



EXXAT DNP FACULTY FREQUENT PROCESSES QUICK GUIDE

- ❖ **Identify students who have been assigned to you as a Clinical Supervising Faculty member and view their preceptor(s) and site(s)**
 - *Navigate: Reports – Other Reports*
 - Select “Placement Report” under General Reports.
 - Use the Advanced Search button to filter. You can select your name under Faculty of Record to view only your students.
- ❖ **Review patient logs**
 - *Navigate: Placements – By Session – Select the Post Placement (green) arrow by your class*
 - Select Patient Log Summary under the To Do List.
 - You can filter by your name under Search by Clinical Faculty to view only your students.
 - Click on the student name to view the logs.
 - Click the purple word bubble icon to view the log in detail.
 - Optionally, add comments for the student to see.
 - Select the Reviewed button at the top or bottom of the log to approve it.
- ❖ **Reject a patient log**
 - Follow the steps to review patient log.
 - At the bottom of the log, change the Flag status to yes.
 - Add comments for the student to see instructing what changes are necessary.
 - When student has made the changes, turn the flag status back to no to approve it.
- ❖ **View students’ completed hours to track progression toward required minimum**
 - *Navigate: Reports – Other Reports*
 - Select Student Time Spent Report under Patient Log Reports.
 - Select your specialty under Batch. Note: dual students appear in their own batch.
 - Optionally, select your student(s).
 - Select View Report.
 - You will see the total time the student has spent with patients, time spent consulting with preceptors, and the combined time for the two. This information is pulled from the time students report on their patient logs.
- ❖ **Review timesheets (currently for FNP faculty only)**
 - *Navigate: Placements – By Session – Select the Placement (purple) arrow by your class*
 - Select Timesheet Report under Form Navigations.
 - Optionally, use Advanced Search to filter to your student(s).
 - Click on View Details in the Actions column.
 - Click on the total time to view details.
 - Select Review under the Actions column to approve.