HUNTER
The City University of New York

InPlace

Logbook Instructions for PMHNP

NURS 782 and NURS 783

Rev. 8/1/2023

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

Quick Start

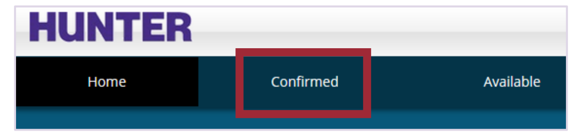
A brief summary/recap of InPlace schedules & timesheets from our [InPlace Student User Guide](#).

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

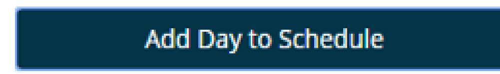
   https://huntercollege-us.inplacesoftware.com

   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.



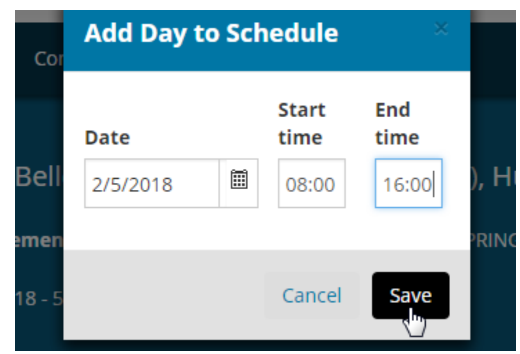
3. Confirm your placement *Details* correctly lists your **seminar instructor**, **preceptor**, and **preceptor's email address**. If not, submit a change request.



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., 6:00 PM is 18:00). Click *Save*.

   Note: *Entries for a future date can be edited/removed from your Schedule until the day arrives. To delete an unneeded entry after its date has passed, open the logbook for that day's entry, save it as a draft, and the delete button will appear near the bottom.*



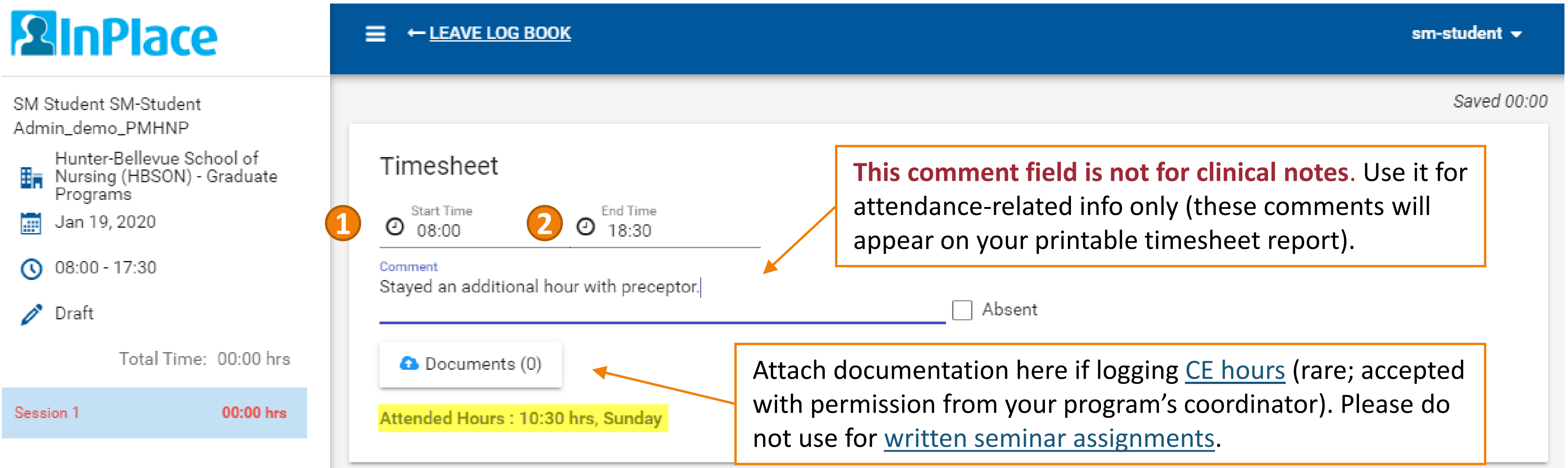
6. Open the logbook for that shift by clicking on the book icon in the Action column (shown on far-right):

	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			

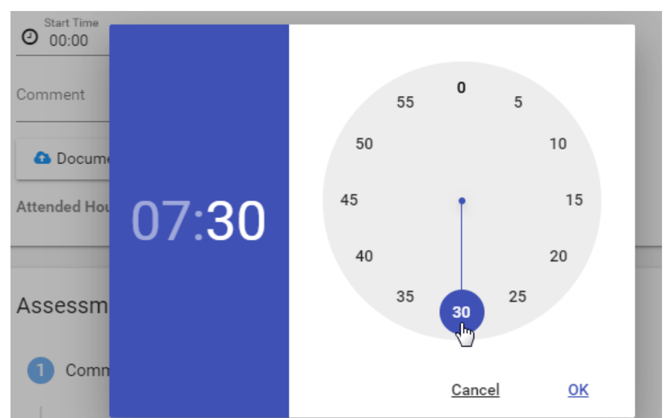
1 - 1 of 1 items

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., 6:00 PM 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.

