



Exxat Student Simulation and Non-Clinical Time Reporting

Version	Date	Description of Change
1.0	4/21/2020	Original guide

This guide covers how to record simulation and other non-clinical time in Exxat.

Use the following key to determine which option to choose for your hours:

1. Conference
 - a. In person meeting for clinical education or training
2. Continuing Education
 - a. Clinical courses or a series of courses on one subject that let you develop your knowledge and skills in a specific area.
3. Leading an Educational Activity
 - a. You are designated as a coordinator or moderator for a activity in which you develop and implement and are responsible for the entire educational process
4. Lecture
 - a. A specific educational presentation by one speaker to a group of attendees
5. Remote Observation/Interaction
 - a. Strictly watching via technology such a telehealth a clinical environment with a designated preceptor or guide who explains what is being observed but is not providing formal teaching or training
6. Shadowing Professional
 - a. Scheduled time with a leader / administrator to follow them in their normal daily activities with the goal of developing a understanding of the individuals role and characteristics associated with the leadership role.
7. Simulated Clinical Activity
 - a. Clinical educational and training overseen by a faculty or preceptor that are completed online that have been approved for simulated clinical hours
8. Virtual or Augmented Reality Activity
 - a. Clinical educational and training overseen by a faculty or preceptor that are completed using a virtual online platform interface (iHuman, Shadow Health, etc.) that have been approved for simulated clinical hours
9. Webinar
 - a. Online educational module or a series of modules on one subject that let you develop your knowledge and skills in a specific area

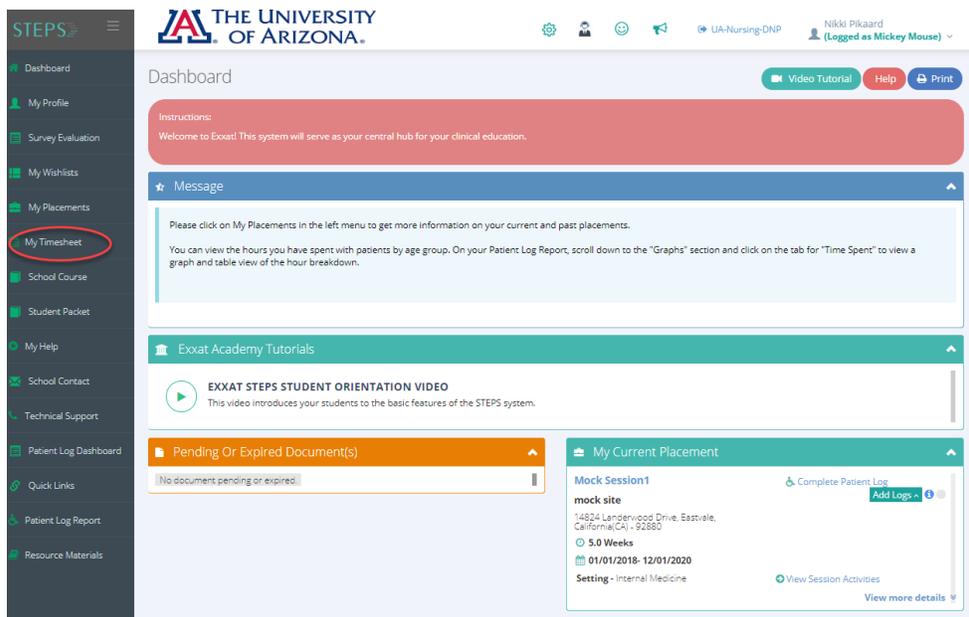


10. Workshop

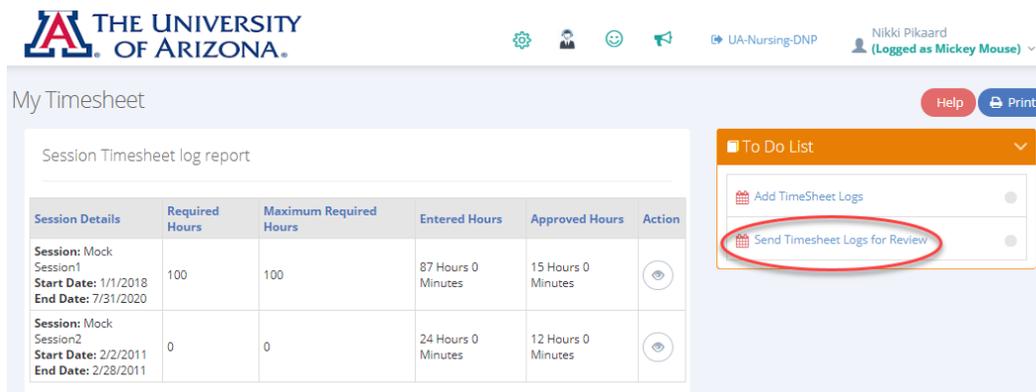
- a. A hands-on training to develop a specific clinical skill (Suturing, etc.)

