



DNP Student Exxat Training Guide

| Version | Date | Description of Change |
|---------|-----------|--|
| 1.0 | 5/11/2018 | Original student guide; approved by specialty coordinators |
| 1.1 | 6/6/2018 | Added clarifying language for patient log's 7 day entry period |
| 1.2 | 8/22/2018 | Removed "Confirm Preceptor" process; no longer a required step |

This guide contains information for all tasks DNP students are expected to complete in Exxat. Part 1 includes an overview of each task, the timing, and quick reference directions. Part 2 includes detailed instructions with screenshots for each task. Please review the entire guide when you first access Exxat and prior to each term.

Part 1: Summary of Tasks and Timeline

Tasks Completed Once During Student Career

- ❖ **Activate your Exxat account**
 - You will receive an email invitation from Exxat. Follow the directions in the email and click the link to activate your account. Once you activate it, you will be able to use your NetID and password to log in.
- ❖ **View the Exxat Steps Student Orientation Video on your Exxat Dashboard**
- ❖ **Complete your "My Profile" information.**
 - Navigate: My Profile.
- ❖ **Complete your "Survey Evaluation."**
 - Navigate: Survey Evaluation.

Tasks Completed Once Per Course at Start of Course

- ❖ **Confirm your placement site details**
 - Navigate: My Placements
 - At the beginning of each course, you need to confirm your clinical sites are accurately reflected. Notify your clinical placement coordinator of any discrepancies.
 - Verify you see your clinical site(s) listed
 - Note: do not confirm placement information on the Dashboard. Navigate directly to My Placements.





❖ **Set up reviewer for timesheets (currently for FNP students only)**

- *Navigate: My Placements – Click on session name – Click “Complete Timesheet” on your To Do List*
- At the beginning of each course, you will add your CSF as your timesheet reviewer so you can send them a notification each week when you have submitted your timesheet.
- Click on Add Reviewer.
- Type in the name and email address of your Clinical Supervising Faculty (CSF). **Do not** add your preceptor.

Tasks Completed Weekly

❖ **Complete patient logs**

- *Navigate: My Placements – Click on session name – Click “Complete Patient Log” on your To Do List*
- You will enter a patient log for each patient you encounter.
- You have 7 days, including the day of the encounter, to log it. For example, if you see a patient on Monday, you will have until the following Sunday at 11:59 pm Arizona time to log it.
- Note: if you are placed at multiple sites, make sure you are logging on the correct site.
- Complete all required fields as marked by asterisks. Complete other fields as applicable.
- For Chief Complaint, use a short phrase to describe the reason for the patient’s visit.
- Use the Patient Summary/Clinical Notes section only to report relevant additional information that is pertinent to the case, such as you were with the patient for over an hour waiting for a psych consultation. Use this section sparingly. Most cases will not have additional notes necessary.

❖ **Resubmit rejected patient logs**

- *Navigate: My Placements – Click on session name – Click “Complete Patient Log” on your To Do List*
- View the statuses of your completed logs. If a log has the Flag icon, you need to make edits. Flagged logs do not count into your completed hours.
- Click on the pencil icon to make edits. Use the School Comments to understand what edits are necessary.
- Click Complete when you are ready to re-submit.
- When your log has been re-reviewed and accepted, it will count into your hours.

❖ **Complete timesheet (currently for FNP students only)**

- *Navigate: My Placements – Click on session name – Click “Complete Timesheet” on your To Do List*
- You will submit a timesheet each week. After you submit your timesheet, you need to initiate a review request to notify your CSF your timesheet is ready for review.
- Click Add Time Entry.





- Add time for each day you worked at the site. Tag the preceptor you worked with.
- When you have finished adding entries for the entire week, check the box saying you have entered all time and click Submit Timesheet.
- Back on the Complete Timesheet page, click Add Review Request.
- Select the timesheet you have submitted and your reviewer to send a notification to your CSF that your timesheet is ready for review.

Other Tasks Completed During Each Course

- ❖ **Monitor completed hours toward required minimum**
 - *Navigate: Patient Log Report*
 - Select your course. Optionally, add other filters.
 - Your “Total Time Spent with Patient and Preceptor” is your total clinical hours.
- ❖ **Review evaluation feedback**
 - *Navigate: My Placements – Click on session name for current course – Select “Complete and View Evaluations” on To Do List*
 - In the “Evaluations Done on You” section, you can click the eyeball to view your score and feedback for evaluations completed about you.
- ❖ **Complete Student Final Clinical Environment Evaluation**
 - *Navigate: My Placements – Click on session name for current course – Select “Complete and View Evaluations” on To Do List*
 - In the “Evaluations Done by You” section, click on the green pencil icon to complete your evaluation of your clinical environment. Note, this form will only be open near the end of the term.

Other Tasks Completed During Student Career

- ❖ **Update your “My Profile” information.**
 - Each term you should review your My Profile information. Update your information accordingly.

