THE UNIVERSITY OF ARIZONA COLLEGE OF NURSING
Learning & Healthcare Technology Innovations

DNP Clinical Supervising Faculty Exxat Training Guide

Version	Date	Description of Change
1.0	5/11/2018	Original CSF guide; approved by specialty coordinators
1.1	6/6/2018	Added clarifying language on timeline for students to enter patient log
1. 2	8/21/2018	Added section on logging student communication

This guide contains information for all tasks Clinical Supervising Faculty (CSF) are expected to complete in Exxat each term. 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 prior to each term.

Part 1: Summary of Tasks and Timeline

Tasks Completed Once Per Course at Start of Course

- Identify students who have been assigned to you as a Clinical Supervising Faculty member and view their preceptor(s) and site(s)
  - *Navigate: Reports – Other Reports*
  - Select "Placement Report" under General Reports.
  - Use the Advanced Search button to filter. You can select your name under Faculty of Record to view only your students.
  - Report inaccuracies to course chair.

Tasks Completed Weekly

- Review patient logs
  - *Navigate: Placements – By Session – Select the Post Placement (green) arrow by your class*
  - Select Patient Log Summary under the To Do List.
  - You can filter by your name under Search by Clinical Faculty to view only your students.
  - Click on the student name to view the logs.
  - Click the purple word bubble icon to view the log in detail.
  - Optionally, add comments for the student to see.
  - Select the Reviewed button at the top or bottom of the log to approve it.

- Lock the log.

❖ Reject a patient log
- Follow the steps to view the patient log.
- At the bottom of the log, change the Flag status to yes.
- Add comments for the student to see instructing what changes are necessary.
- Click the Review button. Do not lock the log.
- When student has made the changes, turn the flag status back to no to approve it.

❖ Review timesheets (currently for FNP faculty only)
- *Navigate: Placements – By Session – Select the Placement (purple) arrow by your class*
- Option 1: You will receive an email from Exxat on behalf of your student. Click the link to review the log.
- Click View Details and choose to Approve or Reject. Submit your review.
- Option 2: Select Timesheet Report under Form Navigations.
- Optionally, use Advanced Search to filter to your student(s).
- Click on View Details in the Actions column.
- Click on the total time to view details.
- Select Review under the Actions column to approve.

Tasks Completed Twice Per Course: Once at Mid-Term and Once at Final

❖ View students' total completed hours to track progression toward required minimum
- *Navigate: Reports – Patient Log Reports*
- Select Time Spent by Student Report under Student Reports.
- Select your specialty under Batch. Note: dual students appear in their own batch.
- Optionally, select your student(s) or yourself as the faculty member.
- Select View Report.
- You will see the total time the student has spent with patients, time spent consulting with preceptors, and the combined time for the two. This information is pulled from the time students report on their patient logs. Note, only logs that you have reviewed (approved) will count into the report. Flagged logs will not count. Logs that have not yet been reviewed will not count.

❖ View students' completed hours with pediatric populations to track progression toward required minimum
- *Navigate: Reports – Patient Logs Reports*
- Select Age- Time Spent Comparison Report under Time Comparison Reports
- Select your specialty under Batch. Note: dual students appear in their own batch.
- Optionally, select your student(s) or yourself as the faculty member.
- Under "Please Select Age" select the pediatric populations – up through age 21.
- Select View Report.

- You will see the time the student has spent with patients in pediatric populations. This information is pulled from the time students report on their patient logs. Note, only logs that you have reviewed (approved) will count into the report. Flagged logs will not count. Logs that have not yet been reviewed will not count.

❖ Complete evaluations
- *You will receive an email with a link to complete the evaluation(s) for your student(s). You will complete a mid-term and final evaluation for each student at each site.*
- Follow the Evaluation Expectation Guidelines listed on the evaluation to complete the evaluation. Note: each progressive semester has unique scoring expectations.
- Base your evaluation on direct observation of the student at the site, if possible. If not, you need to discuss the performance of the student with the preceptor.
- Click the green arrow to view the calculated score.
- Check the "I have verified all answers" box.
- Click the "Submit" button.

❖ View evaluations
- *Navigate: Placements – By Session -- Select Post Placement (green) arrow by your class – Click Evaluation Summary – Click Summary tab at top of page to see details*
- You can view the results of evaluations you have completed for your student(s) through the evaluation summary. You can also complete your evaluations directly through this page rather than via the email link.
- Green dots are completed evaluations. You can view the score and click on the dot to view details.
- Red dots are evaluations that are not yet completed. You can click on the dot to complete the evaluation.

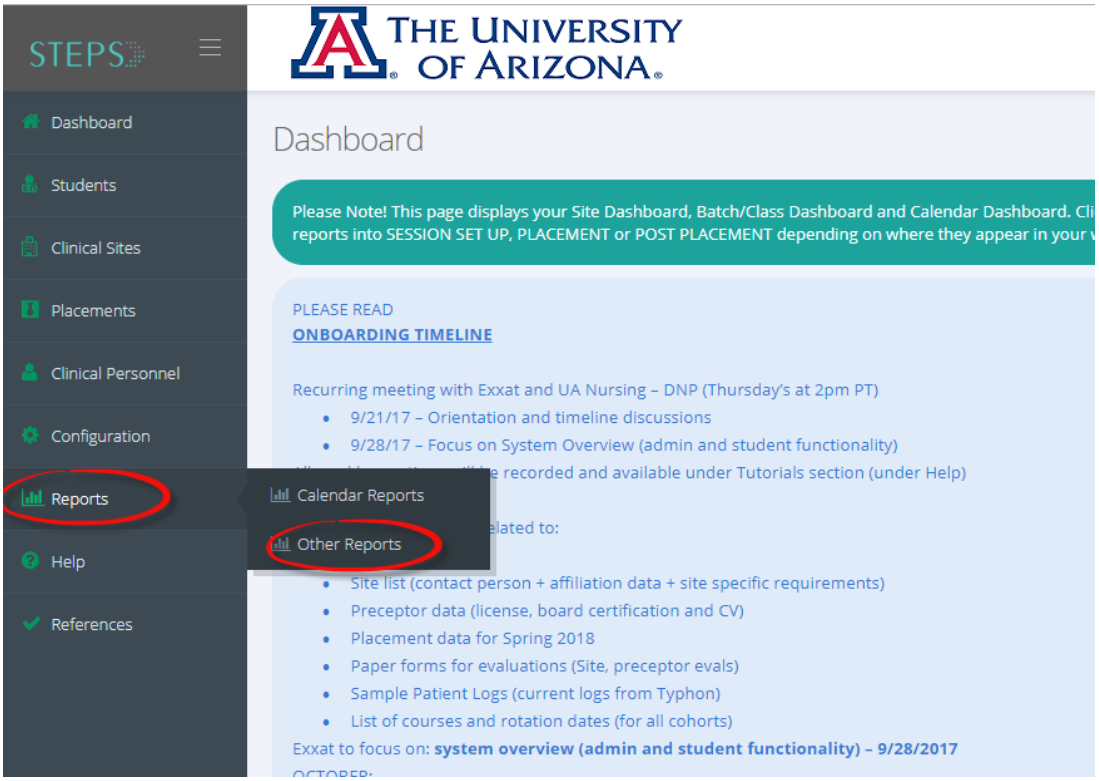
Tasks Completed As Needed

❖ Record student communications
- *Record communications with students about exceptional situations. For example, if you need to communicate to a student about not being on track to complete her clinical hours.*
- *Navigate: Students – Search Students – [Click Student Name] – Manage Student Communication Log.*
- Click "Add an Entry."
- Choose a "Type of Communication" from the drop-down menu."
- Complete all fields marked as required.
- If a follow-up is required, change the "Follow-Up Required" box to "Yes."
- Type in an executive summary of the situation under "Communication Notes."
- Save and close.
- Click on the student at any time to view all communications associated with that student.

- ❖ View student communications that require follow-up
  - *Navigate: Reports – Other Reports – Student Communication Follow Up Report*
  - Use the "Advanced Search" options to filter as you wish: by specialty, by your name, by student name, etc.

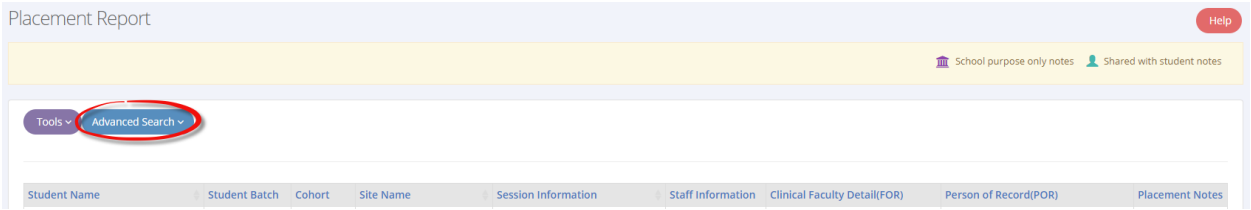
Part 2: Detailed Instructions for Tasks

- ❖ Identify students who have been assigned to you as a Clinical Supervising Faculty member and view their preceptor(s) and site(s)
  - *At the beginning of each course, you need to review the students assigned to you.*
  - On the left-hand menu, select "Reports" then select "Other Reports"

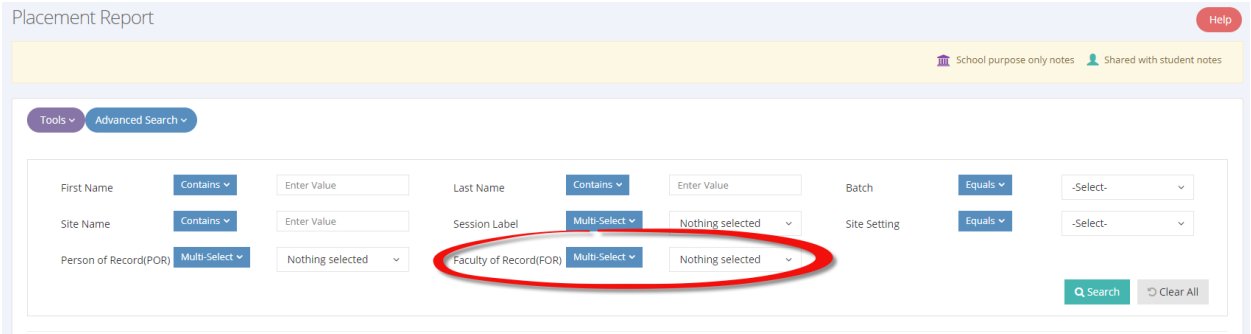


  - Under "General Reports" select "Placement Report"

- Click "Advanced Search" to expand filtering options



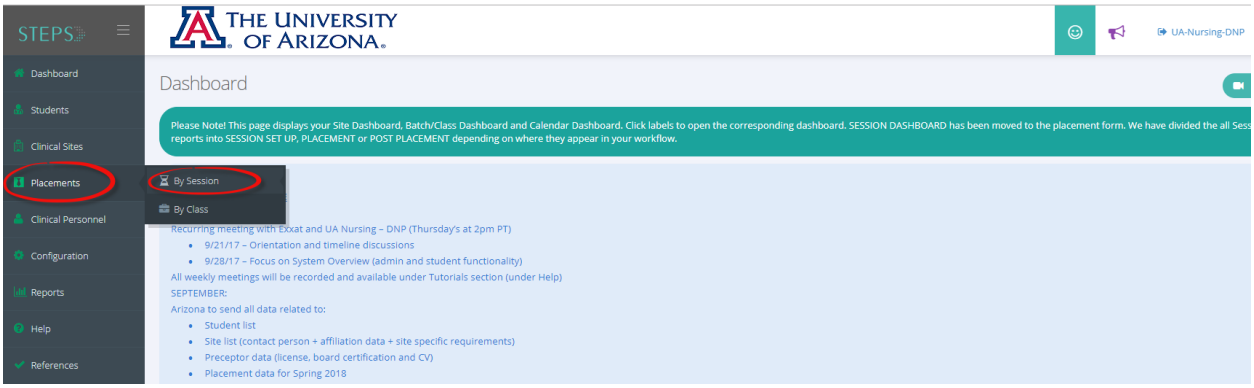
- Choose your filtering. You may select yourself under "Faculty of Record" to see only your students.



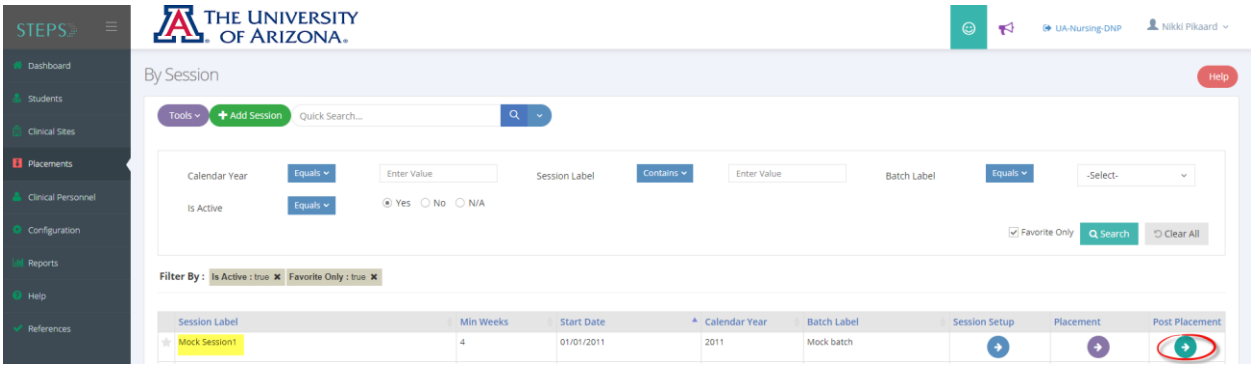
- Review your students. Report any inaccuracies to your course chair.

