



InPlace Version 4.1

Student Guide



Brought to you by
QuantumIT

Copyright 2016 Quantum Information Technology Pty Ltd. All rights reserved.

Information in this document is subject to change without notice. The software described in this document is furnished under a license agreement or nondisclosure agreement. The software may be used or copied only in accordance with the terms of those agreements. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or any means electronic or mechanical, including photocopying and recording for any purpose other than the purchaser's personal use without the written permission of Quantum Information Technology Pty Ltd.

Quantum Information Technology Pty Ltd

100 Drummond Street

Carlton VIC 3053, Australia

+613 8650 9800

Contents

Contents	3
1 Logging on to InPlace.....	4
2 View Placements and their Details.....	5
View Placements	5
Placement Details	6
Map	6
Contacts; Supervisors (Preceptors/Clinical Instructors).....	6
Upload Portfolios / Documentation (Capture I-Lead hours for Topic documentation).....	6
Schedule.....	7
View/Edit Timesheets	7
Add a Scheduled Day.....	7
Docs	8
Assessment	8
Carpool.....	8
3 Edit Logbooks & Add Sessions	9
Add Schedule Day	9
Edit Logbook.....	9
Enter timesheet	9
Enter Logbook /Activity Registers (Session information)	10
Add new Session/Patient.....	11
Save A Logbook/Sessions as Draft or Submit for Approval.....	12
4 Update 'My Details' / Student required info to be added	13
Navigate to 'my details' via To Do List	13
Navigate to 'my details' via menu	13
Editing Student required info via my details.....	14
5 View Shared Documents	15
6 General Information	15
To Do List	15
Notifications	15
Calendar	15

1 Logging on to InPlace

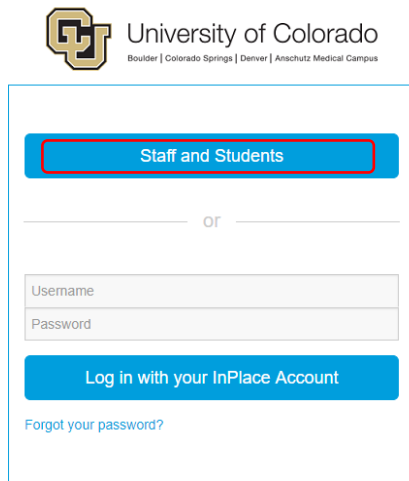
How can I access InPlace?

Using a web browser, go to the Production site: <https://ucdenver-signon-us.inplacesoftware.com>

To login, click **Staff and Students** and then enter your **University Username** and **Password**.

IMPORTANT: YOU CAN USE YOUR MOBILE DEVICE TO ALSO ACCESS THE SITE. THE NAVIGATION IS SLIGHTLY DIFFERENT BUT YOU CAN STILL DO EVERYTHING IN THESE INSTRUCTIONS. TO ACCESS THIS VIA A MOBILE DEVICE SIMPLY ENTER THE ABOVE URL INTO YOUR BROWSER.

Please note if you forgot your password, you will need to speak with your University IT team, as they control your login details. The 'forgot your password' link is for users not assigned university credentials.

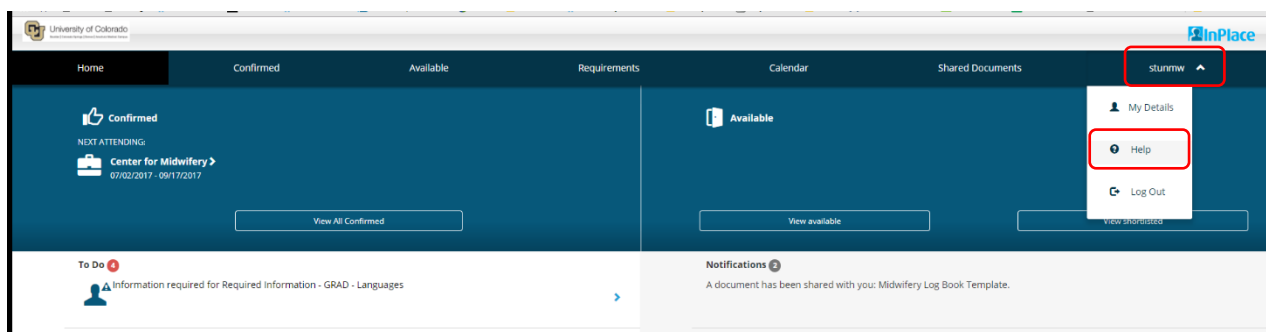


The login form features the University of Colorado logo at the top. Below it is a blue button labeled "Staff and Students". A horizontal line with the word "or" in the center separates this from the login fields. There are two input fields: "Username" and "Password". Below these is a blue button labeled "Log in with your InPlace Account". At the bottom, there is a blue link that says "Forgot your password?".