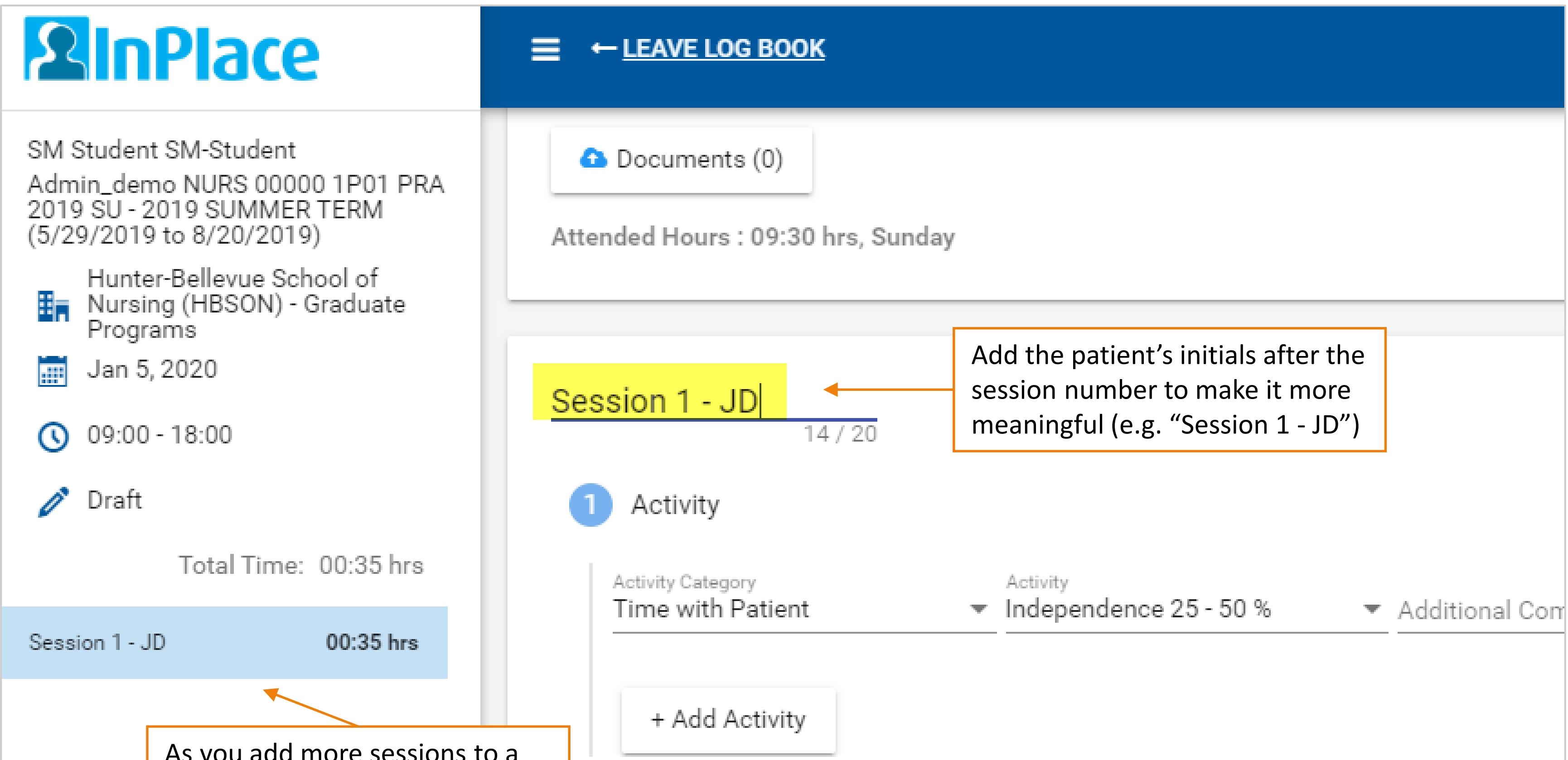


*Click on the **Clock icon** next to the Start and End Time fields to select a time using a clock interface.*



Logbook *Sessions* (Patient Encounters)

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



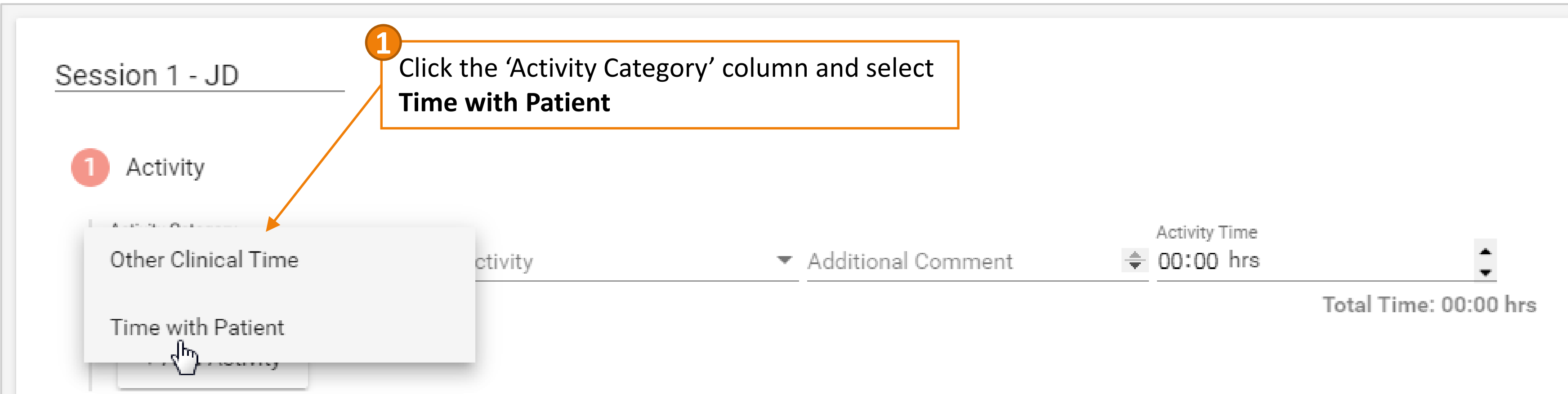
Add the patient's initials after the session number to make it more meaningful (e.g. "Session 1 - JD")

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

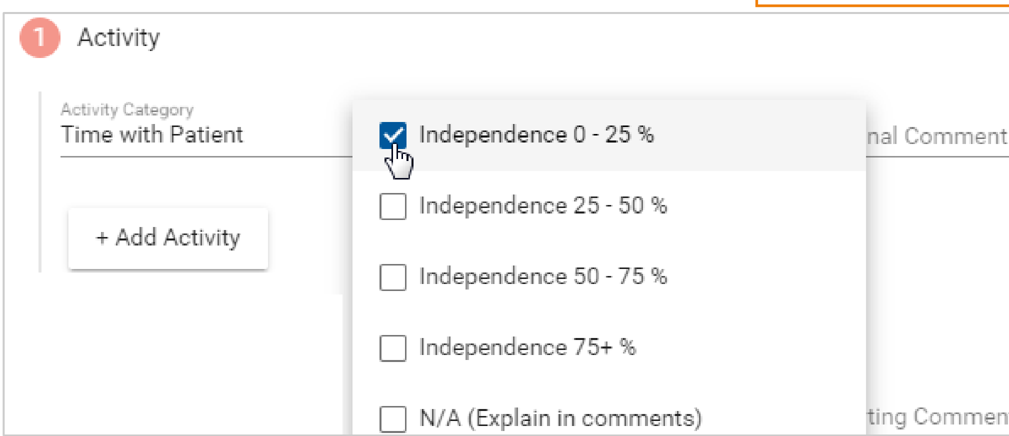
Time with Patient

Under **Activities**, log how much time was spent with this patient, and your level of independence interacting with the patient (compared to that of your preceptor). This 'Activity time' <u>should not</u> equal your total attended hours for the day. It's meant to help record direct patient hours and other clinical/case-related activity.

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



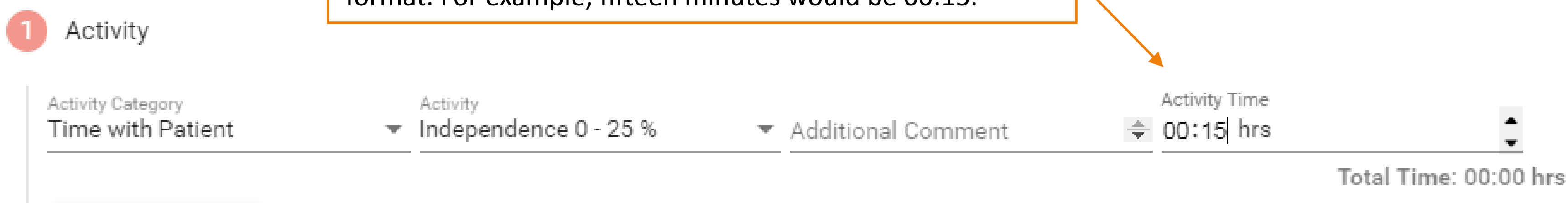
2 In the 'Activity' column, rate your level of independence in interacting with this patient compared to your preceptor.