❖ Review patient logs

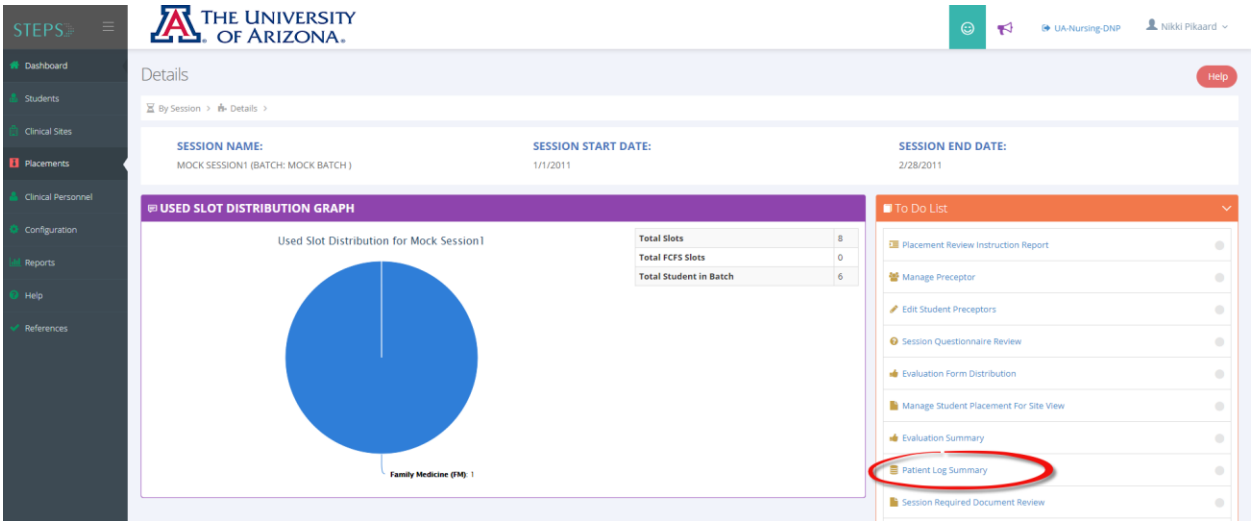
- *You are required to review your students' patient logs once a week. You will review (approve) or flag (reject) the log. Approved logs need to be locked after review to ensure the student cannot make changes to an accepted log.*
- Students have 7 days, including the day of the encounter, to log it. For example, if a student encounters a patient on Monday, she has until the following Sunday at 11:59pm Arizona time to log it. The system will prevent logging after that time.
- On the left-hand menu, select "Placements" then select "By Session"



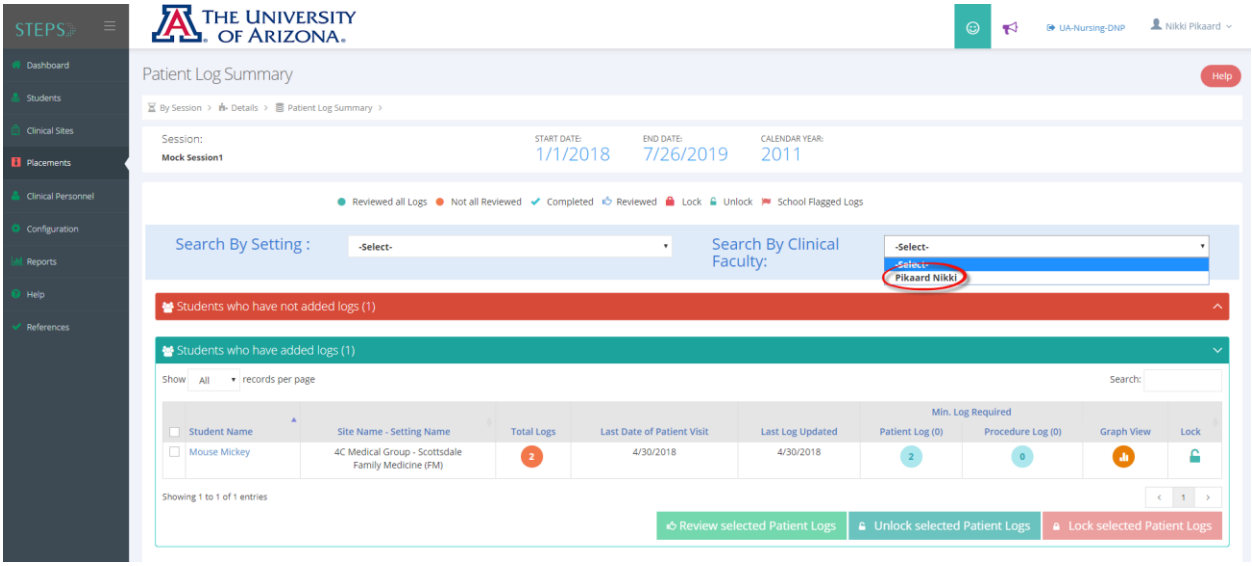
- Select the "Post Placement" (green) arrow for your class



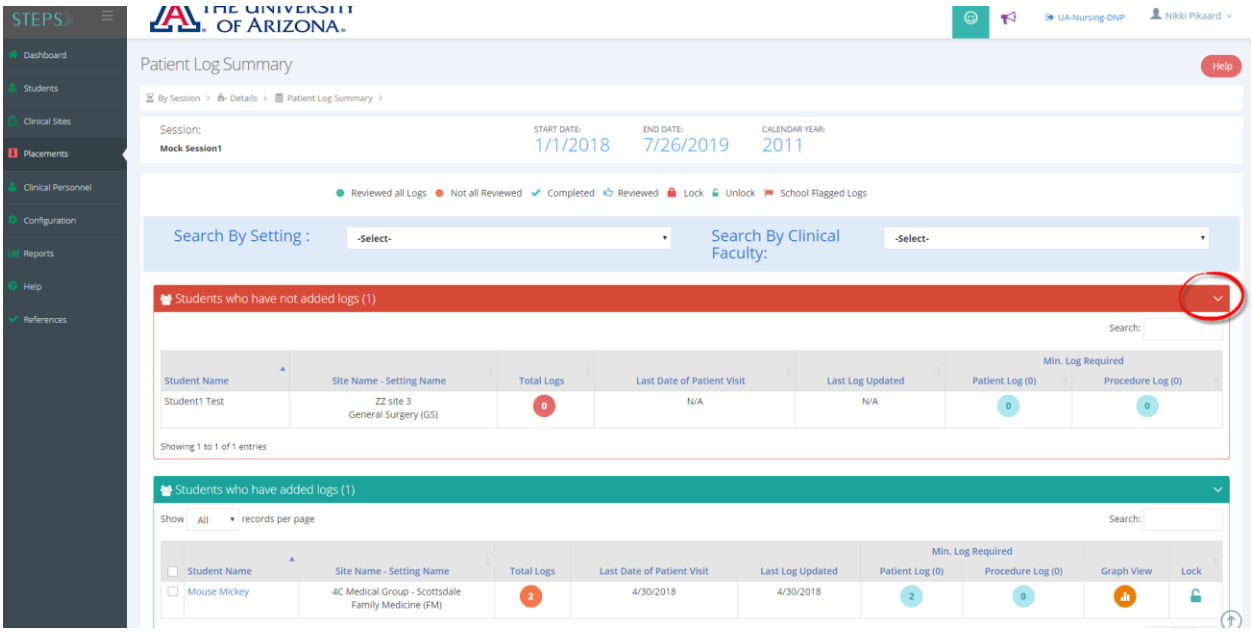
- Click "Patient Log Summary" on the To Do list



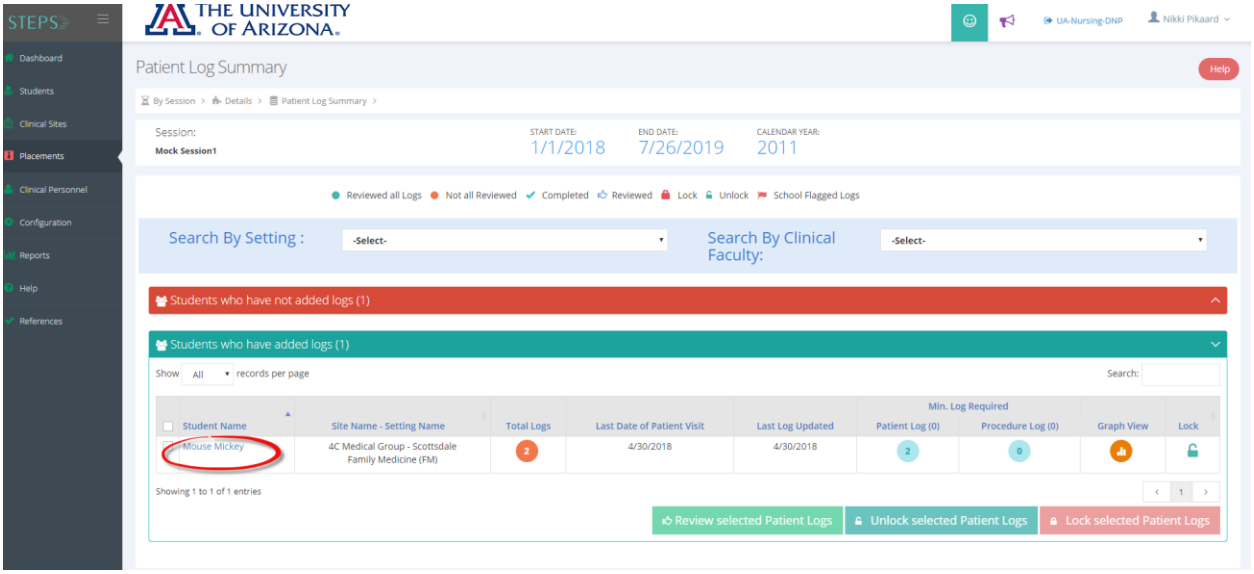
- Select your name under "Search By Clinical Faculty" to view only your students



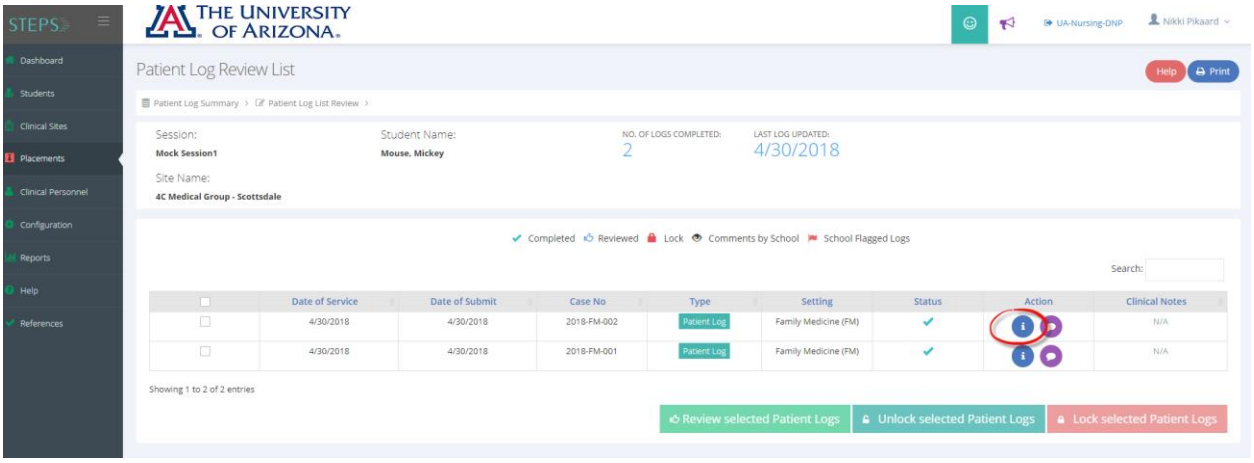
- Note: Click on the arrow to expand the "Students who have not added logs" section if you do not see logs for your student. If they appear in this section, they have not added any logs yet and you may need to communicate with them.



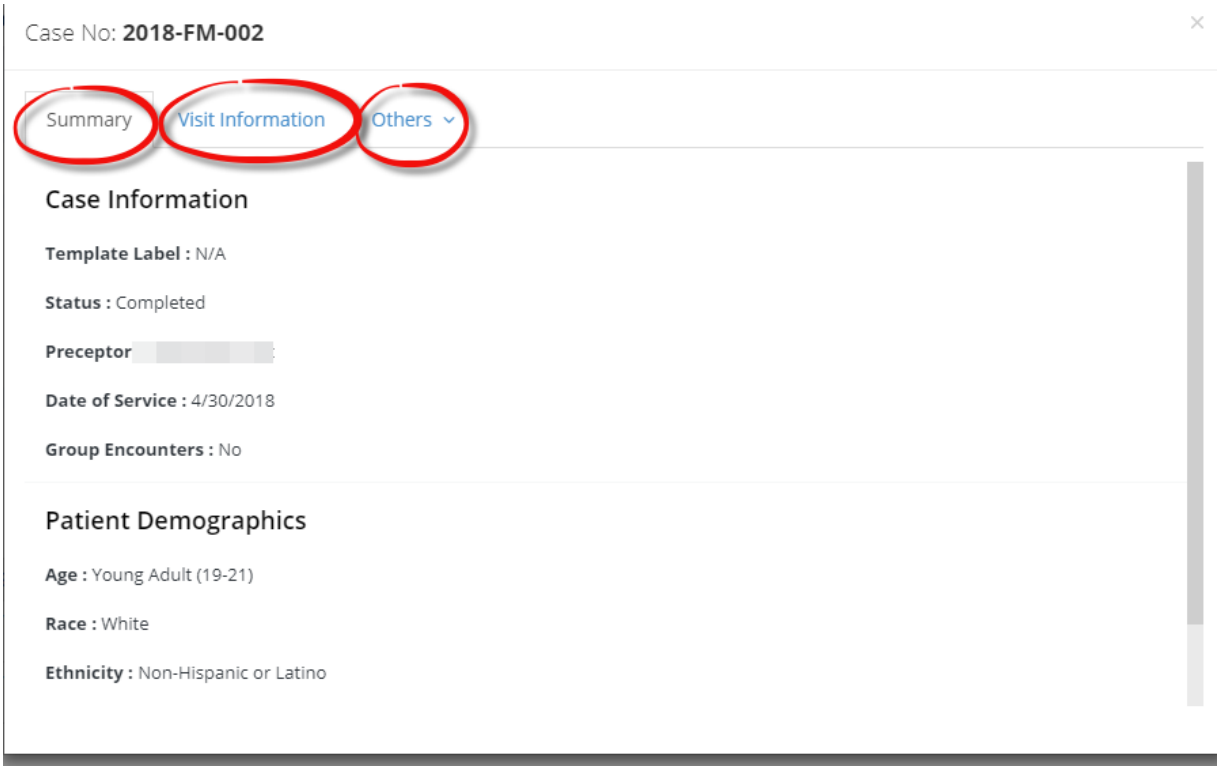
- Click on your student's name to view logs. A new tab will open.



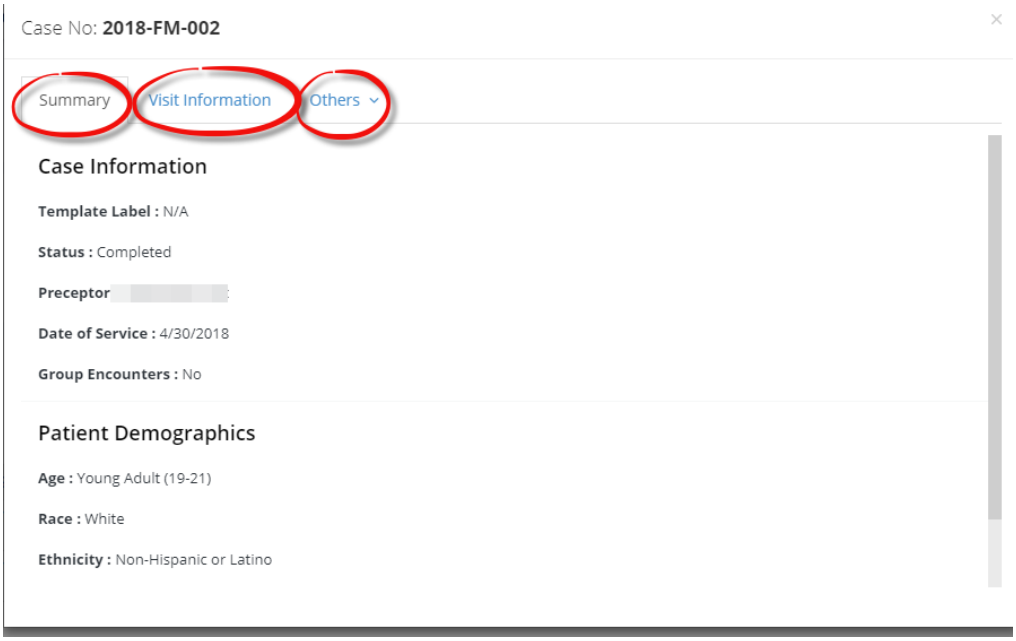
- You have two options to review your student's logs.
- Option 1: Click on the "i" icon under "Action" to view a summary of the log.