If you have any issues please contact the Placement office or InPlace to resolve the issue.

On first login, you will need to read and accept the terms and conditions displayed.

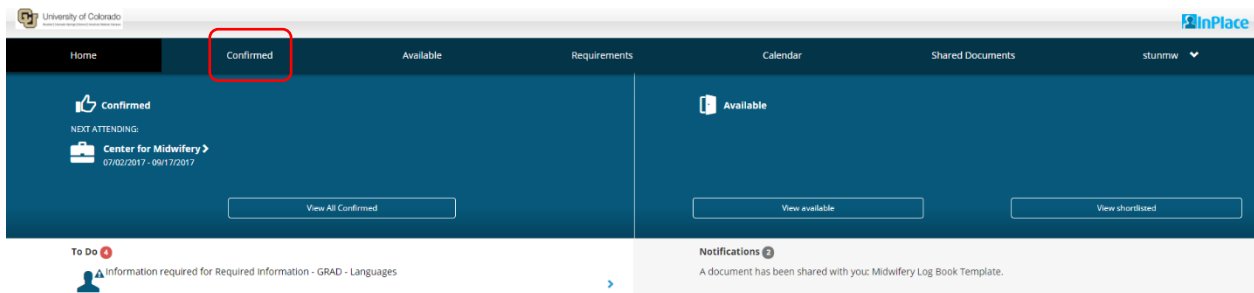
Also, the first time you enter the system, you should receive a pop-up that asks if you would like help. You can say yes to this now or you can always access it later by clicking the drop down next to the downward arrow and clicking on Help.



2 View Placements and their Details

View Placements

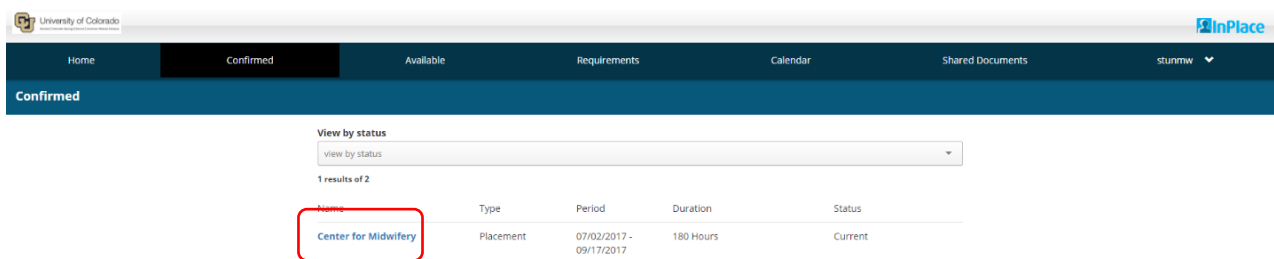
From the homepage, click **Confirmed** in the top menu bar



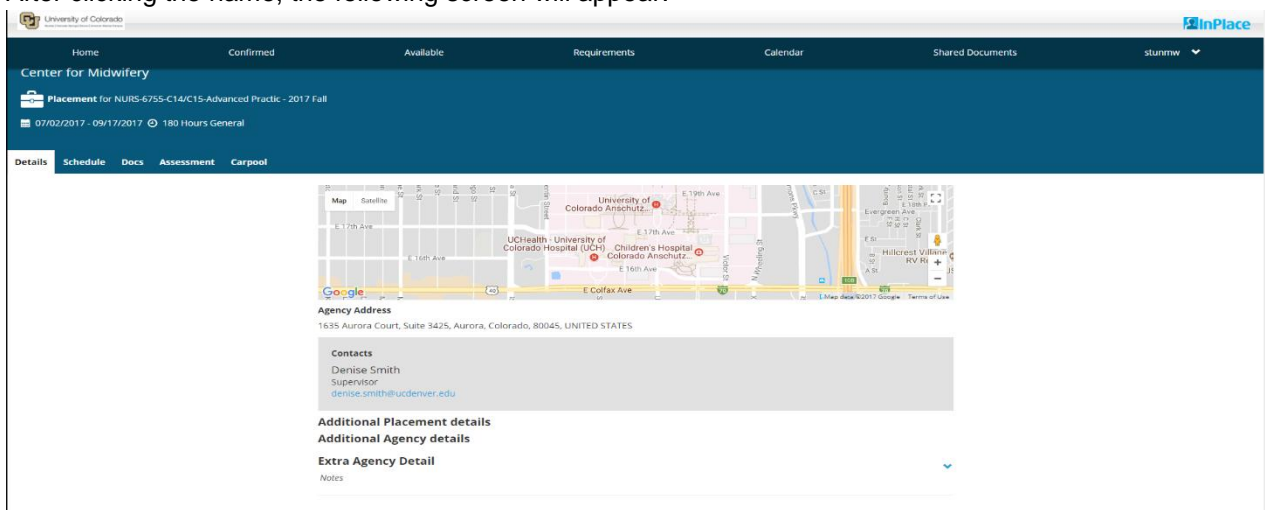
The following screen will display; (This screen shows you any placements you have been assigned and that you are scheduled to go on, currently on, or have been on).

