

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

About Case Logs (formerly PxDx). 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