11. Other: Please add description in comments

- ❖ Log into apps.exxat.com
- ❖ Note, there will be two steps to complete this activity
 - You will record your entry
 - You will submit for review
- ❖ Perform a one-time set-up each term to add your Clinical Supervising Faculty (CSF) as your reviewer
 - ❖ Navigate to “My Timesheet” on the left-hand menu
 - Note, if you have previously used timesheets in Exxat, this is a different module



- ❖ Click on “Send Timesheet Logs for Review”





- ❖ Click on the “Manage Reviewers” tab

Clinical Timesheet Logs Non Clinical Timesheet Logs **Manage Reviewers**

MANAGE REVIEWERS FOR CLINICAL HOURS

10 records Search:

Session Name	Reviewers
Mock Session1	Test Person (Test@example.com) Edit delete sai krishna (sai.krishna@exxatsystems.com) Edit delete test person (ashish.bose@exxatsystems.com) test reviewer (example@test.com)
Mock Session2	test review (test@exam)

Showing 1 to 2 of 2 entries < 1 >

MANAGE REVIEWERS FOR NON CLINICAL HOURS **+ Add Reviewer**

Reviewer Name	Actions

- ❖ Under “Non Clinical Hours” select “Add Reviewer”

Clinical Timesheet Logs Non Clinical Timesheet Logs Manage Reviewers

MANAGE REVIEWERS FOR CLINICAL HOURS

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Mock Session2	test review (test@exam)

Showing 1 to 2 of 2 entries < 1 >

MANAGE REVIEWERS FOR NON CLINICAL HOURS **+ Add Reviewer**

Reviewer Name	Actions
test person (ashish.bose@exxatsystems.com)	N/A
test review (test@exam)	N/A
test reviewer (example@test.com)	N/A

- ❖ Enter the name and email address for your CSF, Save & Close
 - This will store them as a reviewer for the entire semester to use when you get to the Send for Review step later in the guide
- ❖ Navigate back to “My Timesheet” to record your entry
- ❖ Click on “Add TimeSheet Logs”





My Timesheet

Help Print

Session Timesheet log report

Session Details	Required Hours	Maximum Required Hours	Entered Hours	Approved Hours	Action
Session: Mock Session1 Start Date: 1/1/2018 End Date: 7/31/2020	100	100	87 Hours 0 Minutes	15 Hours 0 Minutes	
Session: Mock Session2 Start Date: 2/2/2011 End Date: 2/28/2011	0	0	24 Hours 0 Minutes	12 Hours 0 Minutes	

To Do List

- Add TimeSheet Logs
- Send Timesheet Logs for Review

❖ Click on the day you did the activity in the calendar, a popup window will appear

❖ IMPORTANT, select "Non Clinical Hours," additional options will populate





THE UNIVERSITY
Timelog

Timesheet Entry Date : April 21, 2020

Select the type of Timelog * : Clinical Hours Non Clinical Hours

Title *

Start Time

End Time

Hours : : Minutes *

Please select the specific type of Clinical Hours below:

Conference Continuing Education
 Leading an Educational Activity Lecture Other
 Remote Observation/interaction Shadowing Professional
 Virtual or Augmented Reality Activity Simulated Clinical Activit Webinar
 Workshop

Notes

Save & Close

- ❖ Enter:
 - A brief, but descriptive, title
 - Start and end time, hours will calculate
 - Check the box for 1 type of activity
 - Add notes, if applicable
 - Save & Close when finished





Timesheet Entry Date : April 21, 2020

Select the type of Timelog * : Clinical Hours Non Clinical Hours

Title *

Start Time

End Time

Hours : : Minutes *

Please select the specific type of Clinical Hours below:

Conference Continuing Education

Leading an Educational Activity Lecture Other

Remote Observation/Interaction Shadowing Professional

Virtual or Augmented Reality Activity Simulated Clinical Activity

Webinar Workshop

Notes

Save & Close

- ❖ Confirm you see the record appear on your calendar
 - Note, you can delete or edit incorrect activities if you click on the entry in the calendar and select “Delete” or edit the information and “Save & Close”





Timelog

< > MONTH

Create draggable template for timelog

Template Title...

