



Logbooks for CPHN

NURS 771, NURS 772, and NURS 773


Rev. 1/29/2020

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

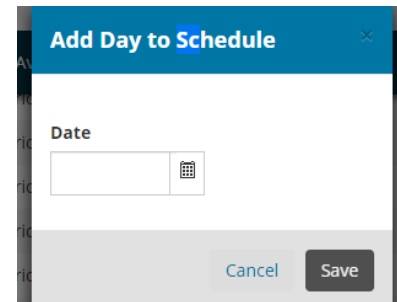
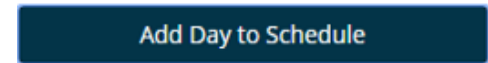
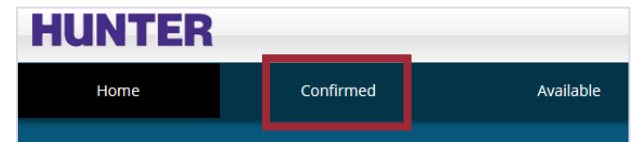




Hunter-Bellevue School of Nursing

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 Select a date in the pop-up window, then 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			

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Weekly Logbook Format

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CPHN logbooks are submitted once a week for all shifts worked that week. The date that you choose to add to the schedule (displayed in the left panel) may be either the first day you attend clinical or the Monday starting the week.

The screenshot shows the InPlace software interface. On the left sidebar, the user is identified as 'SM Student SM-Student Admin_demo_CPHN' with the date 'Jan 27, 2020'. The main content area is titled 'Timesheet' and includes a 'Comment' box with the text 'Logs for week starting 1/27/20'. Below this is a 'Documents (0)' button. The 'Session 1' section is active, showing an 'Activity' table with columns for 'Activity Category', 'Attendance and Activity', 'Additional Comment', and 'Activity Time'. The current activity is 'Clinical Time' with an activity time of '00:00 hrs'. Below the table is a '+ Add Activity' button. The bottom of the interface features a navigation bar with buttons for 'Reset', 'Copy Session', 'Add Session', 'Log Book day', 'Save', and 'Submit'.

The schedule date is the date you chose in the prior screen. This should be the first clinical day worked for the week, or the week-beginning day (Monday) for that week's log.

Use this comment box for attendance and timesheet-related comments (e.g., "Week of 1/27/20", preceptor absences, etc.)

Logbooks are subdivided into *Sessions*. For CPHN courses, just use one session per logbook unless instructed otherwise.

Add Days and Hours Attended

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The first section, **Attendance and Activities**, records your activities and hours for each day that you worked that week. Your time should be logged as *Clinical Time* or *Non-Clinical Time* (25 hours maximum, advance approval from instructor required). Follow the steps below to complete a log:

1 Activity

1) Begin by selecting **Clinical Time** or **Non-Clinical Time** in the *Category* column.

A screenshot of a web form titled "Attendance and Activity". On the left, a dropdown menu is open, showing two options: "Clinical Time" (highlighted with a mouse cursor) and "Non-Clinical Time". To the right of the dropdown, the text "Attendance and Activity" is followed by a downward arrow and "Additional Comment". Further right, there is a field for "Activity Time" with a spinner and "00:00 hrs". At the bottom right, it says "Total Time: 00:00 hrs".

1 Activity

2) Next, select a day of the week that you worked. Be sure to specify the date when describing your activities in the comments section.

A screenshot of the same web form, but now showing a dropdown menu for selecting a day of the week. The dropdown is open, listing six options: "1. MON (date/activities in comments)", "2. TUE (date/activities in comments)", "3. WED (date/activities in comments)", "4. THU (date/activities in comments)", "5. FRI (date/activities in comments)", and "6. SAT (date/activities in comments)". A mouse cursor is pointing at the second option, "2. TUE". The rest of the form, including the "Activity Category" field (set to "Clinical Time"), "Additional Comment" field, "Activity Time" field (00:00 hrs), and "Total Time" (00:00 hrs), is visible in the background.

Describe Each Day's Activities

NURS 771, NURS 772, and NURS 773

3) Enter the total number of hours of *Clinical Time* worked that day in the *Activity Time* column, then write a brief summary of the day's activities under *Additional Comments*.

