



EXXAT DNP STUDENT DAILY AND WEEKLY PROCESSES QUICK GUIDE

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

❖ Submitting patient logs

- *Navigation: My Placements – Click on Session Name – Click on Patient Log under To Do List – Click Add Patient Log – Select Add New Patient Log (not template)*
- A patient log is required for each patient you see.
- Fields marked with an asterisk (*) are required.
- Fill in a brief description of the chief complaint, i.e. sore throat.
- For all other fields, decide whether they apply to your case. Mark relevant fields. You are not expected to have entries in all fields.
- Fill out any applicable procedures in the procedure list relevant to your specialty (Primary Care/PMHNP or Acute Care list). You are not expected to have entries here if you did not perform or observe any procedures.
- Optionally, you can hit the “Save” button if you will continue work on your log later.
- Click the “Complete” button at the bottom of the log when you are finished. **You have not submitted your log until you click “Complete.”**
- Screenshots of navigation:

The screenshot shows the Exxat dashboard interface. On the left is a dark sidebar with a menu. The 'My Placements' item is circled in red. The main content area is light blue and contains several sections: a red 'Instructions' box with a welcome message, a green 'Exxat Academy Tutorials' section with a video player, an orange 'Pending Or Expired Document(s)' section, and a purple 'My Current Placement' section. Below these is an 'Information Status' table with two columns: 'Profile' and 'Status'.

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



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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	Site Details	Placement Dates	Setting
Mock Session1	ZZ site 3 3211 Dogwood Drive , Des Moines, Iowa IA - 50310	12/01/2017 - 01/31/2018 Duration: 5 Week Sequence: 1	General Surgery (GS)

Displaying 1 - 1 of 1 Records

Show 25 Records

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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: 12/1/2017 END DATE: 1/31/2018 SETTINGS: GENERAL SURGERY (GS) ROTATION TYPE: CORE COURSE: N/A

Site Name: **ZZ site 3**

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

Site Details

- Site Name : ZZ site 3
- Preceptor Name : N/A
- Site Group : Test Group
- Phone : N/A
- Site Area : Out Area
- Site Website : N/A
- Site Address : 3211 Dogwood Drive , Des Moines, 50310

To Do List

- Preceptor Information
- Timesheet
- Patient Log**
- Eval Summary

+ Add Patient Log 7



Add/Copy Patient Log

Quick Tip:
To quickly create a Patient Log from existing, just pick the appropriate Case Log and click the 'Copy' button.

Select from existing Log
-Select-

OR

+ Add New Patient Log

Copy

- o Note, you can also navigate to your patient log from “My Current Placement” on your Dashboard view. Click the “Add Logs” button or the “Complete Patient Log” link. Ensure you are selecting it for the correct site.

2 **+ Patient Log** **31**

+ Procedure Log **3**

Report

My Current Placement

Mock Session1 **Complete Patient Log** **Add Logs** **1**

ZZ site 1 **1**
350 Fifth Avenue, 34th floor, New York, New York(NY) - 10235
5.0 Weeks **03/01/2012- 04/01/2020**
Setting - Pediatric Endocrinology (PE)

Mock Session1 **View Session Activities** **Complete Patient Log** **Add Logs** **1**

mock site
14824 Landerwood Drive, Eastvale, California(CA) - 92880
5.0 Weeks **01/01/2018- 12/01/2020**
Setting - Internal Medicine

View Session Activities **Minimize Information**

- ❖ **Submitting timesheets (FNP students only) – Complete timesheet weekly and send for review to CSF**
 - o *Navigation: My Placements – Click on Session Name – Click on Timesheet under To Do List*
 - o You are required to report your hours weekly.
 - o Click on “Add Time Entry” for the appropriate week.





- For each day of the week, click “Add Time Entry” to record your hours. You can do each day daily or record your whole week at once.
- Mark your start and end time. Record the entire day. Do not create separate entries to account for lunch or breaks.
- Tag your preceptor.
- Click Save and Close for each day.
- When you have entered your accurate time for the entire week, check the box by “I have verified all time entries and completed filling this timesheet.”
- **Click the Submit Timesheet button.** Your timesheet will not be reviewed if you do not submit it.
- **Each week, send your timesheet for review to your CSF.** See note below about setting up your CSF reviewer at the beginning of the term if you have not done so already.
- Screenshots of navigation:

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STEPS THE UNIVERSITY OF ARIZONA UA-Nursing-DNP Mickey Mouse