Part 2: Detailed Instructions for Tasks

Tasks Completed Once Per Course at Start of Course

- ❖ **Confirm your placement site details**
 - At the start of each course, you need to confirm your placement sites are accurately displaying. Contact your clinical placement coordinator if any site is missing or incorrect.
 - Click on My Placements. Note: do not confirm placement information on the Dashboard. Navigate directly to My Placements.





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

Mock Session1
ZZ site 1
350 Fifth Avenue, 34th floor, New York, New York(NY) - 10235
5.0 Weeks Pediatric Endocrinology (PE)
1/1/2018 - 12/1/2018

Confirm Preceptor
Complete Patient Log
Complete Evaluations
Timesheet

Information Status

| Profile | Status |
|-------------------|----------|
| Basic Information | Done |
| Special Abilities | Not Done |

- Verify you see your clinical site(s) listed.

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.

Evaluation Summary

| Session | Site Details | Placement Dates | Setting |
|---------------|---|--|------------------------------|
| Mock Session1 | ZZ site 1 350 Fifth Avenue, 34th floor, New York, New York(NY) - 10235 | 01/01/2018 - 12/01/2018 Duration: 5 Week Sequence: 1 | Pediatric Endocrinology (PE) |

Displaying 1 - 1 of 1 Records

Show 25 Records

❖ Set up reviewer for timesheets (currently for FNP students only)

- At the start of each course, you will need to add your Clinical Supervising Faculty (CSF) information as the reviewer of your timesheet. You will only need to add the information once, then you will send your timesheet to your CSF each week.
- Click on My Placements.





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The screenshot shows the STEPS Dashboard. On the left is a sidebar with navigation links: Dashboard, My Profile, Survey Evaluation, My Wishlists, My Placements (highlighted with a red circle), School Course, Student Packet, My Help, School Contact, Technical Support, Quick Links, Patient Log, Patient Log Report, and Resource Materials. The main content area has a header with 'THE UNIVERSITY OF ARIZONA' and a user profile 'Mickey Mouse'. Below the header is a 'Dashboard' section with an 'Instructions' box and a 'My Current Placement' box. The 'My Current Placement' box shows 'Mock Session1' at 'ZZ site 1' with a duration of '5.0 Weeks' and a rotation type of 'Pediatric Endocrinology (PE)'. Below this is an 'Information Status' table with columns 'Profile' and 'Status'. The 'Profile' column lists 'Basic Information' and 'Special Abilities'. The 'Status' column shows 'Done' for Basic Information and 'Not Done' for Special Abilities.

- Click on session name for your course.

The screenshot shows the 'My Placements' page. The sidebar is the same as the dashboard. The main content area has a header with 'THE UNIVERSITY OF ARIZONA' and a user profile 'Mickey Mouse'. Below the header is a 'My Placements' section with an 'Instructions' box and a table of placements. The table has columns: Session, Site Details, Placement Dates, and Setting. The first row shows 'Mock Session1' at 'ZZ site 1' with placement dates from '01/01/2018' to '12/01/2018' and a setting of 'Pediatric Endocrinology (PE)'. The 'Mock Session1' text is circled in red. Below the table is a 'Displaying 1 - 1 of 1 Records' message and a 'Show 25 Records' dropdown.

- Select Complete Timesheet on your To Do List.

The screenshot shows the 'Placement Details' page. The sidebar is the same as the dashboard. The main content area has a header with 'THE UNIVERSITY OF ARIZONA' and a user profile 'Mickey Mouse'. Below the header is a 'Placement Details' section with an 'Instructions' box and a 'To Do List'. The 'To Do List' is a table with tasks: 'Confirm Preceptor', 'Complete Patient Log', 'Complete and View Evaluations', and 'Complete Timesheet' (highlighted with a red circle). Below the 'To Do List' is a 'Student Review Confirmation' section with a checkbox and a 'Save' button. At the bottom is a 'Site Details' section with a map and a 'Send Profile Link' button.



- Click on Add Reviewer.

- Type in the name and email address of your Clinical Supervising Faculty (CSF). **Do not** add your preceptor.

- You will then see your CSF appear in your List of Reviewers.





STEPS THE UNIVERSITY OF ARIZONA

Timesheet

Session: Mock Session1 START DATE: 1/1/2018 END DATE: 12/1/2018 SETTINGS: PEDIATRIC ENDOCRINOLOGY (PE) ROTATION TYPE: N/A COURSE: N/A

Site Name: ZZ site 1

Important Notes for Add Reviewer:

- Reviewer is the person who is responsible for approving your time in the clinic.
- You can send your time log entries to only one person at a time.
- Please click on "Add Reviewer" button to add a person/Reviewer and Click "Edit" to edit or delete the reviewer.
- Please remember to enter your time daily.