Time with Patient

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

3 Enter the time spent with this <u>one</u> 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 Time* recorded in table 1 from each session, as well as a total for the day. This total <u>should not</u> equal your total attended hours in the Timesheet section. It measures *time with patients* (or "other clinical time") for the sessions you logged that day.

Other Clinical Time

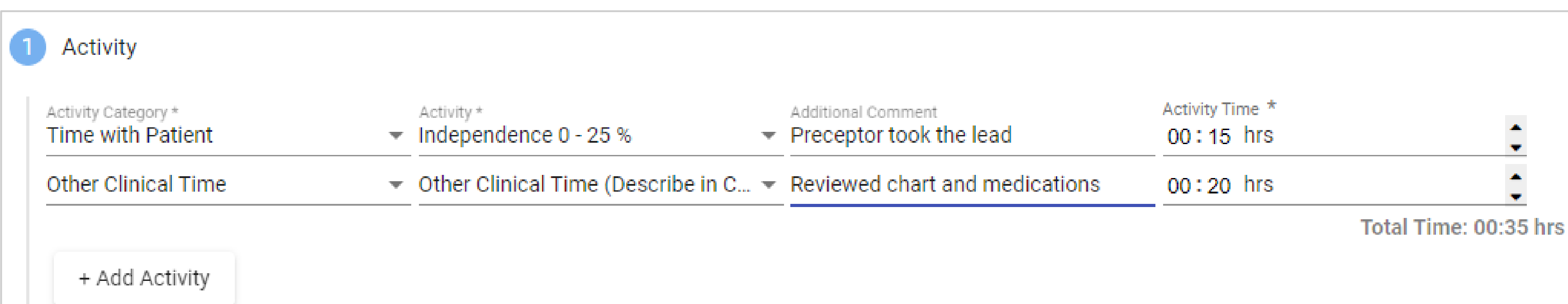
To log **Other Clinical Time**, select *Other Clinical Time* in columns one and two, enter the time spent, and briefly describe the activity in the comments.

Add it as a new row in a session if it relates to the patient in that session. If this time is not related to one patient but you feel it's important to document, or if your program allows a limited number of professional development/continuing education hours, add it as a separate *Session*.

Examples where *Other Clinical Time* should be used instead of *Time with Patient**:

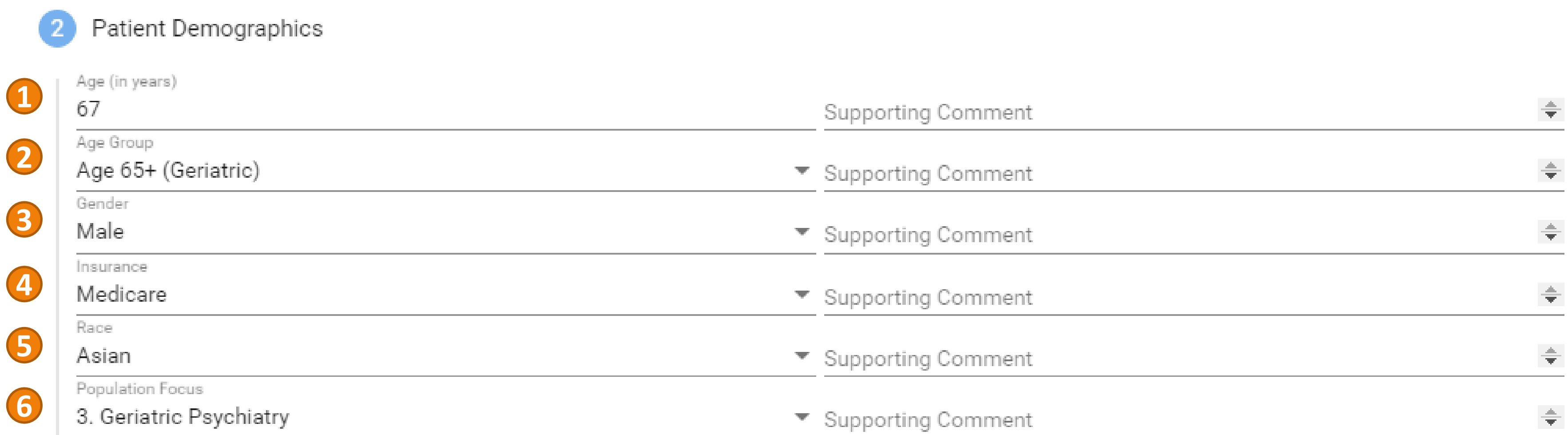
- Certain professional development/continuing education activities, rounds, or conferences (attach documentation of PD/CE activity, such as a flyer or certificate, to the timesheet area of the entry)
- Reviewing a patient's chart, images, labs, plan of care, medications, reference material, etc.
- Discussing case with preceptor or other providers; consultations
- Orders, phone calls, care coordination, follow-ups, etc.

***NOTE:** Your program may limit the number of hours permitted (or not allow *any* hours) for certain activities that do not involve direct patient care. Generally, agency onboarding and orientation activities may **not** be included as clinical hours. Check your course syllabus or ask your instructor if you are not sure what type of activities are permitted.



Patient Demographics

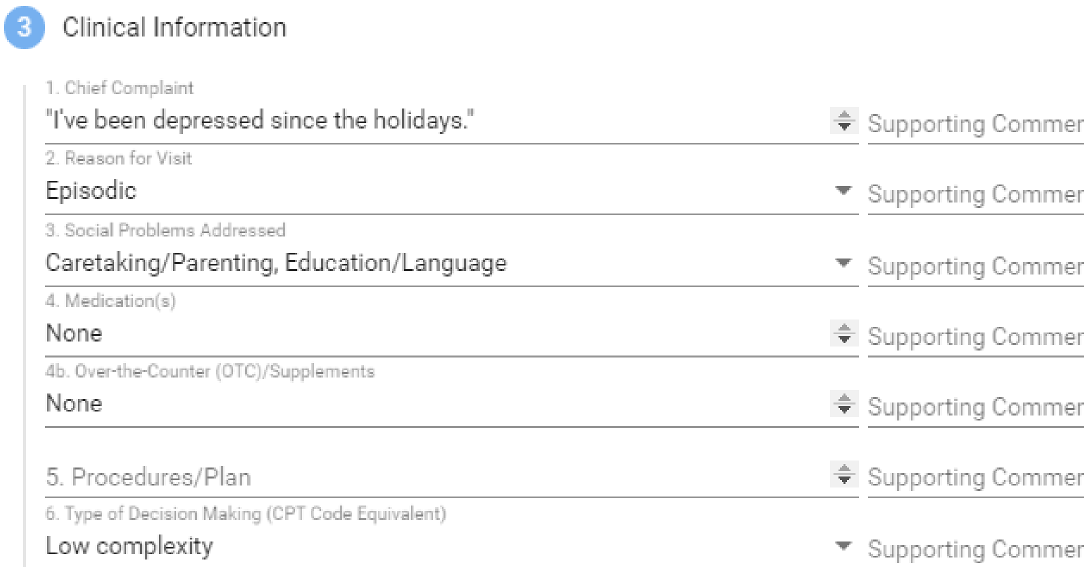
After completing the **Activity (Time with Patient)** section, continue to **Patient Demographics** to enter the patient's age (in years), age group, gender, insurance type, race/ethnicity, and population focus (General Psychiatry, Child/Adolescent, Geriatric, Addictions, or Community). Add supporting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



Sample Patient Demographics with all fields completed. Not completing all demographics fields may result in your entry being returned for revision.

