

## Confirming Skills in E\*Value Case Logs ... A Tutorial for Faculty

**About Case Logs (formerly Px Dx).** Case Logs is an E\*Value feature used by BSN students to log skills performed on real patients during **clinical practicum courses**.

- Logging skills in Case Logs is **MANDATORY** for Traditional and CARE students.
- There is no minimum or maximum number of skills that students are required to log.
- Case Logs is not a graded activity, but failure to log skills as directed by the faculty should be reflected on the student's clinical performance evaluation.

**Faculty Role.** When students log skills, faculty receive a courtesy e-mail notifying them that skills are pending (ie, they're awaiting faculty confirmation). Faculty login to E\*Value to confirm skills, reject skills, or allow them to remain pending (on hold).

- **Best practice.** Set aside about 5 minutes a week to perform this task. Don't wait until the end of the semester.
- **Impact on students.** Students use reports showing *Confirmed* skills during job interviews. Failure to confirm a student's skills in a timely manner makes those reports unusable.

### Finding Skills Logged by Your Students

To access E\*Value Case Logs:

- **Click the link embedded in the courtesy e-mail** to bypass the main login screen ... **OR** ...
- **Login to E\*Value > Case Logs > Sign-Off on Case Logs**

Either action will open a **filter screen** that you can use to ...

- 1 **Set a Start Date.** The default is 3 months, meaning that E\*Value will look back 3 months to display skills logged during that timeframe only.
  - To see skills logged prior to the default Start Date, reset the date using the calendar icon.
  - **TIP:** At least once a semester, set your Start Date to the beginning of the semester to show pending skills that may have been overlooked.
- 2 **Select a Student.** Pick a name from the Users dropdown. The dropdown will show the names of all currently enrolled students who ever picked you as their faculty supervisor.
  - **TIP:** Keep a list of students in your *current* clinical rotation. Pick from that list only.
  - **TIP:** Pick 1 student at a time. That will make the confirmation screen easier to follow.
  - **TIP:** Only students who actually logged skills will show on the Users dropdown. Those who haven't will be missing from the list.
- 3 **Select a Status.** Pick *Pending* from the status dropdown.

When you're finished, click **Next** to open the Procedure Signoff (aka, confirmation) screen.

## Confirming (or Rejecting) Skills

The **Procedure Signoff** screen will display pending skills organized into tables according to date (one set of pending skills per Interaction Date).

There are 3 options to confirm or reject skills. Use the option you're most comfortable with.

- 1 **Confirm skills one at a time.** Click the **Confirmed** or **Rejected** radio button for each skill. You may also leave any skill in a pending (or Hold) status.
- 2 **Confirm or reject all in this encounter.** Click the **Confirm** or **Reject** radio button found in the table row that shows the course name, procedure date, & other details. All skills logged for that date only will be confirmed or rejected automatically.

- 3 **Confirm All** or **Reject All**

Click the green button that appears at the top of the screen. ALL skills displayed on the table will be confirmed or rejected automatically.

When you're finished, click **Save Changes**.

- **TIP:** You can change the confirmation status of any skill if you do it *before* you click Save Changes.
- **TIP:** Students receive an auto-generated e-mail only if you **reject** a skill. It is the student's responsibility to follow up with you to learn why the skill was rejected.

## Fast Facts

**Best practice for students.** Students should log skills at the end of each clinical day, but logging them on a weekly basis is also acceptable. Students should NOT wait until the end of the semester to log their skills.

**7-Day grace period.** Students cannot log skills performed more than 7 days in the past. **No exceptions.**

**Confirming a skill.** Means that faculty agree that the student performed the skill as documented.

- Confirmation does not reflect quality (how well the student performed the skill).
- Confirmation does not imply that the student performed the skill perfectly.

**Rejecting a skill.** Means that faculty do not agree that the student performed the skill as documented.

Faculty usually reject skills because:

- the student selected the wrong course, wrong faculty, or wrong date
- the student logged a skill that s/he observed but did not actually perform
- the student misunderstood what the skill actually entails
- a faculty member or staff RN did not witness the student performing the skill