LIST OF REVIEWERS

| Name | Email | Action |
|---------------|----------------------------|--------|
| Nikki Pikaard | npikaard@email.arizona.edu | Edit |

WEEKLY TIME LOG SUMMARY

+ Add Review Request Review Request Summary Daily Timesheet Report

Tasks Completed Weekly

❖ Complete patient logs

- You will complete a patient log for each patient you encounter. You have up to 7 days to complete your patient log after the encounter. You have 7 days, including the day of the encounter, to log it. For example, if you see a patient on Monday, you will have until the following Sunday at 11:59 pm Arizona time to log it.
- Click on My Placements.

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Dashboard

Instructions: Welcome to the New Excite 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

Mock Session1

ZZ site 1

350 Fifth Avenue, 34th floor, New York, New York (NY) - 10235

5.0 Weeks Pediatric Endocrinology (PE)

1/1/2018 - 12/1/2018

Confirm Preceptor Complete Patient Log Add Logs Complete and View Evaluations Complete Timesheet

Information Status

| Profile | Status |
|-------------------|----------|
| Basic Information | Done |
| Special Abilities | Not Done |

- Click on session name for your course. Note, make sure you select the right clinical site if you are placed at more than one.



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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: **Mock Session1** Add Logs

Site Details: ZZ site 1
350 Fifth Avenue, 34th floor, New York, New York(NY) - 10235

Placement Dates: 01/01/2018 - 12/01/2018
Duration: 5 Week
Sequence: 1

Setting: Pediatric Endocrinology (PE)

Displaying 1 - 1 of 1 Records

- Select “Complete Patient Log” on your To Do List.

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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: 1/1/2018 END DATE: 12/1/2018 SETTINGS: PEDIATRIC ENDOCRINOLOGY (PE) ROTATION TYPE: N/A COURSE: N/A

Site Name: ZZ site 1

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

Student Review Confirmation

☐ I have reviewed all the requirements for the site and understand that it will be my responsibility to communicate with the site and provide any additional documents requested by the site in a timely fashion.

To Do List

- Confirm Preceptor
- Complete Patient Log**
- Complete and View Evaluations
- Complete Timesheet

- Click Add Patient Log.
- Note: if you are placed at multiple sites, make sure you are logging on the correct site.

STEPS THE UNIVERSITY OF ARIZONA

Patient Log

Session: **Mock Session1** START DATE: 1/1/2018 END DATE: 12/1/2018 DURATION: 5.0 WEEK SETTINGS: PEDIATRIC ENDOCRINOLOGY (PE)

Site Name: **ZZ site 1**

Add Logs

Not Submitted Completed Reviewed Lock Comment by School School Flagged Logs Starred Log

10 records

Set up Clinical Setting Properties

| Date of Service | Case No | Template label | Type | Status | Actions | School Comments |
|----------------------------|---------|----------------|------|--------|---------|-----------------|
| No data available in table | | | | | | |

Showing 0 to 0 of 0 entries



- Complete all required fields as marked by asterisks. Complete other fields as applicable.
- Select the relevant ICD 10 Code(s) by clicking Add ICD Code.

Visit Information

ICD 10 CODE SELECTED

+ Add ICD Code

| ICD Code | ICD Description | Action |
|----------|-----------------|--------------|
| Code | Description | <div>✖</div> |

DIAGNOSIS BY SYSTEMS

+ Add Diagnosis

| Diagnosis Description | Action |
|-----------------------|--------|
| No Diagnosis Added. | |

PROCEDURE BY TYPE

+ Add Procedure

| Procedure Description | Action |
|-----------------------|--------|
| No Procedure Added. | |

- You can search or browse to find the right code(s). Click on the code to select it.

Add ICD 10 Code

● Code can be added

✔ Code is added already

✕

ICD 10 Code

Search

Top 25 for Pediatric Endocrinology (PE)

Top 25 for Pediatric Endocrinology (PE) at this Site

Top 25 for this rotation

+

A00-B99-Certain infectious and parasitic diseases

+

C00-D48-Neoplasms

+

D50-D89-Diseases of the blood and blood-forming organs and certain disorders involving the immune mechanism

+

E00-E90-Endocrine, nutritional and metabolic diseases

+

F00-F99-Mental and behavioural disorders

+

G00-G99-Diseases of the nervous system

+

H00-H59-Diseases of the eye and adnexa

+

H60-H95-Diseases of the ear and mastoid process

+

I00-I99-Diseases of the circulatory system

+

J00-J99-Diseases of the respiratory system

+

J01-Acute sinusitis

+

J02-Acute pharyngitis

+

J03-Acute tonsillitis

+

J04-Acute laryngitis and tracheitis

+

J05-Acute obstructive laryngitis [croup] and epiglottitis

+

J06-Acute upper resp infections of multiple and unsp sites

+

J09-Influenza due to certain identified influenza viruses

+

J10-Influenza due to other identified influenza virus

+

J11-Influenza due to unidentified influenza virus

+

J12-Viral pneumonia, not elsewhere classified

●

J13-Pneumonia due to Streptococcus pneumoniae

●

J14-Pneumonia due to Hemophilus influenzae

Close



- Select your role for the code.

