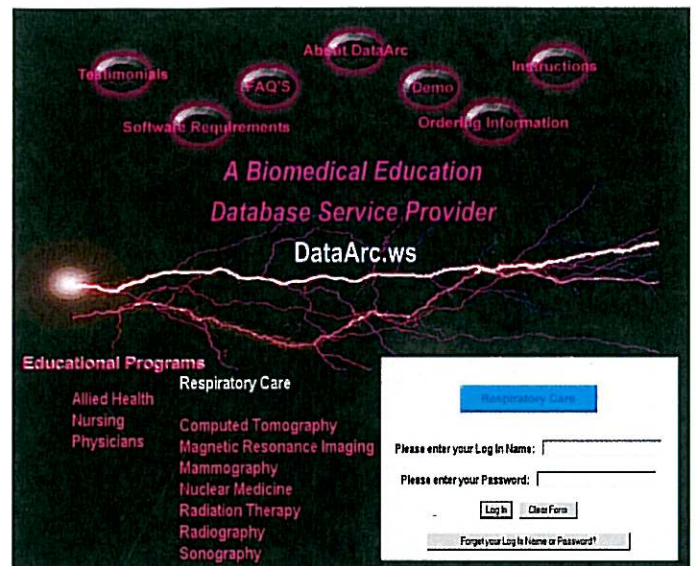


Student My Info

1. Log onto www.dataarc.ws using your log in and password provided in your CD case.

After logging in you will arrive at the Student Navigation page consisting of a large table of functions



2. Navigate down to the General Information Section: this can be done by scrolling down the page or using the light blue navigation bar and selecting "General Information"

Demonstration University - Respiratory Care
Welcome Student One - Student Navigation Page

Databases	Clinical Functions		
Time Clock	Time In	Time Out	Sick Day
		Reports Standard Custom	Summary Reports
Adult Daily Log	Add	List Reports Standard Custom	Summary Reports
Pediatric Daily Log	Add	List Reports Standard Custom	Summary Reports
Neonatal Daily Log	Add	List Reports Standard Custom	Summary Reports
All Daily Logs	Combination List Reports Standard Custom		
Physician Interaction	Add	List Reports Standard Custom	Summary Reports

3. Locate "My Info" under the General Information Section

Databases	General Information	
My Info	Update	
Public Client Information		- Public Client Information QuickSearch -
Public Clinical Site Information		- Public Clinical Site QuickSearch -

- Select "Update" to update your Log On Name and Password and any personal information. (Please note an email address is required by the system. If you don't have email account you can set up one for free at several web sites e.g. www.hotmail.com or www.yahoo.com)

Public Information can be accessed by other Respiratory Care users in your school or institution (e.g. students and faculty). Private Information can only be accessed by you and your Program Faculty.

- Once you have completed adding your personal information select the "Update My Info" button at the bottom of the table.

The screenshot shows a registration form with two main sections: "Public Information" and "Private Information".

Public Information:

- Required Fields: Name (First, MI, Last), Public Email, Public Phone, Public Address (Street, City, State, Zip Code + 4).

Private Information:

- Required Fields: Log In Name, Password, Cohort / Program of Study / Degree, Permanent Address, Current Address, Home Phone, Cell Phone, Date of Birth (Month, Day, Year), Gender, Ethnicity.

A blue button at the bottom right says "Update My Info".

- Public Client Information: if you select the dropdown under this heading you will be able to see the public information for any of the people at your institution using the system. The purpose of this function is to give you access to public phone numbers and public addresses of other people with whom you may want to communicate.

This screenshot shows a dropdown menu for "Public Client Information". The menu is open, displaying a list of roles and names. A search box is visible at the top of the dropdown.

Dropdown options include: Director, Program - Faculty Clinician; Education Director - Faculty Clinician; Eight Faculty - Faculty; Eight Graduate - Graduated; Eight Student - Student; Five Faculty - Faculty Clinician; Five Graduate - Graduated; Five Student - Student; Five Clinician - Clinical Instructor; Four Faculty - Faculty Clinician; Four Graduate - Graduated.

