HUNTER
The City University of New York

InPlace

Logbook Instructions for PMHNP

NURS 782 and NURS 783

Rev. 6/23/2020

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

HUNTER - BELLEVUE
SCHOOL OF NURSING

Hunter-Bellevue School of Nursing

HUNTER
The City University of New York
InPlace

Quick Start

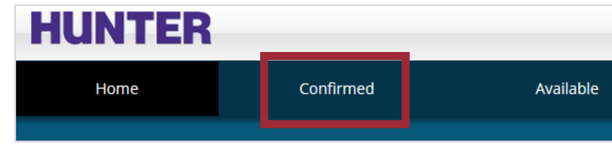
NOTE: For assistance with other topics and general documentation, download the **InPlace Student User Guide**.

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

   https://huntercollege-us.inplacesoftware.com

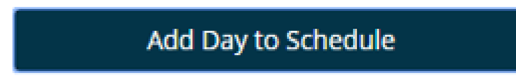
   NetID Help: www.hunter.cuny.edu/it/help-docs/the-hunter-netid

2. Click *Confirmed* on the navigation menu to view your clinical placements, then click on a placement site to view its details.



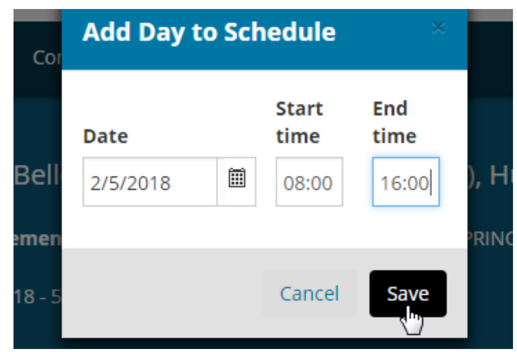
3. Review the *Details* page to confirm that your **seminar instructor**, **preceptor**, and **preceptor's email address** are all listed and correct.

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			

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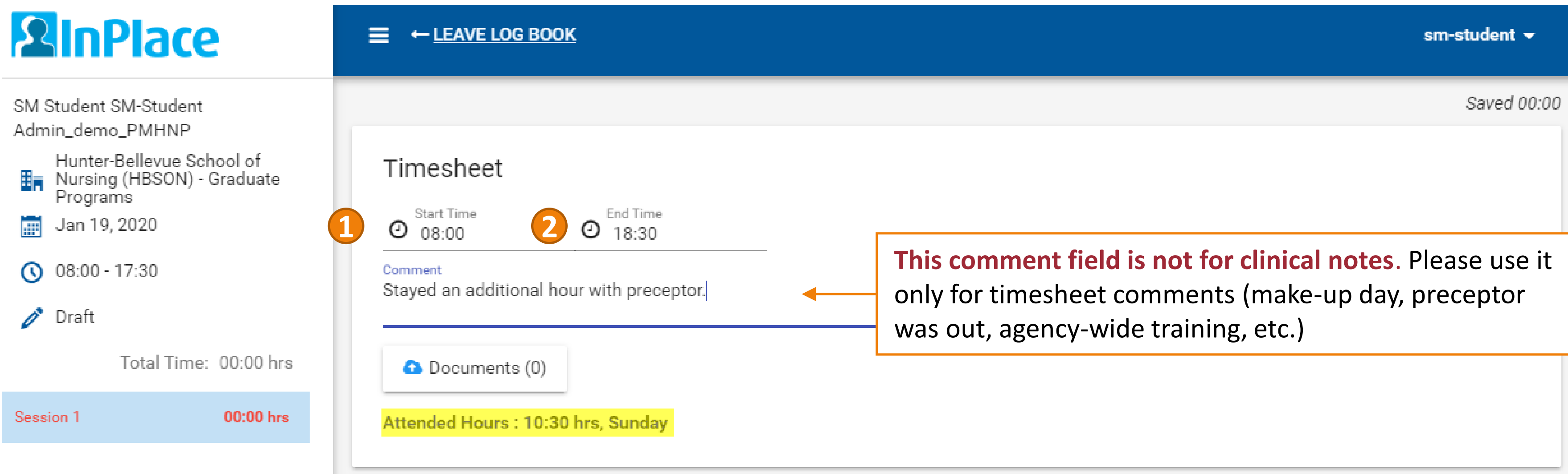
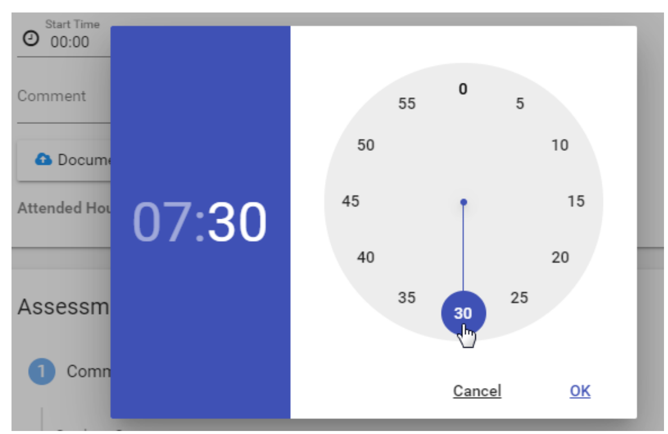
Confirm Your Attendance for a Shift

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 patient encounters will appear underneath.