Are you sure you want to enter **J00** ?

Student Role ? ☐ Observed ☒ **Assisted** ☐ Performed

No Yes

Top 25 for Pediatric

- [-] A00-B99-Certain infectious and parasitic diseases
- [-] C00-D48-Neoplasms
- [-] D50-D89-Diseases of the blood and blood-forming organs and certain disorders involving the immune mechanism
- [-] E00-E90-Endocrine, nutritional and metabolic diseases
- [-] F00-F99-Mental and behavioural disorders
- [-] G00-G99-Diseases of the nervous system
- [-] H00-H59-Diseases of the eye and adnexa
- [-] H60-H95-Diseases of the ear and mastoid process
- [-] I00-I99-Diseases of the circulatory system
- [-] **J00-J99-Diseases of the respiratory system**
 - **J00-Acute nasopharyngitis [common cold]**
 - [+] J01-Acute sinusitis
 - [+] J02-Acute pharyngitis
 - [+] J03-Acute tonsillitis
 - [+] J04-Acute laryngitis and tracheitis
 - [+] J05-Acute obstructive laryngitis [croup] and epiglottitis
 - [+] J06-Acute upper resp infections of multiple and unsp sites
 - [+] J09-Influenza due to certain identified influenza viruses
 - [+] J10-Influenza due to other identified influenza virus
 - [+] J11-Influenza due to unidentified influenza virus
 - [+] J12-Viral pneumonia, not elsewhere classified
 - J13-Pneumonia due to Streptococcus pneumoniae
 - J14-Pneumonia due to Hemophilus influenzae

Close

- FNP, PNP, and PMHNP students should choose applicable procedures from the “Primary Case/PMHNP” procedure list. AGACNP students should choose applicable procedures from the “Acute Care” procedure list.
- For each relevant procedure, select whether you Observed, Assisted, or Performed the procedure.





Primary Care/PMHNP list

| | |
|--|--|
| Abdominal Paracentesis -Select- -Select- Observed Assisted Performed -Select- | Abscesses—Incision and Drainage: -Select- Anoscopy -Select- Arthrocentesis -Select- Auricular Hematoma Evacuation -Select- Breast Biopsy—Fine Needle Aspiration -Select- Capillary Blood Collection—Heel/Finger Stick -Select- Cerumen Impaction Removal -Select- Cervical Lesions—Cryotherapy -Select- |
| Bartholin Cyst Abscess—Incision and Drainage -Select- | |
| Burns—Debridement -Select- | |
| Central Venous Catheter Access -Select- | |
| Cervical Cap Fitting, Insertion, and Removal -Select- | |

- For Chief Complaint, use a short phrase to describe the reason for the patient's visit.

Visit Information

| | |
|--|---|
| Clinical Setting Types * | New Patient-Outpatient |
| Group Encounter Type | <input type="checkbox"/> Preventive <input type="checkbox"/> Emergent <input type="checkbox"/> Acute <input type="checkbox"/> Chronic |
| Reason for Visit * | Initial Visit Outpatient |
| Type of Decision Making * | Low Complexity |
| Time spent with the Patient * | 15 Minutes |
| Consult with Preceptors * | 10 Minutes |
| Student Participation * | Performed 1-25% |
| Are you seeing this Patient for first time, or is this a repeat visit of this patient with you ? * | New Patient to you |
| Chief Complaint | |
| Normal text Bold <i>Italic</i> <u>Underline</u> [List Icons] | |
| Sore throat, cough | |

- Use the Patient Summary/Clinical Notes section only to report relevant additional information that is pertinent to the case, such as explaining why you were with a patient for an unusual amount of time. Use this section sparingly. Most cases will not have additional notes necessary.
- Click Complete to submit your patient log for review. Only use the Save button if you want to continue working on your patient log in the future. Saving will not submit your log.





Patient Summary/Clinical Notes

Normal text **Bold** *Italic* Underline [List Icons]

If any other Summary Notes, Please Specify...

Save Complete

❖ Resubmit rejected patient logs

- If your CSF needs clarification or more information on a log you submitted, she/he can Flag it. Flagged logs are rejected and will not count into your completed hours. You will need to make necessary updates to your log and resubmit for CSF approval.
- Using the directions above, navigate to “Complete Patient Log” to view your completed logs.
- Use the key to understand the statuses of your logs. The lock icon represents a log that has been approved and locked by your CSF. You will not be able to make edits to locked logs. Approved and locked logs count into your completed hours. No action is necessary.

