



## EXXAT DNP STUDENT DAILY AND WEEKLY PROCESSES QUICK GUIDE

### ❖ Submitting patient logs

- Navigation: My Placements – Click on Session Name – Click on Patient Log under To Do List – Click Add Patient Log – Select Add New Patient Log (not template)
- A patient log is required for each patient you see.
- Fields marked with an asterisk (\*) are required.
- Fill in a brief description of the chief complaint, i.e. sore throat.
- For all other fields, decide whether they apply to your case. Mark relevant fields. You are not expected to have entries in all fields.
- Fill out any applicable procedures in the procedure list relevant to your specialty (Primary Care/PMHNP or Acute Care list). You are not expected to have entries here if you did not perform or observe any procedures.
- Optionally, you can hit the “Save” button if you will continue work on your log later.
- Click the “Complete” button at the bottom of the log when you are finished. **You have not submitted your log until you click “Complete.”**
- Screenshots of navigation:

The screenshot shows the EXXAT STEPS Student Orientation Video dashboard. The sidebar on the left contains navigation links: Dashboard, My Profile, Survey Evaluation, My Placements (highlighted with a red circle), School Course, Student Packet, My Help, School Contact, Technical Support, Quick Links, Patient Log Report, and Resource Materials. The main content area features a video player for the EXXAT STEPS Student Orientation Video. The right-hand panel displays a table of information status.

Profile	Status
Basic Information	Done
Special Abilities	Not Done
Area of Interest	Not Done
Address Information	Done
Education History	Not Done
Employment History	Not Done
Clinical Questionnaire	Not Done
Required Documents	Not Done
Review & Sign	Not Done



STEPS

Dashboard

My Profile

Survey Evaluation

My Placements

School Course

Student Packet

My Help

School Contact

Technical Support

Quick Links

Patient Log Report

Resource Materials

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My Placements

Instructions: Please select the appropriate session / rotation to view additional information about the clinical site. You will find information on site contact, site requirements and any special documents made available by the site. You will also see a list of forms that are required to be completed during your placement.

Session	Site Details	Placement Dates	Setting
<b>Mock Session1</b>	<b>ZZ site 3</b> 3211 Dogwood Drive , Des Moines, Iowa(A) - 50310	12/01/2017 - 01/31/2018 Duration: 5 Week Sequence: 1	General Surgery (GS)

Displaying 1 - 1 of 1 Records

Show 25 Records

STEPS

Dashboard

My Profile

Survey Evaluation

My Placements

School Course

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My Help

School Contact

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Placement Details

Instructions: You may contact your preceptor 2-3 weeks before your rotation begins.  
Please check the notes section for important application steps that may need to be completed before you start your rotation.  
The "To Do" list on this page includes all forms needed to be completed during your rotation. For further details on the content of these forms, contact your clinical education team.

Session:  
**Mock Session1**

START DATE:  
12/1/2017

END DATE:  
1/31/2018

SETTINGS:  
GENERAL SURGERY (GS)

ROTATION TYPE:  
CORE

COURSE:  
N/A

Site Name:  
**ZZ site 3**

To send an email containing a profile link, click on the "Send Profile Link" button

Site Details

Site Name : ZZ site 3

Preceptor Name : N/A

Site Group: Test Group

Phone : N/A

Site Area : Out Area

Site Website : N/A

Site Address : 3211 Dogwood Drive , Des Moines, 50310

To Do List

Preceptor Information

Timesheet

**Patient Log**

Eval Summary

**+ Add Patient Log 7**

Last updated: 2/16/18NP



**Add/Copy Patient Log**

**Quick Tip:**  
To quickly create a Patient Log from existing, just pick the appropriate Case Log and click the 'Copy' button.

