



Use of a File Review Rubric to Facilitate NP Program Admission Decisions

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Thanks to Colleagues

Mr. Robert Stephens co-developer of rubric

- Assistant Director

- Graduate Student Services, UCF College of Nursing

- Doctors Julee Waldrop, Susan Chase, Diane Andrews for their input and critique

Issues in NP Applicant Review

- Need for high quality students who
 - understand the primary care NP role
 - are prepared for the demands of an NP program
 - will finish the program successfully
 - will be engaged as advanced practice professionals
- More applicants than seats
- Finite resources for candidate review
- Student characteristics vary

Process

- Reviewed existing data on predictors of success
 - GRE
 - GPA
 - Student statements
 - Prior work experiences

Crosby, F., Dunn, J., Fallacaro, M., Jozwiak-Shields, C., & Maclsaac, A. (2003). Preadmission characteristics of advanced practice nursing students. *Journal Of The American Academy Of Nurse Practitioners*, 15(9), 424-430.

Ortega, K. H., Burns, S. M., Hussey, L. C., Schmidt, J., & Austin, P. N. (2013). Predicting Success in Nurse Anesthesia Programs: An Evidence-Based Review of Admission Criteria. *AANA Journal*, 81(3), 183-189.

Identified Issues R/T Predictors

- GPA variability
 - Schools with varied standards
 - Generally higher RN-BSN grades
 - Varied education before and beyond BSN
- Differences in applicant background
 - Non nursing work experience and education
 - Varied work experience in nursing: Duration/Type
 - Engagement in the profession
- Need to identify deficiencies in writing and analytic skills seen in students

Identified Scoring Components

- GPA (cumulative or last 60 credits): 20%
- GRE (standardized evaluation)
 - Verbal: 20%
 - GRE: 15%
- Student statement (writing and thinking sample; recognition of issues): 30%
- CV (Work, education and professional engagement): 15%

Rubric Design to Address Issues

Issue: Varied GPAs based on prior Education
Addressed by use of GRE

- Standardized evaluation of students
 - Look at verbal and quantitative with more focus on verbal score
 - Scores prior to 2011 converted to new scale using ETS conversion tables
- Including honors and prior degrees/ grad courses in CV evaluation

Rubric Design to Address Issues

Issues: Writing ability, analytic skill, knowledge of NP role

Addressed by: Statement of Interest

- Writing ability
 - Addressing specific topics/ following instructions
 - Grammar, sentence and paragraph structure, proofing
- Knowledge of the NP role
- Congruence of goals with our program's focus
- Depth of planning to have time to study
- Knowledge of current health care issues

Topics for Statement of Interest

1. Describe how your professional experiences have prepared you for future education in the role which is the focus of your desired track.
2. Describe your plans to alter your work, professional and/ or personal obligations in order to have the time needed for graduate course and clinical practice work.
3. Identify one significant contemporary issue/ problem in the US Health care system and explore how members of the nursing profession can help address that issue or solve that problem.

Scoring of Statement of Interest

Content scored on each of the three topics (12 points max)

- Excellent (4 points)
- Very good (3 Points)
- Good (2 points)
- Minimal (1 point)
- Unacceptable or missing (0 point)

Construction scored on grammar, sentence structure and paragraph structure and spelling (4points max)

- Excellent (1 point)
- Good (.66 point)
- Minimal (.33 point)
- Unacceptable or Missing (0 point)

Standardization of Rubric

Evaluations: Statement of Interest

| Essay Review | | | | | |
|--|-----------|-----------|------|---------|-------------------------|
| Content | Excellent | Very Good | Good | Minimal | Unacceptable or Missing |
| Describe how your professional experiences have prepared you for future education in the role which is the focus of your desired track. | 4 | 3 | 2 | 1 | 0 |
| Describe your plans to alter your work, professional and/ or personal obligations in order to have the time needed for graduate course and clinical practice work. | 4 | 3 | 2 | 1 | 0 |
| Identify one significant contemporary issue/ problem in the US Health care system and explore how members of the nursing profession can help address that issue or solve that problem. | 4 | 3 | 2 | 1 | 0 |
| Total (12 max) | | | | | |

| Construction | Excellent | Good | Minimal | Unacceptable or Missing |
|---------------------------------|-----------|------|---------|-------------------------|
| Grammatical sentence structure | 1 | .66 | .33 | 0 |
| Appropriate sentence structure | 1 | .66 | .33 | 0 |
| Appropriate paragraph structure | 1 | .66 | .33 | 0 |
| Spelling/ document proof | 1 | .66 | .33 | 0 |
| Total (4 max) | | | | |

Rubric Design to Address Issues

Issues: Quality of prior education, applicant background, professional activities/involvement

Addressed by CV:

- Prior education
 - Honors courses, awards
 - Prior degrees/graduate courses
 - Involvement in scholarly activity
- Type and scope of work background
 - Practice in nursing and in settings r/t NP role
 - Involvement beyond core job requirements

Rubric Design to Address Issues

Issues: Quality of prior education, applicant background, professional activities/involvement

Addressed by CV:

- Professional activities:
 - Membership/Leadership
 - Certifications

Sample CV Evaluation Guide Items

Worksite Activities

- Committee Membership / Leadership
 - 3 if leader of committee or if on more than one
 - 2 if on one
 - 1 if mentions attending only
- Certification (PALS or ACLS count ONLY if work not in critical care)
 - 3 if one formal national or more than two at agency
 - 2 if two at agency
 - 1 if one at agency

Assistance to Students

Sample web site statement:

- *Before submitting your application, it is recommended that applicants call the College of Nursing Graduate Office to speak with an adviser to discuss goals for graduate study. . . before writing the essay because the essay must address your goals for graduate-level preparation for advanced nursing practice.*

Assistance to Students

Sample catalogue statements:

- *Address the following 3 items in a written essay. Total word count for all (not each) answers should be 500 words or less, double spaced, 12 point Times New Roman font, and 1 inch margins.*
- *Include C V which reflects prior education, recent clinical accomplishments, scholarly work awards, additional certifications, and activities with professional organizations. For recent graduates this can include accomplishments as a student.*

Process of File Review

- Inter-rater reliability session
- Files compiled by staff
- File review by two faculty
 - If scores vary >5 points, third review
- Files coded: Green (at or above minimum score required), Yellow, Red based on scores
 - All Green files admitted
 - Discuss yellow and selected red files

Outcomes

- Used for four admission cohorts (two NP tracks and four non NP tracks)
- Reduced time for file review
- Student retention data presented at session



Stands For Opportunity