Below the dropdown, a preview of a "Public Information" card is visible, showing fields for Name, Public Email, Public Phone, and Public Address.

- Public Clinical Site information: Under this drop down you should be able to access phone numbers, and contact information for the different clinical sites that you will be using during your clinical and laboratory rotations

This screenshot shows a dropdown menu for "Public Clinical Site Information". The menu is open, displaying a list of clinical sites. A search box is visible at the top of the dropdown.

Dropdown options include: Demo Univ Burns Center - Clinic; Demo Univ Children's Hospital - Clinic; Demo Univ Hospital - Clinic; Demo Univ Labs - Laboratory.

Below the dropdown, a preview of a "Public Clinical Site Information" card is visible, showing fields for Type, Public Address, Public Phone, Building, Department, Room Number, and Comments.

Student Time Clock

Time Clock is an independent function that allows you to track your attendance (days worked or sick days) and total hours spent in an assigned area.

Time In

1. Upon arrival at your assigned destination select "Time In" from the Student Navigation Page. The system begins tracking your time once you have submitted your time entry record. The system also captures the IP address of the computer that you are using to verify user location.

2. Complete the required fields for data entry and click on the "Log Me In" button.

3. The system should generate a confirmation page detailing your log in information.

After completing your time in please exit or clear your browser. The system has recorded your data entry in the database and you will need to complete your time clock record at the end of the day using the time out function.

Note: you can come back to the student navigation page numerous times during the day to record other types of activities (e.g. Adult daily logs, Physician Interactions; Competency evaluations). These other activities are independent of the time clock function and are entered into the database as separate records

Demonstration University - Respiratory Care
Welcome Student One - Student Navigation Page

[Clin. Func.](#), [Clin. Eval.](#), [General Info.](#)

Databases	Clinical Functions		
Time Clock	Time In	Time Out	Sick Day
		Reports Standard Custom	Summary Reports

Clinical Instructor:

Clinical Site:

Patient and Area are color coded: ADULT, PEDIATRIC, and NEONATAL

Patient & Area:

Work Time (hours:minutes): None Calculated

Record Type: No Record Type is specified.

Device: No Device Type is specified.

Demonstration University - Respiratory Care

Student One, thank you for filling out the TIME IN time clock form. The following information has been recorded:

Student:	Student One	Clinical Instructor:	Director Education
Date and Time In:	Monday, March 8, 2004 at 9:57 AM	Total Work Time: (hours:minutes)	Not Determined
Date and Time Out:	No Time Out Recorded.	Total Work Time: (hours)	Not Determined
Clinical Site:	Demo Univ Hospital	Area:	Medical ICU
Patient:	Adult	Location:	Clinic
Comments:	No Comments were entered.		
IP Address In:	129.109.78.142	IP Address Out:	No IP Address

Time Out

4. At the end of your assigned day return to the student navigation page by logging on to the dataarc.ws system and select the “Time Out” function.

Note: If you have already entered an earlier “Time In” record and you forget to time out that day or you attempt to enter another time in record the system will send you a message asking you to call your program Director or DCE to edit the incomplete record.

Student One, the database contains a record that has a log in for **Monday, January 5, 2004 at 11:45 AM**. This record does not have a **log out**. Please notify your Program Director or Director of Clinical Education about this error.

5. Complete the required fields on the “Time Out” Data entry page and click on the “Log Me Out” button.

6. The system will generate a confirmation page detailing your complete time clock record for the day.

Later on you will be able to search on your time clock records –refer to the time clock search functions to report detailed or summative time clock information.

Demonstration University - Respiratory Care
Welcome Student One - Student Navigation Page

[Clin. Funcs.](#), [Clin. Eval.](#), [General Info.](#)

Databases	Clinical Functions		
Time Clock	Time In	Time Out	Sick Day
		Reports Standard Custom	Summary Reports

Demonstration University - Respiratory Care

Student One, you are logging out at **Monday, March 8, 2004 at 10:27 AM**. You logged in at **Monday, March 8, 2004 at 9:57 AM**. You have worked **0.48** hours this shift. To **COMPLETE** an Incomplete Time Clock Record, please fill in the **REQUIRED** items.