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).

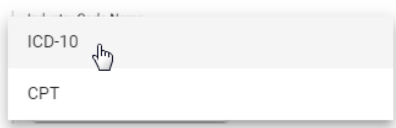
5. **Procedures/Plan** (text entry): briefly describe any procedures or other actions to be taken.

6. **Type of Decision Making** (dropdown menu): CPT Code Equivalent for *complexity*; select from Straightforward, Low, Moderate, or High.

ICD and CPT Codes

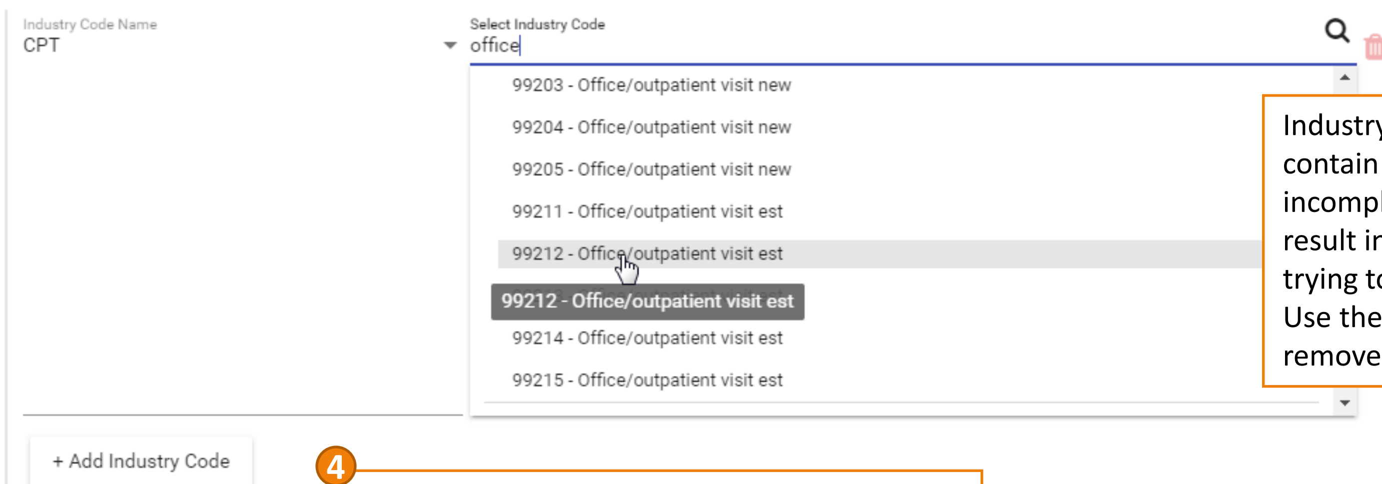
The **Industry Codes** section provides a directory of ICD-10 diagnostic and CPT procedure codes to help classify the diagnoses, reason for visits, and procedures performed. The CPT directory contains the top ~500 most-used codes. To suggest a missing code (common to your program or clinical setting) to be added, use our suggestion form.

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.

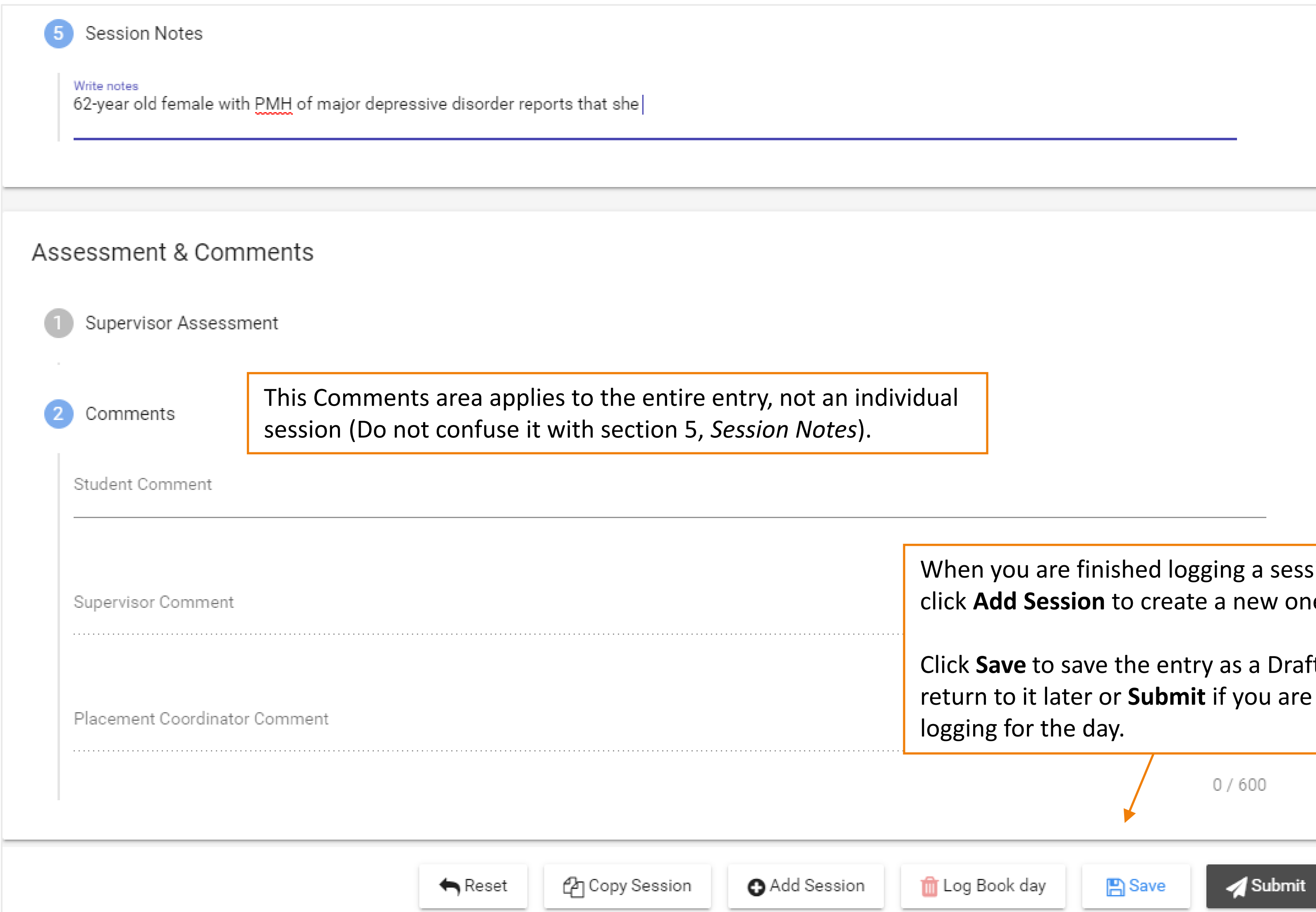


Industry codes cannot contain any empty or incomplete rows, or it will result in an error when trying to submit the entry. Use the Trash icon to remove unneeded rows.