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Patient Log

Session: Mock Session1 START DATE: 1/1/2018 END DATE: 12/1/2018 DURATION: 5.0 WEEK SETTINGS: PEDIATRIC ENDOCRINOLOGY (PE)

Site Name: ZZ site 1

Add Logs

Not Submitted Completed Reviewed Lock Comment by School School Flagged Logs Starred Log

10 records

| Date of Service | Case No | Template label | Type | Status | Actions | School Comments |
|-----------------|-------------|----------------|-------------|-----------|---------|-----------------|
| 5/10/2018 | 2018-PE-003 | | Patient Log | Flagged | [Icons] | N/A |
| 5/10/2018 | 2018-PE-001 | | Patient Log | Reviewed | [Icons] | |
| 5/9/2018 | 2018-PE-002 | | Patient Log | Completed | [Icons] | N/A |

Showing 1 to 3 of 3 entries

- If you see a Flag icon by the case number, it means that your CSF has reviewed your log but has sent it back to you for edits. You will need to click the pencil icon to edit the log. You can view the comments your CSF has provided to guide your edits in the School Comments section.





The screenshot shows the 'Patient Log' interface. The top navigation bar includes 'STEPS' and 'THE UNIVERSITY OF ARIZONA'. The left sidebar lists various options like 'Dashboard', 'My Profile', 'Survey Evaluation', etc. The main content area shows session details for 'Mock Session1' and a table of log entries. The entry for 5/10/2018 is highlighted in yellow and has a red flag icon in the 'Status' column. A tooltip for 'School Comments' is visible, indicating a need to update the ICD 10 code.

| Date of Service | Case No | Template label | Type | Status | Actions | School Comments |
|-----------------|-------------|----------------|-------------|---------------|---------|---|
| 5/10/2018 | 2018-PE-003 | | Patient Log | Not Submitted | | N/A |
| 5/10/2018 | 2018-PE-001 | | Patient Log | Flagged | | School Comments Please update ICD 10 code. |
| 5/9/2018 | 2018-PE-002 | | Patient Log | Completed | | N/A |

- When you are ready to resubmit your log, click the Complete button. You will see the Status has changed to a checkmark. This means you have resubmitted, but your CSF has not re-reviewed yet. Note, the Flag icon still appears.

The screenshot shows the 'Patient Log' interface after the log entry for 5/10/2018 has been completed. The 'Status' column now shows a green checkmark, and the red flag icon has been removed. The 'School Comments' tooltip is no longer present.

| Date of Service | Case No | Template label | Type | Status | Actions | School Comments |
|-----------------|-------------|----------------|-------------|---------------|---------|-----------------|
| 5/10/2018 | 2018-PE-003 | | Patient Log | Not Submitted | | N/A |
| 5/10/2018 | 2018-PE-001 | | Patient Log | Completed | | |
| 5/9/2018 | 2018-PE-002 | | Patient Log | Completed | | N/A |

- Once your CSF re-reviews. You will see the Flag icon disappear, and the status change to approved and locked. Your log now counts into your completed hours. No further action is necessary.





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| Date of Service | Case No | Template label | Type | Status | Actions | School Comments |
|-----------------|-------------|----------------|-------------|---------------|---------|-----------------|
| 5/10/2018 | 2018-PE-003 | | Patient Log | Not Submitted | | N/A |
| 5/10/2018 | 2018-PE-001 | | Patient Log | Not Submitted | | N/A |
| 5/9/2018 | 2018-PE-002 | | Patient Log | Completed | | N/A |

❖ **Complete timesheet (currently for FNP students only)**

- Each week you need to fill out a timesheet for the total hours you were at your clinical site. Include all hours, even when you were on break or at lunch. First you will fill out your time and submit your timesheet. Then you must initiate a review request to notify your CSF you have submitted the timesheet for their approval.
- Click on My Placements

| 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 |

- Click on the session name for your current course





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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: Mock Session1 Add Logs

Site Details: ZZ site 1 350 Fifth Avenue, 34th floor, New York, New York(NY) - 10235

Placement Dates: 01/01/2018 - 12/01/2018 Duration: 5 Week Sequence: 1

Setting: Pediatric Endocrinology (PE)

Displaying 1 - 1 of 1 Records

- Select Complete Timesheet on your To Do List

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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: 1/1/2018 END DATE: 12/1/2018 SETTINGS: PEDIATRIC ENDOCRINOLOGY (PE) ROTATION TYPE: N/A COURSE: N/A

Site Name: ZZ site 1

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

Send Profile Link

Student Review Confirmation

☐ I have reviewed all the requirements for the site and understand that it will be my responsibility to communicate with the site and provide any additional documents requested by the site in a timely fashion.

Save

Site Details

Site Name: ZZ site 1

To Do List

- Confirm Preceptor
- Complete Patient Log
- Complete and View Evaluations
- Complete Timesheet

- Click on Add Time Entry for the week you want to enter time

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LIST OF REVIEWERS

Nikki Pikaard Edit npikaard@email.arizona.edu

WEEKLY TIME LOG SUMMARY

Add Review Request Review Request Summary Daily Timesheet Report

TOTAL TIME ENTERED: 0 HOURS 0 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 | 1/1/2018 - 1/7/2018 | 0 Hours 0 Minutes | Not Submitted | | | Add Time Entry |
| 2 | 1/8/2018 - 1/14/2018 | 0 Hours 0 Minutes | Not Submitted | | | Add Time Entry |
| 3 | 1/15/2018 - 1/21/2018 | 0 Hours 0 Minutes | Not Submitted | | | Add Time Entry |

- For each day you were at the site, click on Add Time Entry to enter the hours. It is not necessary to fill time for days you were not at the site.





