



Logbooks for Nursing Administration

NURS 735, NURS 740, and NURS 745

Rev. 02/15/2018

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



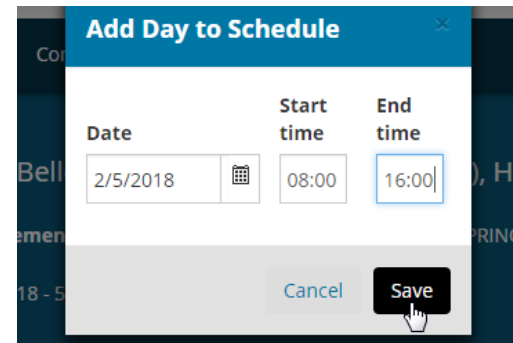
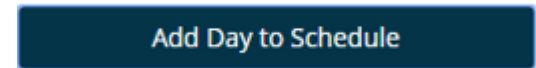
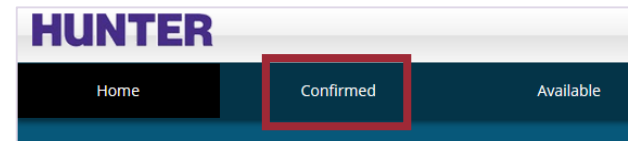
Hunter-Bellevue School of Nursing

Quick Start



NOTE: For more detailed 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 your home page's navigation toolbar to view your confirmed placements (**check that they're correct**).
- 3 Click on your **placement site** to view placement details. Scroll down to **check that your supervisor (instructor) is 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. Press Save.
- 6 Open the timesheet and 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
●	2/5/2018	Hunter-Bellevue School of Nursing (HBSON), Hunter College	08:00 - 16:00			No			

1 - 1 of 1 items

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After entering your timesheet information (Actual Start Time and Actual End Time), the logbook fields for your specific course will appear below the timesheet.

The logbook for Nursing Administration is straightforward. Describe your experiences (activities, locations attended, etc.) for the shift under **Log of Clinical Experience**, an extended text entry field that supports up to 30K characters.

Timesheet Status: Draft

Schedule Date: **2/5/2018**
Schedule Type: **Placement**
Allocation Group: **NURS 74000 1P01 PRA 2018 SP - 2018 SPRING TERM (1/27/2018 to 5/24/2018)**
Placement: **Hunter-Bellevue School of Nursing (HBSON), Hunter College - Confirmed (112)**
Student: **SM Student SM-Student**
Schedule Start: **10:00** Schedule End: **17:00** Schedule Break:
Actual Start: Monday Actual End: Monday
Attended Hours:
Timesheet Comment:

Attended:

Session 1 1 of 1 Sessions

Log of Clinical Experience

+ Add Log of Clinical Experience

Notes

This comment field is not intended for clinical log notes.
Please use it for timesheet comments only (make-ups, etc.)

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

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When writing an extended entry, do not type the narrative directly in the form without saving your log as you go. We recommend writing the narrative in a Word document or text file and then pasting it into the form when you are ready to submit it. **Always keep a back-up of your work.**

The screenshot shows a web interface for a logbook. At the top, there is a header with 'Session 1' on the left and a 'Copy' button on the right. Below the header is a section titled 'Log of Clinical Experience'. Inside this section, there is a button labeled '+ Add Log of Clinical Experience'. Below the button is a text area labeled 'Notes' containing the text 'ED, NICU team meeting, review of QI guidelines and publications for per diem staff'. To the right of the text area is a 'Delete' button. An orange callout box with an arrow pointing to the '+ Add Log of Clinical Experience' button contains the text: 'Begin by clicking +Add Log of Clinical Experience, then add your notes.'

The bottom of the logbook allows you to add a comment, Save as Draft, Submit, Withdraw (if submitted), or Revise (if marked 'Revise' by a supervisor). Entries cannot be submitted for a future date, but you can begin a future log and save it as a draft before the submission date. When approving and/or finalizing your logbook, feedback from your instructors will be shown here.

The screenshot shows the 'Comments' section of the logbook. It features three text input fields labeled 'Student', 'Supervisor', and 'Placement Coordinator'. Below these fields are three buttons: 'Save as Draft', 'Submit', and 'Cancel'. An orange callout box with an arrow pointing to the 'Student' text 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.'

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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



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Once you submit a timesheet/logbook, its status changes to *Submitted*.

Schedule

Schedule Date **2/2/2018**
Schedule Type **Placement**
Allocation Group **NURS 77100 1P01 PRA 2018 SP - 2018 SPRING TERM (1/27/2018 to 5/24/2018)**
Placement **Hunter-Bellevue School of Nursing (HBSON), Hunter College - Confirmed (115)**
Student **SM Student SM-Student**

Status: Submitted

Session 1 1 of 1 Sessions

Go

Attendance and Activities

Category	Description	Activity Time	Additional Comments
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If you need to make revisions, open the submitted logbook and click the **Withdraw** button at the bottom. Logs may only be withdrawn if they have not yet been *Approved*. Once approved, no further edits can be made unless your supervisor or placement coordinator changes the status to *Revise*.

Comments

Student

Thanks, professor. If you need more details, please let me know.

Supervisor

Withdraw

Cancel