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*).

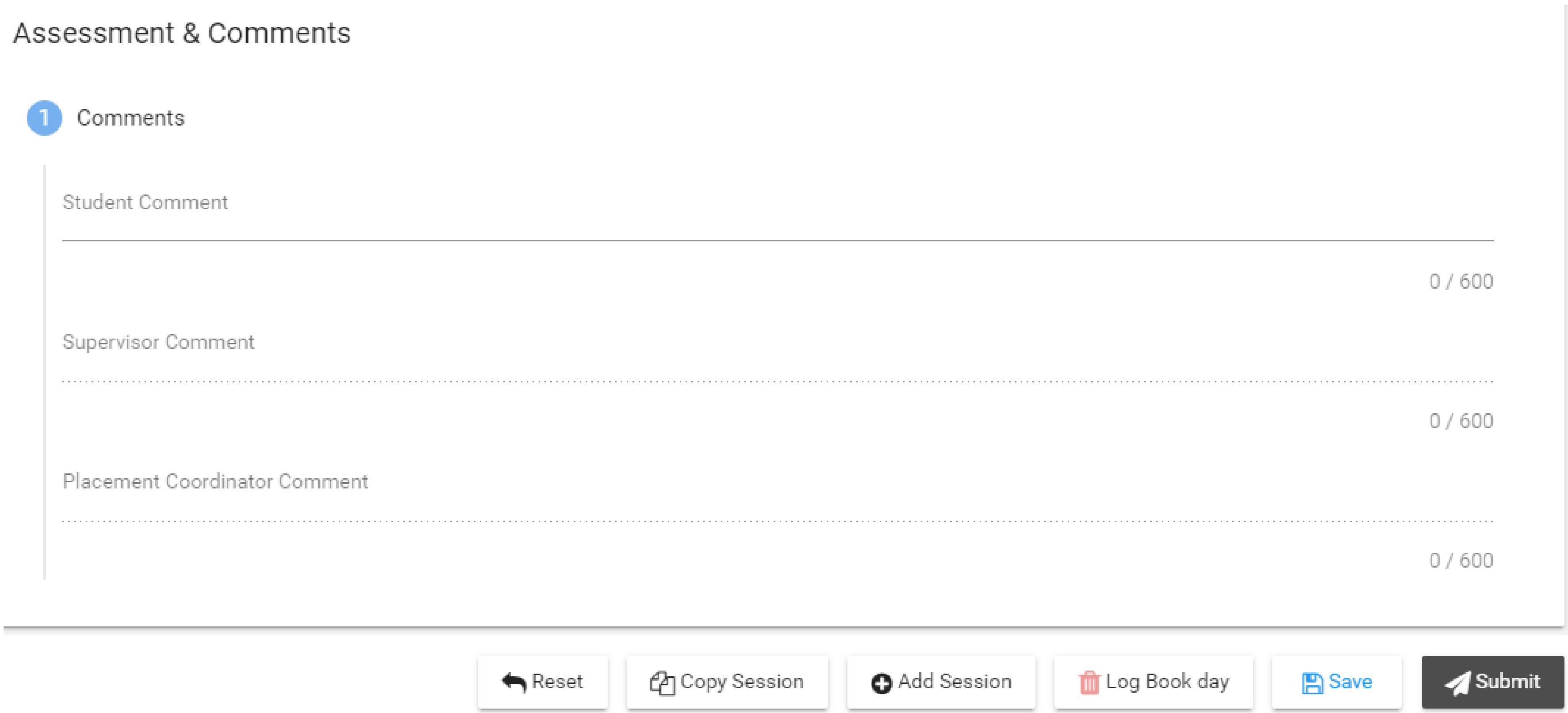
When you are finished logging a session, click **Add Session** to create a new one.

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

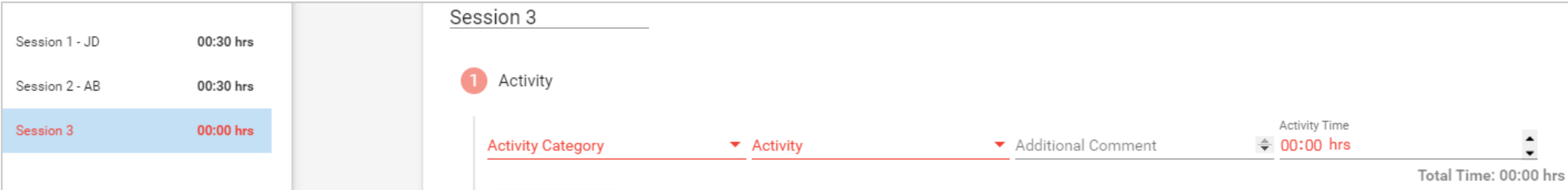
The bottom of every log has an optional Student Comment field for the entire day's entry (not for one session). You'll also see buttons to Add a Session, Delete a Session (or entire day if only one session exists), Save (as a draft), Submit, Withdraw (if submitted), or Revise (if marked 'Revise' by your instructor).

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



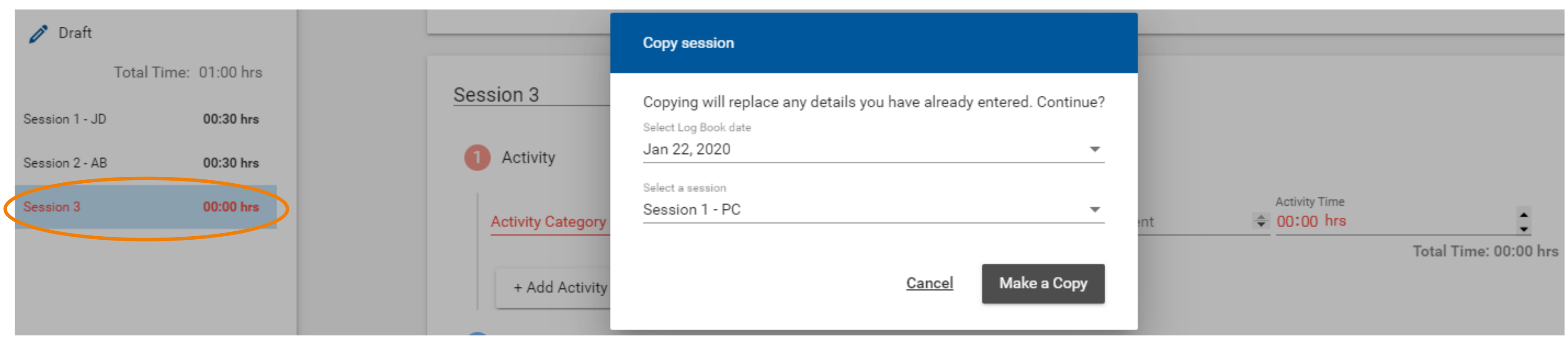
Add or Copy a Session

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)
- 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	