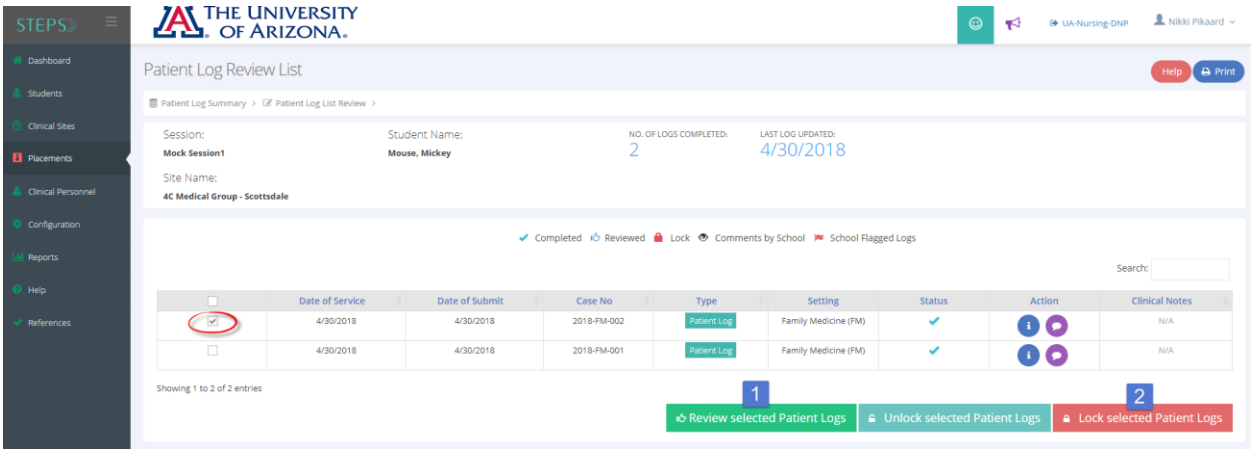
- Option 1 (cont): Click through the tabs to view all the summary information.



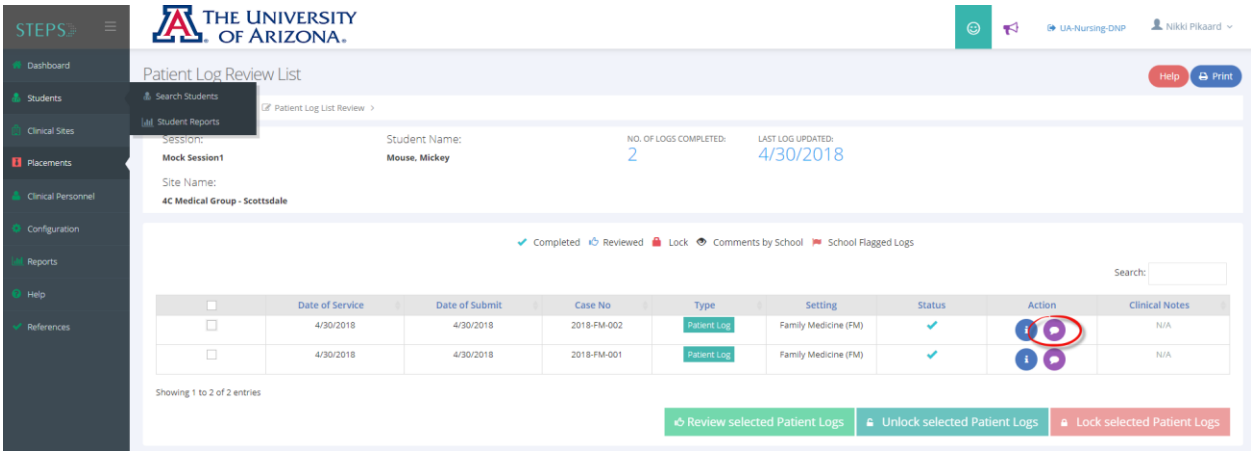
- Option 1 (cont): Click through the tabs to view all the summary information.



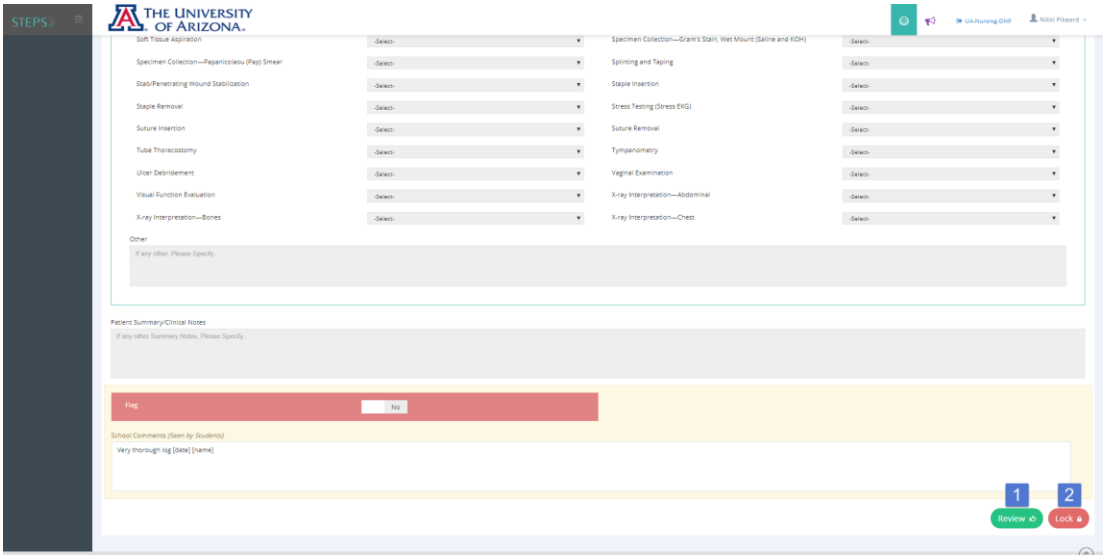
- Option 1 (cont): When you have finished reviewing the summary, select the log(s) you are ready to review. **First** click the "Review Selected Patient Logs" button **then** select "Lock Selected Patient Logs."



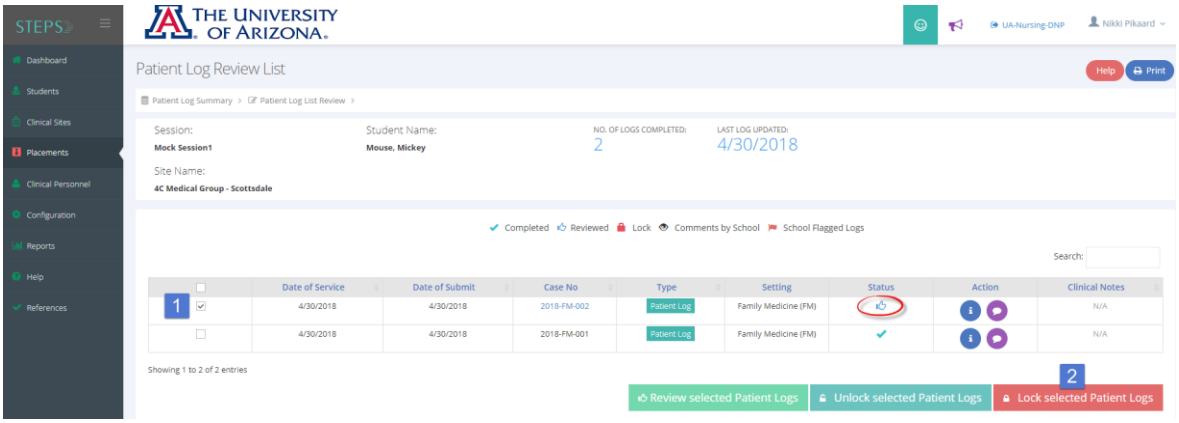
- Option 2: Click on the word bubble icon under "Action" to view the complete patient log.



- Option 2 (cont): Review all areas in the patient log. Optionally, add comments in the "School Comments" section that will be seen by your student. At the bottom of the log, click "Review."

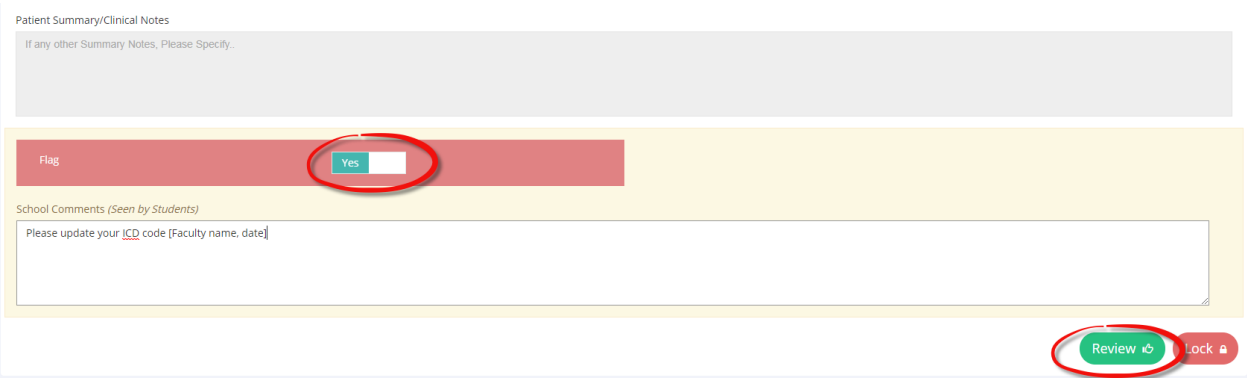


- Option 2 (cont): Notice the status of the reviewed log has changed from a checkmark to a thumbs-up icon. Check the box by all reviewed logs and select "Lock Selected Patient Logs."

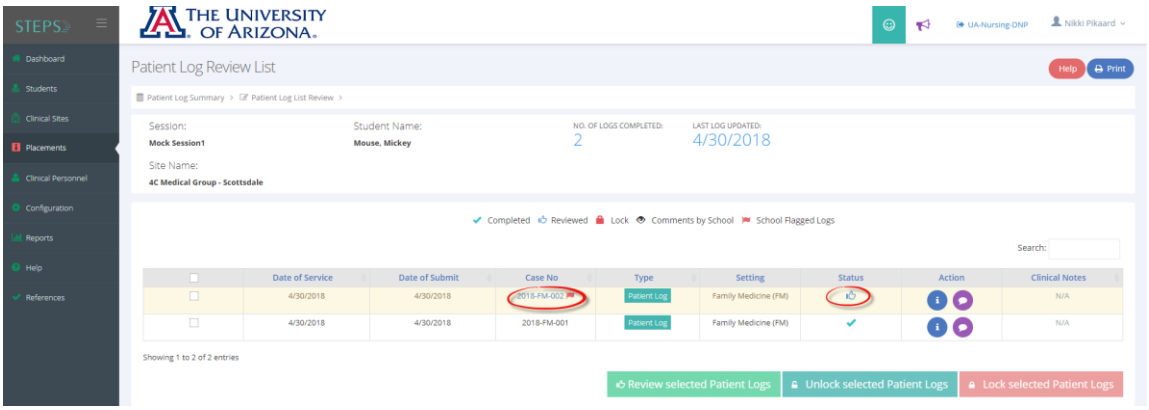


❖ Reject a patient log

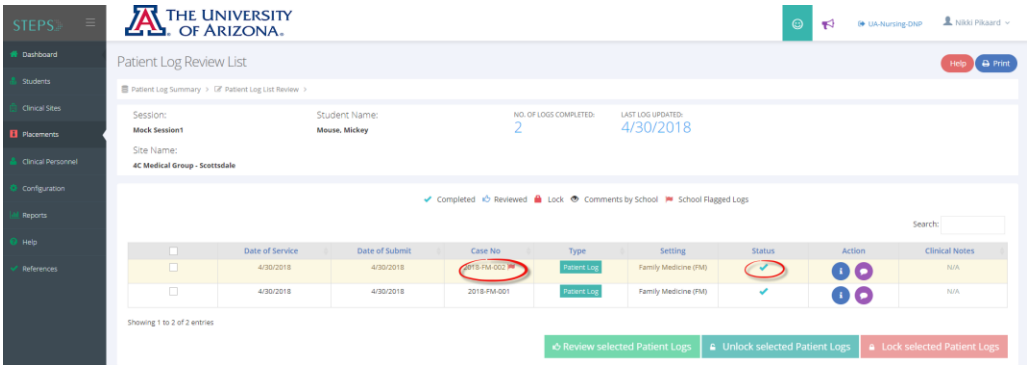
- *If a log has not been completed to a satisfactory level, you can "Flag" the log which acts to* ***Reject*** *it. Flagged logs* ***do not*** *count into students' total completed hours. Flagged logs will go back to the student to correct and re-submit for your review.*
- Follow the steps above to review the complete patient log.
- Change the "Flag" status to yes. Add any necessary notes for student to correct and resubmit. Hit "Review." Note, **do not** lock flagged logs.



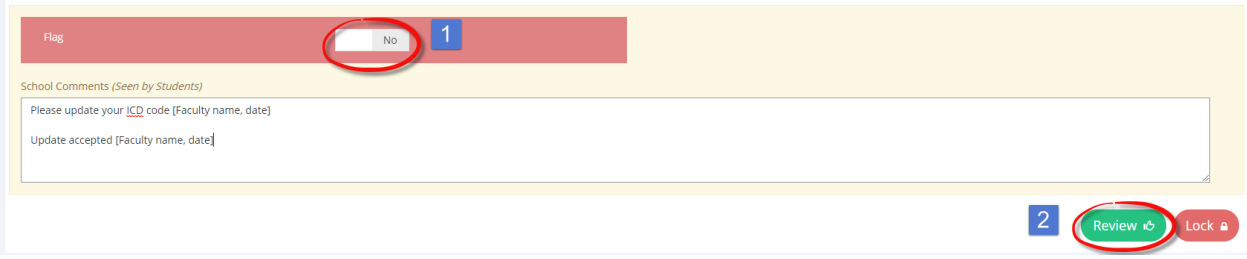
- Note, on the patient log summary view screen, the log now has a thumbs-up symbol as its status and a flag icon in the case number. This alerts you the log has been reviewed, but is pending revisions.



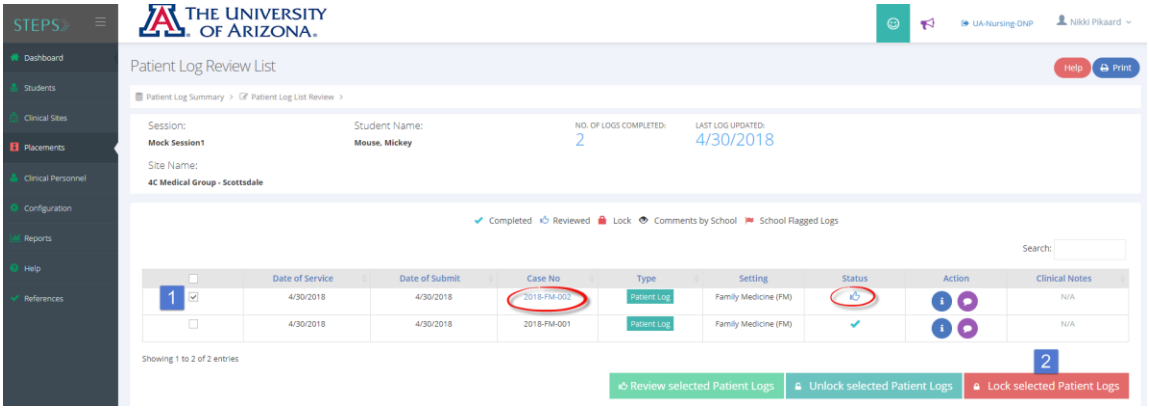
- The student will see the flagged log on their Patient Log page and make edits.
- You will see when the student has re-submitted the log because the status will go back to a checkmark, and the flag icon will still appear by the case number.