1 Activity

Activity Category	Attendance and Activity	Additional Comment	Activity Time
Clinical Time	2. TUE (date/activities in comme...	Tue 1/28/20 - Attended team mee	07:00 hrs

Total Time: 07:00 hrs

+ Add Activity

4) Click the **+ Add Activity** button to add an additional row for each day worked that week.

Record All Days Worked for the Week

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Repeat Steps 1-4 until you are finished for the week. If you did not work on a given day (e.g., Thursday), you do not need to add it to the activity table.

If you completed both Clinical **and** Non-Clinical activities in one day, click **+Add Activity** to add a separate row, select the other category, *Non-Clinical Time*, and repeat steps 1-4. An additional section is provided later in the logbook for non-clinical experiences, so you should only mention the date and a brief description here.

1 Activity

Activity Category	Attendance and Activity	Additional Comment	Activity Time
Clinical Time	2. TUE (date/activities in comme...	Tue 1/28/20 - Attended team	07:00 hrs
Clinical Time	3. WED (date/activities in comm...	Wed 1/29/20 - Literature review of	04:00 hrs
Non-Clinical Time	Describe in 'Non-Clinical Experie...	Wed 1/29/20 - 90-min seminar on	01:30 hrs
			Total Time: 12:30 hrs

+ Add Activity

The total time recorded for all rows will be shown in the last row. This should reflect your total attended time for the week.

Identify Clinical Learning Aims

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The next section, **Identification of Clinical Learning Aims**, asks you to identify any APHN Standards demonstrated over the course of your activities from the week.

Select all that apply:

2 Identification of Clinical Learning Aims

- S2. Population Diagnosis and Priorities
- S3. Outcomes Identification
- S4. Planning
- S5. Implementation
- S5a. Coordination of Care
- S5b. Health Teaching and Health Promotion

Example of completed section:

2 Identification of Clinical Learning Aims

APHN Scope and Standards

S1. Assessment, S4. Planning

Reflect on Clinical Experience

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The next section, **Reflections from Clinical Experience**, includes three questions relating to your clinical experiences from the week:

- Identify organizational approaches to dealing with population and community health
- Learning opportunities discovered which strengthen your role as an APHN
- Next steps

Enter your responses in the first column, adding any supporting comments in the second column (if needed).

3 Reflections from Clinical Experience:

Identify Organizational Approaches to Dealing with Population and Community Health:

The department frequently meets with members of the comm|



Supporting Comment



Learning Opportunities Discovered Which Strengthen Your Role as an APH|



Supporting Comment



Next Steps:



Supporting Comment



When writing longer passages, it may be helpful to write a draft of your responses in a word document before pasting them into the form.

Non-Clinical Experiences and Other Notes

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The **Non-Clinical Experience** section is for describing non-clinical activities from the week, if applicable. If you do not have any activities categorized as *Non-Clinical Time*, skip to the next section.

If your activities for the week include *Non-Clinical Time*, complete the following:

- Learning Activity Name (text field)
- Format (dropdown menu): *CE, Conference, Webinar, or Other (Add Supporting Comments)*
- Detailed Description (text field)
- Learning Outcomes (text field)

4 Non-Clinical Experience:

1. Learning Activity Name:	Seminar: Preventing Medical Errors in Large Teams	Supporting Comment
2. Format:	CE	Supporting Comment
3. Detailed Description:	Presented by Dr. Jane Headley, Director of Patient Care, this seminar add	Supporting Comment
4. Learning Outcomes:		Supporting Comment

The last section, **Other Notes**, is an optional field for longer notes. We recommend writing a longer note in a Word document or text file and then pasting it into the form when you are ready to submit. **Always back-up your work.**

5 Other Notes

Write notes


Next week will be an exciting one as the team will begin to address the most urgent aspects of our identified community assessment needs, first by

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.



The screenshot shows a 'Comments' section with three text input fields: 'Student Comment', 'Supervisor Comment', and 'Placement Coordinator Comment'. Each field has a '0 / 600' character count on the right. A red-bordered box with an arrow pointing to the 'Student Comment' field contains the text: 'This comment field is not intended for clinical log notes. Please use it for short comments related to submissions or resubmissions.' Below the comment fields is a row of five buttons: 'Reset', 'Copy Session', 'Add Session', 'Log Book day', 'Save', and 'Submit'.

