Logbooks for A-G CNS

NURS 761, NURS 766, and NURS 767

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www.hunter.cuny.edu/nursing/current-students/inplace

Hunter-Bellevue School of Nursing
Quick Start

1. Login to InPlace using the **top button**, ‘Login with Hunter NetID’
   
   [https://huntercollege-us.inplacesoftware.com](https://huntercollege-us.inplacesoftware.com)

   NetID Help: [www.hunter.cuny.edu/it/help-docs/the-hunter-netid](http://www.hunter.cuny.edu/it/help-docs/the-hunter-netid)

2. Click **Confirmed** on the navigation menu to view your clinical placements, then click on a placement site to view its details.

3. Review the **Details** page to confirm that your seminar instructor, preceptor, and preceptor’s email address are all listed and correct.

4. From the **Schedule** tab, click the ‘Add Day to Schedule’ button.

5. Add a new shift to your schedule using **24-hour format** for your start and end times (e.g., 6 PM is 18:00). Click **Save**.

   *Note: Entries cannot be logged or submitted for a future shift until the date arrives.*

6. Open the logbook for that shift by clicking on the book icon in the Action column (shown on far-right):
Confirm Your Attendance for a Shift

Confirm your attendance by entering your Actual Start and Actual End times for the day (detailed in Student Guide). All times must be entered in a 24-hour format (e.g., 6pm is 18:00), or click the Clock icon to open a time selector pop-up window. After completing this information, the Attended Hours field will calculate the total hours attended and a logbook form for documenting your experience will appear underneath.

Confirm Your Attendance for a Shift

This comment field is not for clinical notes. Please use it only for timesheet comments (make-up day, preceptor was out, agency-wide training, etc.)

Clicking on the Clock icon next to the Start and End Time fields reveals a time selector pop-up window.
Log Activities and Competencies

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The logbook for A-G CNS is relatively straightforward. Each entry should describe your experiences for the shift with supporting comments demonstrating how these experiences add to your continued development of Adult-Gerontology CNS Competencies.

Begin by selecting the competencies demonstrated for each activity you want to log. A new row should be created for each distinct activity or event (project, meeting, etc.). Follow the steps below as an example.

1) Begin by selecting “Adult Gerontology CNS Competency” in column 1.

2) Next, select a competency demonstrated while completing an activity. You can choose more than one competency per row if they are relevant to the activity.

3) In the last column, describe the specific activity and, if not immediately clear, how it relates to the competencies identified in the previous column.

Logbooks are subdivided into Sessions. For A-G CNS courses, just use one session per logbook unless instructed otherwise.
Finish Adding Activities

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Click the +Add Activity button to create additional rows as needed, until you have finished logging your activities and accomplishments for the day.

Example of a completed Activities section:

1. Activity

<table>
<thead>
<tr>
<th>Demonstrated Competency</th>
<th>Demonstrated Competencies</th>
<th>Additional Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Gerontology CNS Competency</td>
<td>Collaboration</td>
<td>Worked with team leads on revising</td>
</tr>
<tr>
<td>Adult Gerontology CNS Competency</td>
<td>Research</td>
<td>Identified 6 of the most common</td>
</tr>
<tr>
<td>Adult Gerontology CNS Competency</td>
<td>System Leadership</td>
<td>Revised standards for evaluating team</td>
</tr>
</tbody>
</table>

Hover over a field to view the entire comment.
The last section, Other Notes from Experience, is an optional field for other reflections or longer notes.

We recommend writing longer notes in a Word document or text file and then pasting them into the form when you are ready to submit. Always keep a back-up of your work.
Comments Area and Submission Buttons

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The bottom of the logbook allows you to add a comment (optional) and includes buttons to Add a Session, Delete a Session (or entire day if only one session exists), Save (as a draft), Submit, Withdraw (if submitted), or Revise (if marked ‘Revise’ by your instructor).

When approving and/or finalizing your logbook, your instructor will provide feedback here.

This comment field is not intended for clinical log notes. Please use it for short comments related to submissions or resubmissions.
Logbook Submission Statuses

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Your placement’s schedule screen will help you keep track of logbook submissions and their approval status:

- **DRAFT** – Not yet submitted
- **SUBMITTED** – Awaiting approval by supervisor
- **APPROVED** – Approved by supervisor; awaiting final review by primary faculty/program coordinator
- **FINALIZED** – Approved by supervisor and primary faculty/program coordinator
- **REVISE** – Revise and resubmit for approval

*Keep an eye on the Status column in case a submitted log requires revision. These will be marked REVISE and will also appear in your To Do list on the home screen:*

![Logbook Submission Statuses](image)
Once you submit a logbook, its status in the side panel changes to *Submitted*.

If you need to make revisions, open the submitted logbook and click the **Withdraw** button at the bottom. Logs can only be withdrawn if they have not yet been *Approved*. Once approved, no further edits can be made until your seminar or primary instructor changes the status to *Revise*.
Review Approved Logs for Feedback

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Be sure to open your Approved entries to review the feedback provided by your seminar instructor in the Supervisor Comments area.

The amount of feedback you receive may vary from week to week, but your entries should be reviewed and approved on a regular basis throughout your placement.
Leaving empty rows or responses in the **Activity** section will result in an error when trying to submit your entry. Be sure to complete all fields and delete any empty rows before submitting.

A session with a validation issue (error) will be listed in the side panel in red. The session will turn black when the error is resolved, indicating the entry can be submitted successfully.