- Review the log again. **Change the Flag status back to No then hit Review in order to accept the log.** If you do not change the Flag status back to No, the log will still be rejected and the hours will not count for the student.



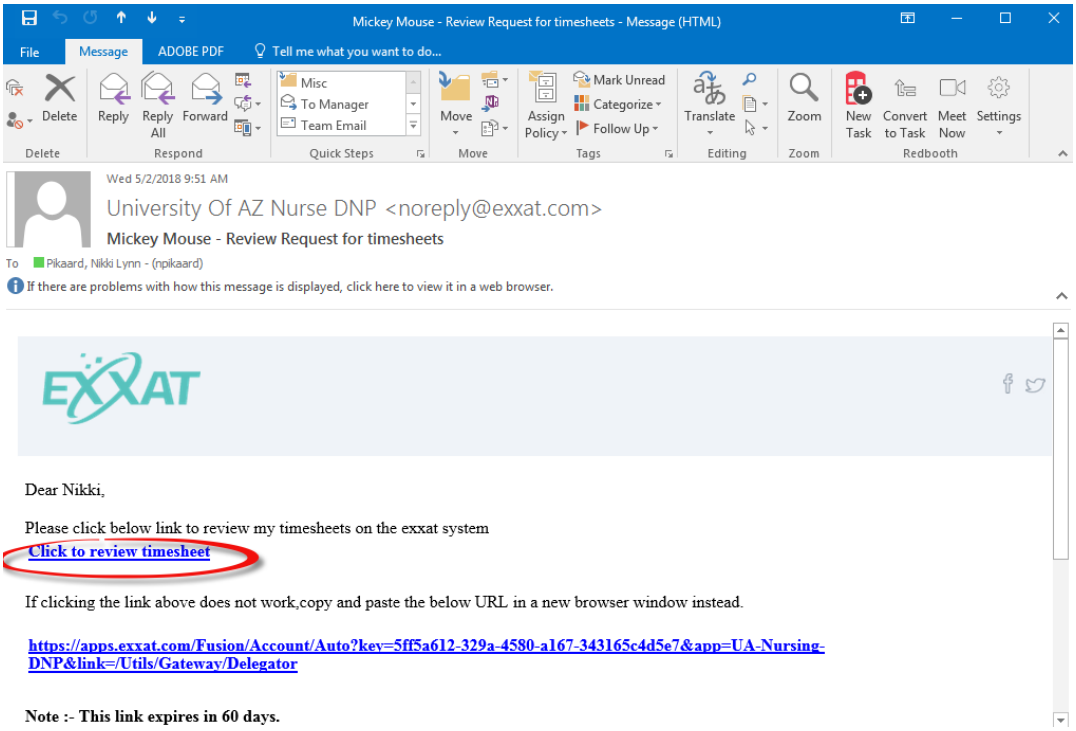
- Check the box by all reviewed logs and select "Lock Selected Patient Logs." Note, the Flag icon by the case number is gone. The status is the thumbs-up symbol. This alerts you the log is no longer being rejected.



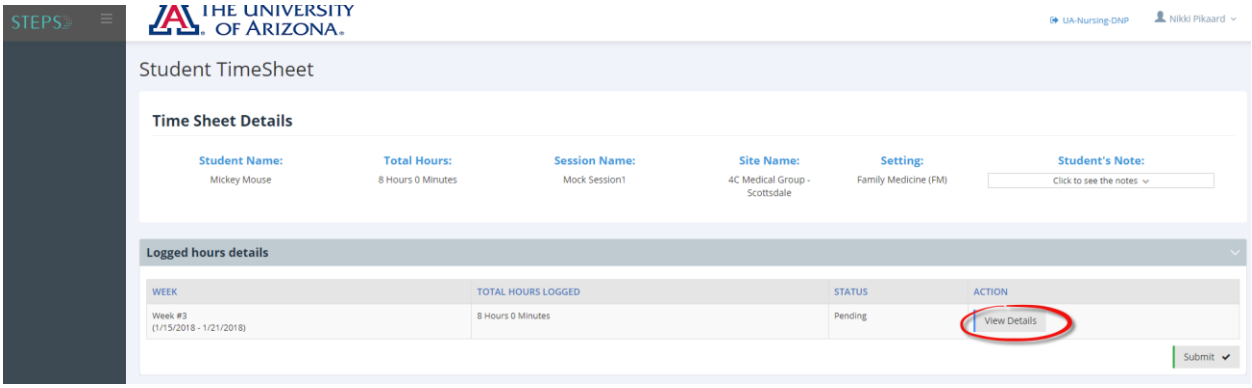
- The patient log will now count into the student's total hours.

❖ **Review timesheets (currently for FNP faculty only)**

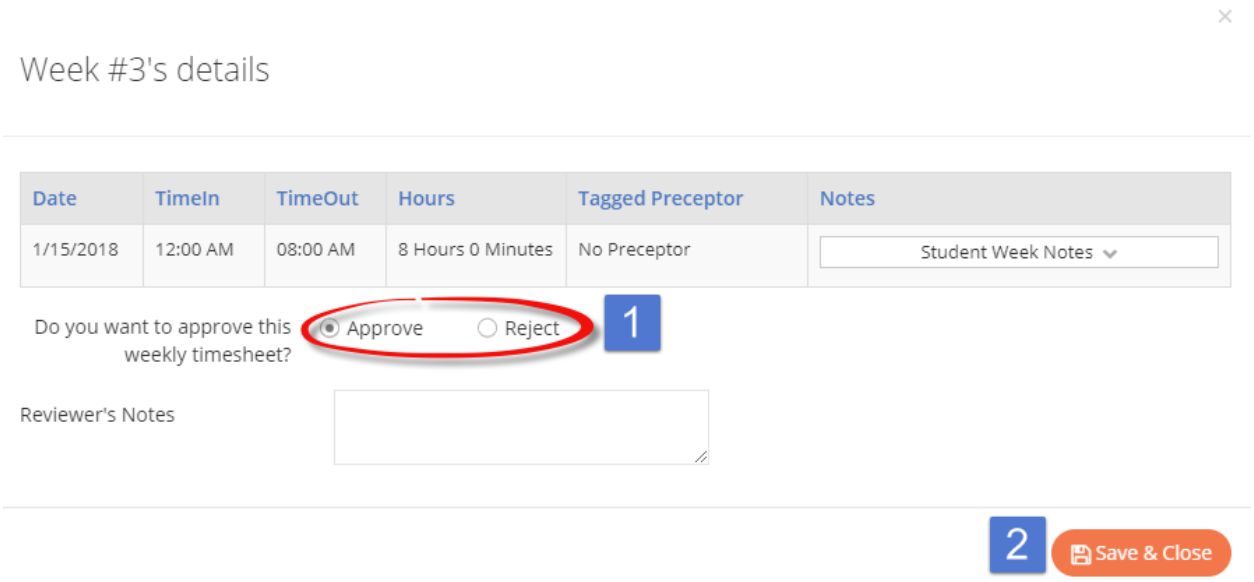
- *You should review your students' timesheets weekly.*
- There are two options to review timesheets. Option 1 is to review via an email link your student sends to you. Option 2 is the report view within Exxat.
- Option 1: You will receive an email from Exxat on behalf of your student. Click the link to view the timesheet.



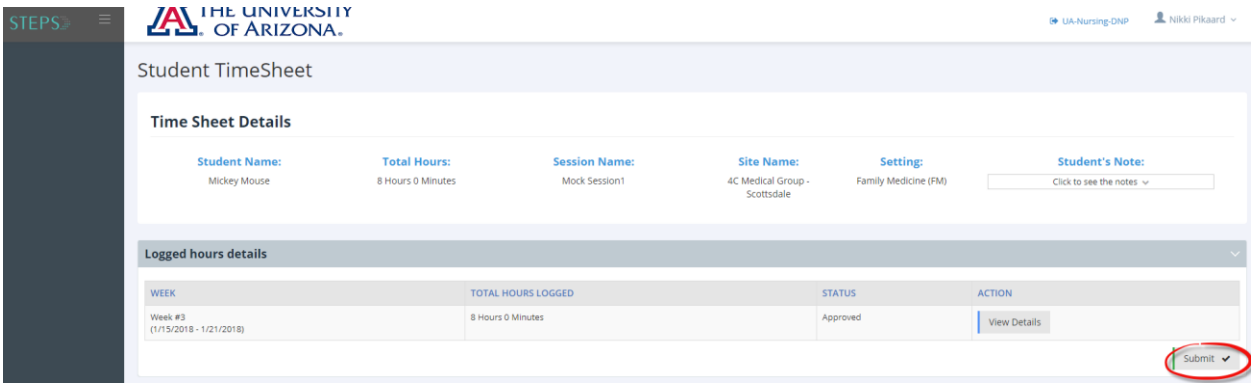
- Option 1 (cont): Click on “View Details” under Action.



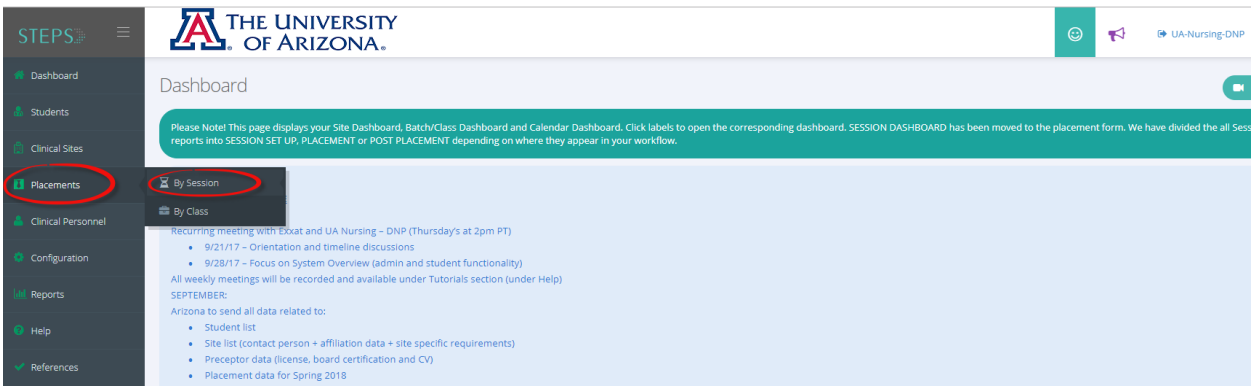
- Option 1 (cont): Review the hours. Select Approve or Reject. Optionally, add notes. Hit Save and Close.



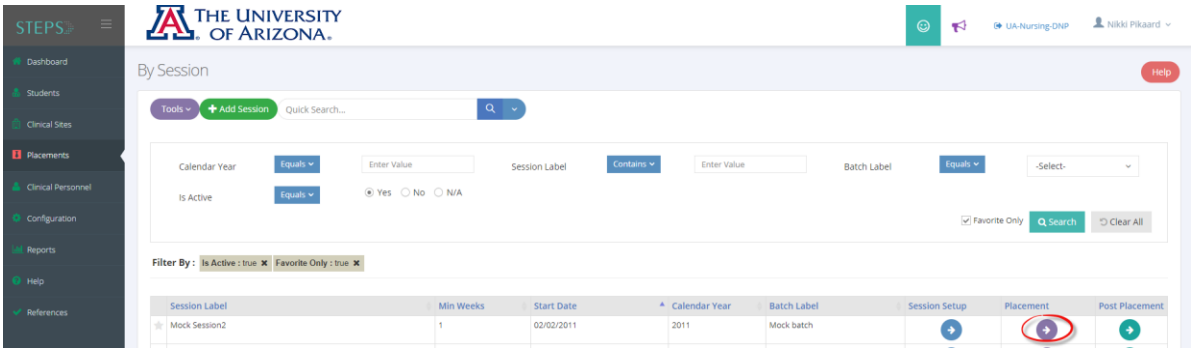
- Option 1 (cont): Click Submit.



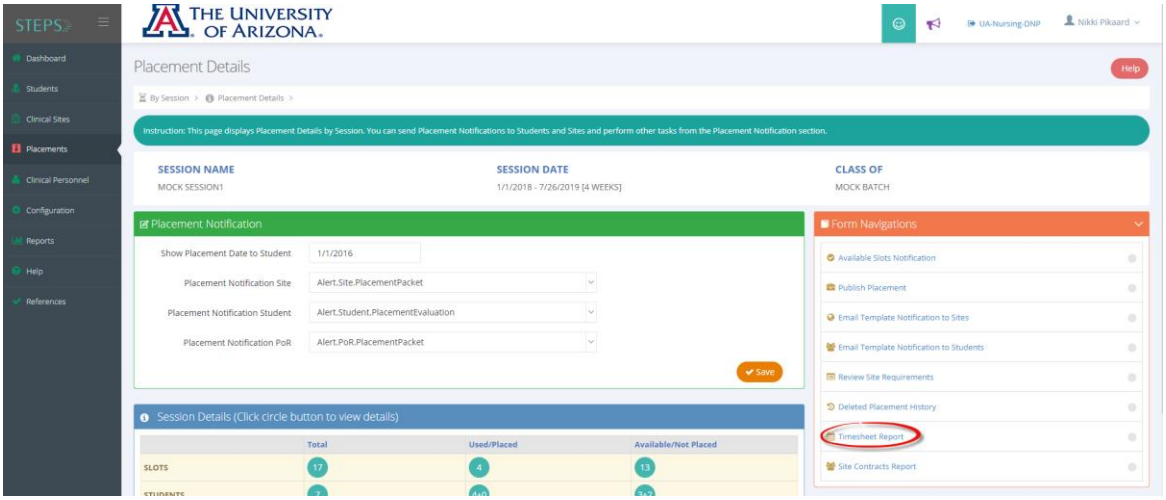
- Option 2: On the left-hand menu, select “Placements” then select “By Session”