To view your current placement, click the **blue text** under the **Name** column.

You can use the dropdown box to filter if you have multiple placements at various statuses.



After clicking the name, the following screen will appear:



At the top, under the Hospital/Facility name you are attending is the Course and Semester in which you are taking it. Then it shows the start/end date of the placement and how many hours are anticipated you will complete.

Placement Details

These are explanations of the different tabs.

Map - Click on the map and you can use the following to enlarge the map, zoom in and out, and go to a street view



Contacts; Supervisors (Preceptors/Clinical Instructors)

In the grey box is your clinical instructor or preceptor who will be supervising your clinical experience *(For each different preceptor you will receive a different placement so that you may add in logbook sessions / hours with each different preceptor – the exception to this is Midwifery)*

Upload Portfolios / Documentation (Capture I-Lead hours for Topic documentation)

Below contacts is the additional placement details.

Contacts
Denise Smith
Supervisor
denise.smith@ucdenver.edu

Additional Placement details
Paper/Projects ⌵

Portfolio Information ⌵

Additional Agency details
Extra Agency Detail ⌵

Notes

If your course requires you to upload documentation to support your qualification, by clicking the dropdown arrow, this will display other values where you can enter in values. Click the '**plus**' symbols and these will expand and then list out fields for you to add in dates, numbers, text and even upload a document. Once you have updated / uploaded the required information simply click **submit**.

Paper/Projects ⌵

1. Total Hours
0.00 ⊕

1. Topic Name ⊕

2. Topic and Hours

2. Total Hours
0.00

2. Topic Name ⊖

Attachment

 Select or drag a file

NOTE: Other information about the Hospital / Facility you are at may also be displayed here. e.g. Agency Notes. These fields will not be editable to your login.

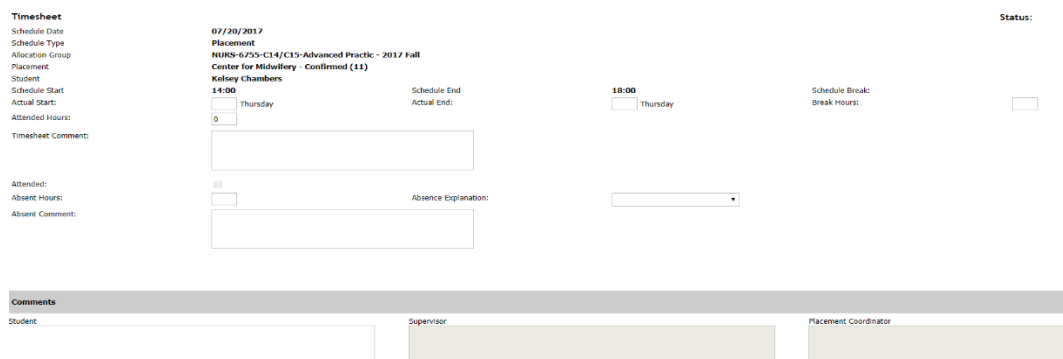
Schedule

View/Edit Timesheets

If you have been given a schedule or need to edit a schedule i.e. Add in your absences, hours of attendance this tab will contain the information.

To add in any timesheet information, click the **folder** symbol under the **Action** column in the far left of the table. – **NOTE:** Not all courses require this so speak with your course directors to find out if you do.

On opening of the form, add in numbers to the fields displayed – Click **Submit** when completed.