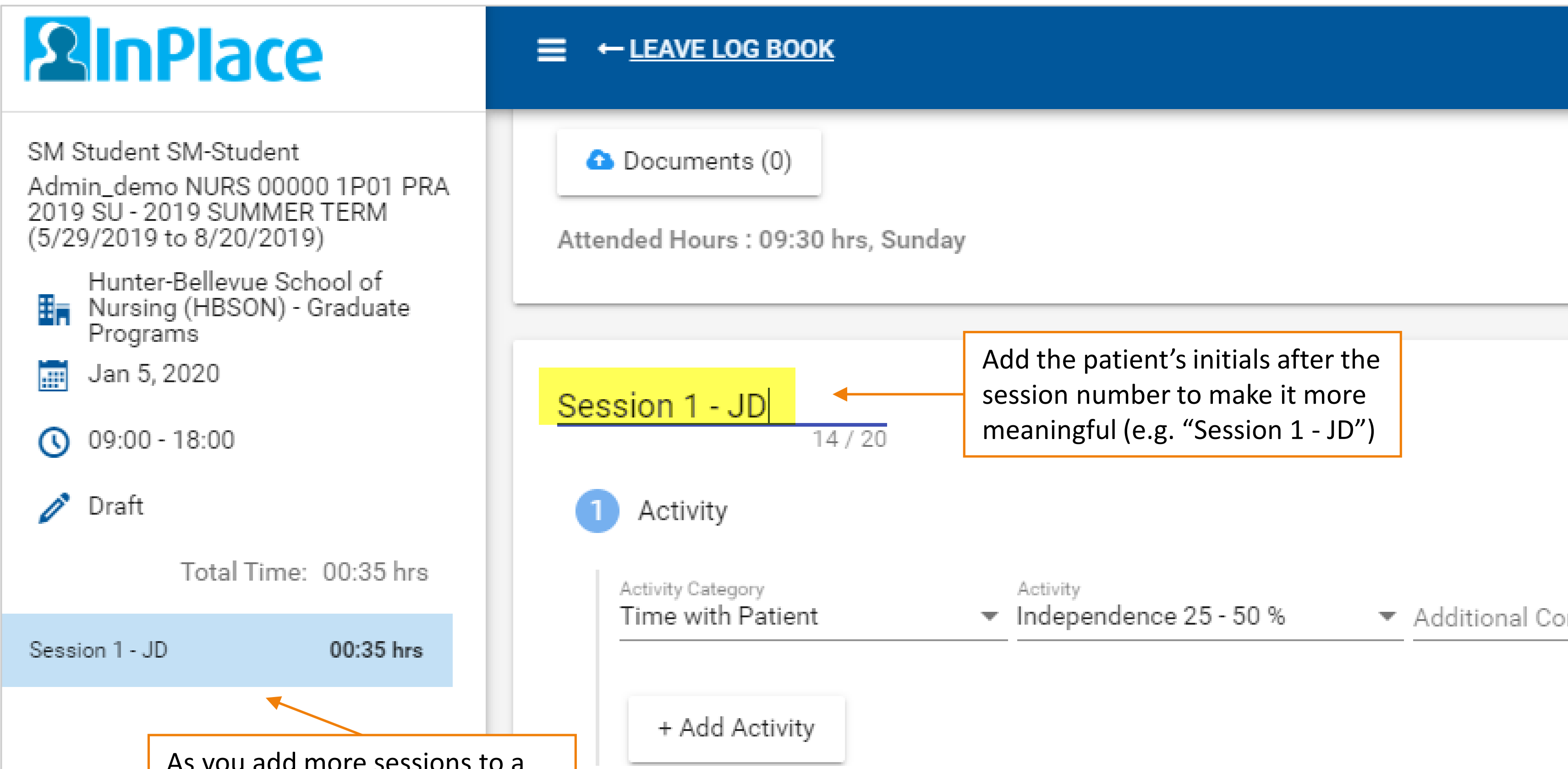


Clicking on the Clock icon next to the Start and End Time fields reveals a time selector pop-up window.



Logbook *Sessions* (Patient Encounters)

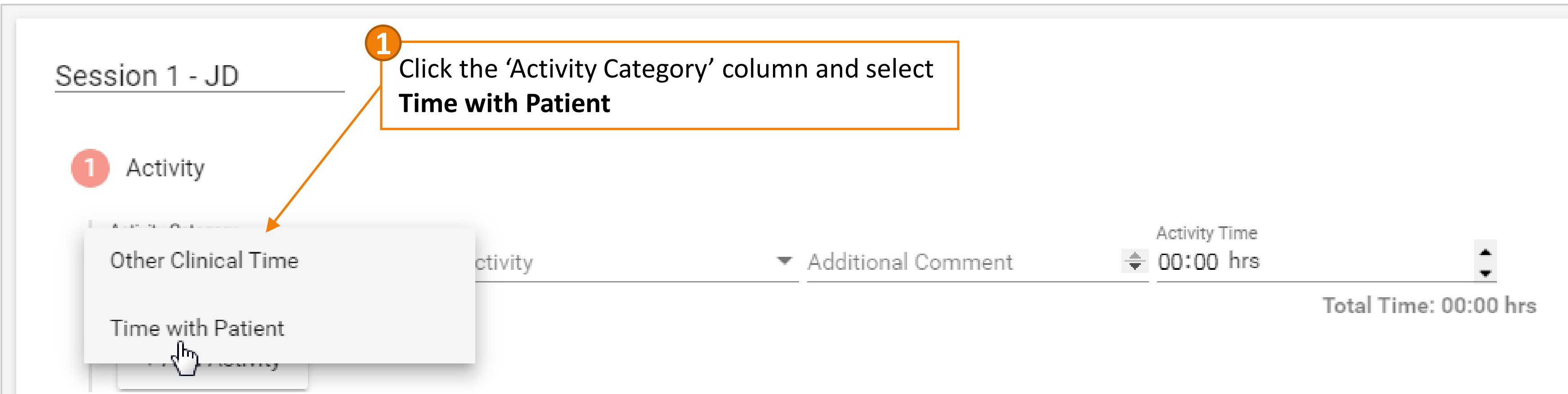
A logbook entry is divided into *Sessions*. One session should be used to document **one** patient encounter. Sessions are a “snapshot” of your clinical day—you are not required to log every patient seen. Refer to your course syllabus or contact your instructor to determine how many sessions (patient encounters) should be logged for each clinical day.



As you add more sessions to a logbook entry, sidebar menu to navigate between them.

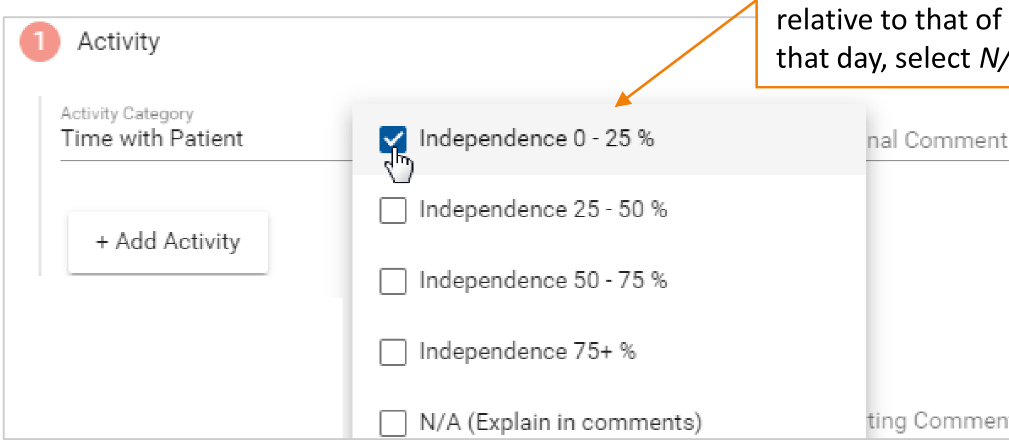
Time with Patient

Under **Activities**, log how much time was spent and your level of independence interacting with the patient (compared to that of your preceptor).