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1 - 4 of 4 items

Add Day to Schedule

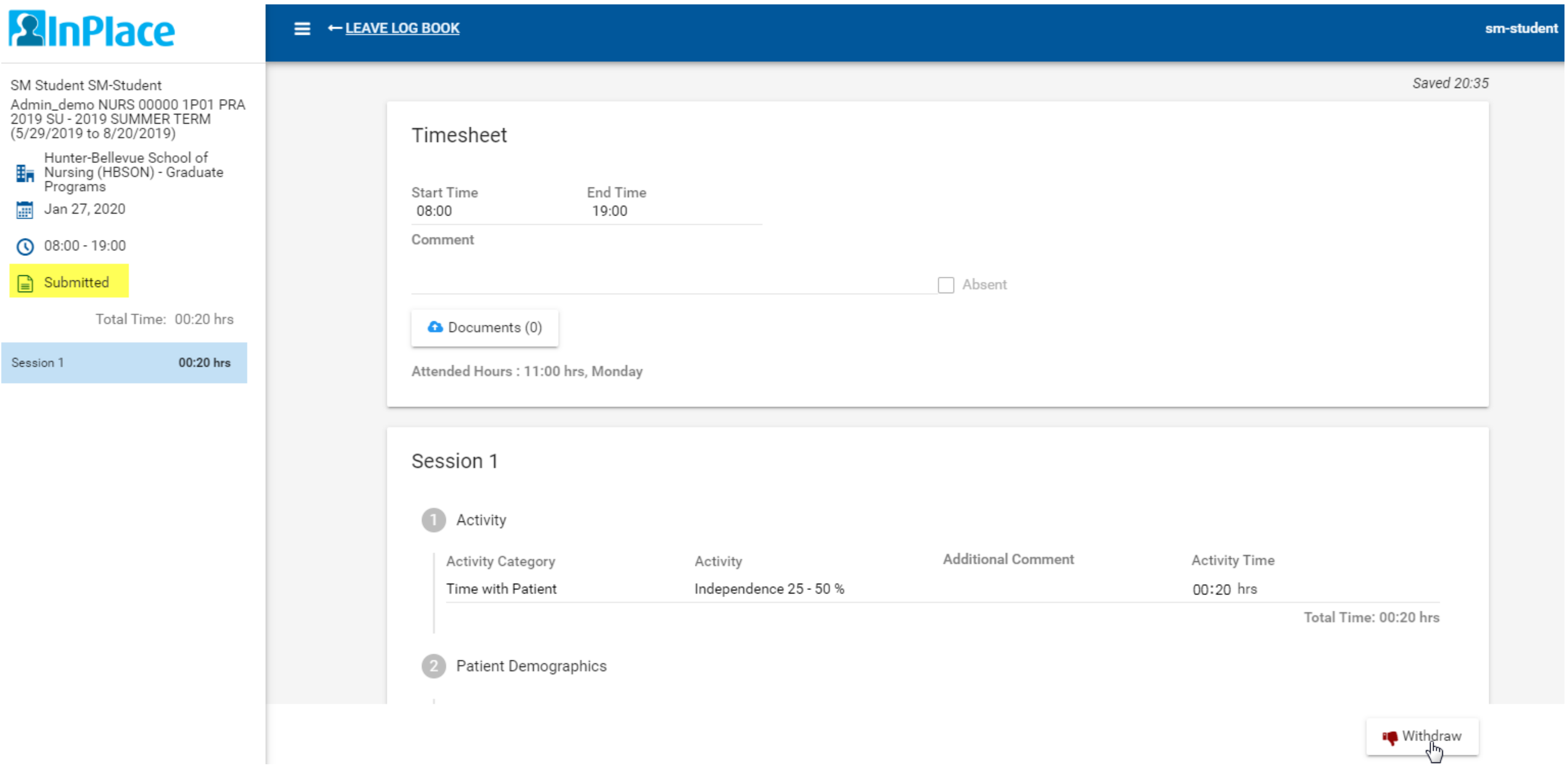
Keep an eye on the **Status** column in case a submitted log requires revision. These will be marked **REVISE** and will also appear in your **To Do** list on the home page:

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*.

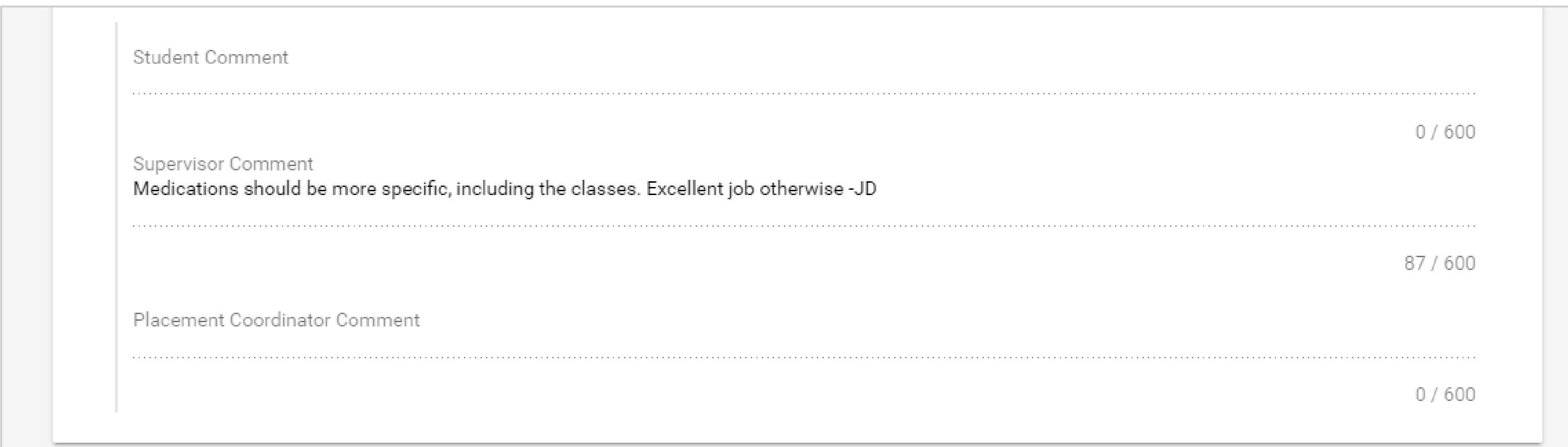
If you need to make revisions, open the submitted logbook and click the **Withdraw** button at the bottom. Logs can only be withdrawn if they have not yet been *Approved*. Once approved, no further edits can be made until your seminar or primary instructor changes the status to *Revise*.