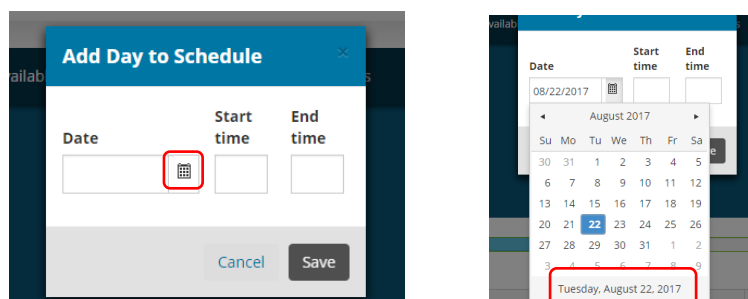
Save as Draft Submit Reset Cancel

Note: When entering 'Break Hours' this is decimalized and so if you need to enter 15 minutes then enter 0.25, for 30 minutes it would be 0.50 and for 45 minutes it would be 0.75.

If your course has logbooks associated, when you add in hours you will then see your logbooks with their requirements – See Logbook Entries for how to do this.

Add a scheduled Day

Click **Add Day to Schedule**, a pop up box will appear (This is only available for certain Courses/Programs).



Click the date selector to choose a date. Click the value at the bottom of the selector to add in today's date.

In the start and end time, add in 'your estimated' times. note: This is a 24hour/military time clock, so if you need to add in for example 3pm, then enter 15:00 etc. Click Save when completed.

Docs

If your placement has any \documents, they will be displayed on this tab for you to open.

Note: If you have other docs to view for reading/downloading these will be notified to you via the homepage under the Notifications section and can then be found in the 'Shared Documents' tab.

Assessment

If your Preceptor/Clinical Instructor has been sent a survey/assessment, any that are to be shared with you can be viewed on this page.

If requested to review these, you will then need to go back to the 'details' tab and update the field that confirms you have agreed and reviewed the Survey/Assessment with your preceptor/clinical instructor.

Carpool

Within this tab, you have the option to set yourself as a Driver or Passenger, by clicking either of these you will be notified of available drivers or passengers who request a car share via the notifications on your homepage.

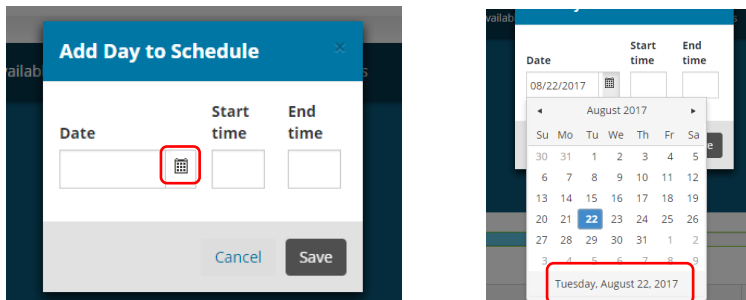
You will only see those other students who are on the same shift pattern as you and at the same hospital/facility.

3 Edit Logbooks & Add Sessions

Add Schedule Day

Navigate to your placement using the 'View Placement' instructions (**e.g. Navigate via the Confirmed tab, you can also get to schedule via the 'To Do' list if your schedule has been pre-entered**).

Click **Add Day to Schedule**, a pop up box will appear (*This is only available to certain Courses/Programs*).



Click the date selector to choose a date. Click the value at the bottom of the selector to add in today's date.

In the start and end time, add in 'your estimated' times. note: This is a 24hour/military time clock, so if you need to add in for example 3pm, then enter 15:00 etc. Click Save when completed.