1 Click the 'Activity Category' column and select **Time with Patient**

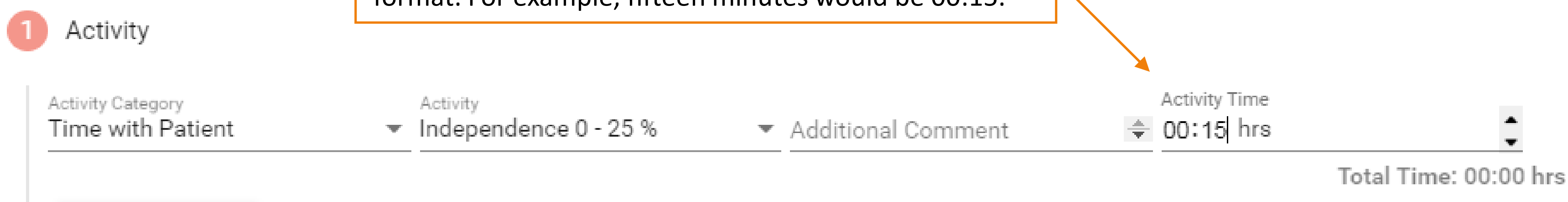
2 In the 'Activity' column, choose the best option to rate your level of independence in interacting with the patient relative to that of your preceptor. If you saw no patients that day, select *N/A (Explain in comments).*



Time with Patient

Logging **Activities (Time with Patient)**, continued:

3 Enter the time spent with this patient using an **HH:MM** format. For example, fifteen minutes would be 00:15.



4 You can elaborate on your responses using the Additional Comments field if needed (optional).

The side panel will display the Activity Times spent in each session as well as a total for the day.

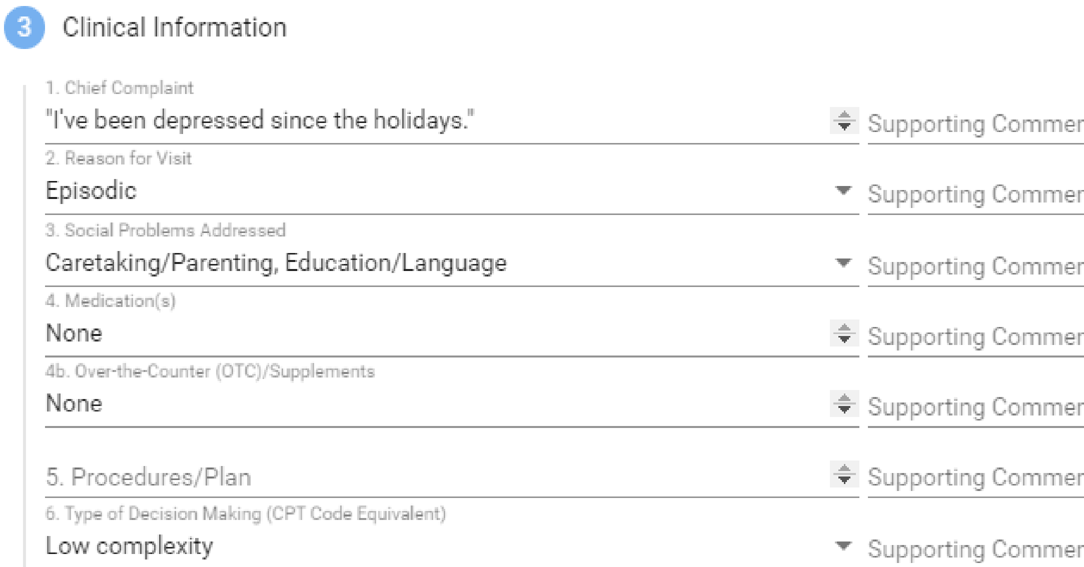
Patient Demographics

After completing the **Activity (Time with Patient)** section, continue to **Patient Demographics** to enter the patient's age (in years), age group, gender, insurance type, race/ethnicity, and population focus (General Psychiatry, Child/Adolescent, Geriatric, Addictions, or Community). Add supporting comments as needed.

Sample Patient Demographics with all fields completed.

Clinical Information

Continue to the next section, **Clinical Information**, adding any supporting comments as needed.



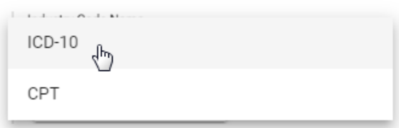
1. **Chief Complaint** (short text entry)
2. **Reason for Visit** (dropdown menu): select from Episodic, ER/ED Visit, Initial Visit, Follow-up, etc.
3. **Social Problems Addressed** (checklist): select as many options shown here as necessary.
4. **Medications** (text entry): briefly list any current or new medications administered or prescribed (if relevant to the visit).

   Over-the-Counter (OTC)/Supplements: briefly list any OTC medications/supplements (if relevant to the visit/other medications).
5. **Procedures/Plan** (text entry): briefly describe any procedures or other actions to be taken.
6. **Type of Decision Making** (dropdown menu): CPT Code Equivalent; select from Straightforward, Low, Moderate, or High Complexity.