Clinical Instructor:

Clinical Site:

Patient and Area are color coded: **ADULT**, **PEDIATRIC**, and **NEONATAL**

Patient & Area:

Work Time (hours:minutes): **00:00**

Record Type: No Record Type is specified

Device: No Device Type is specified

Demonstration University - Respiratory Care

Student One, thank you for filling out the TIME OUT time clock form. The following information has been recorded:

Student:	Student One	Clinical Instructor:	Director Education
Date and Time In:	Monday, March 8, 2004 at 9:57 AM	Total Work Time: (hours:minutes)	0:30
Date and Time Out:	Monday, March 8, 2004 at 10:27 AM	Total Work Time: (hours)	0.5
Clinical Site:	Demo Univ Hospital	Area:	Medical ICU
Patient:	Adult	Location:	Clinic
Comments:	No Comments were entered		
IP Address In:	129.109.78.142	IP Address Out:	129.109.78.142

Sick Day

This function can be used by either the student or Faculty to indicate that the student was sick and did not attend their assigned clinical rotation. In addition you can use the Public Clinical Site Information function (on the navigation page under **General Information**) to obtain the phone number of the person that should be notified in case of your absence.

In most clinical programs notifying the clinical site of late arrival or absence is a required courtesy.

7. Select Sick Day
8. Complete the required fields for data entry
9. Submit Sick Day record to the database.
10. The system will generate a confirmation page detailing your sick day record

Demonstration University - Respiratory Care
Welcome Student One - Student Navigation Page

[Clin. Func.](#), [Clin. Eval.](#), [General Info.](#)

Databases	Clinical Functions		
	Time In	Time Out	Sick Day
Time Clock		Reports Standard Custom	Summary Reports

Clinical Instructor:

Clinical Site:

Patient and Area are color coded: **ADULT**, **PEDIATRIC**, and **NEONATAL**.

Patient & Area:

Work Time (hours:minutes): **0:00**

Record Type: **Sick Day**

Device: No Device Type is specified

Demonstration University - Respiratory Care

Student One, thank you for filling out the SICK DAY time clock form. The following information has been recorded:

Student:	Student One	Clinical Instructor:	Director Education
Date and Time In:	Monday, March 8, 2004 at 11:51 AM	Total Work Time (hours:minutes):	Not Determined
Date and Time Out:	No Time Out Recorded	Total Work Time (hours):	Not Determined
Clinical Site:	Demo Univ Hospital	Area:	Adult Floor
Patient:	Adult	Location:	Clinic
Comments:	No Comments were entered.		
IP Address In:	129.109.78.142	IP Address Out:	No IP Address

Student Daily Log

Note: Separate daily logs are available for different populations because of the different clinical procedures performed on the different age groups: Adult daily Log; Pediatric Daily Log; and Neonatal Daily Log

1. Log in to DataArc using your log in name and password

From the student navigation page select "Add" from the appropriate daily log

The daily log forms have three sections to be completed: General Information; Physician Interaction; and Procedures

Demonstration University - Respiratory Care			
Welcome Student One - Student Navigation Page			
Home Help Logout			
Databases	Clinical Functions		
Time Clock	Time In	Time Out	Sick Day
		Reports Standard Custom	Summary Reports
Time Clock 2 - testing	Time In	Time Out	Sick Day
		Reports Standard Custom	Summary Reports
Adult Daily Log	Add	List Reports Standard Custom	Summary Reports
Pediatric Daily Log	Add	List Reports Standard Custom	Summary Reports
Neonatal Daily Log	Add	List Reports Standard Custom	Summary Reports

2. **General Information:** You must select the appropriate information from each of the required drop downs. You may type additional comments in the text box –this field expands to 250 lines so there should be plenty of space. Please only use letters or numbers in the text box. The database does not recognize any of the other characters.

