

2InPlace

1. On the main page, navigate to the "Confirmed" Page.

Wilkes University)				
Home	Confirmed	Available	Requirements	Calendar	Shared Documents	DOhara 💙
Confirmed NEXT ATTENDING Skills Checklist osria2021-05/312	1023 View A	Confirmed		Available Vew Available		Vew Stortiand
To Do 🔞				Notifications 📵		

2. The "Confirmed" Tab will have a list of your placements. Click on the specific placement you are trying to document hours or patient encounters.

Wilkes University								Smart, Placement, Solut
Home	Confirmed	Available	R	equirements	Cale	ndar	Shared Documents	DOhara 😽
onfirmed								
		View by status					*	
_		7 results of 7 Name	Туре	Period	Duration	Status		
		Skills Checklist	Placement	06/23/2021 - 09/17/2021	1 HOUR	Current		
	List of Placement	Schindler Family Practice	Placement	05/10/2021 - 05/31/2021	50 HOUR	To be finalized		
	Sites	Skills Checklist	Placement	05/10/2021 - 05/31/2023	1 HOUR	Current		
		21st Century Oncology, LLC	Placement	05/02/2021 - 05/03/2021	250 HOUR	Completed		
		Schindler Family Practice	Placement	05/01/2021 - 06/30/2021	100 HOUR	To be finalized		

3. When you click on a specific site, it will take you to the "Details" tab for that location. Click on the "Schedule" tab.

Wilkes University						Smart Place
Home	Confirmed	Available	Requirements	Calendar	Shared Documents	DOhara 💙
≤BACK 21st Century Oncology	, LLC					
Placement for 2021 Sprin	g - NSG 506 PG -AGPCNP					
🖶 05/02/2021 - 05/03/2021 🥝	250 HOUR General					
Details Schedule Docs /	Assessment Carpool					
		Cobosel Bird Cobosel Bird Cocogle Bio A R D WALK PARK PLACE	Cupred Brief (1)	Colorat DVI	Maren Horry Care Reports arms arms Gen directions	
		Agency Address 2270 Colonial Blvd, Fort Myers, Florida, 33907- Additional Placement Details	1412, UNITED STATES			
		Placement Information Additional Details			^	
		Placement Mileage			+	

4. The schedule tab should show you a list of days and shifts you are working at the site if you have added days to your schedule. If you have not, you can click the "Add Day to Schedule." *The green circle indicates if the hours have been confirmed as complete.*

	Wilkes University										
	Home	Confirmed	Available	Requirements	Calendar	Shared Do	cuments	DOh	ara 🗸		
<u>< BAC</u> 21st 05 Details Attenda 3% 0250	t Century Oncold Placement for 2021 S 5/02/2021 - 05/03/2021 S Schedule Docs ance summary Hours required 08 Hd	DOGY, LLC pring - NSG 506 PG - AGPCNP Ø 250 HOUR General Assessment Carpool									
	Date	Agency	Shift	Attended Hours	Absence Explanation	Confirmed	Comments	Status	Action		
0	03/22/2021	21st Century Oncology, LLC	08:00 - 23:59			No					
	03/30/2021	21st Century Oncology, LLC	12:00 - 15:00	3		No		Draft			
	04/15/2021	21st Century Oncology, LLC	09:00 - 14:00	5		No		Draft			
0	06/24/2021	21st Century Oncology, LLC	08:00 - 14:00			No					
H 4	(<mark>1</mark>) - H			Add Day to Sched	Jie				1 - 4 of 4 items		

5. A pop up window will appear to add the date, start time, and end time. After you hit save, it should appear in your list.

Add Day to Schedule ×							
Date	Start time	End time					
	Cancel	Save					

6. If you are trying to log hours or patient encounters, you will need to click on the little blue icon called the "Log Book" on the far right column under "Action" for the specific day you want to log the specific interaction.

Home	Confirmed	Available	Requirements	Calendar	Shared Do	uments	DOI	hara 💙
t Century Oncolo	ogy, LLC							
Placement for 2021 S	pring - NSG 506 PG -AGPCNP							
/02/2021 - 05/03/2021	250 HOUR General							
Schedule Docs	Assessment Carnool							
Jenedule Does	Assessment carpoor							
ance summary	Assessment Carpool							
ance summary	Assessment Carpoor							
ance summary	ours completed							
Hours required 08 H	burs completed	shift	Attended Hours	Absence Explanation	Confirmed	Comments	Status	Action
Hours required	Assessment Carpool	Shift 08:00 - 23:59	Attended Hours	Absence Explanation	Confirmed	Comments	Status	Action
Ance summary Hours required ●8 H Date 03/22/2021 03/30/2021	Agency 21st Century Oncology, LLC 21st Century Oncology, LLC	Shift 08:00 - 23:59 12:00 - 15:00	Attended Hours	Absence Explanation	Confirmed No No	Comments	Status Draft	Action
Date 03/22/2021 03/30/2021 04/15/2021	Agency 21st Century Oncology, LLC 21st Century Oncology, LLC 21st Century Oncology, LLC	Shift 06:00-23:59 12:00-15:00 09:00-14:00	Attended Hours	Absence Explanation	Confirmed No No No	Comments	Status Draft Draft	Action
Date 03/22/2021 03/30/2021 04/15/2021 04/15/2021 06/24/2021	Agency 21st Century Oncology, LLC 21st Century Oncology, LLC 21st Century Oncology, LLC 21st Century Oncology, LLC	Shift 06:00-23:59 12:00-15:00 09:00-14:00 08:00-14:00	Attended Hours 3 5	Absence Explanation	Confirmed No No No No	Comments	Status Draft Draft	Action

7. When you open the Log Book for a specific day, it will show you a Timesheet with the start and end time. The Sessions are where you can log specific patient encounters or when you consulted with your preceptor. You will fill out multiple sections per session: Activity, Patient Demographics, Clinical Information, etc. You will indicate the specific amount of time you spent at that encounter as well. At the bottom, you can add another Session if you need to list multiple patient encounters. You click Save at the bottom when you have entered all the details.

Min Place	≡ ← LEAVE LOG BOOK	DOhara 🗸
Ima Student 2021 Spring - NSG 506 PG -AGPCNP	Saved 1542	
11st Century Oncology, LLC	Timesheet	
Mar 30, 2021	0 12:00 0 15:00 00:00 hrs	
12:00 - 15:00	Comment	
🥒 Draft	Absent	
Total Time: 01:00 hrs	Documents (0)	
Session 1 01:00 hrs	Attended Hours: 03:00 hrs, Tuesday	
	 Activity 	
	Activity Category * Duration of Patient Encounter Activity * Ac	
	© 00:00 hrs	
	Total Time: 01:00 hrs	
	+ Add Activity	
	2 Patient Demographics	
	Age (in years) *	
	Gender *	
	Insurance 👻	
	Reset 🖓 Copy Session 🕐 Add Session 👔 Log Book day 😰 Save 🖌 Submit	