Review Approved Logs for Feedback

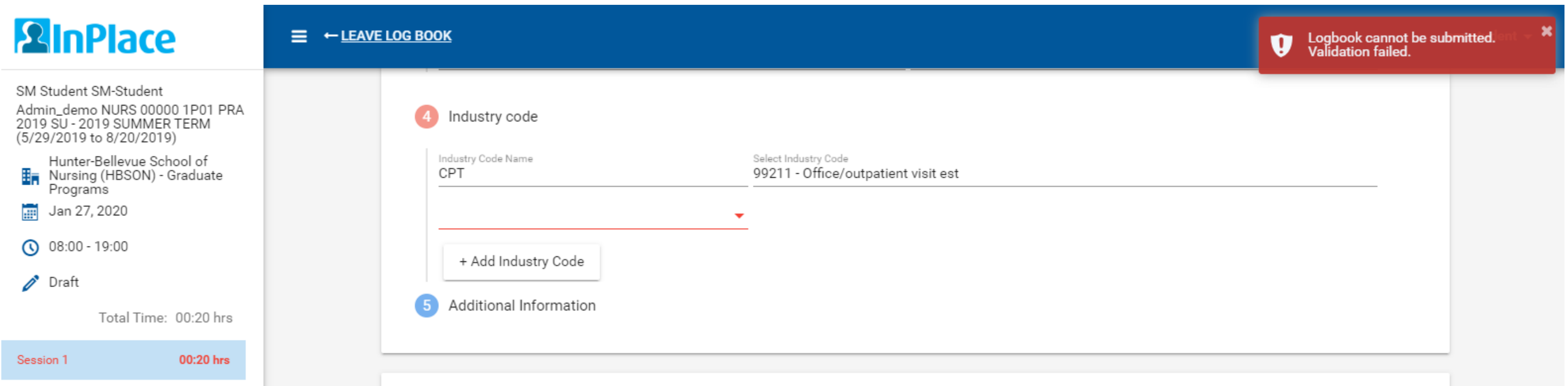
Be sure to open your *Approved* entries to review the feedback provided by your seminar instructor in the Supervisor Comments area.

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.

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 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
	1/19/2020	Hunter-Bellevue School of Nursing (HBSON) - Graduate Programs	08:00 - 17:30			No			

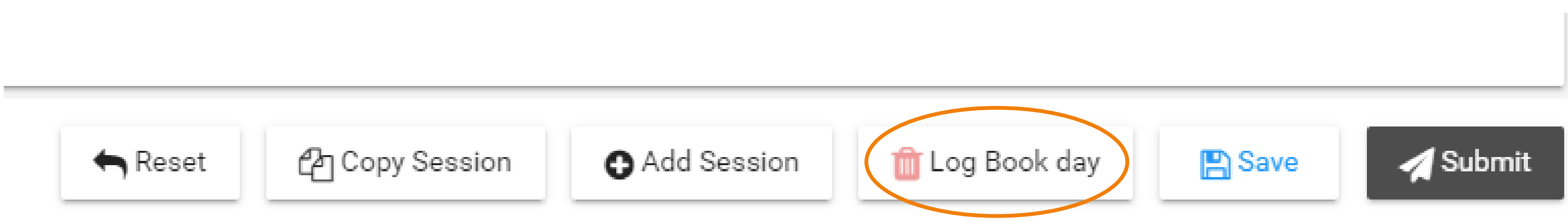
1 - 1 of 1 items

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.

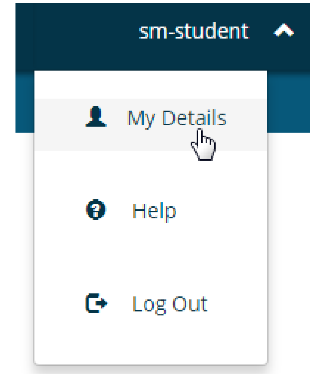
To delete an unneeded entry,

- 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:



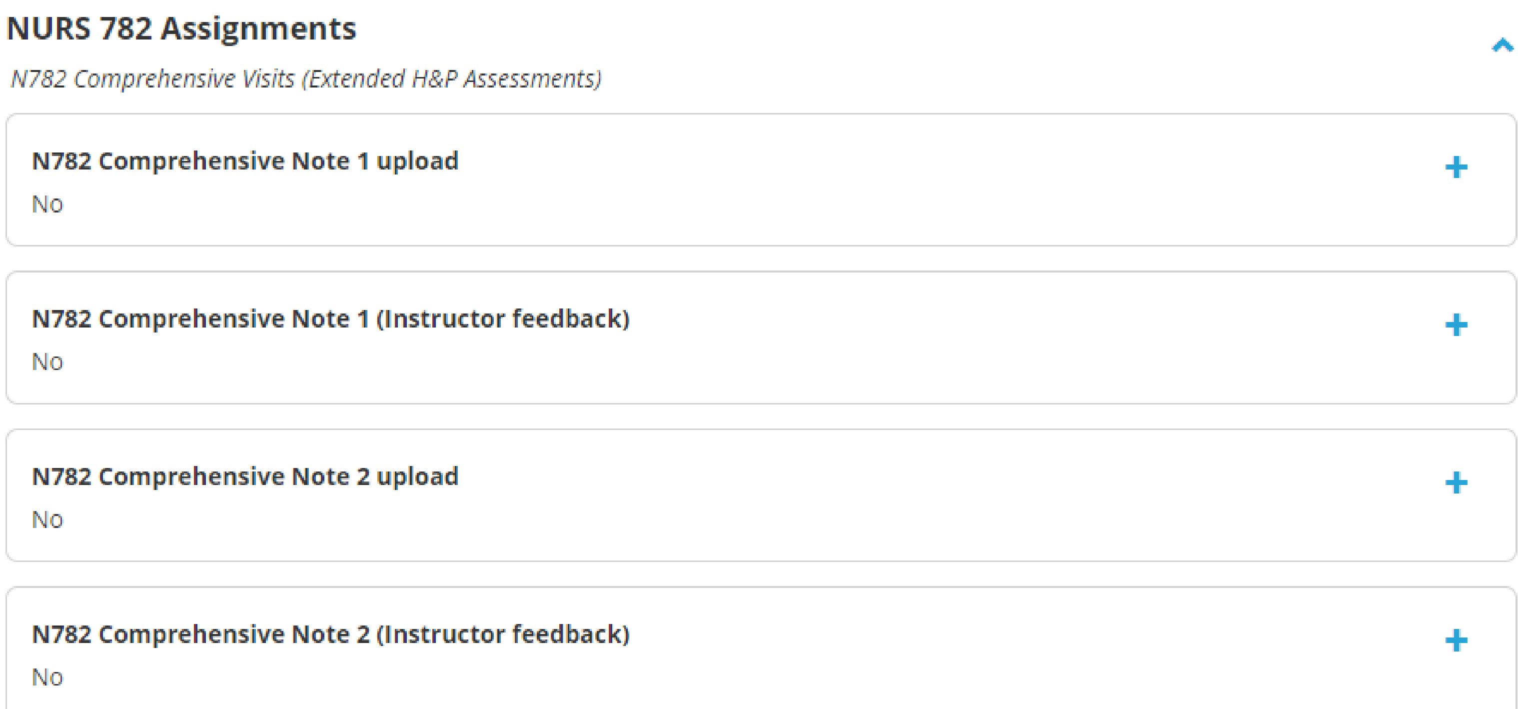
Written Assignments

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.