Edit Logbook

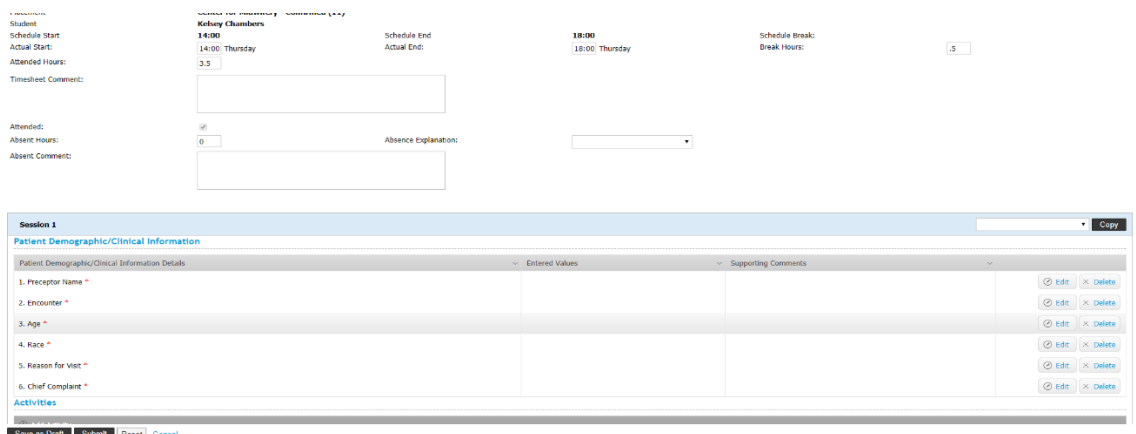
Enter Timesheet

From the schedule tab within the confirmed placement information, **click the folder** symbol under the 'Action' column in the far left of the table.

On opening of the form, add in numbers to the **Actual Start/End** and **break times** (*In the start and end time add in 'your estimated' times. Note: This is a 24hour/military time clock, so if you need to add in for example 3pm, then enter 15:00 etc.*).

Note: When entering 'Break Hours' this is decimalized and so if you need to enter 15 minutes then enter 0.25, for 30 minutes it would be 0.50 and for 45 minutes it would be 0.75.

After adding in Actual End time, you will now see logbook displayed below:

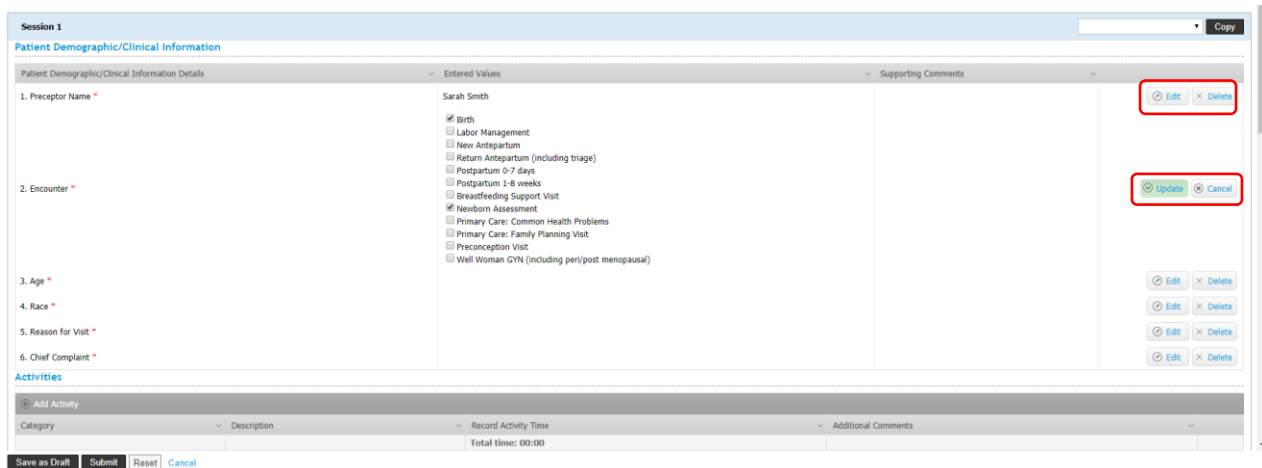


Enter Logbook / Activity Registers (Session information)

Depending on your course will depend on the logbook session info you are shown. Your course/speciality directors will be able to guide you on the details required.

Note: If your logbook requires general patient data to be added a **template** can be downloaded within the **Shared Documents** tab, you can print this off and use this in your patient sessions to pre-record notes ready to add here later.

To add data, click edit on the left hand side and add in your information as per the field set up, continue to do this per section.



The screenshot shows the 'Session 1' form. The 'Patient Demographic/Clinical Information' section includes fields for Preceptor Name, Encounter, Age, Race, Reason for Visit, and Chief Complaint. The 'Entered Values' section shows a list of checkboxes for various clinical activities, with 'Birth' and 'Newborn Assessment' selected. The 'Supporting Comments' section is empty. The 'Activities' section at the bottom has a table with columns for Category, Description, Record Activity Time, and Additional Comments. The 'Total time' is 00:00. Buttons for 'Save as Draft', 'Submit', 'Reset', and 'Cancel' are at the bottom left. 'Edit' and 'Delete' buttons are next to each field, and 'Update' and 'Cancel' buttons are at the bottom right.