STEPS

Dashboard

My Profile

Survey Evaluation

My Wishlists

My Placements

School Course

Student Packet

My Help

School Contact

Technical Support

Quick Links

Patient Log

Patient Log Report

Resource Materials

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Daily TimeSheet

Help

Print

Timesheet > Daily TimeSheet

Student Name: Mickey Mouse

Session: Mock Session1

Site Name: ZZ site 1

START DATE: 1/1/2018

END DATE: 12/1/2018

SETTINGS: PEDIATRIC ENDOCRINOLOGY (PE)

SELECTED WEEK: 1

Next Week

WEEK SUMMARY

| Day | Date | TotalHours | Action |
|-----------|------------|-------------------|------------------|
| Monday | 01/01/2018 | 0 Hours 0 Minutes | + Add Time Entry |
| Tuesday | 01/02/2018 | 0 Hours 0 Minutes | + Add Time Entry |
| Wednesday | 01/03/2018 | 0 Hours 0 Minutes | + Add Time Entry |
| Thursday | 01/04/2018 | 0 Hours 0 Minutes | + Add Time Entry |
| Friday | 01/05/2018 | 0 Hours 0 Minutes | + Add Time Entry |
| Saturday | 01/06/2018 | 0 Hours 0 Minutes | + Add Time Entry |
| Sunday | 01/07/2018 | 0 Hours 0 Minutes | + Add Time Entry |

TIME ENTRIES LOG

Advanced Search

| Date | Time | Hours | Tagged Preceptor | Notes | Status | Action |
|------------------|------|-------|------------------|-------|--------|--------|
| No Records Found | | | | | | |

- Enter your start and end time. It will automatically calculate your total hours. Tag the preceptor you worked with. If you did not work with a specific preceptor, select No Preceptor.

TIME ENTRY FORM

Date

1/1/2018

Start Time

8:00 AM

End Time

5:00 PM

Hours : Minutes *

9

:

0

Tag Preceptor *

Alan Preceptor 1

Notes

☐ I was not Scheduled on this date.

Save & Close



- Once you have entered all your hours for the week, check the box by “I have verified all time entries and completed filling this timesheet.” Then click Submit Timesheet.

| Day | Date | TotalHours | Action |
|-----------|------------|-------------------|----------------------------------|
| Monday | 01/01/2018 | 9 Hours 0 Minutes | + Add Time Entry |
| Tuesday | 01/02/2018 | 0 Hours 0 Minutes | + Add Time Entry |
| Wednesday | 01/03/2018 | 9 Hours 0 Minutes | + Add Time Entry |
| Thursday | 01/04/2018 | 0 Hours 0 Minutes | + Add Time Entry |
| Friday | 01/05/2018 | 9 Hours 0 Minutes | + Add Time Entry |
| Saturday | 01/06/2018 | 0 Hours 0 Minutes | + Add Time Entry |
| Sunday | 01/07/2018 | 0 Hours 0 Minutes | + Add Time Entry |

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

[Submit Timesheet](#)

| Date | Time | Hours | Tagged Preceptor | Notes | Status | Action |
|------------|--------------------|-------------------|--------------------|-------|--------------|-------------------------------------|
| 01/01/2018 | 8:00 AM - 5:00 PM | 9 Hours 0 Minutes | Preceptor 1 , Alan | | Not Approved | ✓ ✗ |
| 01/03/2018 | 8:00 AM - 5:00 PM | 9 Hours 0 Minutes | Preceptor 1 , Alan | | Not Approved | ✓ ✗ |
| 01/05/2018 | 12:00 AM - 9:00 AM | 9 Hours 0 Minutes | No Preceptor | | Not Approved | ✓ ✗ |

- Navigate back to your Complete Timesheet page. Click on Add Review Request to notify your CSF your timesheet is ready for review.

[+ Add Reviewer](#)

[Edit](#)

[+ Add Review Request](#) [Review Request Summary](#) [Daily Timesheet Report](#)

TOTAL TIME ENTERED: 27 HOURS 0 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 | 1/1/2018 - 1/7/2018 | 27 Hours 0 Minutes | Submitted | ✓ ✗ ⌂ | | + Add Time Entry |
| 2 | 1/8/2018 - 1/14/2018 | 0 Hours 0 Minutes | Not Submitted | ✓ ✗ ⌂ | | + Add Time Entry |
| 3 | 1/15/2018 - 1/21/2018 | 0 Hours 0 Minutes | Not Submitted | ✓ ✗ ⌂ | | + Add Time Entry |

- Click the box by the timesheet you are sending. Select the reviewer. Note, your reviewer list is populated by the reviewer you set up at the beginning of the class. Click Send and Close.