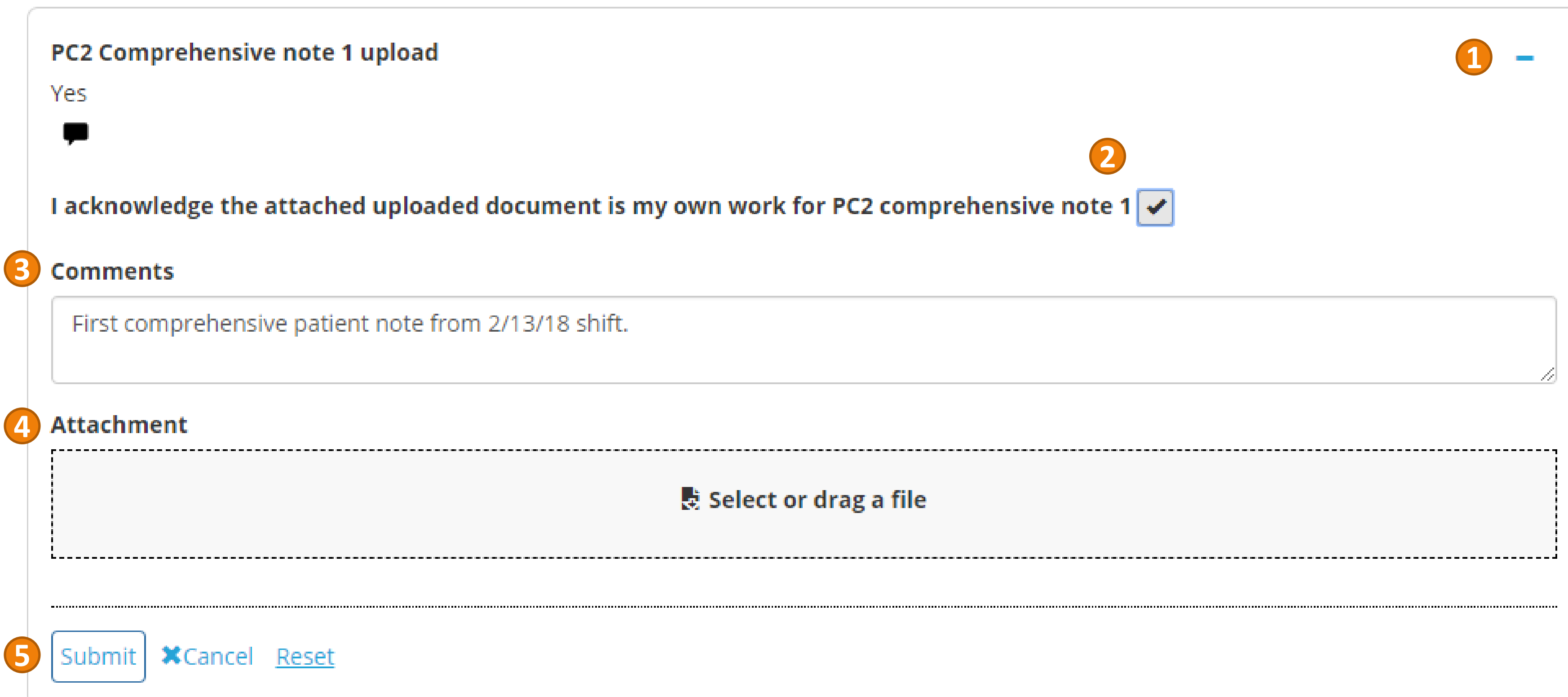
Assignments are Located on Your Student Profile

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.



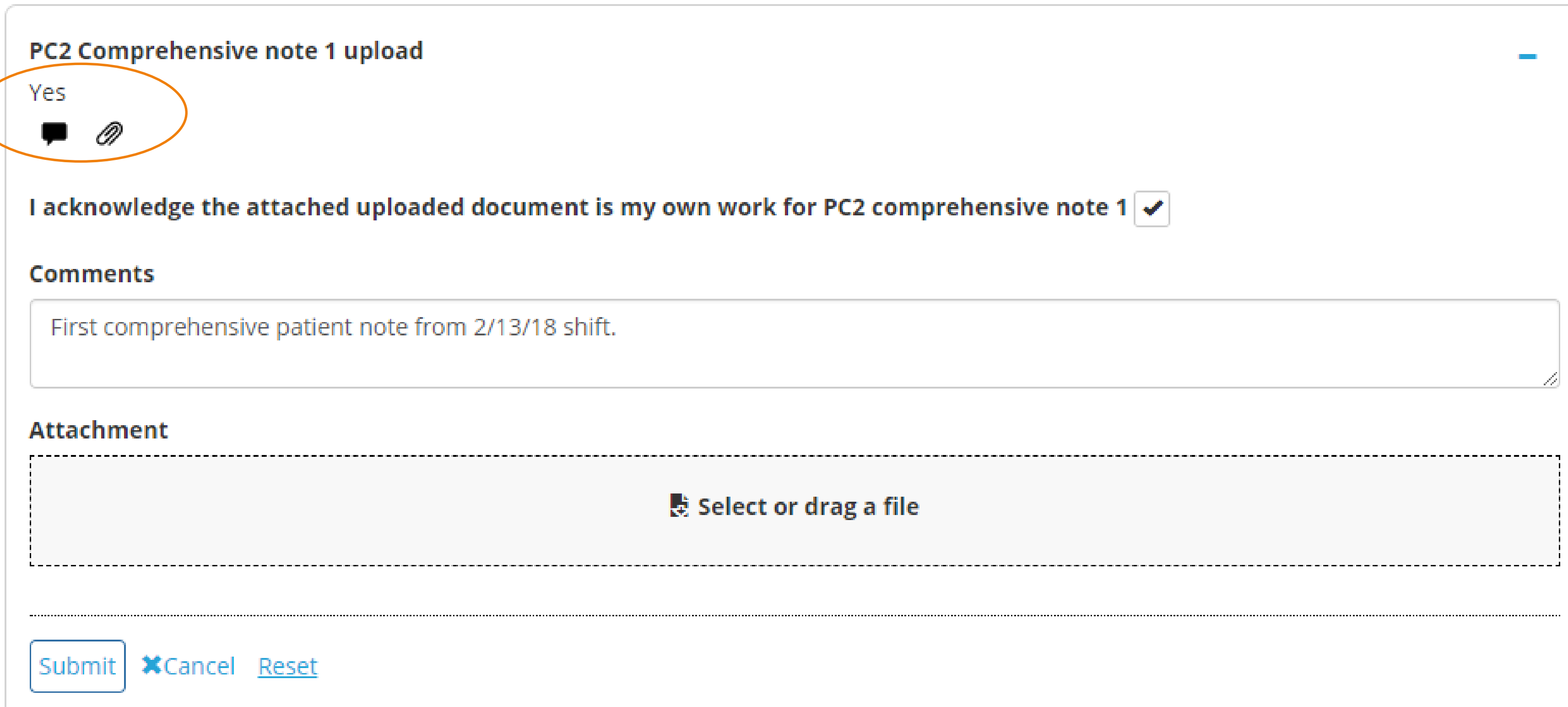
Submitting Documents (File Upload)

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.



PC2 Comprehensive note 1 upload

Yes

I acknowledge the attached uploaded document is my own work for PC2 comprehensive note 1 ✔

Comments

First comprehensive patient note from 2/13/18 shift.

Attachment

Select or drag a file

Submit ✖Cancel Reset

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.