Select from existing Log

-Select-

**OR**

**+ Add New Patient Log**

**Copy**

❖ **Submitting timesheets (FNP students only)**

- *Navigation: My Placements – Click on Session Name – Click on Timesheet under To Do List*
- You are required to report your hours weekly.
- Click on “Add Time Entry” for the appropriate week.
- For each day of the week, click “Add Time Entry” to record your hours. You can do each day daily or record your whole week at once.
- Mark your start and end time. Record the entire day. Do not create separate entries to account for lunch or breaks.
- Tag your preceptor.
- Click Save and Close for each day.
- When you have entered your accurate time for the entire week, check the box by “I have verified all time entries and completed filling this timesheet.”
- **Click the Submit Timesheet button.** Your timesheet will not be reviewed if you do not submit it.
- Screenshots of navigation:



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Dashboard

Instructions: Welcome to the new Exxat University clinical education system. This system will serve as your central hub during your 1st year as a Nursing student.

Exxat Academy Tutorials

**EXXAT STEPS STUDENT ORIENTATION VIDEO**  
This video introduces your students to the basic features of the STEPS system.

**Pending Or Expired Document(s)**  
No document pending or expired.

**My Current Placement**  
There are no current Placements. Please go to My Placements to see the list of all your Placements.

**Information Status**

Profile	Status
Basic Information	Done
Special Abilities	Not Done
Area of Interest	Not Done
Address Information	Done
Education History	Not Done
Employment History	Not Done
Clinical Questionnaire	Not Done
Required Documents	Not Done
Review & Sign	Not Done

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My Placements

Instructions: Please select the appropriate session / rotation to view additional information about the clinical site. You will find information on site contact, site requirements and any special documents made available by the site. You will also see a list of forms that are required to be completed during your placement.

Session	Site Details	Placement Dates	Setting
<b>Mock Session</b>	<b>ZZ site 3</b> 3211 Dogwood Drive , Des Moines, Iowa(IA) - 50310	12/01/2017 - 01/31/2018 Duration: 5 Week Sequence: 1	General Surgery (GS)

Displaying 1 - 1 of 1 Records

Show 25 Records



**STEPS**

- Dashboard
- My Profile
- Survey Evaluation
- My Placements
- School Course
- Student Packet
- My Help
- School Contact
- Technical Support
- Quick Links
- Patient Log Report
- Resource Materials

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**Placement Details**

Help Print

My Placements > Placement Details >

Instructions: You may contact your preceptor 2-3 weeks before your rotation begins.  
Please check the notes section for important application steps that may need to be completed before you start your rotation.  
The "To Do" list on this page includes all forms needed to be completed during your rotation. For further details on the content of these forms, contact your clinical education team.

Session: Mock Session1START DATE: 12/1/2017END DATE: 1/31/2018SETTINGS: GENERAL SURGERY (GS)ROTATION TYPE: CORECOURSE: N/A

Site Name: ZZ site 3

To send an email containing a profile link, click on the "Send Profile Link" button

**Site Details**

Site Name: ZZ site 3

Preceptor Name: N/A

Site Group: Test Group

Phone: N/A

Site Area: Out Area

Site Website: N/A

Site Address: 3211 Dogwood Drive, Des Moines, 50310

**To Do List**

Preceptor Information

Timesheet

Patient Log

Eval Summary

## WEEKLY TIME LOG SUMMARY

[+ Add Request Review](#)[Review Request Summary](#)[Daily TimeSheet Report](#)**TOTAL TIME ENTERED: 85 HOURS 15 MINUTES**

Review not requested

Review requested

Approved

Rejected

Locked by School

Week	Start Date - End Date	Total Hours	Submit Status	Review Status	Reviewer Name	Action
1	1/1/2011 - 1/7/2011	27 Hours 30 Minutes	Submitted			+ Add Time Entry
2	1/8/2011 - 1/14/2011	6 Hours 50 Minutes	Submitted		Kanithi Kalidindi kanithi.supriya@excet.com	View Time Entry
3	1/15/2011 - 1/21/2011	5 Hours 55 Minutes	Submitted		Kanithi Kalidindi kanithi.supriya@excet.com	View Time Entry
4	1/22/2011 - 1/28/2011	21 Hours 0 Minutes	Submitted			+ Add Time Entry
5	1/29/2011 - 2/4/2011	0 Hours 0 Minutes	Not Submitted			+ Add Time Entry



