. Hover your mouse anywhere in the above section and click, this will expand the CAT details as below



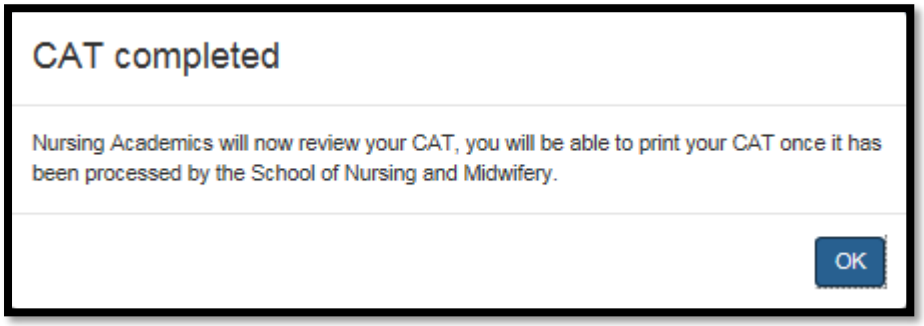
Submit CAT to the School of Nursing and Midwifery

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

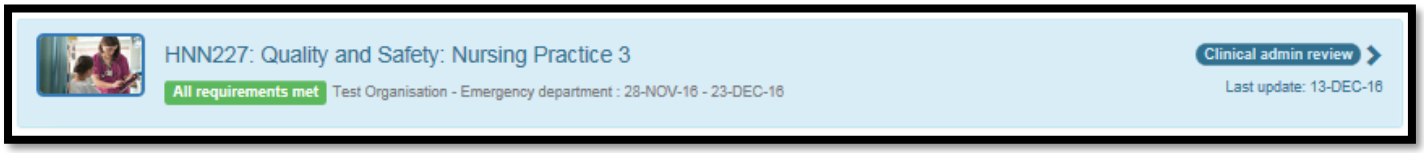
    Note: If you were absent for any number of hours/days during your placement, you must submit your medical certificates to the Clinical Team (clin-nm@deakin.edu.au), your CAT will not be processed until this is provided.



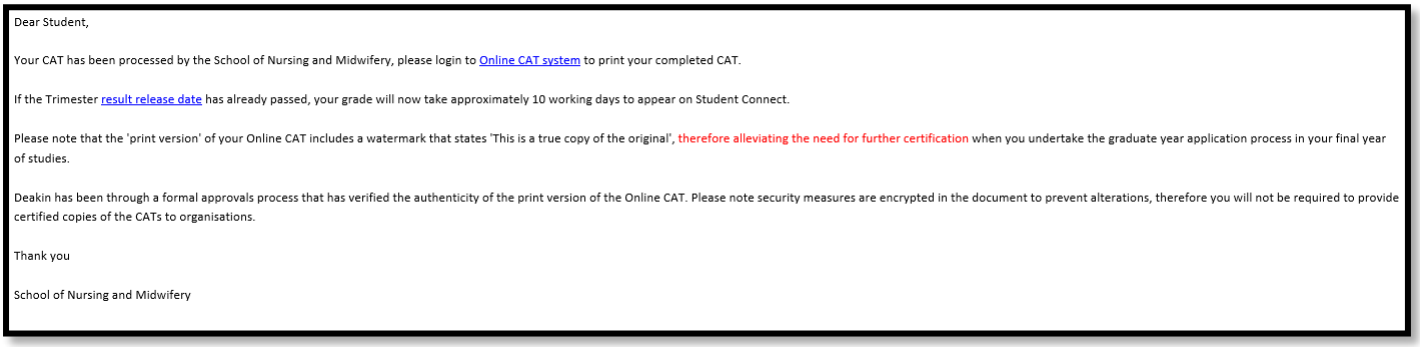
17. Click 'Submit', the following message will appear.



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.

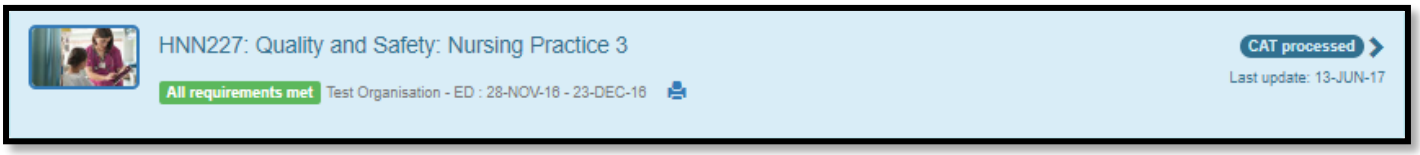
Deakin has been through a formal approvals process that has verified the authenticity of the print version of the Online CAT. Please note security measures are encrypted in the document to prevent alterations, therefore you will not be required to provide certified copies of the CATs to organisations.

Thank you

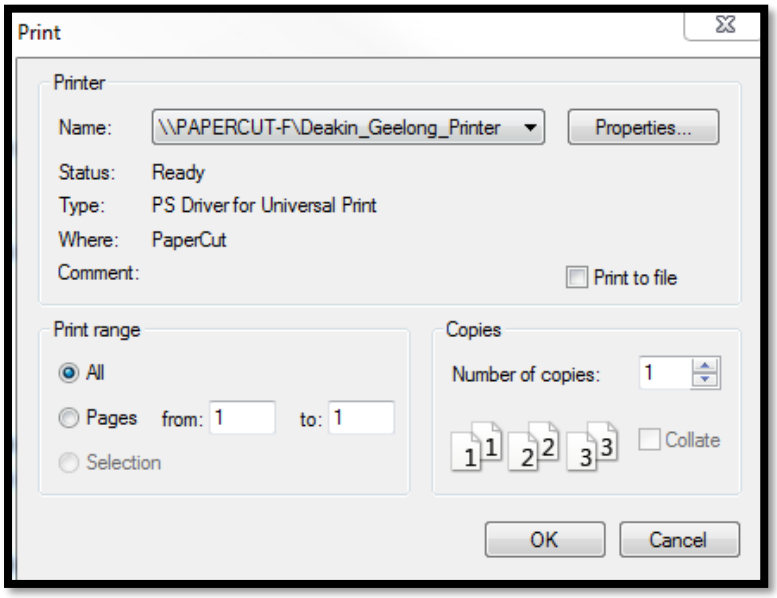
School of Nursing and Midwifery

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