Logbook Instructions for PMHNP

NURS 782 and NURS 783

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

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):
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.

This comment field is not for clinical notes. Please use it only for timesheet comments (make-up day, preceptor was out, agency-wide training, etc.)

Clicking on the Clock icon next to the Start and End Time fields reveals a time selector pop-up window.
Logbook Sessions (Patient Encounters)

Logs for PMHNP courses focus on patient encounters. Logbooks are subdivided into Sessions. A session must only 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 patient encounters should be logged for each clinical day.

Add the patient’s initials after the session number to make it more meaningful (e.g. “Session 1 - JD”)

As you add more sessions to a logbook entry, sidebar menu to navigate between them.
After naming the Session something meaningful, log how much time was spent with the patient under **Activities**.

**NURS 782 & NURS 783**

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

1. **Activity**

<table>
<thead>
<tr>
<th>Activity Category</th>
<th>Activity</th>
<th>Additional Comment</th>
<th>Activity Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time with Patient</td>
<td></td>
<td></td>
<td>00:15 hrs</td>
</tr>
</tbody>
</table>

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

**NURS 782 & NURS 783**

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, and population focus (General Psychiatry, Child/Adolescent, Geriatric, Addictions, or Community). Add any supporting comments as needed (optional).

<table>
<thead>
<tr>
<th>1</th>
<th>Age (in years)</th>
<th>67</th>
<th>Supporting Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Age Group</td>
<td>Age 65+ (Geriatric)</td>
<td>Supporting Comment</td>
</tr>
<tr>
<td>3</td>
<td>Gender</td>
<td>Male</td>
<td>Supporting Comment</td>
</tr>
<tr>
<td>4</td>
<td>Insurance</td>
<td>Medicare</td>
<td>Supporting Comment</td>
</tr>
<tr>
<td>5</td>
<td>Race</td>
<td>Asian</td>
<td>Supporting Comment</td>
</tr>
<tr>
<td>6</td>
<td>Population Focus</td>
<td>3. Geriatric Psychiatry</td>
<td>Supporting Comment</td>
</tr>
</tbody>
</table>

---

*Sample Patient Demographics with all fields completed.*
Clinical Information

NURS 782 & NURS 783

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

1. Chief Complaint (short text entry)
   "I've been depressed since the holidays."

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.
   - Caretaking/Parenting, Education/Language
   - None

4. Medications (text entry): briefly list any current or new medications administered or prescribed (if relevant to the visit).

   Box 4b: briefly list any current or new Over-the-Counter (OTC) medications/supplements (if relevant to the visit/other medications).

5. Procedures (text entry): briefly describe any procedures completed or scheduled.

6. Type of Decision Making (dropdown menu): CPT Code Equivalent; select from Straightforward; Low, Moderate, or High Complexity.
The **Industry Codes** section provides a directory of ICD-10 diagnostic codes and CPT codes (optional) 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.
Additional Information

Use the last section, Additional Information (Optional), to include any other relevant information about the patient encounter, or to provide additional details such as a plan of care as per your course requirements/syllabus.

NURS 782 & NURS 783

Write notes
Pt scheduled a follow

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.

Click Submit if you are done logging for the day.
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.
**Add or Copy a Session**

**NURS 782 & NURS 783**

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

NURS 782 & NURS 783

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 (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)

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 782 & NURS 783

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

**NURS 782 & NURS 783**

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.

<table>
<thead>
<tr>
<th>Student Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 / 600</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medications should be more specific, including the classes. Excellent job otherwise -JD</td>
</tr>
<tr>
<td>87 / 600</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Placement Coordinator Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 / 600</td>
</tr>
</tbody>
</table>
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.

Hover over the empty row to reveal the ‘Trash’ icon.
Submitting Documents (File Upload)

NURS 782 & NURS 783

Your course may also require comprehensive patient assessments and episodic/SOAP notes to be submitted as document uploads in addition to logging a minimum number of patient encounters in your logbook.

To submit these assignments, click your username from the navigation bar, then select My Details. Scroll down until you see 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)

NURS 782 & NURS 783

- Click the plus sign (+) to the right of the submission field to expand the form.
- Tick the checkbox to confirm the submission is your own work.
- Add a comment to help describe the assignment (optional).
- Select or drag the file to be uploaded, then click **Submit**.

Be sure to include the patient featured in your note in that day’s logbook as well.
Submitting Documents (File Upload)

NURS 782 & NURS 783

When a file is submitted, the field will show a **Yes** to indicate that the checkbox was ticked and a paper clip icon to show that an attachment was uploaded.
Submitting Documents (File Upload)

NURS 782 & NURS 783

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

- If your instructor opts to share feedback using this method, a revised copy of your note will be uploaded to your **My Details** page by the instructor for you to review.

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