DNP Student Exxat Training Guide

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

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<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Description of Change</th>
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<tbody>
<tr>
<td>1.0</td>
<td>5/11/2018</td>
<td>Original student guide; approved by specialty coordinators</td>
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<tr>
<td>1.1</td>
<td>6/6/2018</td>
<td>Added clarifying language for patient log’s 7 day entry period</td>
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<tr>
<td>1.2</td>
<td>8/22/2018</td>
<td>Removed “Confirm Preceptor” process; no longer a required step</td>
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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.
Verify you see your clinical site(s) listed.

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.
- Click on session name for your course.

- Select Complete Timesheet on your To Do List.
- 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.
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.
    - Click on session name for your course. Note, make sure you select the right clinical site if you are placed at more than one.
Select “Complete Patient Log” on your To Do List.

Click Add Patient Log.

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.

Select the relevant ICD 10 Code(s) by clicking Add ICD Code.

You can search or browse to find the right code(s). Click on the code to select it.
Select your role for the code.

- 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.
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 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.
- **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.

- 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.
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.

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.
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

  - Click on the session name for your current course
- Select Complete Timesheet on your To Do List

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

- 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.
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.
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.

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

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.
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.

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

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

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

- Select “Complete and View Evaluations” on your 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**
  - At the end of each term you will evaluate your clinical environment for each site you were placed at.
  - Click on My Placements.
  - Click on session name for your course. Note, do this for each site you are placed at.
Select “Complete and View Evaluations” on your To Do List.

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