EXXAT DNP STUDENT DAILY AND WEEKLY PROCESSES QUICK GUIDE

**Important Note:** This guide is intended to function as a quick resource for the most common tasks you will perform in Exxat. It is a supplement to the Exxat DNP Student Training Guide, which you should review in full prior to each semester. It is your responsibility to review all training materials provided. Consult with your Clinical Supervising Faculty (CSF) if you have any questions about the expectations for what you need to complete in Exxat.

❖ **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:
### My Placements

<table>
<thead>
<tr>
<th>Session</th>
<th>Site Details</th>
<th>Placement Details</th>
<th>Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block 2</td>
<td>Z2 site 3</td>
<td>12/1/2017 - 1/31/2018</td>
<td>General Surgery (GS)</td>
</tr>
</tbody>
</table>

#### Placement Details

**Session:**
- Blocks 2, 3

**Site Name:** Z2 site 3

**Start:** 12/1/2017
**End:** 1/31/2018

**Setting:** General Surgery (GS)

**Notes:**
- Check the notes section for important application check that may need to be completed before you start your rotation.

To send an email containing a profile link, click on the "Send Profile Link" button.
Note, you can also navigate to your patient log from “My Current Placement” on your Dashboard view. Click the “Add Logs” button or the “Complete Patient Log” link. Ensure you are selecting it for the correct site.

- Submitting timesheets (FNP students only) – Complete timesheet weekly and send for review to CSF
  - 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.

Each week, send your timesheet for review to your CSF. See note below about setting up your CSF reviewer at the beginning of the term if you have not done so already.

Screenshots of navigation:
### My Placements

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

<table>
<thead>
<tr>
<th>Session</th>
<th>Site Details</th>
<th>Placement Dates</th>
<th>Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block 1st</td>
<td>22 site 3</td>
<td>12/1/2017 - 1/31/2018</td>
<td>General Surgery (GS)</td>
</tr>
</tbody>
</table>

### Placement Details

Instructions: You may contact your preceptor 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 items needed to be completed during your rotation. For further details on the content of these items, contact your clinical education team.

<table>
<thead>
<tr>
<th>Session</th>
<th>Start Date</th>
<th>End Date</th>
<th>Setting</th>
</tr>
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<tbody>
<tr>
<td>Block 1st</td>
<td>12/1/2017</td>
<td>1/31/2018</td>
<td>General Surgery (GS)</td>
</tr>
</tbody>
</table>

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

- **Site Details**:
  - Site Name: 22 site 3
  - Site Address: 2211 Englewood Dr., Dept 601, 34010

- **To Do List**:
  - Orientation
  - Networking
  - Final Summary

Last updated: 9/5/19NP
### WEEKLY TIME LOG SUMMARY

<table>
<thead>
<tr>
<th>Week</th>
<th>Start Date - End Date</th>
<th>Total Hours</th>
<th>Submit Status</th>
<th>Review Status</th>
<th>Reviewer Name</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/7/2011 - 1/9/2011</td>
<td>27 Hours 20 Minutes</td>
<td>Submitted</td>
<td>Approved</td>
<td>Mia</td>
<td>Add Time Entry</td>
</tr>
<tr>
<td>2</td>
<td>1/10/2011 - 1/14/2011</td>
<td>6 Hours 30 Minutes</td>
<td>Submitted</td>
<td>Approved</td>
<td>Kenneth Kalindri</td>
<td>View Time Entry</td>
</tr>
<tr>
<td>3</td>
<td>1/15/2011 - 1/19/2011</td>
<td>9 Hours 55 Minutes</td>
<td>Submitted</td>
<td>Approved</td>
<td>Kenneth Kalindri</td>
<td>View Time Entry</td>
</tr>
<tr>
<td>4</td>
<td>1/20/2011 - 1/26/2011</td>
<td>21 Hours 6 Minutes</td>
<td>Submitted</td>
<td>Approved</td>
<td>Mia</td>
<td>Add Time Entry</td>
</tr>
<tr>
<td>5</td>
<td>1/27/2011 - 2/3/2011</td>
<td>0 Hours 5 Minutes</td>
<td>Not Submitted</td>
<td>Approved</td>
<td>Mia</td>
<td>Add Time Entry</td>
</tr>
</tbody>
</table>

### 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]
❖ Submitting timesheets (FNP students only) – Set up CSF reviewer at beginning of term

- **Important note:** At the beginning of each semester, you will need to set up your CSF to receive your timesheets. You only need to do this once to be able to submit your timesheet each week to your CSF.
- Click on My Placements and select session name for your course. Choose Complete Timesheet on the To Do list.
- Click Add Reviewer.
- Type in the name and email address of your CSF. **Do not** add your preceptor.
- Screenshots of navigation (follow same steps as above to navigate to timesheets):
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: