Logbooks for DNP Capstone

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

Rev. 2/3/2020

Grab the latest version of this guide at
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](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):

<table>
<thead>
<tr>
<th>Date</th>
<th>Agency</th>
<th>Shift</th>
<th>Attended Hours</th>
<th>Absence Explanation</th>
<th>Confirmed</th>
<th>Comments</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/19/2020</td>
<td>Hunter Bellevue School of Nursing (HBSON) - Graduate Programs</td>
<td>08:00 - 17:30</td>
<td></td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

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’.

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

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### Session 1

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>03:30 hrs</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Write notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>I’ll be meeting with my mentor on Monday to discuss</td>
</tr>
</tbody>
</table>
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

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

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)

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.
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 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.

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)

<table>
<thead>
<tr>
<th>Placement Activity Hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11.50</td>
</tr>
</tbody>
</table>