



# Logbooks for Nursing Administration

**NURS 740 and NURS 745**

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



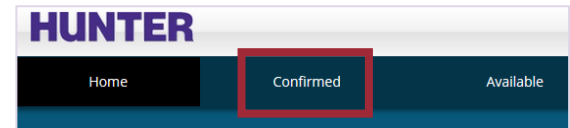
**NOTE:** For assistance with other topics and general documentation, download the [InPlace Student User Guide](#).

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

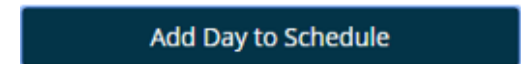
<https://huntercollege-us.inplacesoftware.com>

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.

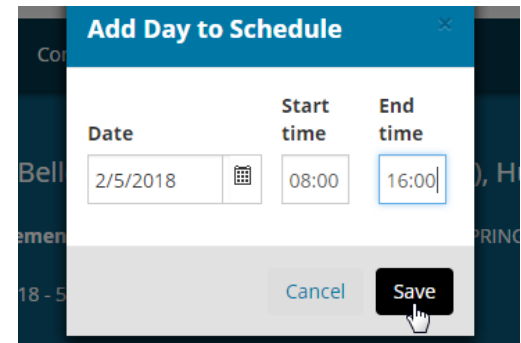


- 4 From the *Schedule* tab, click the 'Add Day to Schedule' button.

- 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



Start Time

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

# Logbooks for NA/UPL Program

The logbook for the NA/UPL program 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.

We recommend writing longer notes in a Word document or text file and pasting them into the form when ready to submit. If you write directly in a logbook, save your entries periodically and **always keep a back-up of your work**.

The screenshot displays the logbook interface. At the top, it shows 'Attended Hours : 10:30 hrs, Friday'. Below this is a section for 'Session 1'. A callout box with an orange border and arrow points to the session title, containing the text: 'Logbooks are subdivided into *Sessions*. For Nursing Administration courses, just use one session per logbook unless instructed otherwise.' Under 'Session 1', there is a '1 Log of Clinical Experience' section with a 'Write notes' prompt. The text 'Today I continued working on our needs assessment for unit-level staffing at 4 locations within Manhattan,' is entered in the text field. Below the text field is a horizontal line. At the bottom of the form is the 'Assessment & Comments' section, which includes a '1 Comments' section. At the very bottom, there is a row of buttons: 'Reset', 'Copy Session', 'Add Session', 'Log Book day', 'Save', and 'Submit'.

Attended Hours : 10:30 hrs, Friday

Session 1

1 Log of Clinical Experience

Write notes

Today I continued working on our needs assessment for unit-level staffing at 4 locations within Manhattan,

Assessment & Comments

1 Comments

Reset Copy Session Add Session Log Book day Save Submit

# 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

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 were *Submitted* but not yet *Approved*. Once approved, no further edits can be made until your seminar or primary instructor changes the status to *Revise*.

The screenshot displays a user interface for a logbook submission. On the left side, there is a sidebar with a clock icon and the text '08:30 - 17:30', a yellow 'Submitted' button with a document icon, and a blue 'Session 1' button. The main content area is titled 'Assessment & Comments' and contains a '1 Comments' section. Below this, there are three comment fields: 'Student Comment', 'Supervisor Comment', and 'Placement Coordinator Comment'. Each field has a dotted line indicating a character limit, with 'Submitted: 08/30/2021 (sm-student)' and '0 / 1200' shown for the student comment. At the bottom right of the main content area, a 'Withdraw' button with a red icon is circled in orange.

# 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 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

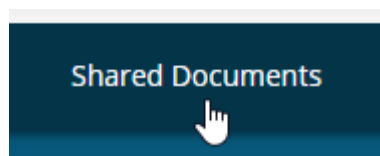
	Date	Agency	Shift	Attended Hours	Absence Explanation	Confirmed	Comments	Status	Action
●	8/27/2021	Hunter-Bellevue School of Nursing (HBSO) - Graduate Programs	08:30 - 17:30	10.5		No		Submitted	

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](#)