



FACULTY OF NURSING: Management and Retention of Anecdotal Notes, Mid-Term Evaluations, Student Learning Plans and Final Evaluations for Undergraduate Nursing Practice Courses.

- Scope** 1 Creation, management and retention of Anecdotal Notes, Mid-Term Evaluations, Student Learning Plans and Final Evaluations for Undergraduate Nursing Practice Courses.
- Definitions** 2 In these instructions:
- a) “Faculty” refers to the Faculty of Nursing (Calgary & Medicine Hat Campus), University of Calgary.
 - b) “Nursing Instructors (NI)” refers to any faculty member who teaches an undergraduate level on-campus or off-campus practice course within the Faculty of Nursing.
 - c) “Nursing Practice Course Coordinator (NPCC)” refers to any faculty member who is the Instructor of Record for an undergraduate level Nursing practice course.
 - d) “Confidential” means that access to the records is limited to those with a demonstrated need to know. Information that is classified as Confidential must be stored within a controlled access system. It may be transmitted on internal networks with or without encryption. Information must be encrypted if transmitted on a public network.
 - e) “Anecdotal Notes” are used to record specific observations of individual student learning patterns, skills, behaviours and attitudes as they relate to learning outcomes within nursing practice courses. Such notes provide cumulative information on student learning and direction for further instruction. Anecdotal Notes are brief, objective and focused on specific outcomes.

The purpose of Anecdotal Notes is to:

- i. provide a vehicle for ongoing transparent communication between the instructor and student regarding student progress related to the learner outcomes
- ii. provide information regarding a student's development over a period of time
- iii. provide ongoing records about individual instructional needs and is the foundation of the Student Learning Plan, if required
- iv. capture observations of significant behaviours that might otherwise be lost
- v. contribute to the mid-term evaluation and the final evaluation.

f) "Mid-Term Evaluation" is a written summary of the student's progression from the beginning of the course to the mid-point of the course.

The purpose of the Mid-Term Evaluation is to:

- i. provide information regarding a student's progression towards achievement of course specific learner outcomes
- ii. identify areas of student development and/or need for initiation of a Student Learning Plan.

g) "Student Learning Plan" is a written agreement developed to assist Nursing Instructors and students in maintaining clear and supportive faculty practice in situations where nursing students are experiencing practice learning challenges and risk of practice course failure. Student Learning Plans are designed to promote student learning. (See "Student Learning Plan and Guidelines for Undergraduate Nursing Practice Courses").

h) "Final Evaluation" is a written summary of the student's progression from the beginning of the course to the end of the course.

The purpose of the Final Evaluation is to:

- i. provide information regarding a student's progression towards achievement of course specific learner outcomes

Creation

- 3 3.1** Anecdotal Notes, Mid-Term Evaluations, Student Learning Plans and Final Evaluations are created, by the NI in conjunction with the student, either electronically (preferred) or in hard copy format (scanned to .pdf).
- 3.2** A "wet ink"/original signature is required. Electronic signatures are not acceptable. For Term 8, faxed or scanned copies are acceptable providing the original document contains "wet ink" signatures.

- 4 4.1** Anecdotal Notes, Mid-Term Evaluations, Student Learning Plans and Final Evaluations are confidential.
- 4.2** Anecdotal Notes, Mid-Term Evaluations, Student Learning Plans and Final Evaluations are retained/collected using the following process:
- a) The NI must save Anecdotal Notes in “pdf” format. The document name must contain:
 - i. Student UCID#
 - ii. Student Last Name
 - iii. Session of Course
 - iv. Course Name and Number

Example: 10000001_SMITH_W14_N389
 - b) The NI will submit the “pdf” documents to the NPCC via email at the time final grades are submitted.
 - c) Once the NI receives confirmation (verbal or written) that the NPCC has successfully received all documents, Anecdotal Notes should no longer be retained and can therefore be deleted from the NI’s computer.
 - d) The Mid-Term Evaluations, Final Evaluations and Student Learning Plans (successful or unsuccessful) must be submitted in hard copy to the NPCC, for their review, at the time that final grades are submitted.
 - e) After receipt of all documentation and submission of final grades, the NPCC must arrange for the Administrative Assistant, Clinical Resources, to transfer all anecdotal note files to a secure external drive within eleven (11) calendar days after the last class.
 - f) The NPCC must submit all Mid-Term and Final Evaluations, and Student Learning Plans, alphabetically arranged, to the Coordinator, Undergraduate Programs, within eleven (11) calendar days after the last class, for inclusion on the student file.
- 4.3** While students should have copies of all Anecdotal Notes, Mid-Term Evaluations, Student Learning Plans and Final Evaluations in their possession, administrative personnel will ordinarily accommodate a student request to see these documents within two working days. Confidential information can however be held until a formal FOIP Access Request is filed.
- 4.4** Anecdotal Notes, Mid-Term Evaluations, Student Learning Plans and Final Evaluations are normally only accessible to the NPCC of the course to which the Anecdotal Notes apply or administrators with a need to access (ie. in the case of an academic appeal).

However, the NPCC may also access Evaluations from previous courses when the Associate Dean (Undergraduate Programs) and/or Associate Dean (Undergraduate Practice Education) decides that access will either benefit the student or protect the safety of the patient.

4.5 Access to Anecdotal Notes, Mid-Term Evaluations, Student Learning Plans and Final Evaluations will be tracked/documentated by the Coordinator, Undergraduate Programs.

Retention

5 **5.1** Anecdotal Notes, Mid-Term Evaluations, Student Learning Plans and Final Evaluations are retained by the NI for the duration of the course.

5.2 Following the course end date, Anecdotal Notes are to be retained by the Faculty for a period of one year using the following process:

The Administrative Assistant, Clinical Resources, will retain Anecdotal Note on an external hard drive which will be housed in a secure location within the Faculty.

5.3 Following the retention period, Anecdotal Notes will be deleted from the external hard drive (Retention Rule #99.0006).

5.4 Select files may be retained longer/permanently at the discretion of the Dean, Associate Dean (Undergraduate Programs) and/or Associate Dean (Undergraduate Practice Education).

Related Policies

6 Faculty of Nursing: Undergraduate Student Files, April 17, 2015.

Student Learning Plan: Undergraduate Nursing Practice Courses, March 28, 2019.

Effective Date

7 Effective: Winter Session 2013
Revisions Effective: Fall Session 2019

Created in consultation with University Legal Services – Access and Privacy and Undergraduate Programs Committee (November 12, 2012).