



# Logbooks for CPHN

**NURS 771, NURS 772, and NURS 773**


Rev. 8/30/2021

*Grab the latest version of this guide at*  
[www.hunter.cuny.edu/nursing/current-students/inplace](http://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](#).

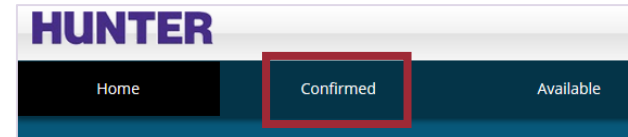
1 Login to InPlace using the **top button**, 'Login with Hunter NetID'

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

NetID Help: [www.hunter.cuny.edu/it/help-docs/the-hunter-netid](http://www.hunter.cuny.edu/it/help-docs/the-hunter-netid)

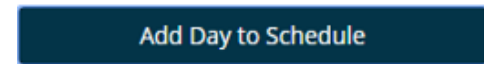


2 Click *Confirmed* on the navigation menu to view your clinical placements, then click on a placement site to view its details.

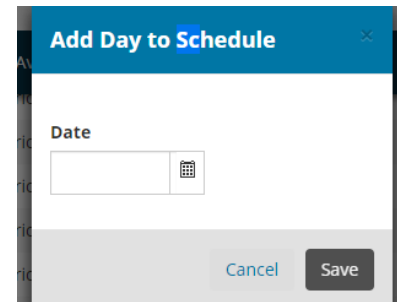


3 Review the *Details* page to confirm that your **seminar instructor**, **preceptor**, and **preceptor's email address** are all listed and correct.



4 From the *Schedule* tab, click the 'Add Day to Schedule' button. Select a date to add in the pop-up window, then click *Save*.



**Note:** Entries cannot be completed (or deleted if not needed) for a future shift until the day arrives. To delete an unneeded day, open the logbook when the day arrives, save it as a draft, and the delete button will appear at the bottom of the page.



5 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

# Weekly Logbook Format

CPHN logbooks are submitted once a week for all shifts worked that week. The date that you choose to add to the schedule (displayed in the left panel) may be either the first day you attend clinical or the Monday starting the week.

The screenshot shows the InPlace logbook interface. On the left, a sidebar displays the user's name (SM Student SM-Student Admin\_demo\_CPHN), institution (Hunter-Bellevue School of Nursing (HBSON)), date (Jan 27, 2020), and status (Draft). The main area is titled "Timesheet" and contains a comment box with the text "Logs for week starting 1/27/20". Below the comment box is a "Documents (0)" button. The interface is divided into "Sessions", with "Session 1" selected. Under "Session 1", there is an "Activity" section with a table for logging activities. The table has columns for "Activity Category", "Attendance and Activity", "Additional Comment", and "Activity Time". The current activity is "Clinical Time" with "Attendance and Activity" selected, and the time is "00:00 hrs". A "+ Add Activity" button is below the table. Below the activity section is the "Identification of Clinical Learning Aims" section, which includes a dropdown menu for "APHN Scope and Standards". At the bottom of the interface are buttons for "Reset", "Copy Session", "Add Session", "Log Book day", "Save", and "Submit".

The schedule date is the date you chose in the prior screen. This should be the first clinical day worked for the week, or the week-beginning day (Monday) for that week's log.

Use this comment box for attendance and timesheet-related comments (e.g., "Week of 1/27/20 to 2/1/20", preceptor absences, etc.)

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

# Add Days and Hours Attended

The first section, **Attendance and Activities**, records your activities and hours for each day that you worked that week. Your time should be logged as *Clinical Time* or *Non-Clinical Time* (25 hours maximum, advance approval from instructor required). Follow the steps below to complete a log:

1 Activity

1) Begin by selecting **Clinical Time** or **Non-Clinical Time** in the *Category* column.

A screenshot of a web form titled "Attendance and Activity". The "Activity Category" dropdown menu is open, showing two options: "Clinical Time" (which is highlighted with a mouse cursor) and "Non-Clinical Time". To the right of the dropdown is a "Comment" field and an "Activity Time" field set to "00:00 hrs". At the bottom right, it says "Total Time: 00:00 hrs".

1 Activity

2) Next, select a day of the week that you worked. **You must include the specific date (mm/dd/yy) in the comments section.**

A screenshot of the same web form. The "Day of Week" dropdown menu is open, showing a list of days with checkboxes: "1. MON (date/activities in comments)", "2. TUE (date/activities in comments)", "3. WED (date/activities in comments)", "4. THU (date/activities in comments)", "5. FRI (date/activities in comments)", and "6. SAT (date/activities in comments)". The "2. TUE" option is selected with a mouse cursor. The "Activity Category" is set to "Clinical Time". The "Activity Time" field is "00:00 hrs" and the "Total Time" is "00:00 hrs".

# Describe Each Day's Activities

Each day worked in the week's entry should be added as a new row. For each day (row), specify the date attended in the *Additional Comments* field with your summary of activities completed that day.

Click the **+Add Activity** button to add a new day to the table.