ICD and CPT Codes

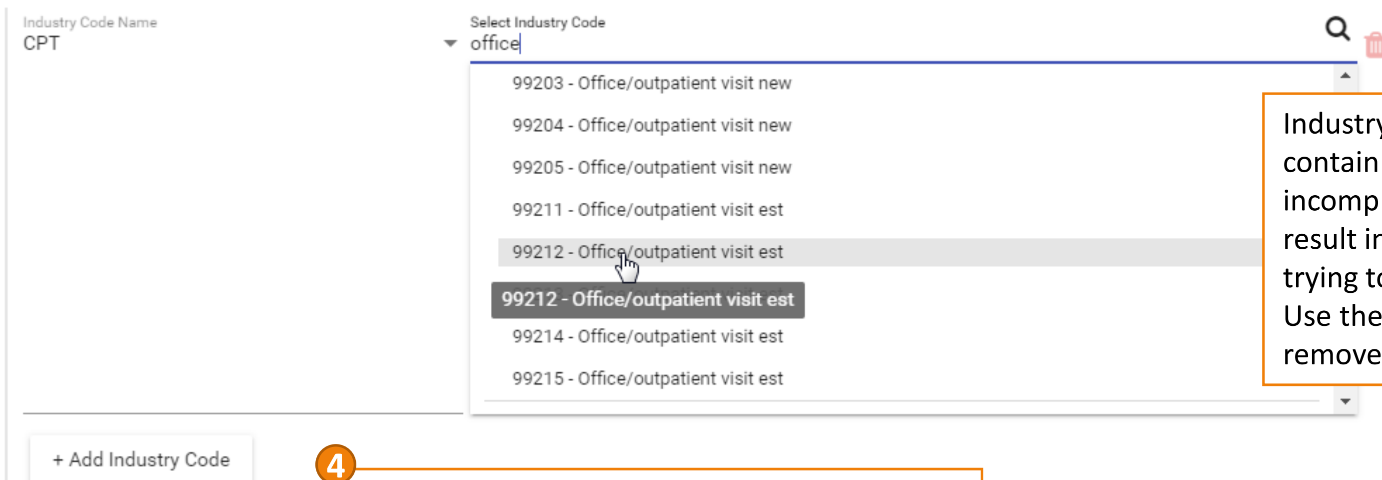
The **Industry Codes** section provides a directory of ICD-10 diagnostic codes and CPT codes to help classify the visit, diagnoses, and procedures performed. Refer to your syllabus/instructor for coding requirements.

1. Click **+ Add Industry Code** to add a row.



2. Select either CPT or ICD-10 from the dropdown menu to view the list of available codes and descriptions in the next column.

3. As you type in a code, a list of suggested codes will appear underneath.

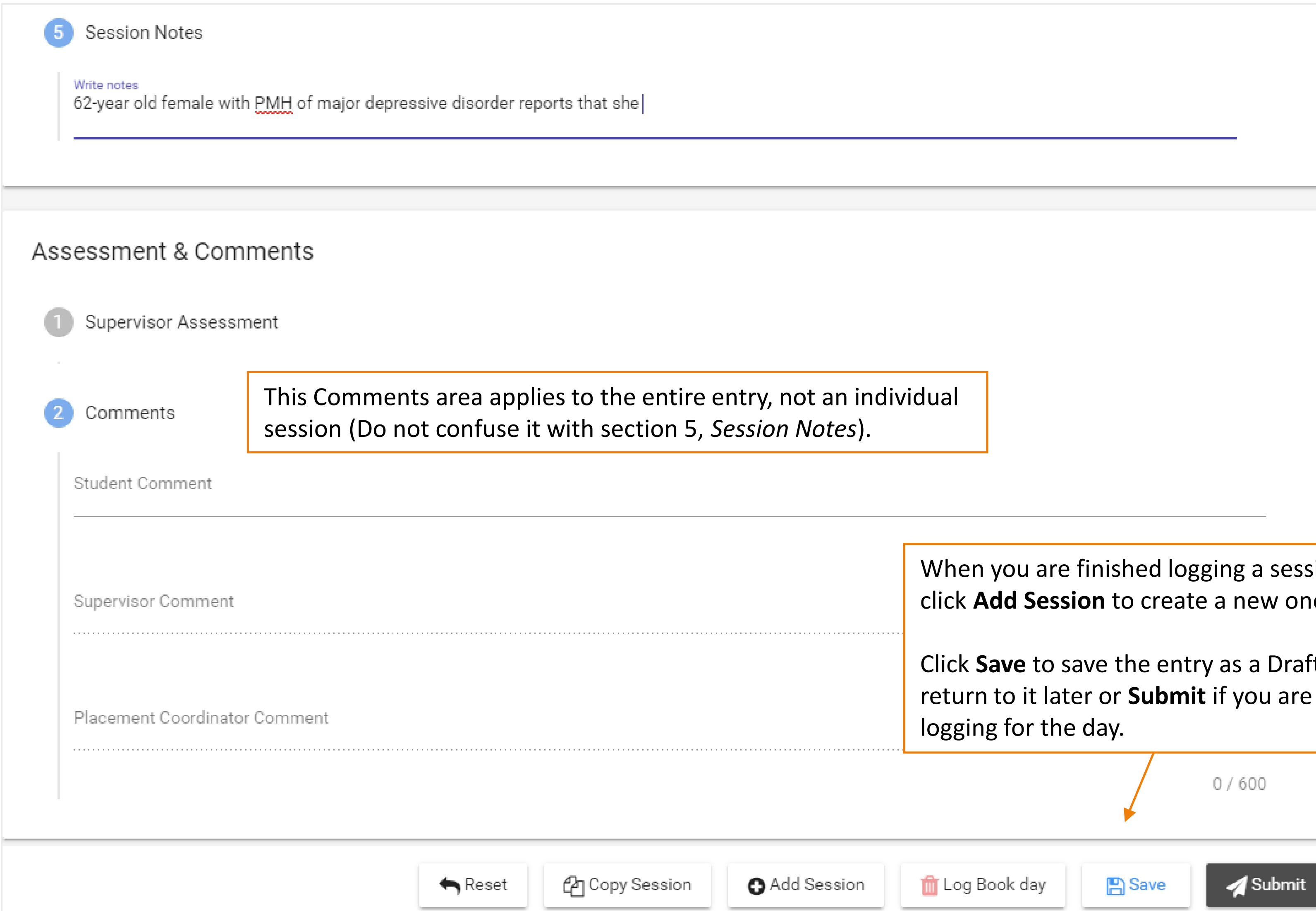


Industry codes cannot contain any empty or incomplete rows, or it will result in an error when trying to submit the entry. Use the Trash icon to remove unneeded rows.

4. Add additional rows for new codes as needed.

Session Notes

Use section 5, **Session Notes**, to provide other information not covered elsewhere, such as a history or treatment plan. Refer to your syllabus or consult your instructor for specific requirements.



This Comments area applies to the entire entry, not an individual session (Do not confuse it with section 5, *Session Notes*).

