



Logbooks for DNP Capstone

NURS 90001, NURS 90002, NURS 90003, and NURS 90004

Rev. 2/3/2020

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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.

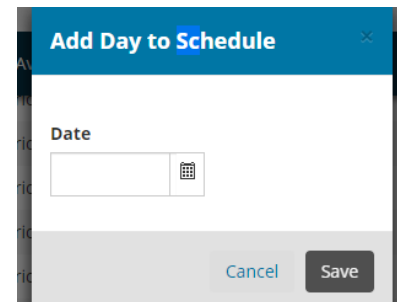
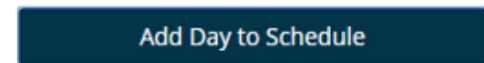
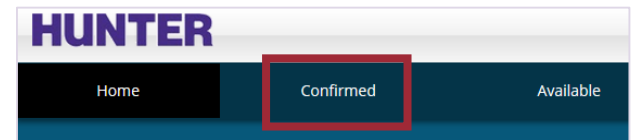
3 Review the *Details* page to confirm that your **seminar instructor**, **agency mentor**, and **mentor's email address** are listed and correct.

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			

1 - 1 of 1 items

DNP Logbook Format

NURS 90001, NURS 90002, NURS 90003, and NURS 90004

The logbook for the DNP Capstone is relatively straightforward. Each entry should describe your activities and the amount of time spent on each activity, followed by supporting comments demonstrating how these activities advanced the development of your DNP capstone project. Your total time for the day will be shown in the left panel.

The screenshot shows the InPlace web application interface for a DNP logbook. The left sidebar contains user information (SM Student SM-Student Admin_demo_DNP), location (Bellevue Hospital), date (Jan 29, 2020), and a draft session (Session 1, 02:00 hrs). The main area is titled 'LEAVE LOG BOOK' and shows a 'Timesheet' section with a comment 'Afternoon meeting with mentor' and an 'Absent' checkbox. Below this is a 'Session 1' section containing an 'Activity' table and 'Other comments (optional)'. The activity table has columns for Activity Category, Capstone Activity, Additional Comment, and Activity Time. A single activity is listed: 'Type of Capstone Activity (Des...)', 'Evidence-Based Literature Revi...', 'Found articles on near misses in', and '02:00 hrs'. A 'Total Time: 02:00 hrs' is displayed at the bottom right of the activity section. At the bottom of the page are buttons for 'Reset', 'Copy Session', 'Add Session', 'Log Book day', 'Save', and 'Submit'. Three orange callout boxes provide instructions: one points to the comment box in the Timesheet area, another points to the Session 1 header, and a third points to the Activity table.

Use this comment box for attendance and timesheet-related comments, not to log your capstone work.

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

Instead of entering a Start Time and End Time for the shift in the Timesheet area, DNP capstone hours are recorded as session '*Activities*'.

Add Capstone Activities

NURS 90001, NURS 90002, NURS 90003, and NURS 90004

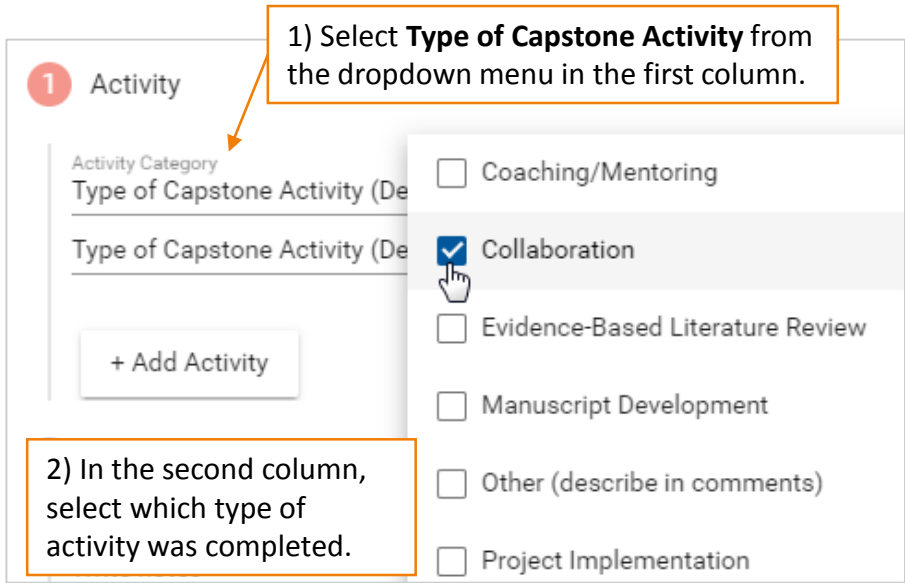
Begin by selecting the type of each activity you want to log for this shift. A new row should be created for each distinct activity or event (project, meeting, etc.). Follow the steps below as an example.