[SEND TIMESHEETS](#)

SELECT WEEKS TO BE SUBMITTED

| | Week Number | Year | Total Hours | Minutes |
|-------------------------------------|-------------|------|-------------|---------|
| <input checked="" type="checkbox"/> | 1 | 2018 | 27 | 0 |

LIST OF REVIEWERS

SELECT REVIEWER

☒ Nikki Pikaard npikaard@email.arizona.edu

STUDENT NOTES

Recipient EmailId:

npikaard@email.arizona.edu

Notes:

Send & Close

- After your CSF has approved your timesheet, you will see the status update to a checkmark to signal it was approved. If you don't see a reviewer name by your timesheet, you have not successfully sent it for review.

[Technical Support](#)
[Quick Links](#)
[Patient Log](#)
[Patient Log Report](#)
[Resource Materials](#)

LIST OF REVIEWERS

Nikki Pikaard [Edit](#)
npikaard@email.arizona.edu

[+ Add Reviewer](#)

WEEKLY TIME LOG SUMMARY

[+ Add Review Request](#) [Q Review Request Summary](#) [Daily Timesheet Report](#)

TOTAL TIME ENTERED: 27 HOURS 0 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 | 1/1/2018 - 1/7/2018 | 27 Hours 0 Minutes | Submitted | | Nikki Pikaard npikaard@email.arizona.edu | View Time Entry |
| 2 | 1/8/2018 - 1/14/2018 | 0 Hours 0 Minutes | Not Submitted | | | + Add Time Entry |
| 3 | 1/15/2018 - 1/21/2018 | 0 Hours 0 Minutes | Not Submitted | | | + Add Time Entry |

Other Tasks Completed During Each Course

❖ Monitor completed hours toward required minimum

- Each course, you are required to log a minimum number of hours. It is your responsibility to monitor your progress to ensure you are on track to complete the required number of hours.





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**Learning & Healthcare
Technology Innovations**

- On the left-hand menu select Patient Log Report.

The screenshot shows the STEPS dashboard for The University of Arizona College of Nursing. The left-hand menu is visible, with 'Patient Log Report' highlighted. The main content area shows the 'Dashboard' with a welcome message and a list of 'Exoat Academy Tutorials'. The 'Pending Or Expired Document(s)' section shows 'No document pending or expired.' The 'Information Status' section shows a table of profile information.

| 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 |

- Choose your course under Rotation. You can leave all other fields blank. Click Search.

The screenshot shows the 'Patient Log Report - Mouse Mickey' form. The 'Rotation' dropdown menu is open, showing 'Mock Session1' selected. The 'Setting' dropdown is set to 'Nothing selected'. The 'Type of Log' dropdown is set to 'Nothing selected'. The 'Date of Service' section has 'Start Date' and 'End Date' fields. The 'SEARCH' button is highlighted.

- Your “Total Time Spent with Patient and Preceptor” is your total clinical hours.
- ❖ **Review evaluation feedback**
 - You can view the scores and feedback from evaluations your CSF and preceptor have completed about you.
 - Click on My Placements.





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The screenshot shows the STEPS Dashboard. On the left is a sidebar with navigation links: Dashboard, My Profile, Survey Evaluation, My Wishlists, My Placements (highlighted with a red circle), School Course, Student Packet, My Help, School Contact, Technical Support, Quick Links, Patient Log, Patient Log Report, and Resource Materials. The main content area has a header with the University of Arizona logo and a user profile 'Mickey Mouse'. Below the header is a 'Dashboard' section with instructions. A 'Pending Or Expired Document(s)' box shows 'No document pending or expired.' A 'My Current Placement' box shows details for 'Mock Session1' at 'ZZ site 1', including address, duration (5.0 Weeks), and dates (1/1/2018 - 12/1/2018). A 'To Do List' on the right includes 'Confirm Preceptor', 'Complete Patient Log', 'Complete and View Evaluations' (highlighted with a red circle), and 'Complete Timesheet'. An 'Information Status' table at the bottom shows 'Basic Information' as 'Done' and 'Special Abilities' as 'Not Done'.

- Click on session name for your course. Note, do this for each clinical site you are placed at.

The screenshot shows the 'My Placements' page. The sidebar is the same as the dashboard. The main content area has instructions and a table of placements. The table has columns: Session, Site Details, Placement Dates, and Setting. The first row is 'Mock Session1' at 'ZZ site 1' (350 Fifth Avenue, 34th floor, New York, New York(NY) - 10235) from '01/01/2018 - 12/01/2018' for 'Pediatric Endocrinology (PE)'. The 'Mock Session1' text is circled in red. Below the table, it says 'Displaying 1 - 1 of 1 Records'. A 'Show 25 Records' dropdown is at the bottom right.

- Select “Complete and View Evaluations” on your To Do List.