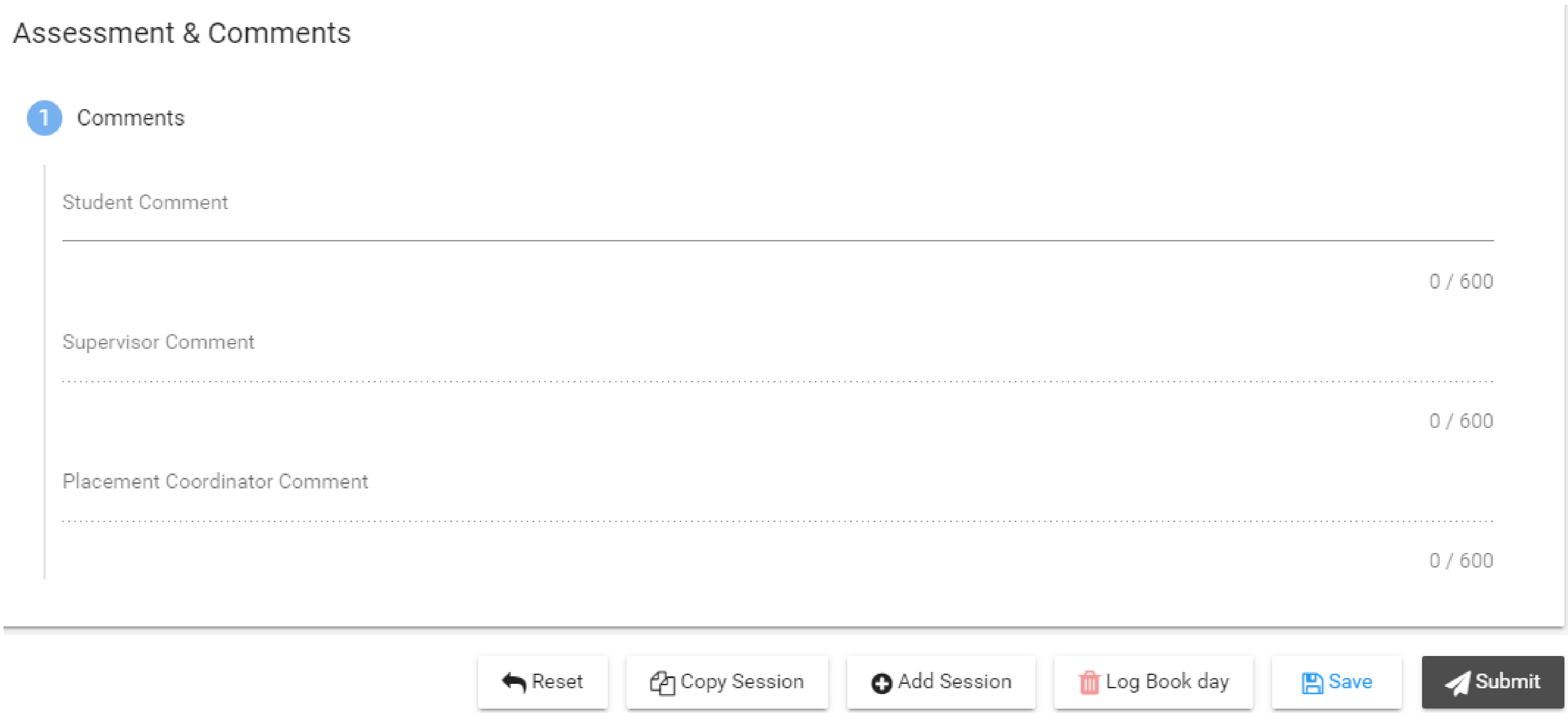
When you are finished logging a session, click **Add Session** to create a new one.

Click **Save** to save the entry as a Draft and return to it later or **Submit** if you are done logging for the day.

Comments Area and Submission Buttons

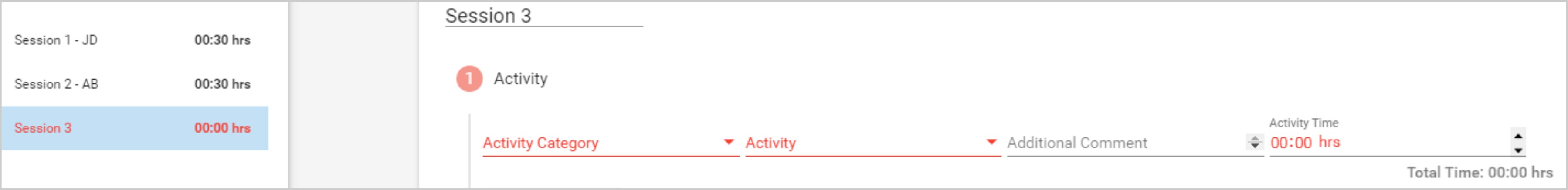
The bottom of the logbook allows you to add a comment *for the entire day's entry* (optional) and includes buttons to Add a Session, Delete a Session (or entire day if only one session exists), Save (as a draft), Submit, Withdraw (if submitted), or Revise (if marked 'Revise' by your instructor).

When approving and/or finalizing your logbook, your instructor will provide feedback here.



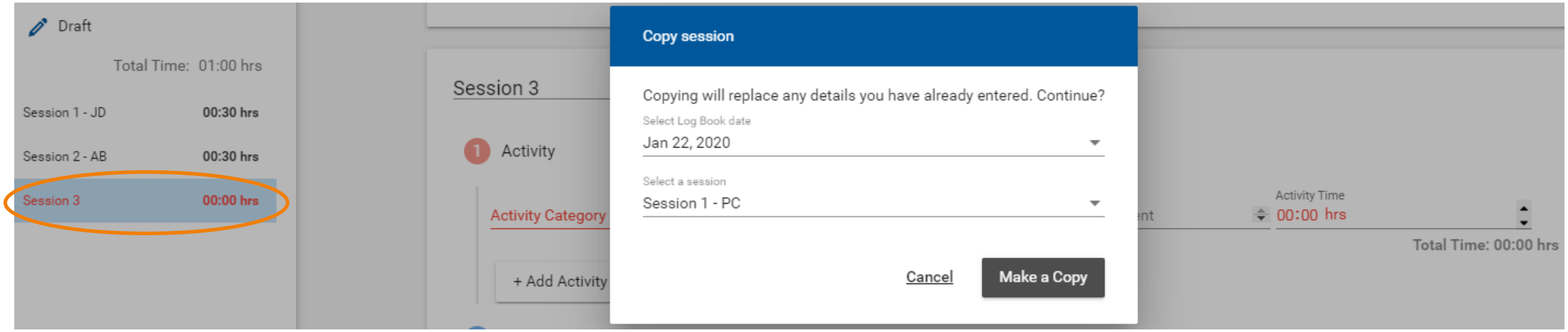
Add or Copy a Session

To add a session (i.e., patient encounter), click the **+Add Session** button at the bottom of the entry. A new session will appear under your existing sessions in the side panel, where you can navigate between them.



You can also copy data from a past session into a selected session, which overwrites the data in the current/selected session with data from the old one. Select which session you wish to overwrite (or add a new one), then click **Copy Session**. Choose the date and session you would like to copy in the pop-up window, then click 'Make a Copy'.

Copied sessions **overwrite the selected session you are viewing** (highlighted in the side panel), so make sure you have selected a new [empty] one before confirming the copy.