### TIME ENTRY FORM

Date: 1/24/2011

Start Time: 8:00 AM

End Time: 5:00 PM

Hours : Minutes \*: 9 : 0

Tag Preceptor \*: Jack Johnson

Notes:

☐ I was not Scheduled on this date.

Save & Close

Session:

**Mock Session1**

Site Name:

**ZZ site 3**

Previous Week

Data saved Successfully.

### WEEK SUMMARY

Day	Date	TotalHours	Action
Monday	02/28/2011	8 Hours 0 Minutes	+ Add Time Entry
Tuesday	03/01/2011	0 Hours 0 Minutes	+ Add Time Entry
Wednesday	03/02/2011	8 Hours 0 Minutes	+ Add Time Entry
Thursday	03/03/2011	0 Hours 0 Minutes	+ Add Time Entry
Friday	03/04/2011	8 Hours 0 Minutes	+ Add Time Entry

☒ Review & Submit

☒ I have verified all time entries and completed filling this timesheet.

Submit Timesheet



### ❖ Monitoring completed hours

- Navigation: Click on Patient Log Report on the menu
- Use this report to monitor your completed clinical hours. Ensure you are on track to complete your required hours.
- Optionally, you can use filtering to view specific time periods or courses.
- Screenshots of navigation:

The screenshot shows the STEPS Dashboard for The University of Arizona. The sidebar on the left contains a menu with the following items: Dashboard, My Profile, Survey Evaluation, My Placements, School Course, Student Packet, My Help, School Contact, Technical Support, Quick Links, **Patient Log Report** (highlighted with a red circle), and Resource Materials. The main content area displays a welcome message, a video player for 'EXXAT STEPS STUDENT ORIENTATION VIDEO', a section for 'Pending Or Expired Document(s)' showing no documents, and a 'My Current Placement' section showing no current placements. An 'Information Status' table is also visible, listing various profile items and their completion status.

Profile	Status
Basic Information	Done
Special Abilities	Not Done
Area of Interest	Not Done
Address Information	Done
Education History	Not Done
Employment History	Not Done
Clinical Questionnaire	Not Done
Required Documents	Not Done
Review & Sign	Not Done

The screenshot shows the 'Patient Log Report - Mouse Mickey' page. It features a header with filters for Rotation (Mock Session1), Setting (Nothing selected), Type of Log (Nothing selected), and Date of Service (Start Date to End Date). Below the filters, a section titled 'Mock Session1' displays the site name (ZZ site 3) and setting (General Surgery (GS)). The main content area shows a summary of logs for Mock Session1, including a table with various metrics and their values.

Metric	Value
Total Logs entered for all Rotation:	5
Total Logs Entered(per type):	Patient Log : 3    Procedure Log : 2
Total No. of Procedures performed in Logs:	Patient Log : 3    Procedure Log : 2
Total Unique Patients Seen:	2
Total No. of Days spent seeing the patients:	5
Total Time Spent with Preceptor:	1 hour 50 minutes
Total Patient Hours:	2 hour 10 minutes
Average Time Spent with Patients:	43.33 minutes
Total Time Spent with Patient and Preceptor:	4 hour 00 minutes
Average Patient Load per Day:	1.00
Group Encounters:	1
Veteran Status:	1
Clinical Setting Types:	Established Patient-Inpatient : 0 patients    Established Patient-Outpatient : 1 patients Established Patient-Telehealth : 0 patients    New Patient-Inpatient : 1 patients New Patient-Outpatient : 1 patients    New Patient-Telehealth : 0 patients

Filters Applied: Rotations : Mock Session1