My Placements

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Displaying 1 - 1 of 1 Records

Show 25 Records

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Placement Details

My Placements > 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:	START DATE:	END DATE:	SETTINGS:	ROTATION TYPE:	COURSE:
Mock Session1	12/1/2017	1/31/2018	GENERAL SURGERY (GS)	CORE	N/A

Site Name:
ZZ site 3

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

Site Details

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To Do List

- Preceptor Information
- Timesheet**
- Patient Log
- Eval Summary



WEEKLY TIME LOG SUMMARY

+ Add Request Review

Q Review Request Summary

📄 Daily TimeSheet Report

TOTAL TIME ENTERED: 85 HOURS 15 MINUTES

Week	Start Date - End Date	Total Hours	Submit Status	Review Status	Reviewer Name	Action
1	1/1/2011 - 1/7/2011	27 Hours 30 Minutes	Submitted	🔍 📄 🗑		+ Add Time Entry
2	1/8/2011 - 1/14/2011	6 Hours 50 Minutes	Submitted	🔍 👤 🗑	Kanthi Kalidindi kanthi.supriya@coxat.com	👁 View Time Entry
3	1/15/2011 - 1/21/2011	5 Hours 55 Minutes	Submitted	🔍 👤 🗑	Kanthi Kalidindi kanthi.supriya@coxat.com	👁 View Time Entry
4	1/22/2011 - 1/28/2011	21 Hours 0 Minutes	Submitted	🔍 📄 🗑		+ Add Time Entry
5	1/29/2011 - 2/4/2011	0 Hours 0 Minutes	Not Submitted	🔍 📄 🗑		+ Add Time Entry

TIME ENTRY FORM

Date: 1/24/2011

Start Time: 8:00 AM

End Time: 5:00 PM

Hours : Minutes *: 9 : 0

Tag Preceptor *: Jack Johnson

Notes:

I was not Scheduled on this date.

Save & Close





Session:

Mock Session1

Site Name:

ZZ site 3

Previous Week

Data saved Successfully.

WEEK SUMMARY

Day	Date	TotalHours	Action
Monday	02/28/2011	8 Hours 0 Minutes	+ Add Time Entry
Tuesday	03/01/2011	0 Hours 0 Minutes	+ Add Time Entry
Wednesday	03/02/2011	8 Hours 0 Minutes	+ Add Time Entry
Thursday	03/03/2011	0 Hours 0 Minutes	+ Add Time Entry
Friday	03/04/2011	8 Hours 0 Minutes	+ Add Time Entry

Review & Submit

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

Submit Timesheet

- Technical Support
- Quick Links
- Patient Log
- Patient Log Report
- Resource Materials

LIST OF REVIEWERS

+ Add Reviewer

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

WEEKLY TIME LOG SUMMARY

+ 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





[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:

Notes:

Send & Close

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

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





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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

+ Add Reviewer

No Reviewers Added. To add a reviewer please click on Add Reviewer or [click here](#).

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

ADD/EDIT REVIEWER

First Name *

CSF First Name

Last Name *

CSF Last Name

Email Address *

CSF Email Address

Save & Close

❖ Monitoring completed hours

- Navigation: Click on Patient Log Report on the menu
- Use this report to monitor your completed clinical hours. Ensure you are on track to complete your required hours.
- Optionally, you can use filtering to view specific time periods or courses.
- Screenshots of navigation:





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

Category	Value
Total Logs entered for all Rotation:	5
Total Logs Entered(per type):	Patient Log : 3 Procedure Log : 2
Total No. of Procedures performed in Logs:	Patient Log : 3 Procedure Log : 2
Total Unique Patients Seen:	2
Total No. of Days spent seeing the patients:	5
Total Time Spent with Preceptor:	1 hour: 50 minutes
Total Patient Hours:	2 hour: 10 minutes
Average Time Spent with Patients:	43.33 minutes
Total Time Spent with Patient and Preceptor:	4 hour: 00 minutes
Average Patient Load per Day:	1.00
Group Encounters:	1
Veteran Status:	1
Clinical Setting Types:	Established Patient-Inpatient : 0 patients Established Patient-Outpatient : 1 patients Established Patient-Telehealth : 0 patients New Patient-Inpatient : 1 patients New Patient-Outpatient : 1 patients New Patient-Telehealth : 0 patients
Filters Applied:	Rotations : Mock Session1