Logbook Submission Statuses

The Schedule tab lists all logbook submissions and their approval statuses:

- DRAFT – Not yet submitted
- SUBMITTED – Awaiting approval by supervisor (i.e., seminar instructor)
- APPROVED – Approved by supervisor; awaiting final review by primary instructor/program coordinator
- FINALIZED – Approved by supervisor *and* primary instructor/program coordinator
- REVISE – Revise and resubmit for approval (appears in your 'To Do' list on the home page)

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	

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Add Day to Schedule

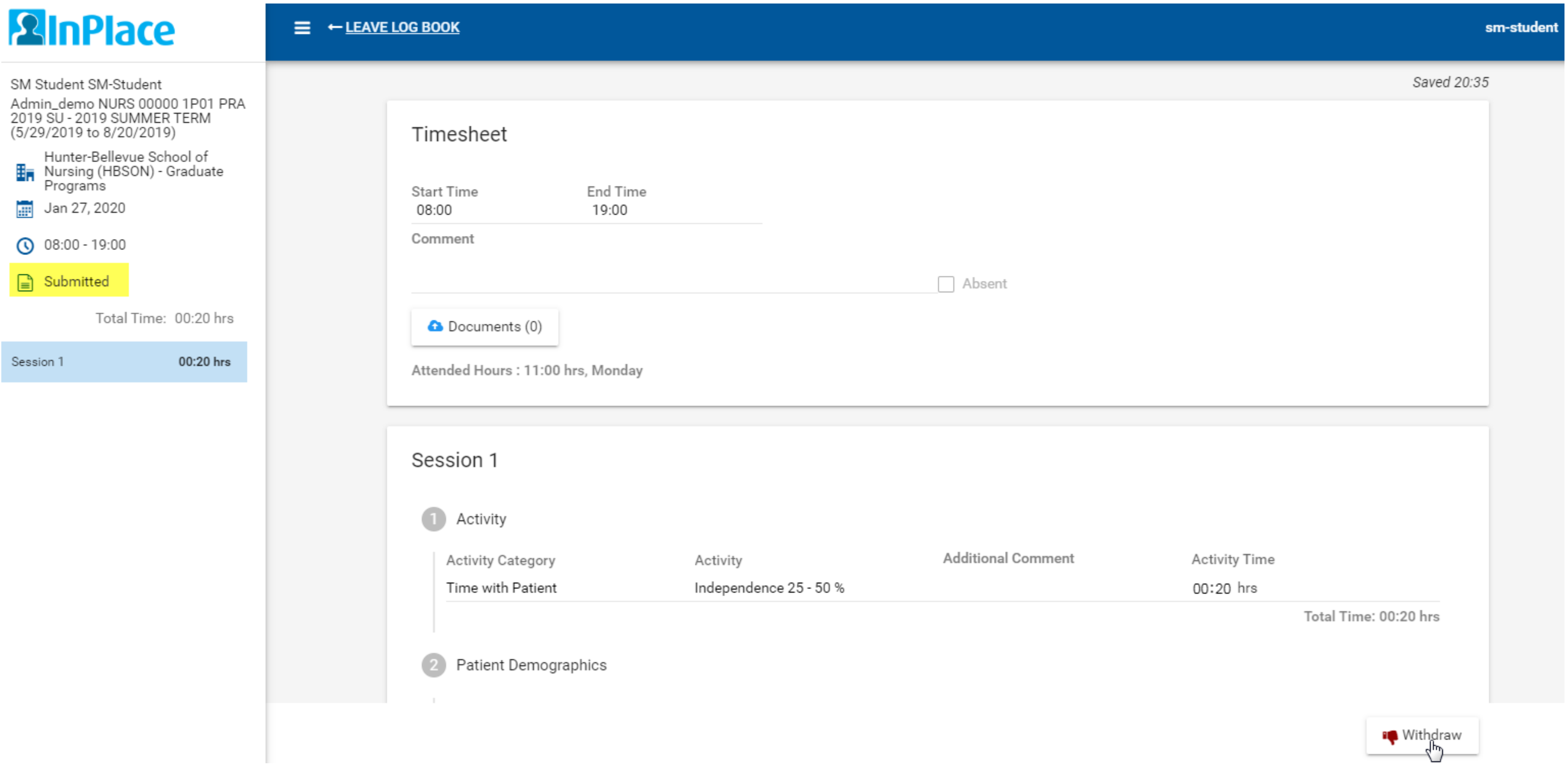
Keep an eye on the **Status** column in case a submitted log requires revision. These will be marked **REVISE** and will also appear in your **To Do** list on the home page:

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

Withdraw a Submitted Logbook

When you submit a logbook, its status in the side panel changes to *Submitted*.

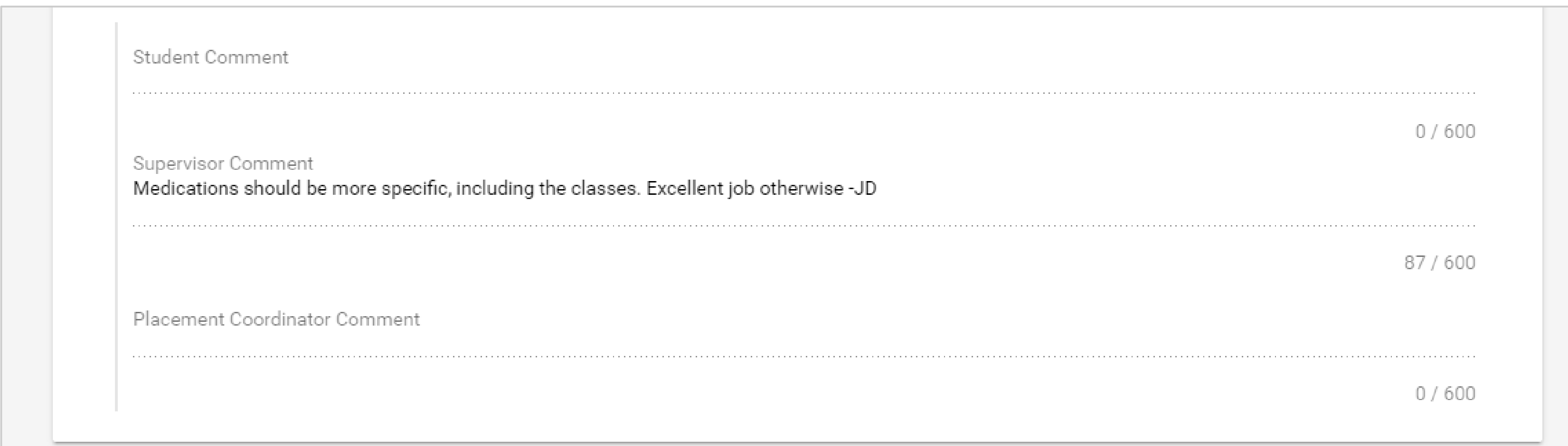
If you need to make revisions, open the submitted logbook and click the **Withdraw** button at the bottom. Logs can only be withdrawn if they have not yet been *Approved*. Once approved, no further edits can be made until your seminar or primary instructor changes the status to *Revise*.