Fields will be set up differently, so the following types exist and how to fill them in:

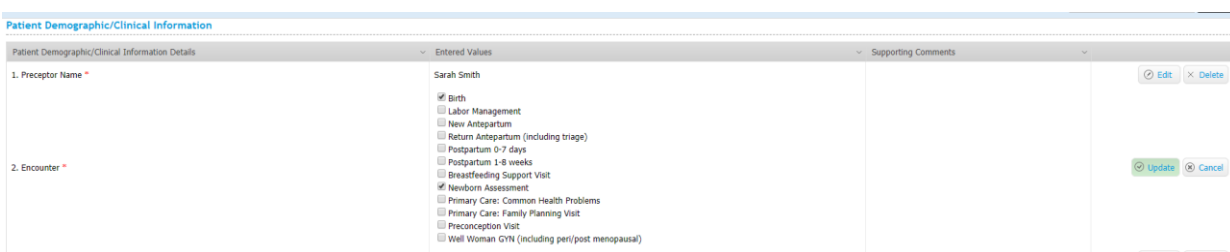
Open each field by clicking **Edit** and save each field by clicking **Update**

TEXT - These are simple text boxes where you can add in alpha/numeric info based on the description displayed. E.g.



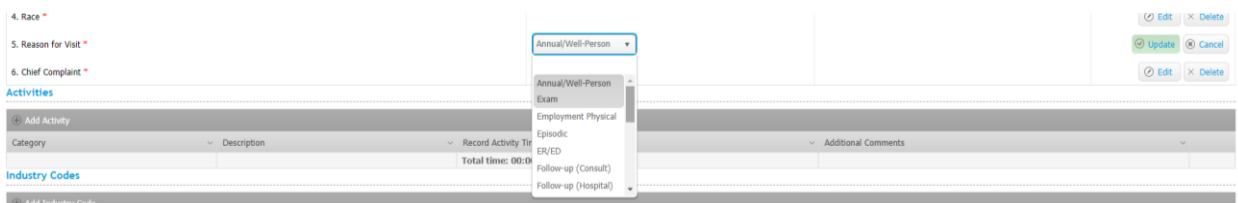
This screenshot shows the 'Preceptor Name' field. The text 'Sarah Smith' is entered in the input box. To the right of the input box are 'Update' and 'Cancel' buttons.

Check Boxes (multiple options) - These fields can be updated by simply selecting one or more values as per required. E.g.



This screenshot shows the 'Encounter' field. The 'Entered Values' section displays a list of checkboxes for various clinical activities, with 'Birth' and 'Newborn Assessment' selected. To the right of the list are 'Update' and 'Cancel' buttons.

Single Select (Combo Boxes) - These fields only allow a single option, which you can select by clicking the arrow and then scrolling down the list and selecting a value. E.g.



This screenshot shows the 'Race' field. A dropdown menu is open, displaying a list of options: 'Annual/Well-Person', 'Exam', 'Employment Physical', 'Epidemic', 'Follow-up (Consult)', and 'Follow-up (Hospital)'. The 'Update' and 'Cancel' buttons are visible to the right of the dropdown.

Dropdown with type ahead option - These will require you first to select from a dropdown list and then using the next field to type in or select from a second list. When typing ahead, you will need to be precise on the spelling. You can use % as a wild card. E.g.



Adding Industry Codes (ICD-10 and CPT)

First, click **Add Industry Code** to open the section up. You can now use the dropdown and type ahead features.

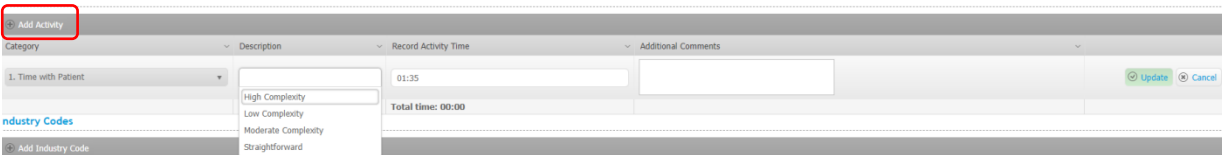
NOTE: Please note that the information is medically detailed with its description. You can search via the ICD-10 or CPT codes. If your description is not returning results, use Google and search by entering ICD-10 or CPT and then your description. Google should be able to return the exact code and this can then be added into the Code & Description field.

Adding Activities

First, click **Add Activity** to open the section up. You can now use the dropdown and type ahead features.

Depending on the activity you are adding, you will need to select the values available via the dropdown boxes and then add in hours and minutes.

