**Student’s Name:**

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| **NORTHWESTERN STATE UNIVERSITY**  COLLEGE OF NURSING  GRADUATE STUDIES AND RESEARCH IN NURSING | |
| **RUBRIC** | |
| **COURSE TITLE:** | Nursing 5110 Leadership in Healthcare I |
| **ASSIGNMENT:** | Healthcare Administrator Interview |
| **DIRECTIONS:** Please carefully review the criteria for this assignment which are listed below. The product you submit will be graded in light of those criteria. Don’t forget to attach a copy of this rubric to your assignment as the final page. Also, please do the following:   1. Arrange a time to interview a healthcare executive/ administrator (CNO, VP, Assistant/Associate Hospital Administrator, etc.) or department director or manager. (**Do not grill** him/her!) 2. Prior to meeting with the healthcare executive/director, prepare a list of interview questions based on the ANA Scope and Standards of Practice for Nurse Administrators or the ASRT Active Practice Standards. | |

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| **Evaluation Criteria** | **Points Possible** | **Points Received** | **Comments** |
| 1. Selected an appropriate leader for interview. Included document signed by the administrator/director attesting to  date and time of interview. (not counted in page limit) | 10 |  |  |
| 2. Interview questions were appropriate, thoughtful, and sufficient in depth and number and based on ANA or ARST  Practice Standards. Responses well documented. | 25 |  |  |
| 3. Included the agency’s organizational chart(s) denoting the  C‐suite and administrator’s/director’s direct reports. | 5 |  |  |
| 4. Clearly delineated the administrator’s job description/areas  of responsibility. | 5 |  |  |
| 5. Identified and discussed the exec’s three greatest challenges related to his/her position as a healthcare executive and/or responsibilities, at least one of which is  related to safety. | 20 |  |  |
| 6. Identified the exec’s leadership style and philosophy. | 10 |  |  |
| 7. Identified the exec’s background and professional  experience and educational preparation. | 3 |  |  |
| 8. Included the date and beginning and ending times of the  interview. | 2 |  |  |
| 9. Provided a thoughtful summary and conclusions based on your personal perspective of the interview. What was the  “take away”? | 10 |  |  |
| 10. Limited paper/project to 5 pages. Presented materials in a logical, organized manner, free of typos and grammatical  errors. Creative. Thorough. Interesting. | 10 |  |  |
| TOTAL POINTS POSSIBLE | 100 |  |  |

Faculty: Date:

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