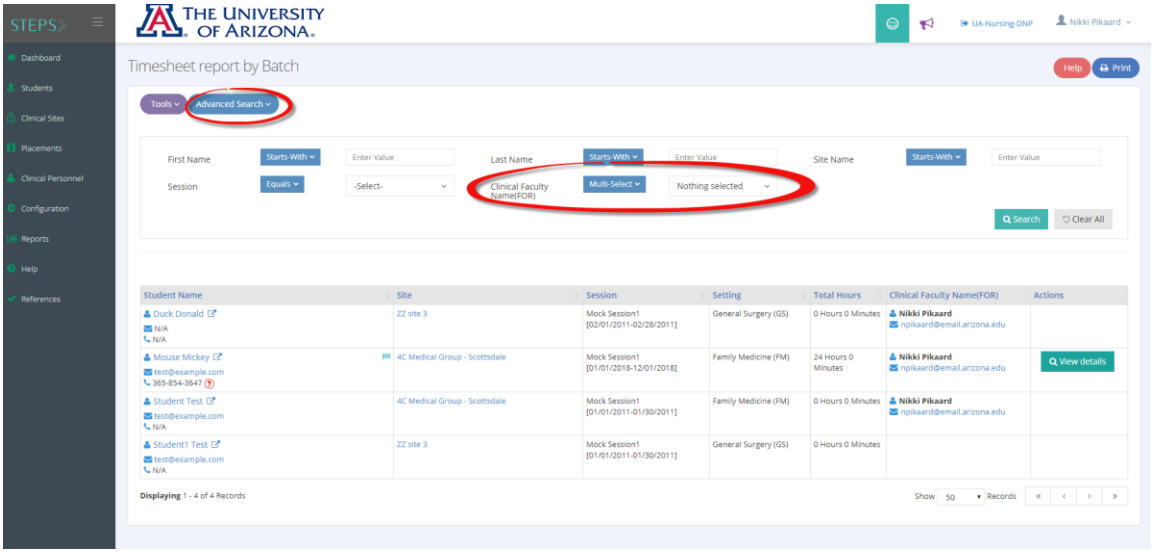
- Option 2 (cont): Click the “Placement” arrow for your course



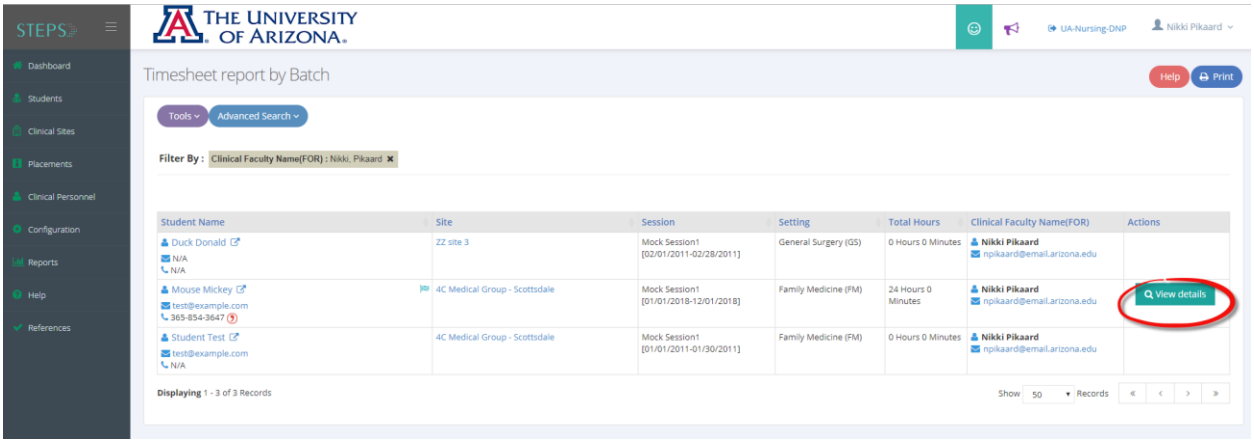
- Option 2 (cont): Select “Timesheet Report” under Form Navigations



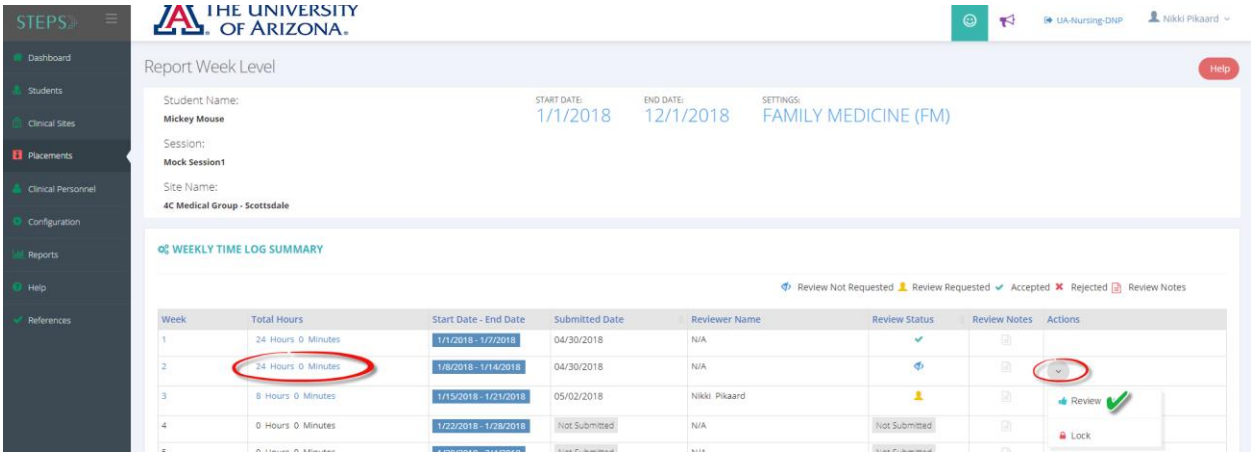
- Option 2 (cont): Click on “Advanced Search” to expand filtering options. Select yourself under “Clinical Faculty Name (FOR)” to view only your students.



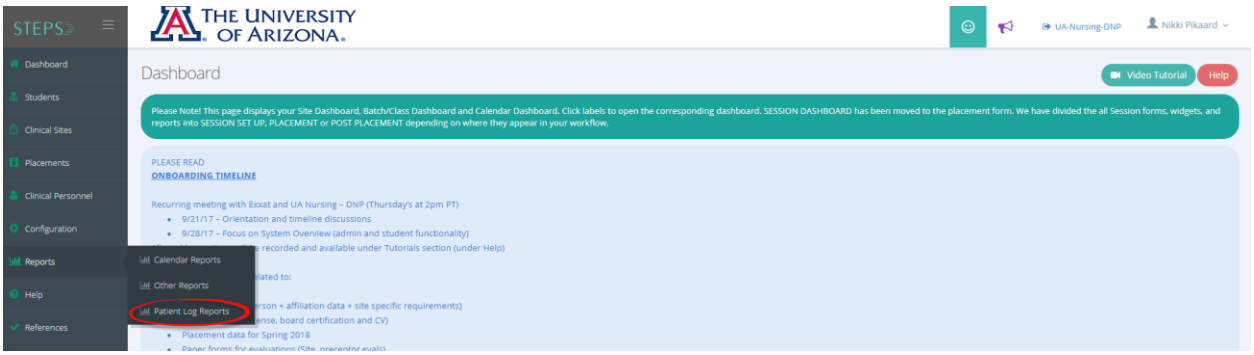
- Option 2 (cont): Click on "View Details" under Actions. A new tab will pop open.



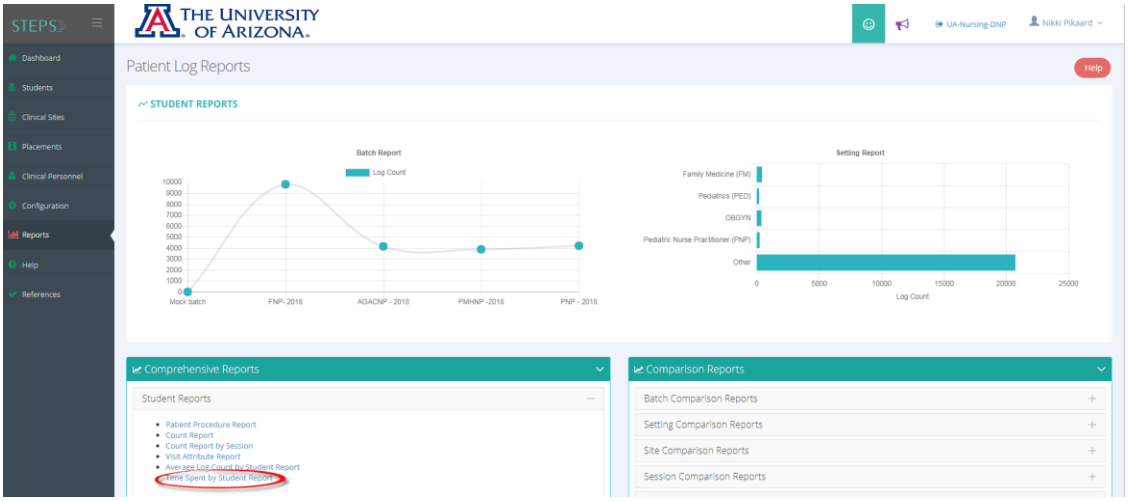
- Option 2 (cont): Click on the hyperlinked hours under Total Hours to view details. Click the arrow under Actions to Review (approve) time.



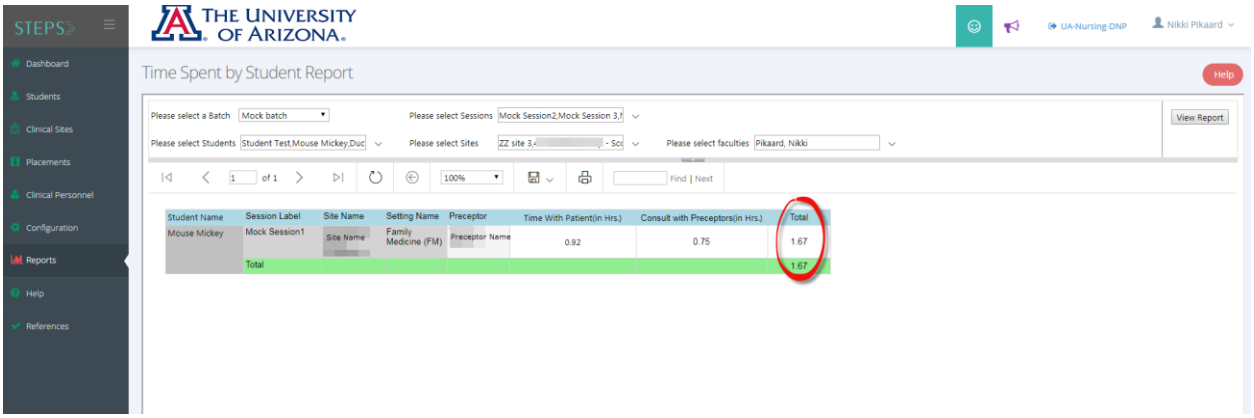
- ❖ View students' completed hours to track progression toward required minimum
  - *You are required to monitor your student's completed hours toward the fulfilment of their minimum hours required. You should check at least twice per semester – once at mid-term and once at the end of the term.*
  - On the left-hand menu, select Reports then choose Patient Log Reports.



  - Click the plus sign to expand the Student Reports section. Select the Time Spent by Student Report.



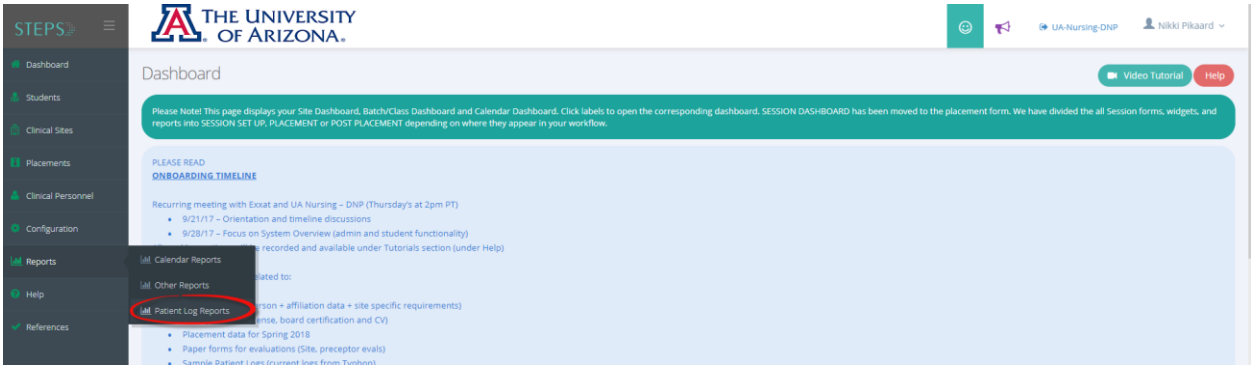
- Select your specialty under Batch. Note: dual students appear in their own batch.
- Optionally, select your student(s) or yourself under faculty.
- Click View Report.
- You will see the total time the student has spent with patients, time spent consulting with preceptors, and the combined time for the two under "Total." This information is pulled from the time students report on their patient logs. Students can view the same information on their own accounts.



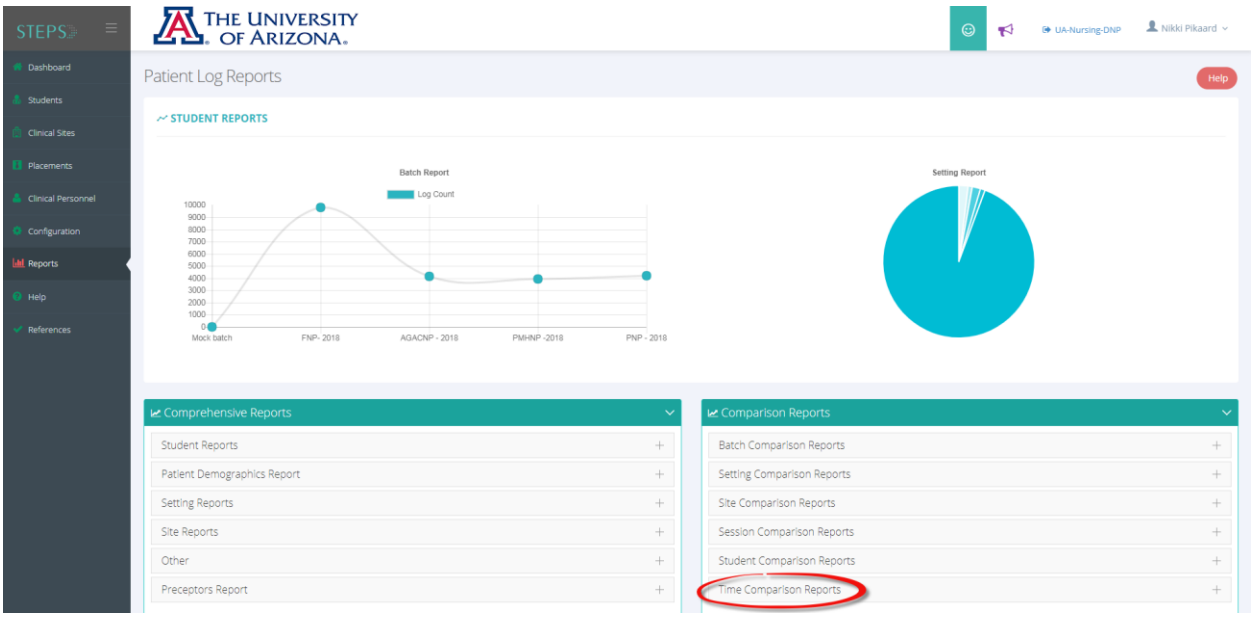
- Note, only logs that you have reviewed (approved) will count into the report. Flagged logs will not count. Logs that have not yet been reviewed will not count.