For DNP, CNS courses where you are not capturing patient data, you can continue to add more than one value on this section for this session. E.g., Click Add Activity each time you wish to add in a new value.



Add new Session/Patient

Once you have added in the required information for a session, you may have more than one to complete i.e. you have seen more than one patient.

Once you have added the first session information, click **Add Session** at the bottom of a session form.

A new session will now appear for you to fill in.



Save a Logbook/Sessions as Draft or Submit for Approval

Save as Draft

If you add Logbook and session information but wish to come back to it later, then click **Save as Draft**, this will allow you to come back later and continue to add in more info if need be.

Submit

Once you have completed all sessions and are satisfied that all the fields are correctly entered, click **Submit**.

This will lock your logbook so you cannot make changes. Notify your Speciality Directors/Placement Office that you have submitted a logbook for approval.

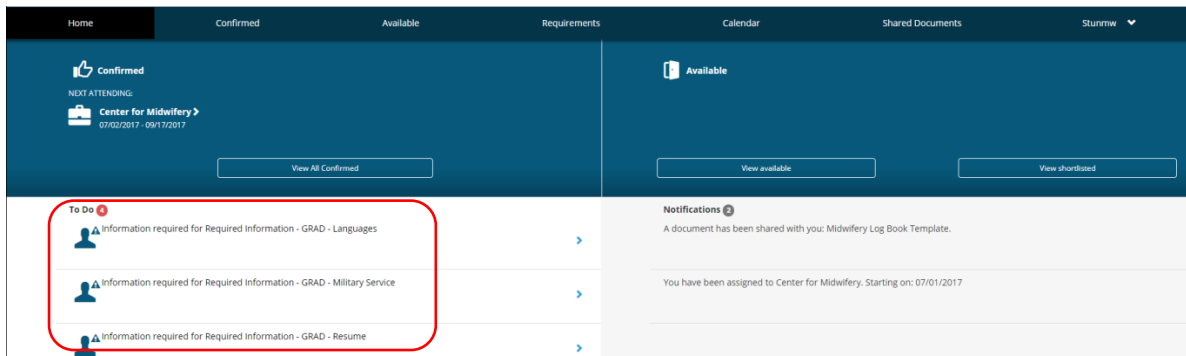
Revise

If your logbook needs changes, you will be notified on the home screen via the 'To Do' list, where you can click this description and re-submit the logbook once the changes are made.

4 Update 'My Details' / Student required info to be added

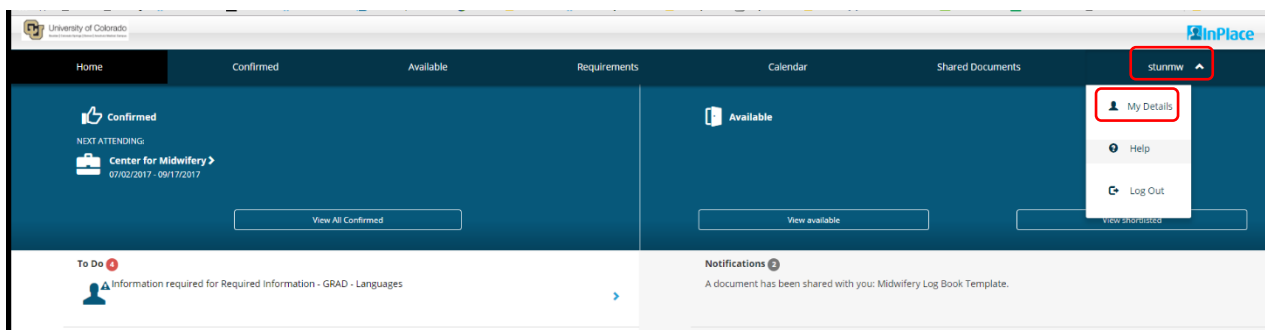
Navigate to 'My Details' via To Do List

On the homepage, you may see items listed on the **To Do** list section that require you to complete. By clicking these, it will take you to the **My Details** screen where you can then update these fields based on the questions stated.