Review Approved Logs for Feedback

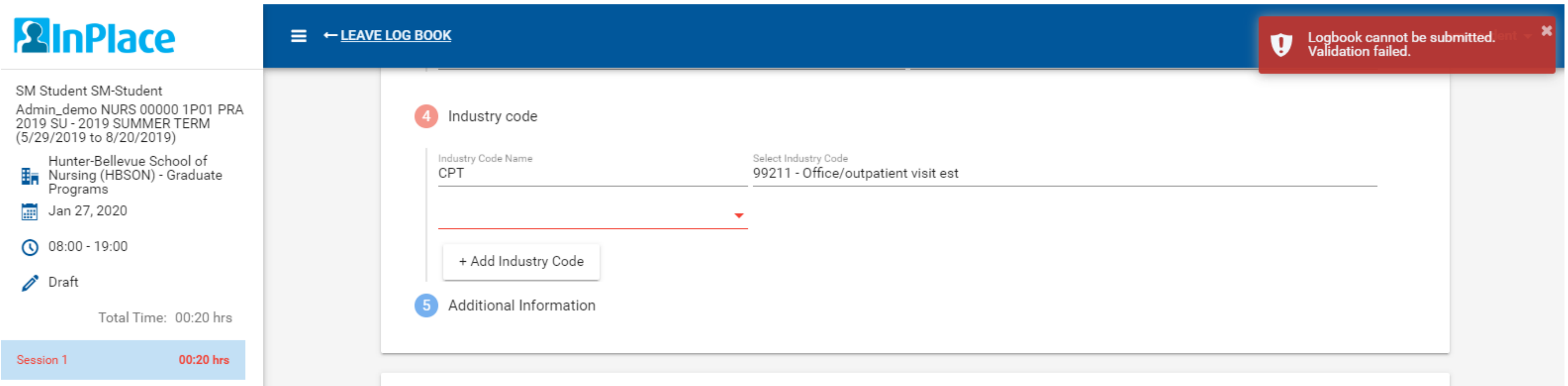
Be sure to open your *Approved* entries to review the feedback provided by your seminar instructor in the Supervisor Comments area.

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.

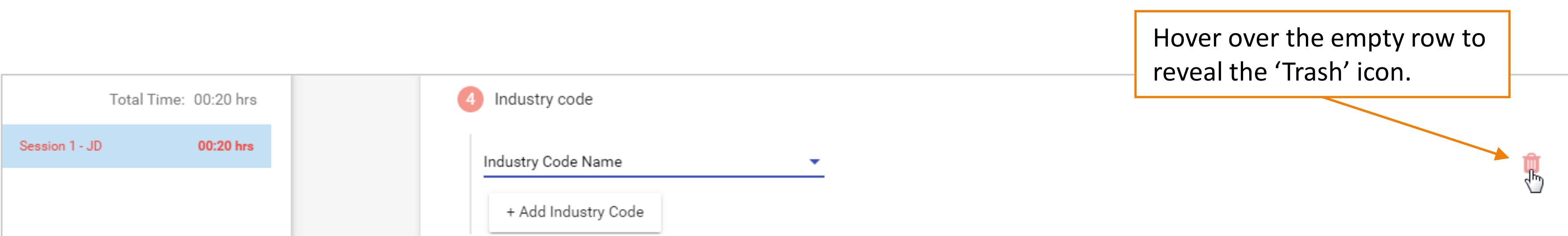


Logbook Submission Errors

Leaving empty rows in the **Activity (Time with Patient)** table or the **Industry Code** section will result in an error when trying to submit your entry. Be sure to delete all empty rows before submitting.

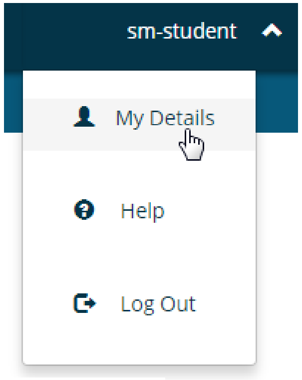


A session with a validation issue (error) will be listed in the side panel in red. The session will turn black when the error is resolved, indicating the entry can be submitted successfully.



Written Assignments

Your course may also require comprehensive patient assessments, episodic/SOAP notes, or case study presentations to be submitted as document uploads ***in addition*** to logging patient encounters in your logbook.



To submit written assignments, click your **username** from the navigation bar, then select **My Details**. Scroll down to find the file upload fields for your course.

NURS 782 Assignments

N782 Comprehensive Visits (Extended H&P Assessments)