1 Comments

Student Comment 0 / 600

Supervisor Comment 0 / 600

Placement Coordinator Comment 0 / 600

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 statuses:

- 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 (also shows on your home page 'To Do' list)

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 top navigation bar is blue with a hamburger menu, a back arrow, and the text "LEAVE LOG BOOK". The user's name "sm-student" is in the top right. The left sidebar shows the user's profile "SM Student SM-Student Admin_demo_CPHN", the institution "Hunter-Belleuve School of Nursing (HBSON)", the date "Jan 28, 2020", and a "Submitted" status indicator. The main content area is titled "Timesheet" and includes a "Comment" section with the text "Logs for week of 1/27/20" and an "Absent" checkbox. Below the comment is a "Documents (0)" section. The "Session 1" section is highlighted in blue in the sidebar and contains a table of activity logs. The table has columns for "Activity Category", "Attendance and Activity", "Additional Comment", and "Activity Time". A single row is visible with "Clinical Time", "2. TUE (date/activities in commen...", "Tue 1/28/20 - Attended team mee", and "07:00 hrs". The total time for the session is "07:00 hrs". At the bottom right, a "Withdraw" button is highlighted with a red border and a hand cursor.

SM Student SM-Student
Admin_demo_CPHN

Hunter-Belleuve School of Nursing (HBSON)
Jan 28, 2020

Submitted

Total Time: 07:00 hrs

Session 1 07:00 hrs

← LEAVE LOG BOOK sm-student

Saved 18:1

Timesheet

Comment
Logs for week of 1/27/20 Absent

Documents (0)

Session 1

1 Activity	Activity Category	Attendance and Activity	Additional Comment	Activity Time
	Clinical Time	2. TUE (date/activities in commen...	Tue 1/28/20 - Attended team mee	07:00 hrs

Total Time: 07:00 hrs

2 Identification of Clinical Learning Aims

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.

The screenshot displays the InPlace application interface. On the left, a sidebar shows the user's profile (SM Student SM-Student, Admin_demo_CPHN), institution (Hunter-Bellevue School of Nursing (HBSON)), date (Jan 28, 2020), and status (Approved). The main content area is titled "Assessment & Comments" and shows a "1 Comments" section. The "Student Comment" field is empty. The "Supervisor Comment" field contains the text: "Great entry -- It looks like you've had a busy week. I would like to see a little more detail in the Reflections area, particularly in regards to the agency's approaches to addressing identified needs of its surrounding community. How has this affected the outcomes of your assessment?". The "Placement Coordinator Comment" field is also empty. The interface includes a blue header with a menu icon, a back arrow, and the text "LEAVE LOG BOOK". The user's name "sm-student" is visible in the top right corner.

Logbook Submission Errors

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Leaving empty rows in the **Attendance and Activities** table will result in an error when trying to submit your entry. Be sure to delete all 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.



SM Student SM-Student
Admin_demo_CPHN

Hunter-Bellevue School of
Nursing (HBSON)

Jan 28, 2020



Draft

Total Time: 07:00 hrs

Session 1 07:00 hrs

The screenshot shows the 'LEAVE LOG BOOK' interface for 'sm-student'. It displays 'Session 1' with a red error indicator and one activity entry. The activity table has columns for Activity Category, Attendance and Activity, Additional Comment, and Activity Time. The first row shows 'Clinical Time' for '2. TUE (date/activities in comm...' on 'Tue 1/28/20 - Attended team mee' for '07:00 hrs'. The second row is empty and shows '00:00 hrs'. A trash icon is visible in the right margin of the empty row. A '+ Add Activity' button is at the bottom left of the table. A 'Total Time: 07:00 hrs' label is at the bottom right. A blue bar at the bottom left shows 'Session 1' and '07:00 hrs'.

Activity Category	Attendance and Activity	Additional Comment	Activity Time
Clinical Time	2. TUE (date/activities in comm...	Tue 1/28/20 - Attended team mee	07:00 hrs
			00:00 hrs

Hover over the empty row to reveal the 'Trash' icon.

Track Your Total Attended Hours

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Visit your placement's **Details** tab for a running total of hours logged. This value is updated once every 24 hours.

Additional Placement details

Total Hours Logged at Placement Site (Logbook Activity Time)

This total is updated overnight (once every 24 hours)

Placement Activity Hours 

11.50