1) Select **Type of Capstone Activity** from the dropdown menu in the first column.

2) In the second column, select which type of activity was completed.

3) Describe the activity in greater detail using the comment box in column 3.

4) Input the time spent on the activity in the last column (HH:MM format).



Activity Category	Capstone Activity	Additional Comment	Activity Time
Type of Capstone Activity (Description)	Evidence-Based Literature Review	Found articles on near misses in	02:00 hrs
Type of Capstone Activity (Description)	Collaboration	Team-based review of	00:00 hrs

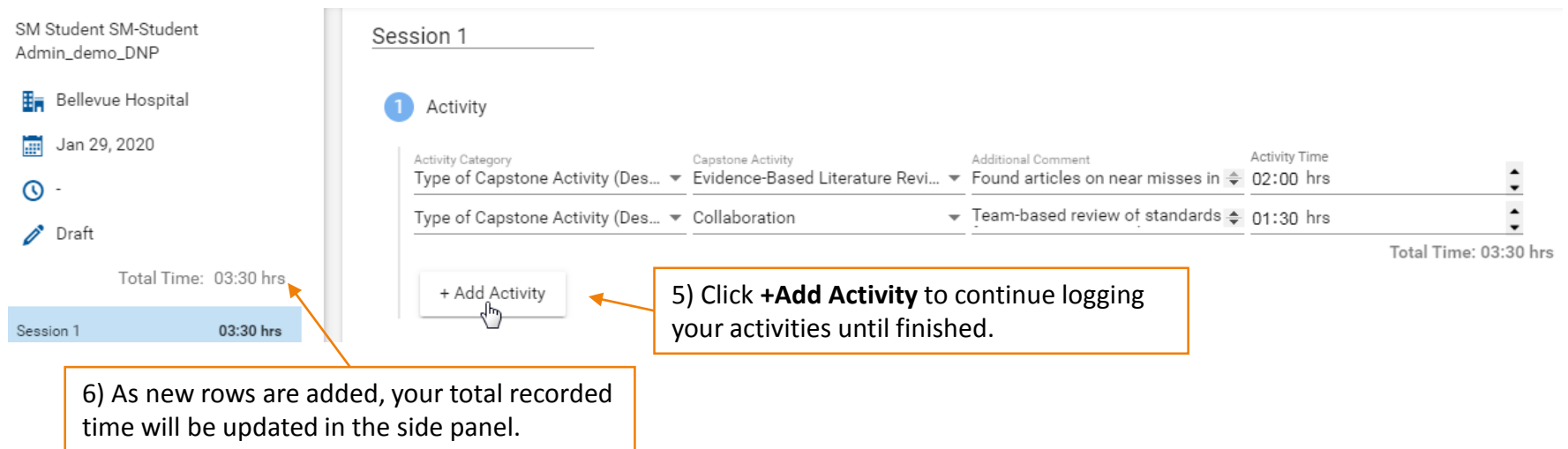
Total Time: 02:00 hrs

Continue Adding Activities Until Done

NURS 90001, NURS 90002, NURS 90003, and NURS 90004

Each row must contain the time spent on the activity and a brief comment describing the work completed. Continue adding new rows until you are finished logging your hours and activities for the day.

Your total hours will be displayed in the side panel to the left.



SM Student SM-Student
Admin_demo_DNP

Bellevue Hospital

Jan 29, 2020

-

Draft

Total Time: 03:30 hrs

Session 1 03:30 hrs

Session 1

1 Activity

Activity Category	Capstone Activity	Additional Comment	Activity Time
Type of Capstone Activity (Des...	Evidence-Based Literature Revi...	Found articles on near misses in	02:00 hrs
Type of Capstone Activity (Des...	Collaboration	Team-based review of standards	01:30 hrs

+ Add Activity

Total Time: 03:30 hrs

5) Click **+Add Activity** to continue logging your activities until finished.

