

Logging Skills Using E*Value Case Logs ... A Tutorial for BSN Students

About E*Value Case Logs. That's where students log clinical skills performed on real patients during practicum courses. Course faculty review those skills online and either confirm or reject them.

- You'll log skills during all practicum courses, starting during the Soph II semester (or CARE Block II).
- Logging skills is **MANDATORY** for all Traditional and CARE students. Failure to do so may be reflected on your clinical performance evaluation.

How does this help me? Logging the skills you performed creates a rich portfolio that shows the breadth of skills you've acquired over time. You can use a report of confirmed skills to support both an application for the SON's CNA program and an application for employment as a Nurse Technician or Registered Nurse.

You can view and/or print Case Log reports at any time. You can filter any report to include as much or as little information as you want.

Logging Skills

Click the **Case Logs** tab > **Log New Case**. This will open a screen with 3 tabs: **Main**, **Procedure**, **Review**.

- 1 **Main tab.** Use this tab to select an interaction date, a practicum course, and your faculty supervisor. When you're finished, click **Next** to open the Procedure tab.
- 2 **Procedure tab.** Use this tab to select skills (aka, 'procedures') you performed during each clinical day. Log as many skills as you wish. There is no required minimum or maximum number.

There are 3 ways to find the skills you're looking for:

- **Scroll down the skills list.** There are nearly 300 skills available to pick from.
- **Search by key word.** This will narrow down the list.
- **Select a skill group.** This will open a list of skills assigned to different groups. Eg: If you select the *IV Therapy* group, only skills assigned to that group will appear in the selection window.

Select a skill, and click *Add Procedure*. E*Value will add it to a table that shows all the skills you picked. [Note: Skip the option to *Select your role in the procedure*.]

- You can add skills one at a time, or you can hold down the Ctrl key to select multiple skills.
- You can jump from one skill group to another until you've logged all the skills you want.

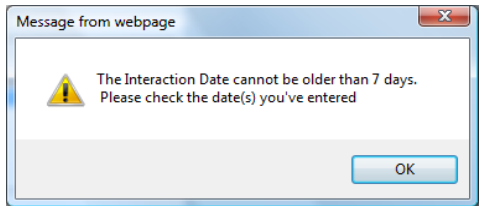
When you're finished, click *Save Record*. E*Value will default to the Main tab so you can start over.

- 3 **Review tab (optional).** Use this tab to review a summary of what you entered on the Main and Procedure tabs. Click ***Save Record*** when you're finished.

Fast Facts

Best practice. Log skills at the end of each clinical day or at least weekly. Don't wait until the end of the semester to log all your skills at once. And don't be shy ... take credit for what you've done.

Grace period (IMPORTANT). Skills performed in the past can be logged **ONLY** if the Interaction Date is within a **7 day grace period**.



If you attempt to log a skill performed more than 7 days in the past, E*Value will generate a pop up alert.

Log only skills that were observed by your faculty supervisor or staff RN. Faculty cannot confirm skills that were not witnessed.

What if I performed a skill multiple times for different patients? Log the skill only once per clinical day. *The focus is on whether you performed the skill (yes or no), not on how many times you performed it.*

Should I open a different session for each patient? No! Open only 1 session for each clinical day, even if you cared for more than 1 patient on that day.

Confirming or Rejecting Skills ... Role of Faculty

After you log your skills, faculty will login to E*Value to confirm or reject them.

- **Confirming a skill:** Means that faculty ***agree*** that you performed the skill *on that date*.
 - Confirmation does **not** reflect quality (how well you performed the skill).
 - Confirmation does **not** imply that you performed the skill perfectly.
- **Rejecting a skill:** Means that faculty ***do not agree*** that you performed the skill as documented. If a skill is rejected, you will receive an auto-generated e-mail notification. *It is your responsibility to follow up with the faculty to learn why the skill was rejected.*

Why would my faculty supervisor reject a skill?

- If you selected the wrong course, wrong faculty, or wrong date.
- If you logged a skill that you observed but did not actually perform.
- If you misunderstood what the skill actually entails.
- If your faculty supervisor or staff RN did not see you perform the skill.

Checking the Confirmation Status of Your Logged Skills

You can review the confirmation status of all skills you logged, no matter when you logged them.

Click [Case Logs > Review & Manage Submitted Case Logs](#). This will open a filter screen you can use to narrow your search.

- **Start Date.** By default, E*Value looks back 1 month to find your skills. Use the calendar icon to change the date if you want to review skills logged prior to the default Start Date.
TIP: Don't panic if you can't find skills you logged during prior semesters ... all of them are safely stored in E*Value. Simply change the Start Date so E*Value will know how far back to look.
- **Confirmation Status.** By default, this dropdown shows All Statuses (confirmed, pending, rejected). Select a different status if you want to narrow the search.
- **Records per Page.** By default, E*Value shows 25 records per page. Select a different option from the dropdown if you want to display more records.
- After you've made your selections, click [Next](#).

Your logged skills will appear in tables, separated by date. Each table will show the name of your faculty supervisor; the course you picked; the interaction date (when you performed the skill) & the date entered (when you logged the skill); and the confirmation status (confirmed, rejected, pending).

- Each table will also show fields that we don't use (eg, patient age/gender), so just ignore them.
- The **Action** column includes a link to [Edit](#), [Delete*](#), or [Review](#) skills in that table. You can choose these actions as long as you do so within the 7 day grace period.

* WARNING *

If you click [Delete](#), E*Value will permanently remove all skills in that table, so contact your E*Value Administrator *before* you take an action that cannot be reversed.

Deleted skills cannot be recovered!!!