



Logbooks for A-G CNS

NURS 761, NURS 766, and NURS 767

Rev. 8/30/2021

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



Hunter College School of Nursing

Quick Start



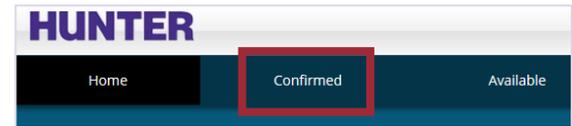
NOTE: For assistance with other topics and general documentation, download the [InPlace Student User Guide](#).

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

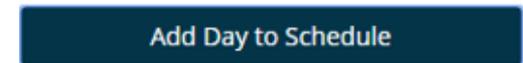
<https://huntercollege-us.inplacesoftware.com>

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**, **preceptor**, and **preceptor's email address** are all listed and correct.

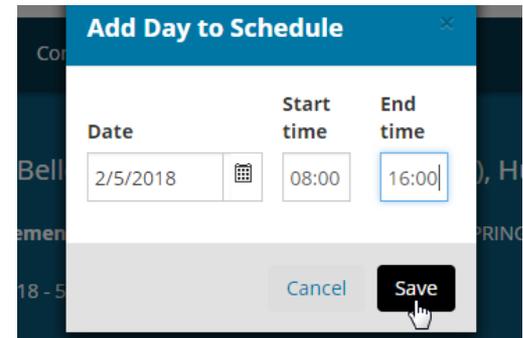


- 4 From the *Schedule* tab, click the 'Add Day to Schedule' button.

- 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 completed (or deleted if not needed) for a future shift until the date arrives. To delete an unneeded day, open the logbook when the date arrives, save it as a draft, and the delete button will appear at the bottom.

- 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

Confirm Your Attendance for a Shift

Scheduled days are not counted until you open the day's log and confirm your attendance by updating your actual *Start Time* and *End Time* (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. Check the *Attended Hours* field to make sure it shows the correct hours attended, then proceed to the next section to log your clinical experiences for the day.



SM Student SM-Student
Admin_demo_PMHNP

Hunter-Bellevue School of
Nursing (HBSON) - Graduate
Programs

Jan 19, 2020

08:00 - 17:30

Draft

Total Time: 00:00 hrs

Session 1

00:00 hrs



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

Log Activities and Competencies

The logbook for A-G CNS is relatively straightforward. Each entry should describe your experiences for the shift with supporting comments demonstrating how these experiences add to your continued development of Adult-Gerontology CNS Competencies.

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

The screenshot shows the InPlace logbook interface. On the left, a sidebar displays the user's name (SM Student SM-Student Admin_demo CNS), school (Hunter-Bellevue School of Nursing (HBSON) - Graduate Programs), date (Jan 26, 2020), time (08:00 - 19:00), and status (Draft). The main area is titled "Session 1" and contains a table with one row. The first column of the table is labeled "1 Activity" and contains the text "Demonstrated Competency Adult Gerontology CNS Competency" and a "+ Add Activity" button. A dropdown menu is open over this cell, listing competencies: Coaching, Collaboration (checked), Consultation, Direct Care, and Ethical Decision-Making and Advocacy. The second column is labeled "Additional Comment".

Logbooks are subdivided into *Sessions*. For A-G CNS courses, just use one session per logbook unless instructed otherwise.

1) Begin by selecting "Adult Gerontology CNS Competency" in column 1.

2) Next, select a competency demonstrated while completing an activity. You can choose more than one competency per row if they are relevant to the activity.

3) In the last column, describe the specific activity and, if not immediately clear, how it relates to the competencies identified in the previous column.

Finish Adding Activities

Click the **+Add Activity** button to create additional rows as needed, until you have finished logging your activities and accomplishments for the day.

Example of a completed Activities section:

1 Activity

Demonstrated Competency	Demonstrated Competencies	Additional Comment	
Adult Gerontology CNS Competency	▼ Collaboration	▼ Worked with team leads on revising	⌵
Adult Gerontology CNS Competency	▼ Research	▼ Identified 6 of the most common	⌵
Adult Gerontology CNS Competency	▼ System Leadership	▼ Revised standards for evaluating team	⌵ 

Revised standards for evaluating team responses to codes.

Hover over a field to view the entire comment.

Other Notes from Experience

The last section, **Other Notes from Experience**, is an optional field for other reflections or longer notes.

We recommend writing longer notes in a Word document or text file and then pasting them into the form when you are ready to submit. **Always keep a back-up of your work.**

2 Other Notes from Experience

Write notes

The emergency response committee also identified several procedures for managing codes involving several units or teams, which we will be looking at more closely in the following weeks.

Comments Area and Submission Buttons

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.

Assessment & Comments

1 Supervisor Assessment

2 Comments

Student Comment 0 / 600

Supervisor Comment 0 / 600

Placement Coordinator Comment 0 / 600

This comment field is not intended for clinical log notes. Please use it for short comments related to submissions or resubmissions.

Reset Copy Session Add Session Log Book day Save Submit

Logbook Submission Statuses

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
- NOT ACCEPTED – Entry was rejected or voided for some other reason (cannot be resubmitted)

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



Withdraw a Submitted Logbook

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 the InPlace interface for a submitted logbook. The top navigation bar includes a menu icon, a back arrow, the text "← LEAVE LOG BOOK", and the user name "sm-student" with a dropdown arrow. The right side of the header shows "Saved 19:57".