6) As new rows are added, your total recorded time will be updated in the side panel.

The last section, **Other Comments (optional)**, is an area to provide additional information as it relates to your capstone development, next steps, reflections, or other notes as needed.

2 Other comments (optional)

Write notes

I'll be meeting with my mentor on Monday to discuss|

Comments Area and Submission Buttons

NURS 90001, NURS 90002, NURS 90003, and NURS 90004

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 displays the 'Comments' section of a logbook interface. At the top left, a blue circle with the number '1' is followed by the text 'Comments'. Below this, there are three text input fields: 'Student Comment', 'Supervisor Comment', and 'Placement Coordinator Comment'. Each field is followed by a horizontal line and a character count '0 / 600'. An orange callout box with a border and 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.' At the bottom of the interface, there is a row of five buttons: 'Reset' (with a circular arrow icon), 'Copy Session' (with a document icon), 'Add Session' (with a plus sign icon), 'Log Book day' (with a trash can icon), and 'Save' (with a floppy disk icon). To the right of these is a dark grey 'Submit' button with a white arrow icon.

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 supervising seminar instructor
- APPROVED – Approved by instructor; awaiting final review by primary faculty/program coordinator
- FINALIZED – Approved by supervising seminar instructor *and* primary faculty/program coordinator
- REVISE – Revise and resubmit for approval (also appears on home page 'To Do' list)
- NOT ACCEPTED – Entry was rejected or voided for some other reason (cannot be resubmitted)

Details	Schedule	Docs	Assessment	Carpool				
Attendance summary								
40%								
○ 5 required ● 2 completed								
Date	Agency	Shift	Attended Hours	Absence Explanation	Confirmed	Comments	Status	Action
2/1/2019	Bellevue Hospital	-			No		FINALIZED	
2/5/2019	Bellevue Hospital	-			No		APPROVED	
2/10/2019	Bellevue Hospital	-			No		REVISE	
8/1/2019	Bellevue Hospital	-			No		DRAFT	
8/2/2019	Bellevue Hospital	-			No			

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

NURS 90001, NURS 90002, NURS 90003, and NURS 90004

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 a user interface for a logbook submission. On the left side, there is a navigation menu with the following items: 'Bellevue Hospital' (with a building icon), 'Jan 29, 2020' (with a calendar icon), a clock icon with a minus sign, and 'Submitted' (with a document icon and a yellow highlight). Below these is 'Total Time: 02:30 hrs' and a blue bar for 'Session 1' with '02:30 hrs'.

The main content area is titled 'Assessment & Comments' and contains a '1 Comments' section. It features three text input fields for comments, each with a character count of '0 / 600':

- Student Comment
- Supervisor Comment
- Placement Coordinator Comment


At the bottom right of the interface, there is a 'Withdraw' button with a red speech bubble icon and a hand cursor pointing to it.

Review Approved Logs for Feedback

NURS 90001, NURS 90002, NURS 90003, and NURS 90004

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.



Hunter-Bellevue School of Nursing (HBSON)

Jan 28, 2020

-

Approved

Total Time: 07:00 hrs

Session 1 07:00 hrs

1 Comments

Student Comment

0 / 600

Supervisor Comment

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?

285 / 600

Placement Coordinator Comment

0 / 600

Logbook Submission Errors

NURS 90001, NURS 90002, NURS 90003, and NURS 90004

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.

The screenshot shows a logbook submission interface. On the left, a sidebar displays a session summary for 'Session 1' with a total time of 02:00 hrs. The session is currently in a 'Draft' state. The main area shows a table for 'Session 1' with a red error indicator. The table has four columns: 'Activity Category', 'Capstone Activity', 'Additional Comment', and 'Activity Time'. The first row is filled with data: 'Type of Capstone Activity (Des...', 'Evidence-Based Literature Revi...', 'Found articles on near misses in', and '02:00 hrs'. The second row is empty, with 'Type of Capstone Activity (Des...', a dropdown arrow, and '00:00 hrs'. A red trash icon is visible on the right side of the empty row. Below the table is a '+ Add Activity' button. The total time for the session is 02:00 hrs.

Activity Category	Capstone Activity	Additional Comment	Activity Time
Type of Capstone Activity (Des...	Evidence-Based Literature Revi...	Found articles on near misses in	02:00 hrs
Type of Capstone Activity (Des...			00:00 hrs

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

Track Total Hours Logged

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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