



Logbooks for A-G CNS

NURS 761, NURS 766, and NURS 767

Rev. 01/29/2020

Grab the latest version of this guide at
www.hunter.cuny.edu/nursing/current-students/inplace



Hunter-Bellevue School of Nursing

Quick Start



NOTE: For assistance with other topics and general documentation, download the [InPlace Student User Guide](#).

- 1 Login to InPlace using the **top button**, 'Login with Hunter NetID'

<https://huntercollege-us.inplacesoftware.com>

NetID Help: 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.

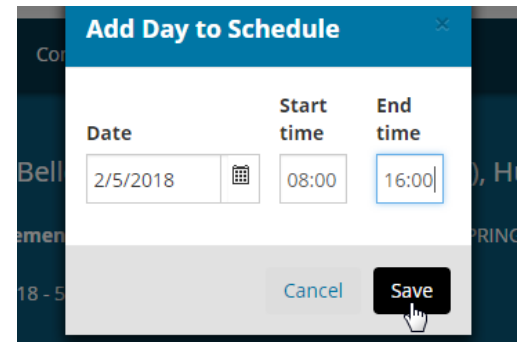
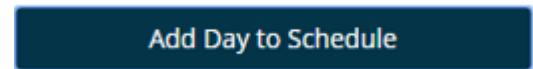
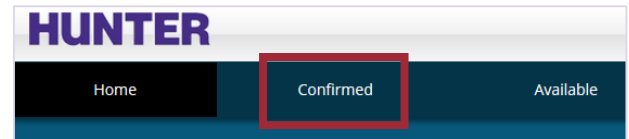
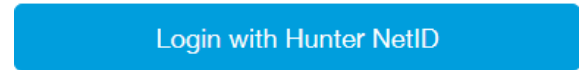
- 3 Review the *Details* page to confirm that your **seminar instructor**, **preceptor**, and **preceptor's email address** are all listed and correct.

- 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):



	Date	Agency	Shift	Attended Hours	Absence Explanation	Confirmed	Comments	Status	Action
○	1/19/2020	Hunter-Bellevue School of Nursing (HBSON) - Graduate Programs	08:00 - 17:30			No			

1 - 1 of 1 items

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.



SM Student SM-Student
Admin_demo_PMHNP

Hunter-Bellevue School of
Nursing (HBSON) - Graduate
Programs

Jan 19, 2020

08:00 - 17:30

Draft

Total Time: 00:00 hrs

Session 1

00:00 hrs



Start Time

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.

The screenshot shows the 'InPlace' logbook interface. The top navigation bar includes a menu icon, '← LEAVE LOG BOOK', and the user 'sm-student'. The left sidebar displays user information: 'SM Student SM-Student Admin_demo CNS', 'Hunter-Bellevue School of Nursing (HBSON) - Graduate Programs', 'Jan 26, 2020', '08:00 - 19:00', and 'Draft'. The main content area is titled 'Session 1' and contains a table with one row. The first column is labeled '1 Activity' and contains a dropdown menu for 'Demonstrated Competency' with 'Adult Gerontology CNS Competency' selected. Below this is a '+ Add Activity' button. The second column is a list of competencies: 'Coaching', 'Collaboration' (checked), 'Consultation', 'Direct Care', and 'Ethical Decision-Making and Advocacy'. The third column is labeled 'Additional Comment'. Three callout boxes provide instructions: 1) 'Begin by selecting "Adult Gerontology CNS Competency" in column 1.' (pointing to the dropdown), 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.' (pointing to the 'Collaboration' checkbox), and 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.' (pointing to the 'Additional Comment' field).

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

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.

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

Demonstrated Competency	Demonstrated Competencies	Additional Comment
Adult Gerontology CNS Competency	Collaboration	Worked with team leads on revising
Adult Gerontology CNS Competency	Research	Identified 6 of the most common
Adult Gerontology CNS Competency	System Leadership	Revised standards for evaluating team

+ Add Activity

Revised standards for evaluating team responses to codes.

Hover over a field to view the entire comment.

Other Notes from Experience

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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.**

2 Other Notes from Experience

Write notes

The emergency response committee also identified several procedures for managing codes involving several units or teams, which we will be looking at more closely in the following weeks.

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.