❖ View students' completed hours with pediatric populations to track progression toward required minimum

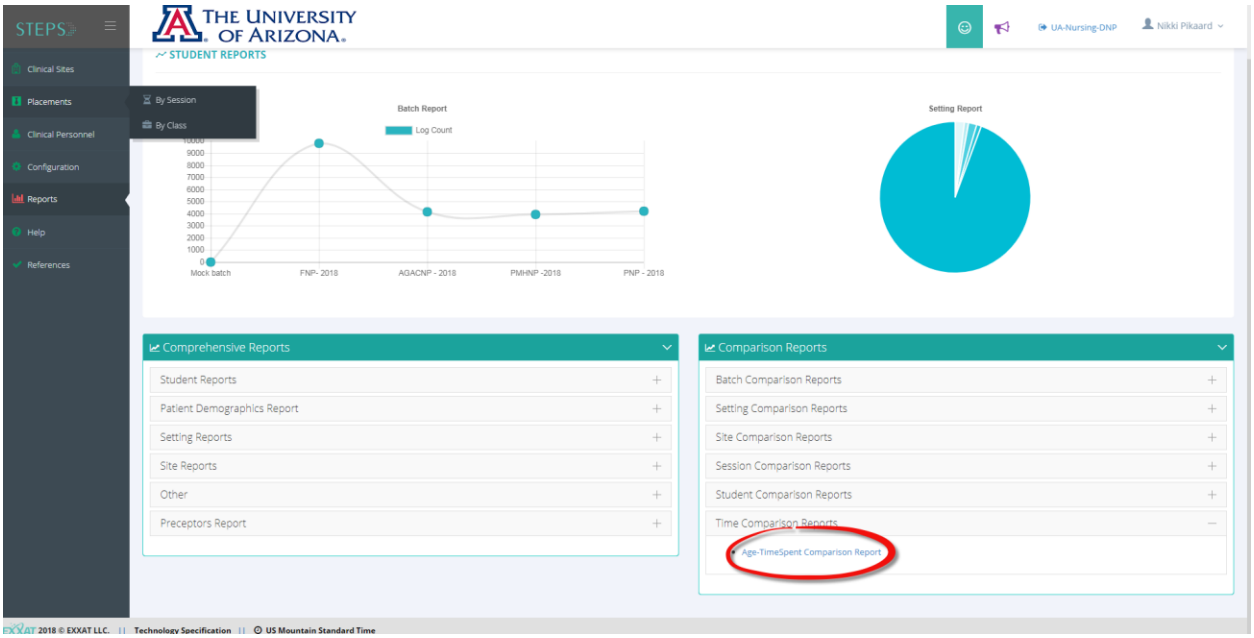
- If applicable to your specialty, you need to confirm your student has completed the required hours with pediatric populations – those up through age 21. You should monitor their progress at least twice during the term.
- On the left-hand menu, select Reports then select Patient Log Reports.



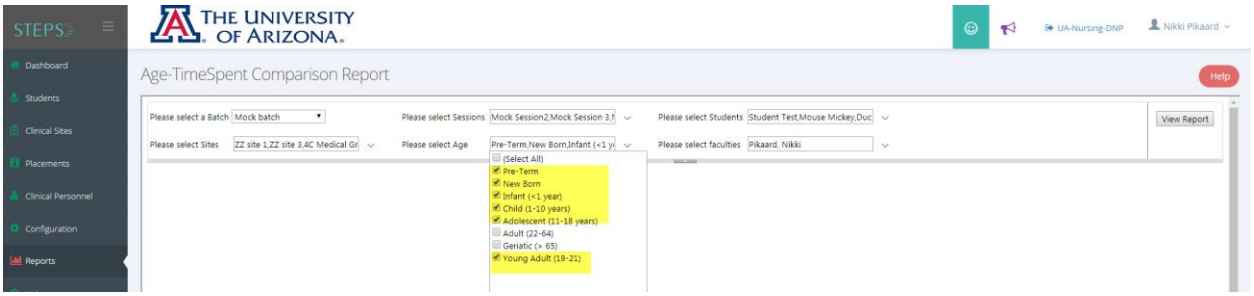
- Under Comparison Reports, expand the Time Comparison Reports.



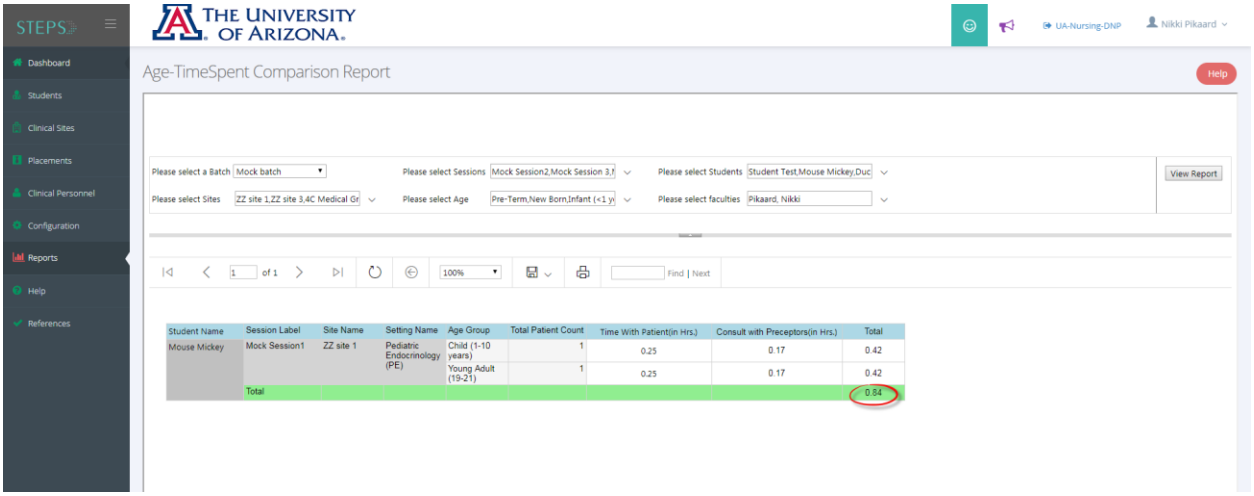
- Select Age - Time Spent Comparison Report.



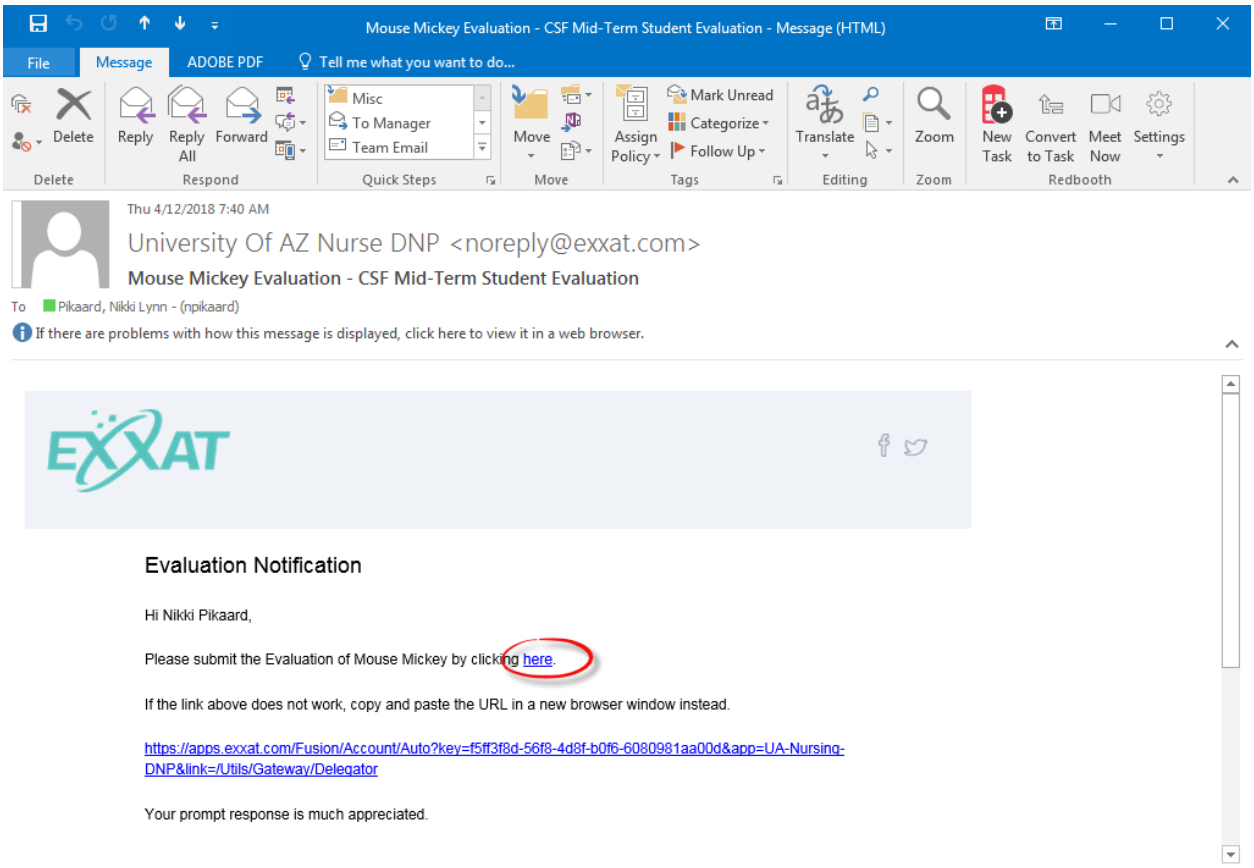
- Select your batch. Optionally, select your student(s) or yourself as the faculty. Use the "Please Select Age" to filter to pediatric populations up to age 21. Select View Report.



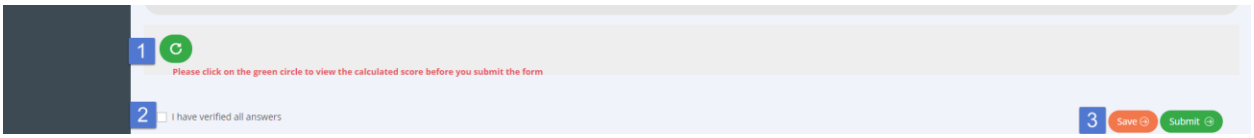
- You will see the time spent with patients, the time spent with preceptors, and the total hours for pediatric populations broken out by age group. At the bottom of each student, you will see the total pediatric hours.



- Complete evaluations
  - *You need to complete an evaluation for your student at mid-term and at the end of the term. This should correspond approximately to when half of their hours have been completed and when all of their required hours have been completed for the term. You will receive an email with a link to complete the evaluation(s) for your student(s).*
  - Note: you need to complete one evaluation per student per site. If your student is placed at multiple sites, you need to complete an evaluation based on performance at each respective site.
  - Click the link in the email you receive. You will receive a unique link for each student.



- Follow the Evaluation Expectation Guidelines to complete the evaluation based on the relevant term (see below). Note: each progressive semester has unique scoring expectations.
- Base your evaluation on direct observation of the student at the site, if possible. If not, you need to discuss the performance of the student with the preceptor.
- Click the green arrow to view the calculated score.
- Check the "I have verified all answers" box.
- Optionally, click "Save" if you want to continue working on the evaluation at a later time.
- Click the "Submit" button when the evaluation is complete.



Evaluation Expectation Guidelines

Directions: The CSF will contact the preceptor and based on their discussion with the preceptor about the student will evaluate the student using the below criteria. Any non-adherence to 100% professionalism objectives and any objectives rated below the semester exceptions require a written remediation plan

and a timeline. A copy of the completed mid-term evaluation is shared with the preceptor and if indicated the remediation plan will be discussed with and agreed to by the preceptor. All remediation plans are documented in the students' D2l course record and a copy of the remediation plan will be forwarded to the course chair.

Expectations: To evaluate clinical improvement over time the expected average competency level for each section increases incrementally per semester during the clinical year.

1. 1st Clinical Semester (Spring) average score of up to but not greater than 2 in each section
2. 2nd Clinical Semester (Summer) average score of up to but not greater than 3 in each section
3. 3rd Clinical Semester (Fall) and average of 4 or greater in each section

Student Clinical Competence Rating Scale:	
Stage 1 – Novice	Stage 4 Proficient
Stage 2 - Advanced Beginner	Stage 5 Entry-level APRN
Stage 3 - Competent	N/A - Not applicable to this clinical environment

Stage 1: Novice

The Novice or beginner student has no experience in the situations in which they are expected to perform. The Novice lacks confidence to demonstrate safe practice and requires continual verbal and physical cues. Care provided within a prolonged time period and he/she is unable to use discretionary judgement.

Stage 2: Advanced Beginner

Advanced Beginner demonstrate marginally acceptable performance because the student has had prior experience in actual situations. He/she is efficient and skillful in parts of the practice area, requiring occasional supportive cues. Care may be provided within a delayed time period. Knowledge is developing.

Stage 3: Competent

The student who has completed two or more clinical semesters demonstrates competence. The student is able to demonstrate efficiency, is coordinated and has confidence in his/her actions. For the Competent student, a plan establishes a perspective, and the plan is based on considerable conscious, abstract, analytic contemplation of the problem. The conscious, deliberate planning that is characteristic of this skill level helps achieve efficiency and organization. Care is completed within a suitable time frame without supporting cues.

Stage 4: Proficient

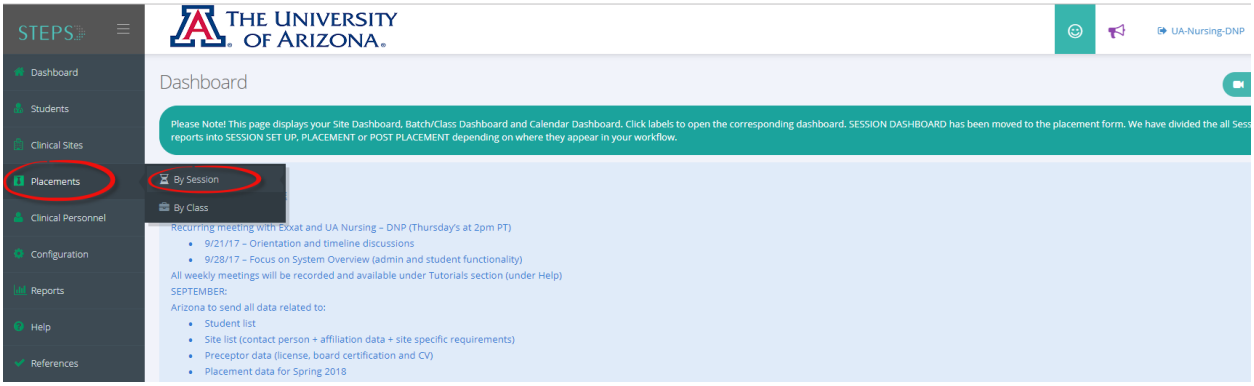
The Proficient student perceives situations as wholes rather than in terms of chopped up parts or aspects. Proficient students understand a situation as a whole because they perceive its meaning in terms of long-term goals. The Proficient student learns from experience what typical events to expect in a given situation and how plans need to be modified in response to these events. The Proficient student can recognize when the expected normal picture does not materialize. This holistic understanding improves the Proficient student's decision making; it becomes less labored because the student now has a perspective on which of the many existing attributes and aspects in the present situation are the important ones.