N782 Comprehensive Note 1 upload
No

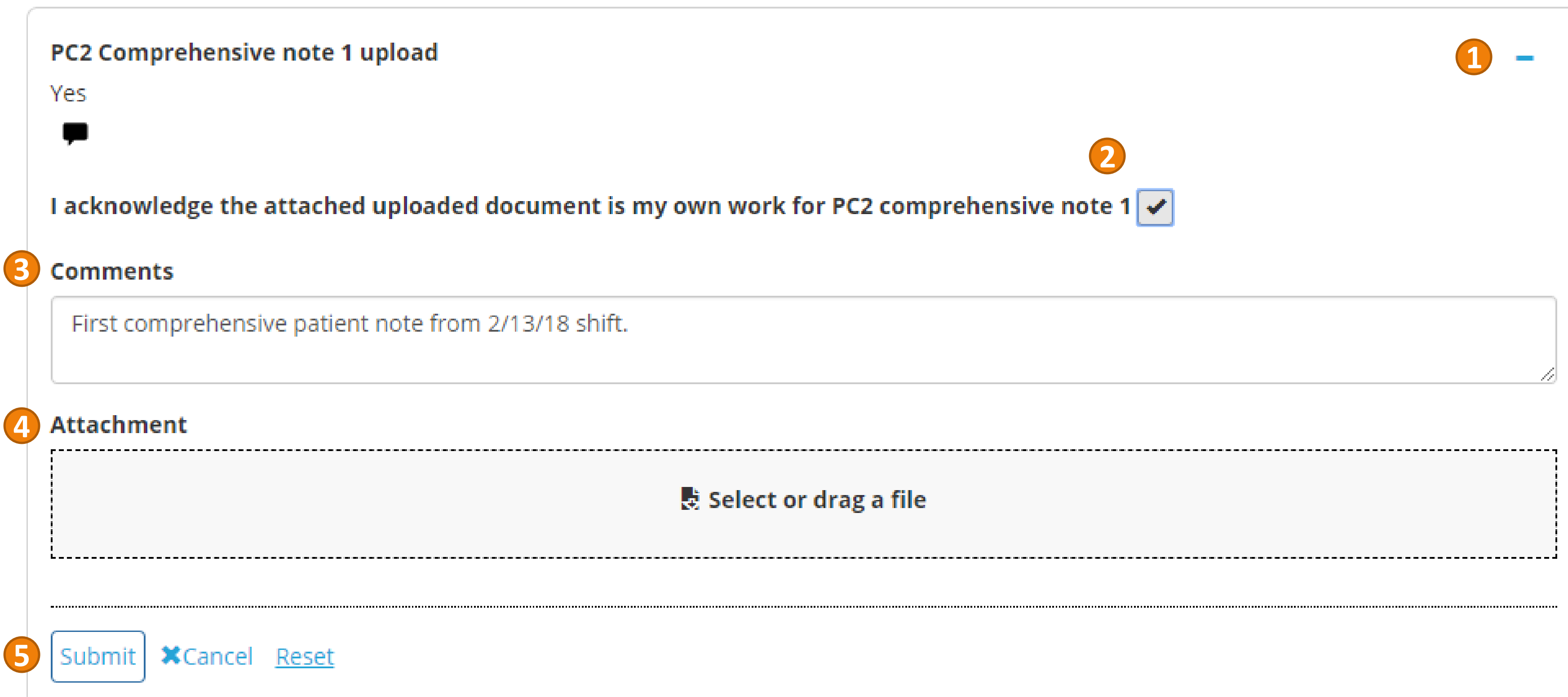
N782 Comprehensive Note 1 (Instructor feedback)
No

N782 Comprehensive Note 2 upload
No

N782 Comprehensive Note 2 (Instructor feedback)
No

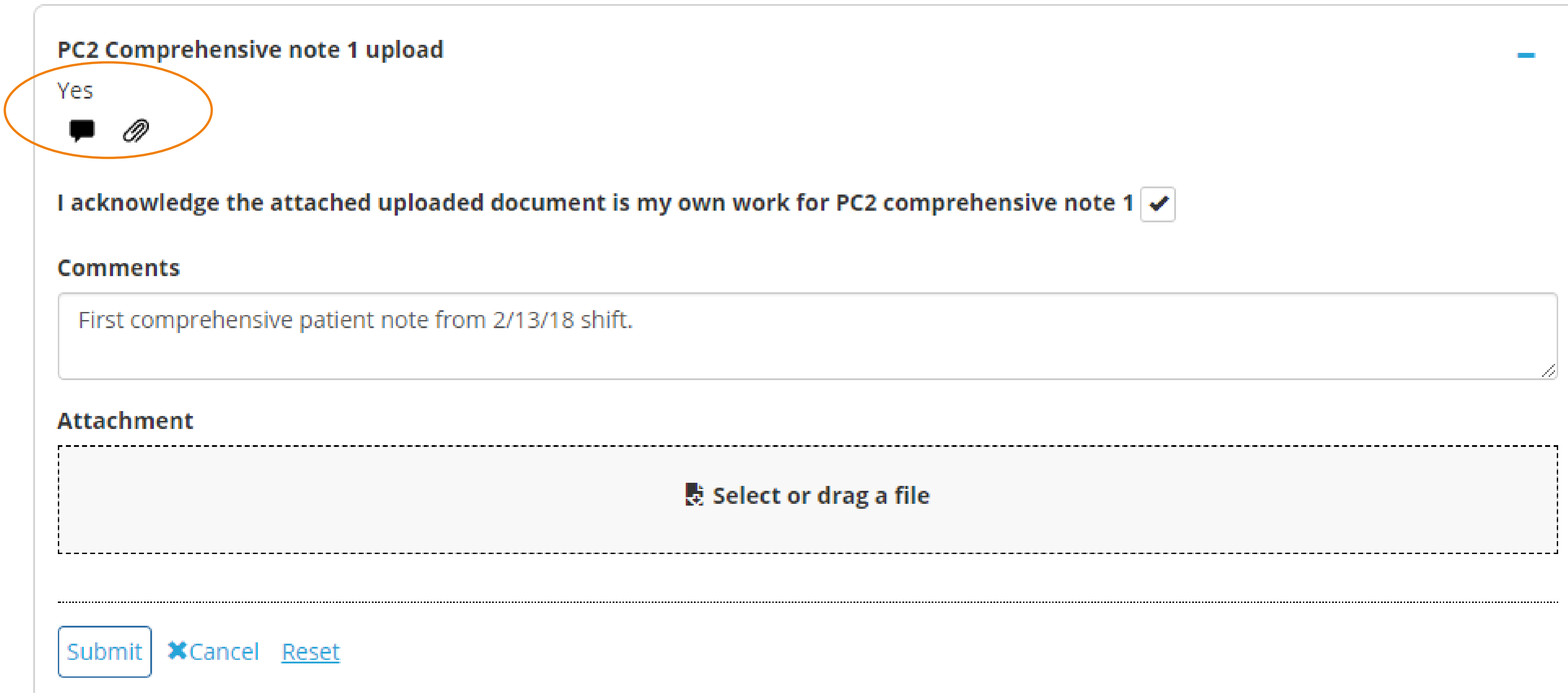
Submitting Documents (File Upload)

1. Click the plus sign (+) on the top-right of the submission field to expand the form.
2. Check the box to confirm that the submission is your own work (Field will change to “Yes”).
3. Add a comment to describe the assignment (optional).
4. Select or drag the file to be uploaded.
5. Click **Submit** when done.



Submitting Documents (File Upload)

A completed assignment upload field will show a ***Yes*** to indicate that the checkbox was ticked, a speech bubble icon to indicate that a comment was included, and a paper clip icon to indicate that an attachment was uploaded.



Receiving Feedback on Written Assignments

Each assignment has a corresponding field under it for instructors to return your assignment with their revisions and feedback included in the document.

- Check your **My Details** page for graded assignments returned to you by your instructor.

Download the attachment to review your instructor's comments and markup in the document.