The left sidebar contains the following information:

- SM Student SM-Student
Admin_demo CNS
- Hunter-Bellevue School of Nursing (HBSON) - Graduate Programs
- Jan 26, 2020
- 08:00 - 19:00
- Submitted (highlighted in yellow)
- Session 1 (highlighted in blue)

The main content area is titled "Timesheet" and includes:

- Start Time: 08:00, End Time: 19:00
- Comment field
- Absent
- Documents (0)
- Attended Hours : 11:00 hrs, Sunday

The "Session 1" section contains an activity table:

1 Activity	Demonstrated Competencies	Additional Comment
Demonstrated Competency	Demonstrated Competencies	
Adult Gerontology CNS Competency	Collaboration	Worked with team leads on revising docu... More
Adult Gerontology CNS Competency	Research	Identified 6 of the most common emerge... More

At the bottom right of the interface, a "Withdraw" button is highlighted with a mouse cursor.

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.

The screenshot displays the InPlace log book interface. On the left, a sidebar contains the following information: the InPlace logo, user details for 'SM Student SM-Student Admin_demo CNS', affiliation with 'Hunter-Bellevue School of Nursing (HBSON) - Graduate Programs', date 'Jan 26, 2020', time '08:00 - 19:00', and a yellow 'Approved' badge. Below this is a 'Session 1' button. The main content area has a blue header with a menu icon, a back arrow, and the text '← LEAVE LOG BOOK', and a user dropdown 'sm-student'. Below the header is a 'write notes' section with a text area containing the text: 'The emergency response committee also identified several procedures for managing codes involving several units or teams, which we will be looking at more closely in the following weeks.' Below this is the 'Assessment & Comments' section, which includes a '1 Comments' indicator. It features three comment fields: 'Student Comment' (0 / 600), 'Supervisor Comment' (129 / 600) containing the text 'Excellent job. Your team sounds like they're very concerned about future responses. How will you manage this in the coming weeks?', and 'Placement Coordinator Comment' (0 / 600).

Logbook Submission Errors

Leaving empty rows or responses in the **Activity** section will result in an error when trying to submit your entry. Be sure to complete all fields and delete any empty rows before submitting.

The screenshot shows the InPlace logbook interface. At the top left is the InPlace logo. Below it, the user information is displayed: SM Student SM-Student, Admin_demo CNS, Hunter-Bellevue School of Nursing (HBSON) - Graduate Programs, Jan 27, 2020, 08:00 - 12:00, and Draft. The main content area is titled "Session 1" and contains a "1 Activity" section. This section has a table with three columns: "Demonstrated Competency", "Demonstrated Competencies", and "Additional Comment". The first row contains "Adult Gerontology CNS Competency", "Collaboration, Consultation", and "Worked with members of several units on". Below this row is an empty row, which is highlighted in red. A "+ Add Activity" button is located below the table. To the right of the main content area, a red error message box states: "Logbook cannot be submitted. Validation failed." The side panel on the left shows "Session 1" in a blue bar.

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.

This screenshot shows the same InPlace logbook interface as the previous one, but with the "Session 1" bar in the side panel highlighted in red. The "1 Activity" section is visible, showing the table with the first row containing "Adult Gerontology CNS Competency", "Collaboration, Consultation", and "standardizing procedures for codes". Below this row is an empty row, which is highlighted in red. A "+ Add Activity" button is located below the table. An orange box with an arrow points to the empty row, containing the text: "Hover over the empty row to reveal the 'Trash' icon." The "Trash" icon is a red trash can with a hand cursor over it, located at the bottom right of the empty row.

Delete a Logbook Entry

If you added a day to your schedule that is no longer needed, it can be deleted after the date arrives (i.e., upcoming dates cannot be deleted until at least the day of).

Entries that are never opened (never saved or submitted) have no impact on attendance. The *Attended Hours* column on your schedule for these entries will be empty:

	Date	Agency	Shift	Attended Hours	Absence Explanation	Confirmed	Comments	Status	Action
<input type="radio"/>	1/19/2020	Hunter-Bellevue School of Nursing (HBSON) - Graduate Programs	08:00 - 17:30			No			

◀ ◁ 1 ▷ ▶ ▶▶ 1 - 1 of 1 items

Add Day to Schedule

If you open and begin to fill out an entry, it may trigger an **auto-save** (with a status of *Draft*) and register the timesheet hours in the *Attended Hours* column on your schedule. In this case, delete the unneeded entry to make sure it's not included in your reported attendance.

To delete an unneeded entry,

- Open the entry and click the **Save** button at the bottom of the page (to save as a draft).
- After it's been saved, the **Delete Log Book day** button will become available:

 Reset

 Copy Session

 Add Session

 Log Book day

 Save

 Submit

Track Your Total Attended Hours

Visit your placement's **Schedule** tab for a running total of hours logged, shown just above the schedule table.

Details Schedule Docs Assessment Carpool

Attendance summary

6%

Log book summary report

○ 167 Hours required ● 10.5 Hours completed

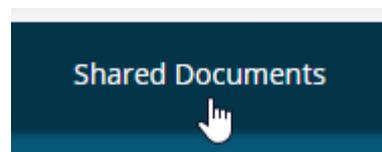
	Date	Agency	Shift	Attended Hours	Absence Explanation	Confirmed	Comments	Status	Action
●	8/27/2021	Hunter-Bellevue School of Nursing (HBSO) - Graduate Programs	08:30 - 17:30	10.5		No		Submitted	

1 - 1 of 1 items

Add Day to Schedule

For printable report, download the *Student Timesheet Report* (doc) under the **Shared Documents** page on the main navigation menu. In Word, open the report as 'Read Only' to print.

Timesheet reports for placements from past semesters will be included in later pages of the document.



Student Timesheet Report

Student Timesheet Report.doc

Placement Timesheets (sorted newest to oldest)

Viewed on 8/28/2021

[Download](#)