Demonstration University - Respiratory Care

Adult Daily Log Add

Instructions: To create a Daily Log Record, please fill in the **REQUIRED** items. **NOTE for STUDENTS:** Students can only submit a "Not Validated" form. The form **MUST** be validated by the appropriate clinical instructor or faculty clinician. To submit a validated form now, please have the clinical instructor or faculty clinician enter in the appropriate log in name and password at the bottom of this form. Thank you.

Required Fields **

Clinical Instructor **

Clinical Site **

Patient & Area **

Date ** / /

03 / 01 / 2004

Describe today's most significant experience:

[Top of Form](#)
[Adult Floor Therapies](#)
[Adult Critical Care](#)
[Adult Diagnostics](#)
[Bottom of Form](#)

3. **Physician Interaction:** There are four different types of physician interaction that may be recorded. You may enter several types of physician interaction on one daily log record. In the text box you should identify the physician with whom you had the interaction and describe the nature of the interaction; but following HIPPA guidelines please do not include any patient identifiers

Physician Interaction

Instructions: You may select more than one type of Physician Interaction, if you had more than one. Please select only ONE Length for each type of interaction. Time is in MINUTES. If ANY Physician Interaction is listed, both the time and associated textbox **MUST** be filled in.

Type of Interaction	Time	Physician Name, Topic, Brief Summary of Interaction
1. Patient Focused 4 points/hour	<input type="text" value="30"/>	<input type="text" value="visited with Dr. Smith about Ms. Jones"/>
2. Tutorial 3 points/hour	<input type="text" value="Min"/>	<input type="text"/>
3. Small Group 2 points/hour	<input type="text" value="15"/>	<input type="text" value="Round Table with Dr. Trach about airway care"/>
4. Large Group 1 point/hour	<input type="text" value="Min"/>	<input type="text"/>

4. **Procedures:** In general there are three different groups of therapies that you can report: Floor Therapies, Critical Care Therapies, and Diagnostics. Scroll down to the appropriate place on the form and enter the number of times (**numerical character only**) that you observed the procedure; performed the procedure with assistance; or performed the procedure unassisted.

Instructions: Please note the number and type of each procedure that was completed today. "Min." refers to the minimum number of each procedure that your program has established.						
Top of Form Adult Floor Therapies Adult Critical Care Adult Diagnostics Bottom of Form						
Procedure	Observed		Performed with Assistance		Performed Unassisted	
	Min.	Done	Min.	Done	Min.	Done
General						
Isolation Procedures	3	<input type="text"/>	3	<input type="text"/>	3	<input type="text"/>
Charges	3	<input type="text"/>	3	<input type="text"/>	3	<input type="text"/>
Patient Data						
Vital Signs	3	<input type="text"/>	3	<input type="text"/>	3	<input type="text"/>
Chest Assessment	3	<input type="text"/>	3	<input type="text"/>	3	<input type="text"/>
Patient Assessment	3	<input type="text"/>	3	<input type="text"/>	3	<input type="text"/>
X-Ray Interpretation	3	<input type="text"/>	3	<input type="text"/>	3	<input type="text"/>
Oxygen Therapy						
Nasal Cannula	3	<input type="text"/>	3	<input type="text"/>	3	<input type="text"/>
Simple Mask	3	<input type="text"/>	3	<input type="text"/>	3	<input type="text"/>
Partial Rebreather	3	<input type="text"/>	3	<input type="text"/>	3	<input type="text"/>

5. **Submit the Daily Log Record:** Once you have completed the record –usually done at the end of the day, but may be filled out anytime during the day. If you need to, you may fill out additional logs in order to record procedures performed later in during the day.

Note: Students Cannot Modify or alter Daily Log Records once they have been submitted to the database. Modifications to the daily log can be made by contacting your clinical instructor or program faculty.

Daily Logs may be submitted in two forms:

Submit –Not yet validated: If you submit the record without having your clinical instructor insert their log in name and password the record will enter the database as not yet validated. Your clinical instructor can enter the database at a later time and search on your record to validate the log. (Not yet validated records show up in the search reports as **red**; validated records show up in the search reports as **blue**). If the instructor enters the system and validates a record the data will change color and move to the correct column.