Stage 5: Entry-level APRN

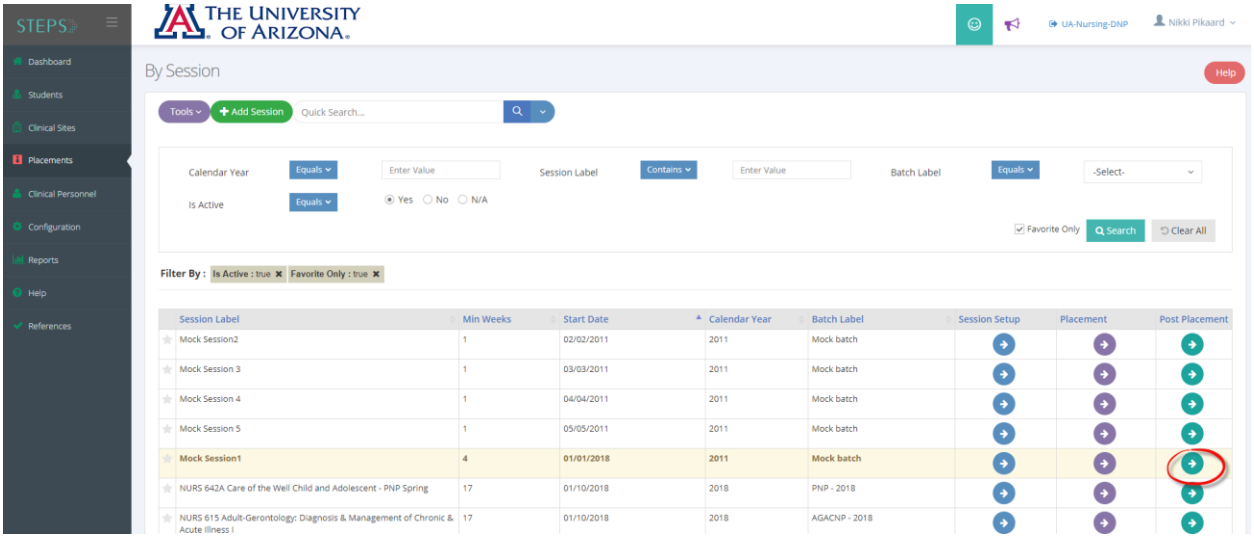
The entry-level APRN student has a firm grasp of each situation and zeroes in on the accurate region of the problem without wasteful consideration of a large range of unfruitful, alternative diagnoses and solutions. The entry-level APRN student operates from an understanding of the total situation. His/her performance becomes more fluid, flexible and proficient. Skilled analytic ability is necessary for those situations with which the entry-level APRN student has had no previous experience.

Adapted from: Benner, P. (1984). From novice to expert: Excellence and power in clinical nursing practice. Menlo Park: Addison-Wesley, pp. 13-34.

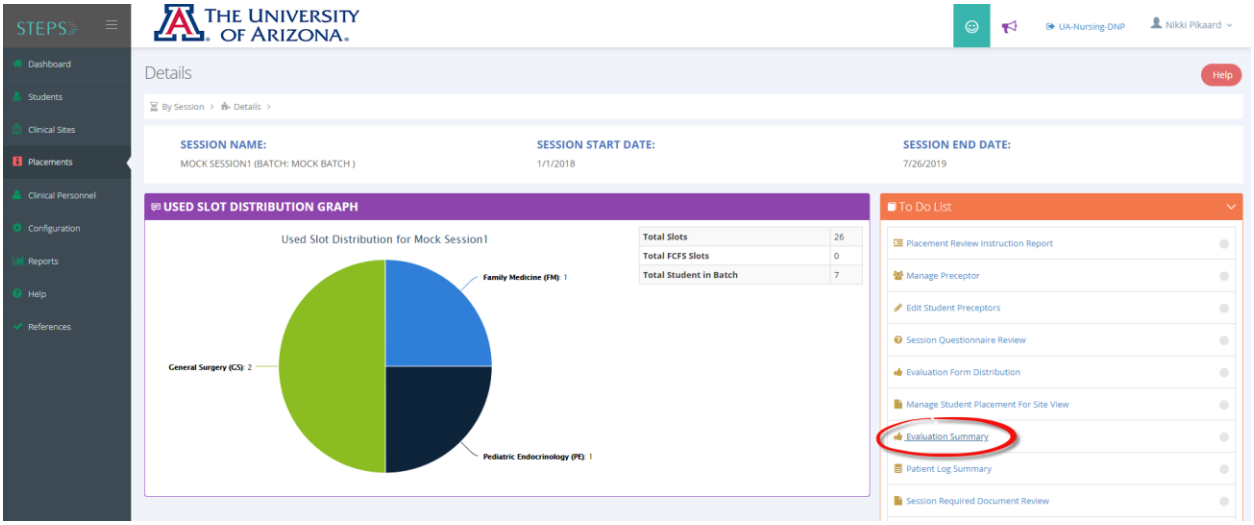
- ❖ View evaluations
  - You can view the results of evaluations you have completed for your student(s) through the evaluation summary. You can also complete your evaluations directly through this page rather than via the email link.
  - Click on Placements By Session.



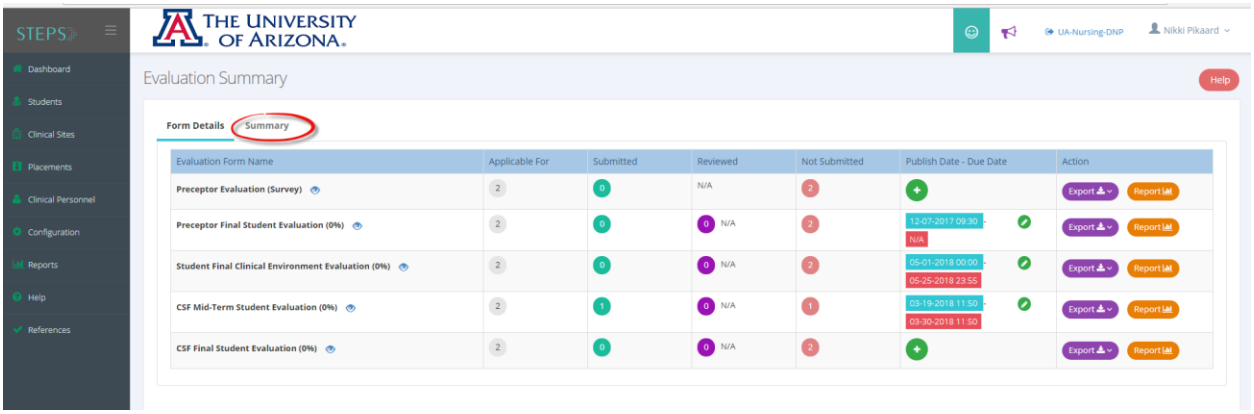
  - Select the Post Placement arrow by your class.



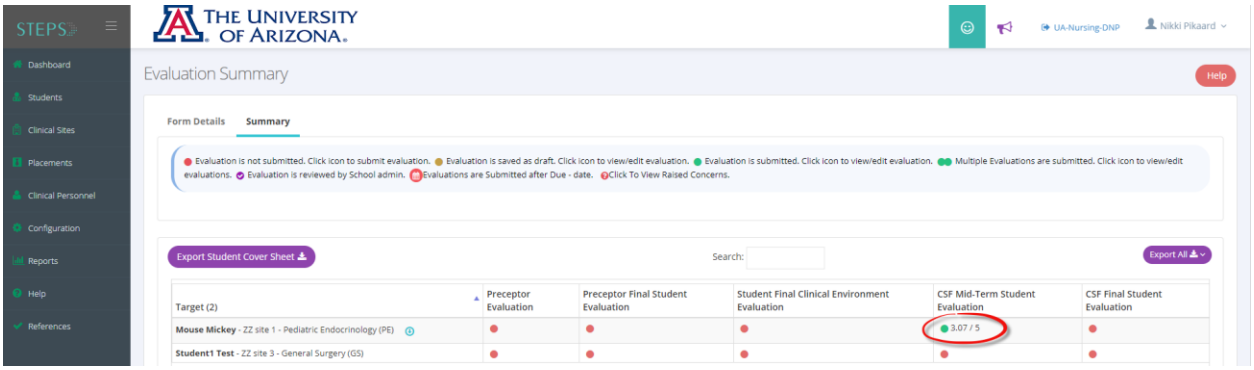
- Click on Evaluation Summary in the To Do List.



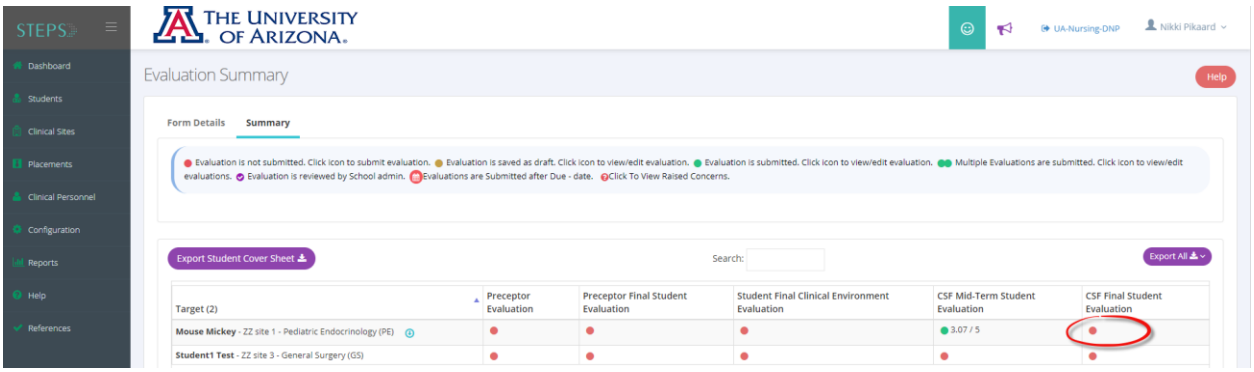
- Click on the Summary Tab to view the details of evaluations completed for your class.



- Green dots are completed evaluations. You can view the score and click on the dot to view details.



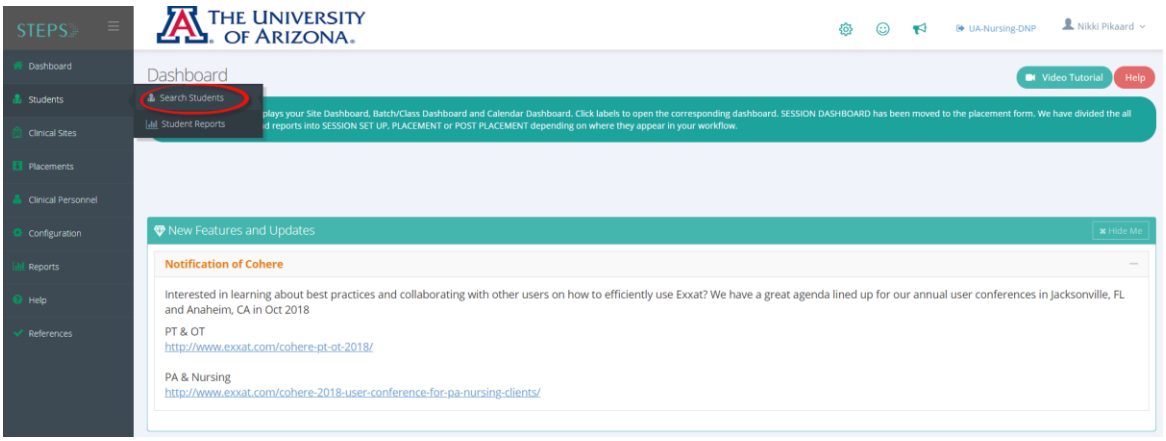
- Red dots are evaluations that are not yet completed. You can click on the dot to complete the evaluation.



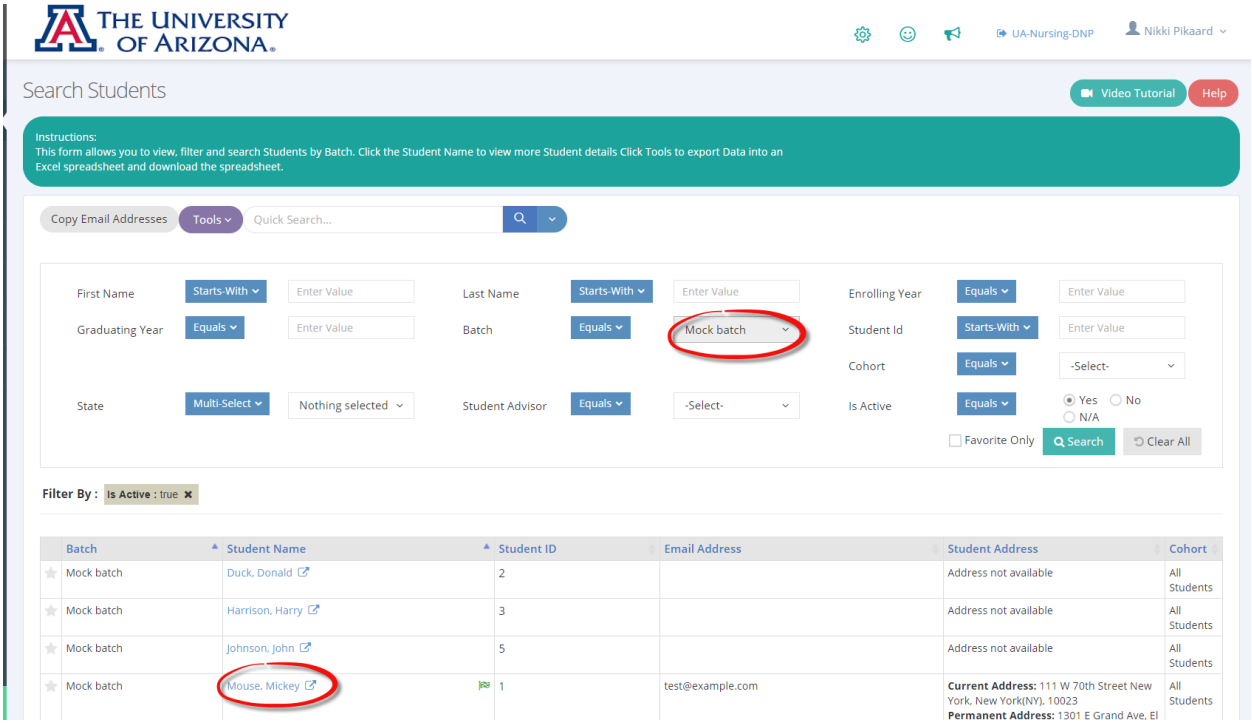
Tasks Completed As Needed

- **Record student communications**

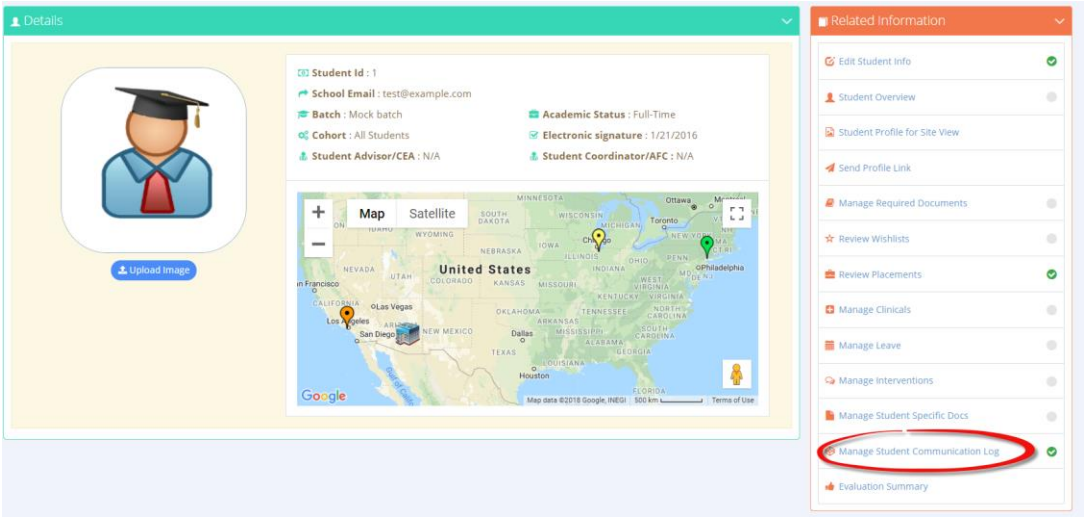
- *Record communications with students about exceptional situations. For example, if you need to communicate to a student about not being on track to complete her clinical hours.*
- On the left-hand menu, select Students – Search Students.