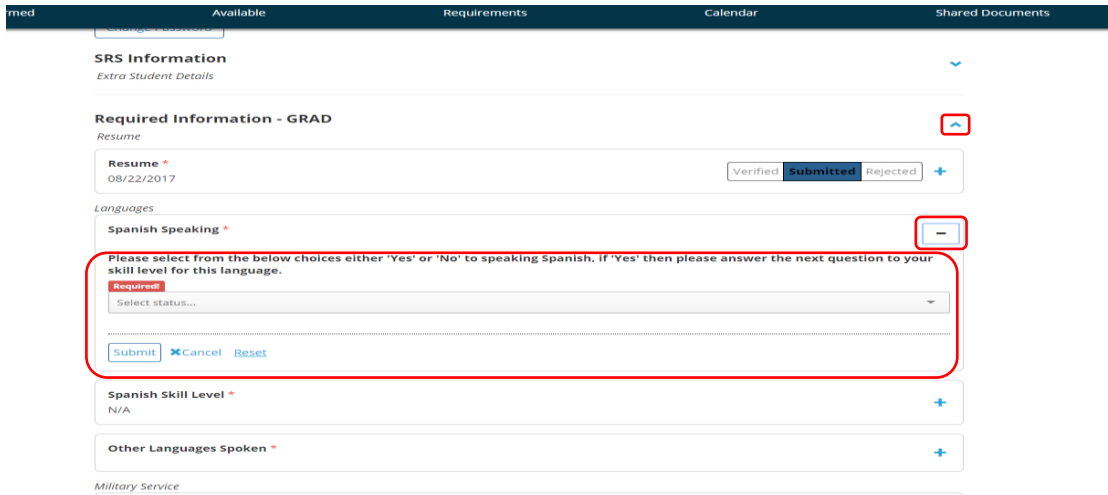
Navigate to 'My Details' via menu

You may also be instructed to fill in fields that aren't displayed on your to do list, these can be seen via clicking the dropdown arrow at the top right hand side of the screen and selecting **My Details**.



Editing Student required info via my details

Click the **arrows** to open up the section then click the **plus** symbols to expand the questions



The screenshot shows the 'Required Information - GRAD' section of the InPlace system. The section is expanded, revealing a 'Resume' field with a date (08/22/2017) and status buttons (Verified, Submitted, Rejected). Below this is the 'Languages' section, which is also expanded. The 'Spanish Speaking' question is highlighted with a red box, showing a dropdown menu for 'Select status...' and 'Submit', 'Cancel', and 'Reset' buttons. The 'Spanish Skill Level' and 'Other Languages Spoken' fields are also visible.

Within each section will be one or more questions where you may need to use the dropdowns, check the boxes, add a date or text/numbers. You may also need to upload documents.

As you answer each question, click **Submit**

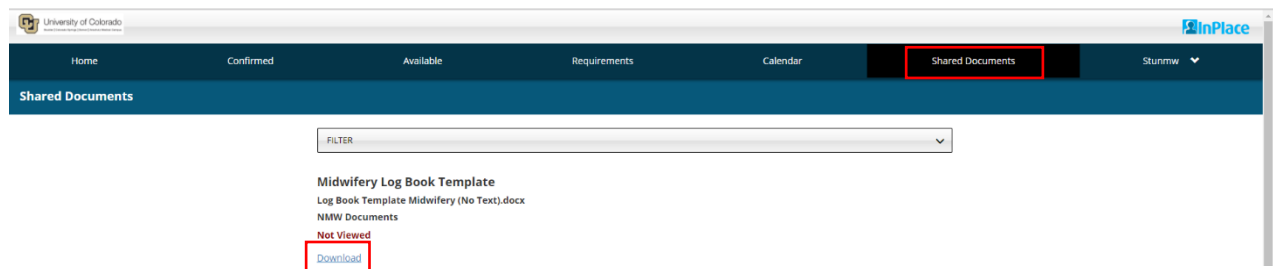
Note: Some info may be displayed but you cannot edit this information. This is simply displayed to share with you and is derived from your student record system. If anything is incorrect, please contact your admin team to understand how it can be changed.

5 View Shared Documents

From the homepage, click **Shared Documents**.

Note: *You may be told of documents you need to view/download via your 'Notifications' area. This cannot be clicked but is just to tell you of documents to access. E.g. Logbook templates and student handbooks etc.*

Once in the shared documents simply click download to be able to view the document



6 General Information

To Do List

This will show any immediate requirements that your attention, such as:

- Adding in student placement information via My Details or Confirmed and Details Tab
- Any timesheet and/or logbook information that is outstanding based on schedules being added
- Surveys/Assessments you have been sent to fill in

Notifications

This will display any relevant information that is for you and your course/program, such as:

- Documents shared with you (Logbook templates, Hand books)
- Any placements you have recently been assigned
- Messages from your Course/Speciality Directors

Calendar

This displays any scheduled listed placement days in a calendar format. You can follow the online instructions and sync these with your android google calendars or iPhone calendars