The screenshot shows the 'Placement Details' page. The sidebar is the same. The main content area has instructions and a 'To Do List'. The 'To Do List' includes 'Confirm Preceptor', 'Complete Patient Log', 'Complete and View Evaluations' (highlighted with a red circle), and 'Complete Timesheet'. Below the 'To Do List' is a 'Student Review Confirmation' section with a checkbox and a 'Save' button. A 'Site Details' section at the bottom shows 'Site Name : ZZ site 1' and a map of the location.



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Technology Innovations**

- In the “Evaluations Done on You” section, you can click the eyeball to view your score and feedback for evaluations completed about you.

Evaluation Summary

Session: **Mock Session1** START DATE: **1/1/2018** END DATE: **12/1/2018** SETTINGS: **PEDIATRIC ENDOCRINOLOGY (PE)** ROTATION TYPE: **N/A** COURSE: **N/A**

Site Name: **ZZ site 1**

Click icon to submit evaluation Click icon to view the evaluation Reciprocity form Evaluation reviewed by Preceptor

Evaluations Done On You

| Evaluation Form Name | View Form(s) |
|------------------------------------|---------------|
| Preceptor Final Student Evaluation | Not submitted |
| CSF Mid-Term Student Evaluation | |

Evaluations Done By You

| Evaluation Form Name | View Form(s) |
|--|--------------|
| Student Final Clinical Environment Evaluation <small>Due date of submission on 05-25-2018 23:55</small> | |

❖ **Complete Student Final Clinical Environment Evaluation**

- At the end of each term you will evaluate your clinical environment for each site you were placed at.
- Click on My Placements.

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

Mock Session1
ZZ site 1
350 Fifth Avenue, 34th floor, New York, New York(NY) - 10235
5.0 Weeks Pediatric Endocrinology (PE)
1/1/2018 - 12/1/2018

Confirm Preceptor
Complete Patient Log
Complete and View Evaluations
Complete Timesheet

- Click on session name for your course. Note, do this for each site you are placed at.





The screenshot shows the 'My Placements' page in the STEPS application. The left sidebar contains a menu with options like Dashboard, My Profile, Survey Evaluation, My Wishlists, My Placements, School Course, Student Packet, My Help, and School Contact. The main content area has a header with 'THE UNIVERSITY OF ARIZONA' and a user profile 'Mickey Mouse'. Below the header, there's a section titled 'My Placements' with a table of placement sessions. The first row is 'Mock Session1', which is circled in red. The table columns are Session, Site Details, Placement Dates, and Setting. The 'Mock Session1' row shows 'ZZ site 1' as the site, '01/01/2018 - 12/01/2018' as the dates, and 'Pediatric Endocrinology (PE)' as the setting. Below the table, it says 'Displaying 1 - 1 of 1 Records'.

- Select “Complete and View Evaluations” on your To Do List.

The screenshot shows the 'Placement Details' page in the STEPS application. The left sidebar is the same as the previous screenshot. The main content area has a header with 'THE UNIVERSITY OF ARIZONA' and a user profile 'Mickey Mouse'. Below the header, there's a section titled 'Placement Details' with a table of placement sessions. The first row is 'Mock Session1', which is circled in red. The table columns are Session, Site Name, Start Date, End Date, Settings, Rotation Type, and Course. The 'Mock Session1' row shows 'ZZ site 1' as the site, '1/1/2018' as the start date, '12/1/2018' as the end date, 'PEDIATRIC ENDOCRINOLOGY (PE)' as the settings, 'N/A' as the rotation type, and 'N/A' as the course. Below the table, there's a 'To Do List' section with a red header. The 'To Do List' contains four items: 'Confirm Preceptor', 'Complete Patient Log', 'Complete and View Evaluations' (circled in red), and 'Complete Timesheet'.

- In the “Evaluations Done by You” section, click on the green pencil icon to complete your clinical environment evaluation.



STEPS

Dashboard

My Profile

Survey Evaluation

My Wishlists

My Placements

School Course

Student Packet

My Help

School Contact

Technical Support

Quick Links

Patient Log

Patient Log Report

Resource Materials

THE UNIVERSITY OF ARIZONA

UA-Nursing-DNP Mickey Mouse

Evaluation Summary

Help

Placement Details > Evaluation Summary >

Session:
Mock Session1

START DATE:
1/1/2018

END DATE:
12/1/2018

SETTINGS:
PEDIATRIC ENDOCRINOLOGY (PE)

ROTATION TYPE:
N/A

COURSE:
N/A

Site Name:
ZZ site 1

Click icon to submit evaluation

Click icon to view the evaluation

Reciprocity form

Evaluation reviewed by Preceptor

Evaluations Done On You

| Evaluation Form Name | View Form(s) |
|------------------------------------|---------------|
| Preceptor Final Student Evaluation | Not submitted |
| CSF Mid-Term Student Evaluation | |

Evaluations Done By You

| Evaluation Form Name | View Form(s) |
|---|--------------|
| Student Final Clinical Environment Evaluation | |