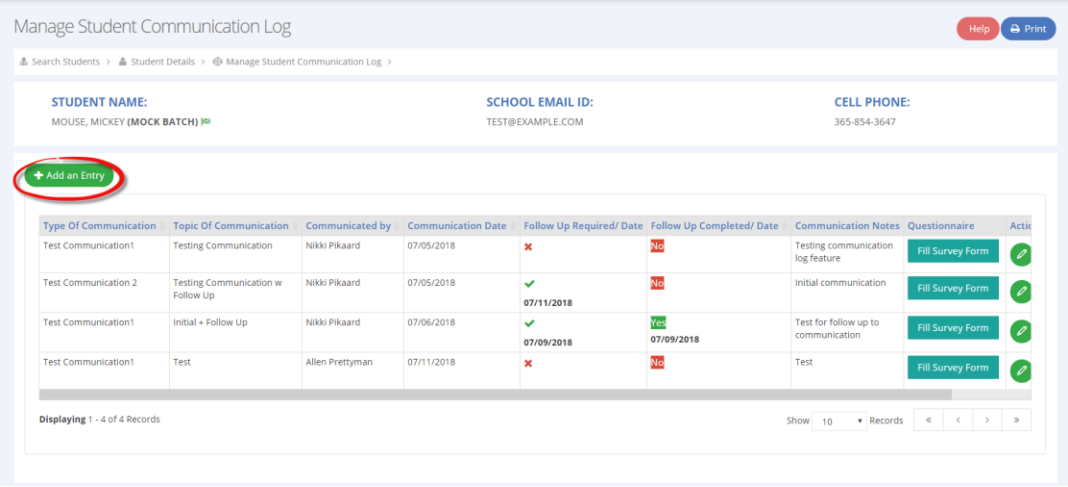
- Optionally, use the fields at the top to filter, i.e. select your specialty under Batch. Click on a student's name.



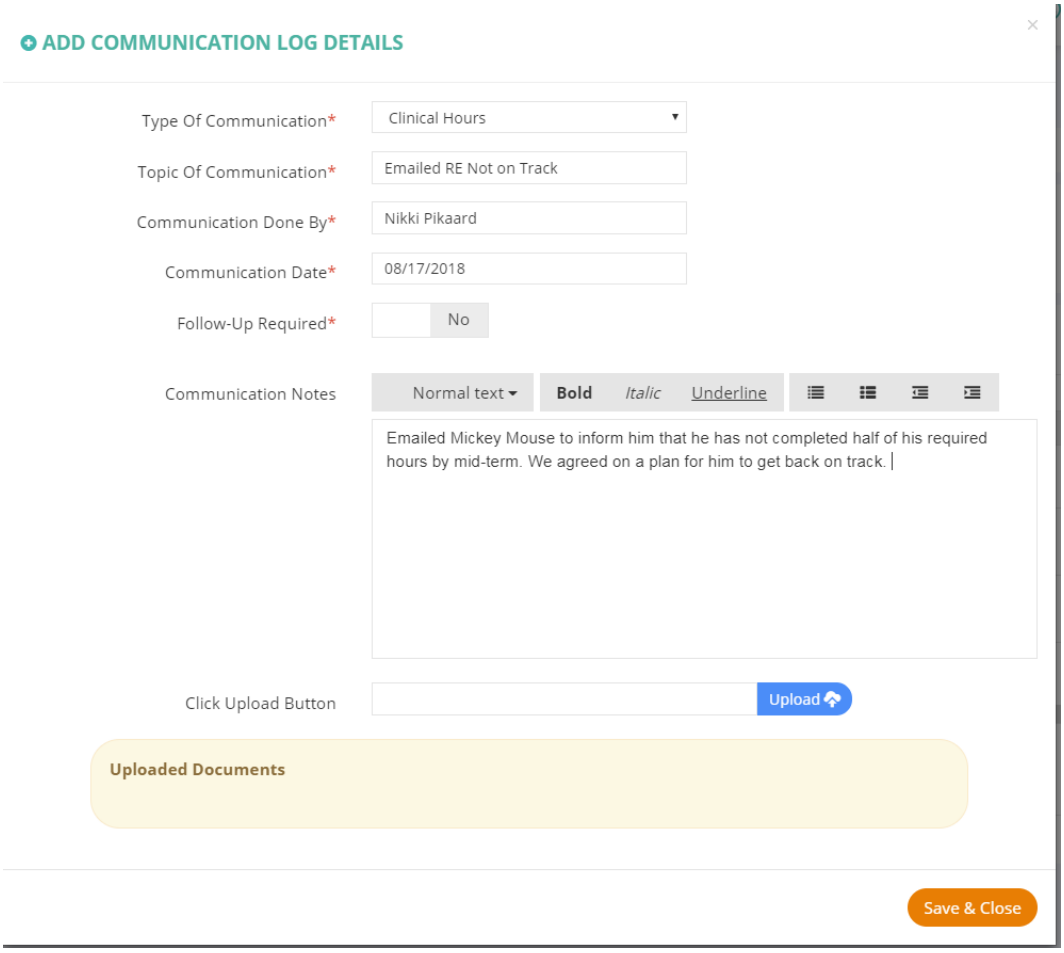
- Choose "Manage Student Communication Log."



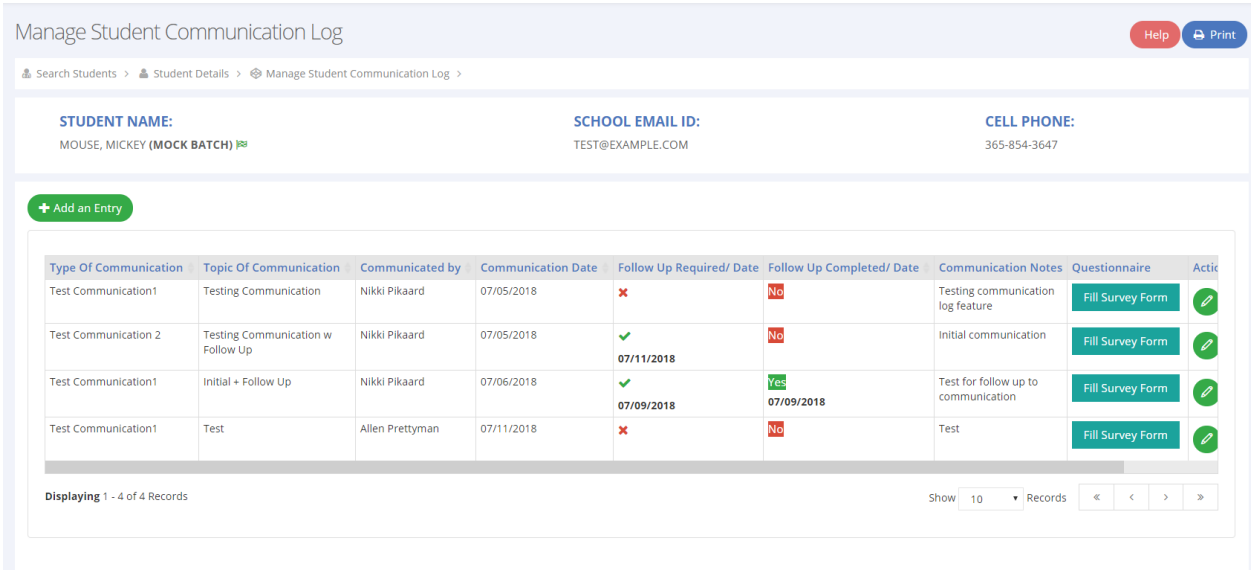
- Click "Add an Entry."



- Choose a "Type of Communication" from the drop-down menu." Complete all fields marked as required. If a follow-up is required, change the "Follow-Up Required" box to "Yes." Type in an executive summary of the situation under "Communication Notes." Save and close.

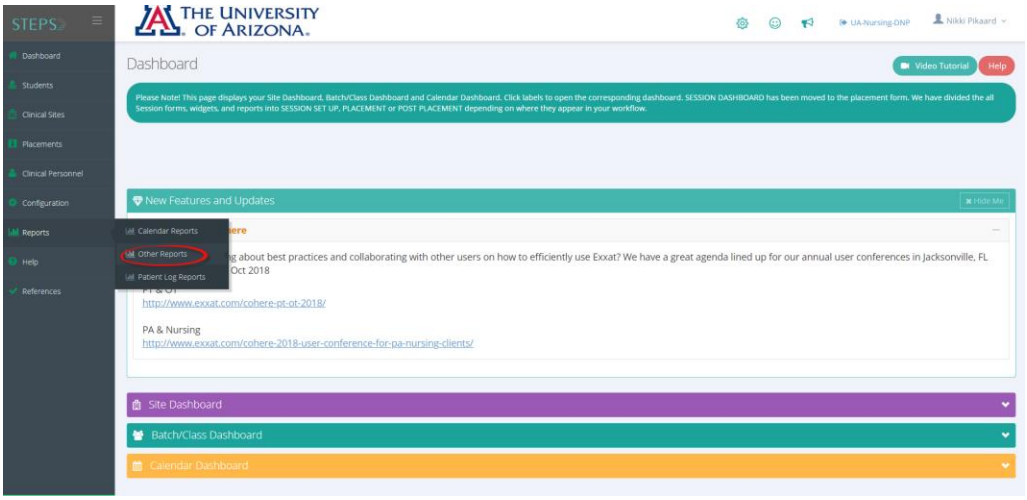


- Click on the student at any time to view all communications associated with that student.

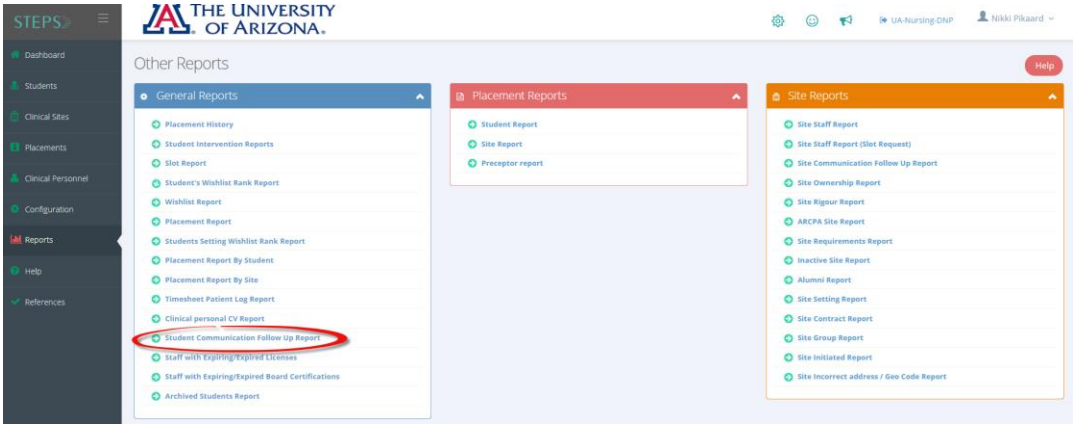


❖ View student communications that require follow-up

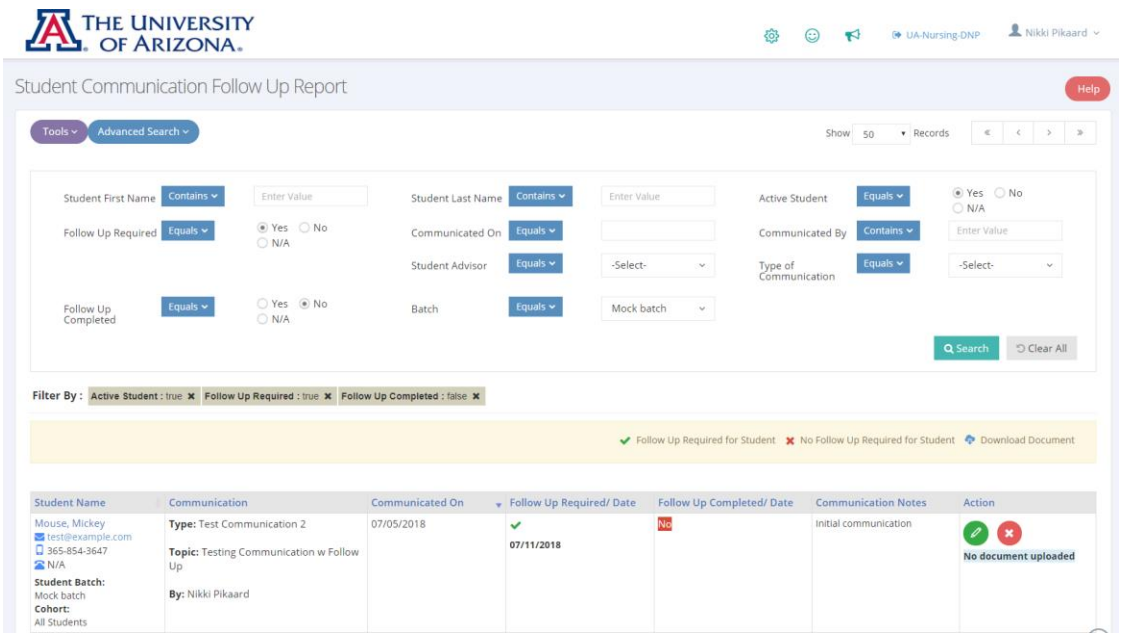
- On the left-hand menu, select Reports – Other Reports.



- Click on "Student Communication Follow Up Report"



- Use the "Advanced Search" options to filter as you wish: by specialty, by your name, by student name, etc. Complete follow-ups as necessary by clicking on the green pencil icon by your student.


THE UNIVERSITY OF ARIZONA
UA-Nursing-DNP
Nikki Pikaard
Student Communication Follow Up Report
Help
Tools
Advanced Search
Show 50 Records
Student First Name Contains Enter Value
Student Last Name Contains Enter Value
Active Student Equals Yes No N/A
Follow Up Required Equals Yes No N/A
Communicated On Equals
Communicated By Contains Enter Value
Student Advisor Equals -Select-
Type of Communication Equals -Select-
Follow Up Completed Equals Yes No N/A
Batch Equals Mock batch
Search
Clear All
Filter By : Active Student : true Follow Up Required : true Follow Up Completed : false
Follow Up Required for Student
No Follow Up Required for Student
Download Document
Student Name
Communication
Communicated On
Follow Up Required/ Date
Follow Up Completed/ Date
Communication Notes
Action
Mouse, Mickey
test@example.com
365-854-3647
N/A
Student Batch:
Mock batch
Cohort:
All Students
Type: Test Communication 2
Topic: Testing Communication w Follow Up
By: Nikki Pikaard
07/05/2018
07/11/2018
No
Initial communication
No document uploaded