Assessment & Comments

- 1 Supervisor Assessment
- 2 Comments

Student Comment 0 / 600

Supervisor Comment 0 / 600

Placement Coordinator Comment 0 / 600

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

Reset Copy Session Add Session Log Book day Save Submit

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

Details Schedule Docs Assessment Carpool

Attendance summary

50%

○ 4 required ● 2 completed

	Date	Agency	Shift	Attended Hours	Absence Explanation	Confirmed	Comments	Status	Action
●	2/2/2018	Hunter-Bellevue School of Nursing (HBSON), Hunter College	09:30 - 16:30	7.5		No		FINALISED	
●	2/4/2018	Hunter-Bellevue School of Nursing (HBSON), Hunter College	09:00 - 18:00	9		No		FINALISED	
●	2/7/2018	Hunter-Bellevue School of Nursing (HBSON), Hunter College	09:00 - 17:00	8		No		DRAFT	
●	2/8/2018	Hunter-Bellevue School of Nursing (HBSON), Hunter College	09:00 - 18:00	9		No		REVISE	

1 - 4 of 4 items

Add Day to Schedule

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:



Please revise your log book Hunter-Bellevue School of Nursing (HBSON), Hunter College Placement. - Submitted on: 2/8/2018



Withdraw a Submitted Logbook

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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*.

The screenshot displays the InPlace interface for a submitted logbook. The left sidebar shows the user's profile (SM Student SM-Student, Admin_demo CNS) and the logbook details (Hunter-Bellevue School of Nursing (HBSON) - Graduate Programs, Jan 26, 2020, 08:00 - 19:00). The main content area shows the logbook entry for Session 1, which is marked as Submitted. The entry includes a Timesheet section with Start Time (08:00) and End Time (19:00), a Comment field, and an Absent checkbox. Below the Timesheet, it shows Attended Hours: 11:00 hrs, Sunday. The Session 1 activity section lists Demonstrated Competencies (Adult Gerontology CNS Competency) and Additional Comments (Worked with team leads on revising docu... More, Identified 6 of the most common emerge... More). A red 'Withdraw' button is highlighted at the bottom right of the interface.

InPlace

SM Student SM-Student
Admin_demo CNS

Hunter-Bellevue School of Nursing (HBSON) - Graduate Programs
Jan 26, 2020
08:00 - 19:00
Submitted

Session 1

← LEAVE LOG BOOK sm-student

Saved 19:57

Timesheet

Start Time 08:00 End Time 19:00

Comment

Absent

Documents (0)

Attended Hours : 11:00 hrs, Sunday

Session 1

1 Activity

Demonstrated Competency	Demonstrated Competencies	Additional Comment
Adult Gerontology CNS Competency	Collaboration	Worked with team leads on revising docu... More
Adult Gerontology CNS Competency	Research	Identified 6 of the most common emerge... More

Withdraw

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.



SM Student SM-Student
Admin_demo CNS

Hunter-Bellevue School of
Nursing (HBSON) - Graduate
Programs

Jan 26, 2020

08:00 - 19:00

Approved

Session 1

← LEAVE LOG BOOK sm-student

write notes

The emergency response committee also identified several procedures for managing codes involving several units or teams, which we will be looking at more closely in the following weeks.

Assessment & Comments

1 Comments

Student Comment
.....
0 / 600

Supervisor Comment
Excellent job. Your team sounds like they're very concerned about future responses. How will you manage this in the coming weeks?
.....
129 / 600

Placement Coordinator Comment
.....
0 / 600

Logbook Submission Errors

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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.

The screenshot shows the InPlace logbook interface. On the left, the user profile is SM Student SM-Student Admin_demo CNS, Hunter-Bellevue School of Nursing (HBSON) - Graduate Programs, dated Jan 27, 2020, with a time slot of 08:00 - 12:00 and a Draft status. The main area is titled 'Session 1' and contains an 'Activity' section with a table. The table has three columns: 'Demonstrated Competency' (Adult Gerontology CNS Competency), 'Demonstrated Competencies' (Collaboration, Consultation), and 'Additional Comment' (Worked with members of several units on). Below the table is a '+ Add Activity' button. A red error message at the top right states 'Logbook cannot be submitted. Validation failed.' The 'Session 1' label in the side panel is highlighted in red.

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.

This screenshot shows the same InPlace logbook interface as the previous one, but the 'Session 1' label in the side panel is now black. The 'Activity' section table is populated with 'Adult Gerontology CNS Competency', 'Collaboration, Consultation', and 'standardizing procedures for codes'. A red error message is still present at the top right. A callout box with an orange border points to a trash icon in the bottom right corner of the table, with the text 'Hover over the empty row to reveal the 'Trash' icon.' The '+ Add Activity' button is visible below the table.