3) Enter the total number of hours of *Clinical Time* worked that day in the *Activity Time* column, then write the date attended and a brief summary of the day's activities under *Additional Comments*.

## 1 Activity

Activity Category	Attendance and Activity	Additional Comment	Activity Time
Clinical Time	2. TUE (date/activities in comm...	Tue 1/28/20 Attended team mee	07:00 hrs

Total Time: 07:00 hrs

+ Add Activity

 **The date attended (mm/dd/yy) must be included for each row.**

4) Click the **+ Add Activity** button to add an additional row for each day worked that week.

# Record All Days Worked for the Week

Repeat Steps 1-4 until you are finished for the week. If you did not work on a given day (e.g., Thursday), you do not need to add it to the activity table.

If you completed both Clinical **and** Non-Clinical activities in one day, click **+Add Activity** to add a separate row, select the other category, *Non-Clinical Time*, and repeat steps 1-4. An additional section is provided later in the logbook for non-clinical experiences, so you should only mention the date and a brief description here.

## 1 Activity

Activity Category	Attendance and Activity	Additional Comment	Activity Time
Clinical Time	▼ 2. TUE (date/activities in comme...	Tue 1/28/20 - Attended team	07:00 hrs
Clinical Time	▼ 3. WED (date/activities in comm...	Wed 1/29/20 - Literature review of	04:00 hrs
Non-Clinical Time	▼ Describe in 'Non-Clinical Experie...	Wed 1/29/20 - 90-min seminar on	01:30 hrs
			Total Time: 12:30 hrs

+ Add Activity

The total time recorded for all rows will be shown in the last row. This should reflect your total attended time for the week.

# Identify Clinical Learning Aims

The next section, **Identification of Clinical Learning Aims**, asks you to identify any APHN Standards demonstrated over the course of your activities from the week.

Select all that apply:

## 2 Identification of Clinical Learning Aims

- S2. Population Diagnosis and Priorities
- S3. Outcomes Identification
- S4. Planning
- S5. Implementation
- S5a. Coordination of Care
- S5b. Health Teaching and Health Promotion

*Example of completed section:*

## 2 Identification of Clinical Learning Aims

APHN Scope and Standards

S1. Assessment, S4. Planning

# Reflect on Clinical Experience

The next section, **Reflections from Clinical Experience**, includes three questions relating to your clinical experiences from the week:

- Identify organizational approaches to dealing with population and community health
- Learning opportunities discovered which strengthen your role as an APHN
- Next steps

Enter your responses in the first column, adding any supporting comments in the second column (if needed).

3

## Reflections from Clinical Experience:

Identify Organizational Approaches to Dealing with Population and Community Health:

The department frequently meets with members of the comm|



Supporting Comment



Learning Opportunities Discovered Which Strengthen Your Role as an APHN:



Supporting Comment



Next Steps:



Supporting Comment



*When writing longer passages, it may be helpful to write a draft of your responses in a word document before pasting them into the form.*



# Non-Clinical Experiences and Other Notes

The **Non-Clinical Experience** section is for describing non-clinical activities from the week, if applicable. This time must be approved by your instructor. If you do not have any activities categorized as *Non-Clinical Time*, skip to the next section.

If your activities for the week include *Non-Clinical Time*, complete the following:

- Learning Activity Name (text field)
- Format (dropdown menu): *CE, Conference, Webinar, or Other (Add Supporting Comments)*
- Detailed Description (text field)
- Learning Outcomes (text field)

## 4 Non-Clinical Experience:

1. Learning Activity Name:	Seminar: Preventing Medical Errors in Large Teams	Supporting Comment
2. Format:	CE	Supporting Comment
3. Detailed Description:	Presented by Dr. Jane Headley, Director of Patient Care, this seminar add	Supporting Comment
4. Learning Outcomes:		Supporting Comment

The last section, **Other Notes**, is an optional field for longer notes. We recommend writing a longer note in a Word document or text file and then pasting it into the form when you are ready to submit. Always back-up your work.

## 5 Other Notes

Write notes

Next week will be an exciting one as the team will begin to address the most urgent aspects of our identified community assessment needs, first by

# 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.

The screenshot shows a 'Comments' section with three text input fields: 'Student Comment', 'Supervisor Comment', and 'Placement Coordinator Comment'. Each field has a '0 / 600' character count on the right. An orange callout box with an arrow pointing to the 'Student Comment' 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.' Below the comment fields is a row of five buttons: 'Reset', 'Copy Session', 'Add Session', 'Log Book day', 'Save', and 'Submit'.

1 Comments

Student Comment 0 / 600

Supervisor Comment 0 / 600

Placement Coordinator Comment 0 / 600

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 supervising seminar instructor
- APPROVED – Approved by instructor; awaiting final review by primary faculty/program coordinator
- FINALIZED – Approved by 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)

Details Schedule Docs Assessment Carpool

Attendance summary

40%

○ 5 required ● 2 completed

	Date	Agency	Shift	Attended Hours	Absence Explanation	Confirmed	Comments	Status	Action
●	2/1/2019	Bellevue Hospital	-			No		FINALIZED	
●	2/5/2019	Bellevue Hospital	-			No		APPROVED	
●	2/10/2019	Bellevue Hospital	-			No		REVISE	
●	8/1/2019	Bellevue Hospital	-			No		DRAFT	
●	8/2/2019	Bellevue Hospital	-			No			

⏪ ◀ 1 ▶ ⏩

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*.