Add Template

Test Template

April 2020

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
	mock 2 12:00 AM - 12:00 PM	Mock Session1 12:00 AM - 12:00 PM Mock Session2 12:00 AM - 12:00 PM test 12:00 AM - 12:00 PM	Mock Session2 12:00 AM - 12:00 PM			
12	13	14	15	16	17	18
				Mock Session1 12:00 AM - 05:00 AM	test 12:00 AM - 05:00 AM	test 12:00 AM - 05:00 AM
19	20	21	22	23	24	25
	Human Caroline Case 02:00 PM - 03:30 PM					
26	27	28	29	30	1	2
3	4	5	6	7	8	9

- ❖ Navigate back to the “My Timesheet” page to send your entry for review
- ❖ Select “Send Timesheet Logs for Review”



UA-Nursing-DNP

Nikki Pikaard
 (Logged as Mickey Mouse)

My Timesheet

Help Print

Session Timesheet log report

Session Details	Required Hours	Maximum Required Hours	Entered Hours	Approved Hours	Action
Session: Mock Session1 Start Date: 1/1/2018 End Date: 7/31/2020	100	100	87 Hours 0 Minutes	15 Hours 0 Minutes	
Session: Mock Session2 Start Date: 2/2/2011 End Date: 2/28/2011	0	0	24 Hours 0 Minutes	12 Hours 0 Minutes	

To Do List

- Add TimeSheet Logs
- Send Timesheet Logs for Review

- ❖ Click on the “Non Clinical Timesheet Logs” tab which is where your hours should be recorded; update them if they appear on the Clinical Timesheet Logs tab





Send Timesheet Logs for Review Help Print

My Timesheet > Send Timesheet Logs for Review >

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.

Clinical Timesheet Logs **Non Clinical Timesheet Logs** Manage Reviewers

Review not requested Review requested Approved Rejected Locked by School

Advanced Search + Send Timesheet for Review

Timelog Title	Entry Date	Time	Total Hours	Review Status	Review Notes	Reviewer Name
<input type="checkbox"/> iHuman Caroline Case	04/21/2020	02:00 PM - 03:30 PM	1 Hours 30 Minutes			
<input type="checkbox"/> test	04/18/2020	12:00 AM - 05:00 AM	5 Hours 0 Minutes			test person ashish.bose@exxatsystems.com
<input type="checkbox"/> test	04/17/2020	12:00 AM - 05:00 AM	5 Hours 0 Minutes			
<input type="checkbox"/> test	04/08/2020	12:00 AM - 12:00 PM	12 Hours 0 Minutes			test person ashish.bose@exxatsystems.com
<input type="checkbox"/> mock 2	04/07/2020	12:00 AM - 12:00 PM	12 Hours 0 Minutes			

- ❖ Select all timesheets you want to send for review, then click the "Send Timesheet for Review" button
 - If you enter multiple timesheets in a short time period, send them to your CSF all at once, otherwise send each timesheet as you complete it
 - Your CSF will receive an email notifying them to approve your timesheet(s)

Clinical Timesheet Logs **Non Clinical Timesheet Logs** Manage Reviewers

Review not requested Review requested Approved Rejected Locked by School

Advanced Search + Send Timesheet for Review

1

Timelog Title	Entry Date	Time	Total Hours	Review Status	Review Notes	Reviewer Name
<input checked="" type="checkbox"/> iHuman Caroline Case	04/21/2020	02:00 PM - 03:30 PM	1 Hours 30 Minutes			
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<input type="checkbox"/> test	04/08/2020	12:00 AM - 12:00 PM	12 Hours 0 Minutes			test person ashish.bose@exxatsystems.com
<input type="checkbox"/> mock 2	04/07/2020	12:00 AM - 12:00 PM	12 Hours 0 Minutes			

2

- ❖ Select the CSF you entered as the reviewer, click Send & Close



SEND TIMESHEETS

NON CLINICAL TIMESHEET LOGS FOR REVIEW

Title	Timesheet log Details
iHuman Caroline Case	Entry Date: April,21 2020 Time: 02:00 PM - 03:30 PM

LIST OF REVIEWERS

SELECT REVIEWER

- test person (ashish.bose@exxatsystems.com)
- test review (test@exam)
- test reviewer (example@test.com)

STUDENT NOTES

Recipient Email:

Notes:

Send & Close

- ❖ You can view your completed hours broken out by course (Session) on the “Timesheet Log Report” which displays when you navigate to “My Timesheet”

THE UNIVERSITY OF ARIZONA

My Timesheet

Session Timesheet log report

Session Details	Required Hours	Maximum Required Hours	Entered Hours	Approved Hours	Action
Session: Mock Session1 Start Date: 1/1/2018 End Date: 7/31/2020	100	100	99 Hours 0 Minutes	27 Hours 0 Minutes	
Session: Mock Session2 Start Date: 1/1/2011 End Date: 2/28/2011	0	0	24 Hours 0 Minutes	12 Hours 0 Minutes	

To Do List

- Add Timesheet Logs
- Send Timesheet Logs for Review