SM Student SM-Student  
Admin\_demo\_CPHN

Hunter-Bellevue School of  
Nursing (HBSON)

Jan 28, 2020



Submitted

Total Time: 07:00 hrs

Session 1 07:00 hrs

← LEAVE LOG BOOK

sm-student

Saved 18:1

## Timesheet

Comment

Logs for week of 1/27/20

Absent

Documents (0)

## Session 1

### 1 Activity

Activity Category	Attendance and Activity	Additional Comment	Activity Time
Clinical Time	2. TUE (date/activities in commen...	Tue 1/28/20 - Attended team mee	07:00 hrs

Total Time: 07:00 hrs

### 2 Identification of Clinical Learning Aims

Withdraw

# 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 application interface. On the left sidebar, the user is identified as 'SM Student SM-Student Admin\_demo\_CPHN' at 'Hunter-Bellevue School of Nursing (HBSON)' on 'Jan 28, 2020'. The log entry is marked as 'Approved' and shows a 'Total Time: 07:00 hrs' for 'Session 1'. The main content area, titled 'Assessment & Comments', shows a '1 Comments' section. It includes a 'Student Comment' field (0 / 600 characters), a 'Supervisor Comment' field containing the text: 'Great entry -- It looks like you've had a busy week. I would like to see a little more detail in the Reflections area, particularly in regards to the agency's approaches to addressing identified needs of its surrounding community. How has this affected the outcomes of your assessment?' (285 / 600 characters), and a 'Placement Coordinator Comment' field (0 / 600 characters).

# Logbook Submission Errors

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.

The screenshot shows the InPlace logbook interface. On the left, a sidebar displays the user's profile (SM Student SM-Student, Admin\_demo\_CPHN) and session details (Hunter-Bellevue School of Nursing (HBSON), Jan 28, 2020). The main area shows 'Session 1' with a table of activities. The table has columns for Activity Category, Attendance and Activity, Additional Comment, and Activity Time. The first row is filled with 'Clinical Time', '2. TUE (date/activities in comme...', 'Tue 1/28/20 - Attended team mee', and '07:00 hrs'. The second row is empty, and a red trash icon is visible in the right margin of this row. A total time of 07:00 hrs is shown at the bottom right of the table. A blue box at the bottom left of the sidebar indicates 'Session 1' with a red '07:00 hrs'.

Activity Category	Attendance and Activity	Additional Comment	Activity Time
Clinical Time	2. TUE (date/activities in comme...	Tue 1/28/20 - Attended team mee	07:00 hrs
			00:00 hrs

Total Time: 07:00 hrs

+ Add Activity

Hover over the empty row to reveal the 'Trash' icon.

# Delete a Logbook Entry

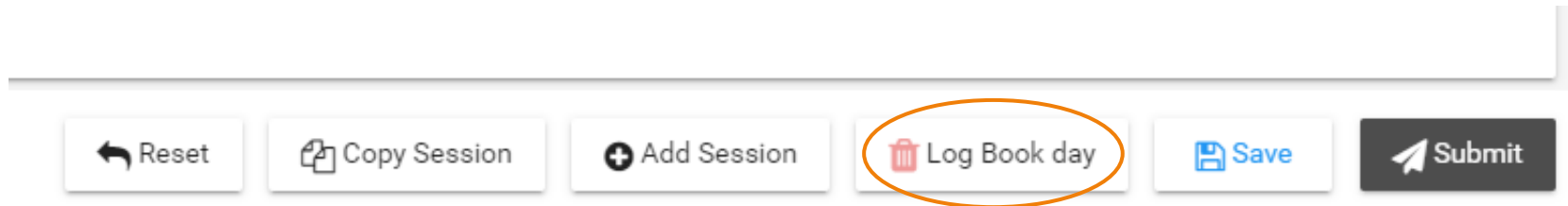
If you added a day to your schedule that is no longer needed, it can be deleted after the date arrives (i.e., upcoming dates cannot be deleted until at least the day of).

Entries that are not opened, started as a draft, or submitted have no impact on attendance.

If you open and begin to fill out an entry, it may trigger an **auto-save** (with a status of *'Draft'*) and register the time entered in the *Activities* section of the entry as attended hours. 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:



# Track Your Total Attended Hours

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)

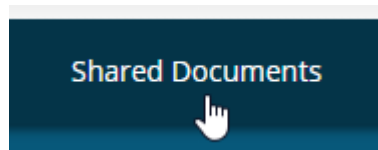
*This total is updated overnight (once every 24 hours)*

#### Placement Activity Hours

11.50

For a more accurate total including same-day logbook activity, download a printable *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 - CPHN

Student Timesheet Report - CPHN.doc

Student Timesheet Report - CPHN (printable)

**Not Viewed**

[Download](#) 