Submit –validated: If your clinical instructor is available to view your daily log prior to submission and enters their log in name and password, then the record will show up in the database as a validated log and will appear Blue on the reports.

Instructions: Students can only submit a "Not Validated" form. The form MUST be validated by the appropriate clinical instructor or faculty clinician. To submit a validated form now, please have the clinical instructor or faculty clinician enter in the appropriate log in name and password below. Thank you.	
Clinical Instructor Log In Name:	<input type="text"/>
Clinical Instructor Password:	<input type="password"/>
Submit Form	<input type="button" value="Adult Daily Log Add"/> <input type="button" value="Clear Form"/>
Top of Form Adult Floor Therapies Adult Critical Care Adult Diagnostics Bottom of Form	

Instructions: Students can only submit a "Not Validated" form. The form MUST be validated by the appropriate clinical instructor or faculty clinician. To submit a validated form now, please have the clinical instructor or faculty clinician enter in the appropriate log in name and password below. Thank you.	
Clinical Instructor Log In Name:	<input type="text"/>
Clinical Instructor Password:	<input type="password"/>
Submit Form	<input type="button" value="Adult Daily Log Add"/> <input type="button" value="Clear Form"/>
Top of Form Adult Floor Therapies Adult Critical Care Adult Diagnostics Bottom of Form	

6. Confirmation page: Once the daily log has been submitted you will receive a confirmation page verifying the information that you submitted to the database. This report confirms communication with the remote server and successful data entry.

Reports –see separate section on reports

Demonstration University - Respiratory Care
Student One, thank you for filling out the **NOT Validated** Adult Daily Log form. The following information has been recorded:

Adult Daily Log Record

Student: **Student One** Clinical Instructor: **Director Education**
Validation: **No**
Clinical Site: **Demo Univ Hospital - Clinic** Area: **Adult Floor**

Describe today's most significant experience: No Comments

Physician Interaction:
Patient Focused - 30 minutes - visited with Dr. Smith about Ms. Jones
Tutorial - 0 minutes - No Comments
Small Group - 15 minutes - Round Table with Dr. Trach about airway care
Large Group - 0 minutes - No Comments

Demonstration University - Respiratory Care
Student One, thank you for filling out the **Validated** Adult Daily Log form. The following information has been recorded:

Adult Daily Log Record

Student: **Student One** Clinical Instructor: **Director Education**
Validation: **Yes**
Clinical Site: **Demo Univ Hospital - Clinic** Area: **Adult Floor**

Describe today's most significant experience: No Comments

Physician Interaction:
Patient Focused - 30 minutes - visited with Dr. Smith about Ms. Jones
Tutorial - 0 minutes - No Comments
Small Group - 15 minutes - Round Table with Dr. Trach about airway care
Large Group - 0 minutes - No Comments

Student Physician Interaction

Note: Physician interaction can be entered in several different ways: a) generally you should enter your physician interaction as part of your daily log record; b) under some circumstances you might interact with physicians outside of the regular clinical setting (e.g. if you attended a special physician lecture as part of grand rounds during normal classroom hours); in these cases you can simply add a stand alone physician record c) if you are using the pocket device to enter records then the physician interaction is a separate function from the daily log.

1. Log into DataArc using your log in name and password

From the student navigation page select “Add” from the appropriate daily log Or navigate to the Physician Interaction function and select “Add”

2. At the top of the “Add Physician Interaction Form” fill out the required data fields to identify where you are.

3. Identify which of the four different types of physician interactions that you have completed
- Patient Focused:** An Interactive experience with a physician related to the management of the respiratory care of patients: Examples: Assist Physician during Bronchoscopy, Resuscitation, Intubation, Tracheostomy, Chest Tube Insertion
Determine appropriate respiratory care-eg -Respiratory Therapy Consults or Ventilator Management
- Tutorial:** Interactive experience with a physician related to discussion of some aspect of respiratory care without patient interaction: eg Review of research article

Discussion of respiratory procedures

Small Group: Formal and informal presentations:

Examples: Physician’s Rounds

Pulmonary Conferences; Medical Director meetings with students; Case Presentations;

Physician lectures

Large Group: Formal planned educational experiences:

Examples: Physician Lecture series, Professional Conferences

Demonstration University - Respiratory Care			
Welcome Student One - Student Navigation Page			
Home Log Out My Profile My Dashboard			
Databases	Clinical Functions		
Time Clock	Time In	Time Out	Sick Day
		Reports Standard Custom	Summary Reports
Adult Daily Log	Add	List Reports Standard Custom	Summary Reports
Pediatric Daily Log	Add	List Reports Standard Custom	Summary Reports
Neonatal Daily Log	Add	List Reports Standard Custom	Summary Reports
All Daily Logs	Combination List Reports Standard Custom		
Physician Interaction	Add	List Reports Standard Custom	Summary Reports

Demonstration University - Respiratory Care	
Physician Interaction Add	
<p>Instructions: To create a Physician Interaction Record, please fill in the REQUIRED items. NOTE for STUDENTS: Students can only submit a "Not Validated" form. The form MUST be validated by the appropriate clinical instructor or faculty clinician. To submit a validated form now, please have the clinical instructor or faculty clinician enter in the appropriate log in name and password at the bottom of the form. Thank you.</p>	
Required Fields **	
Clinical Instructor **	- Please Select a Clinician -
Clinical Site **	- Please Select a Clinical Site -
Patient & Area **	- Please Select a Patient and Area -
Date **	03 / 22 / 2004
Describe today's most significant experience: <input type="text"/>	

Physician Interaction **		
Instructions: You may select more than one type of Physician Interaction; if you had more than one. Please select only ONE. Length for each type of interaction. Time is in MINUTES. If ANY Physician Interaction is listed, both the time and associated textbox MUST be filled in.		
Type of Interaction	Time	Physician Name, Topic, Brief Summary of Interaction
1. Patient Focused 4 points/hour	<input type="text"/>	<input type="text"/>
2. Tutorial 3 points/hour	<input type="text"/>	<input type="text"/>
3. Small Group 2 points/hour	<input type="text"/>	<input type="text"/>
4. Large Group 1 point/hour	<input type="text"/>	<input type="text"/>

If you have participated in more than one type of interaction during a day you may enter all of these interactions on a single log record. In the text box you should identify the physician with whom you had the interaction and describe the nature of the interaction; **CAUTION:** Please follow HIPPA guidelines and do not include any patient identifiers in the description of your student-physician interaction

4. Select the appropriate time interval from the drop down

Physician Interaction**

Instructions: You may select more than one type of Physician Interaction, if you had more than one. Please select only ONE Length for each type of interaction. Time is in MINUTES. If ANY Physician interaction is listed, both the time and associated textbox MUST be filled in.

Type of Interaction	Time	Physician Name, Topic, Brief Summary of Interaction
1. Patient Focused 4 points/hour	Min 15 30 45	
2. Tutorial 3 points/hour	Min 15 30 45	
3. Small Group 2 points/hour	Min 15 30 45	
4. Large Group 1 point/hour	Min 15 30 45	

5. Add the Physician Interaction record

6. Confirmation page: Once the physician interaction record has been submitted you will receive a confirmation page verifying the information that you submitted to the database. This report confirms communication with the remote server and successful data entry.

Demonstration University - Respiratory Care

Student One, thank you for filling out the Validated Adult Physician Interaction form. The following information has been recorded:

Adult Physician Interaction Record

Student: Student One Clinical Instructor: Director Education
Validation: Yes

Clinical Site: Demo Univ Hospital - Clinic Area: Coronary Care Unit

Describe today's most significant experience: No Comments

Physician Interaction:
Patient Focused - 30 minutes - Dr. Brown, discussed patient disease process and prognosis
Tutorial - 0 minutes - No Comments
Small Group - 0 minutes - No Comments
Large Group - 0 minutes - No Comments

Student Instructions for Competencies

Note: Student Competency Evaluations can be accessed from the student navigation page. Since these are evaluation forms, however, **“they can only be submitted by clinical instructors”**. Students are encouraged to visit these pages for study purposes or to print them from the Web site or from their own DataArc CD.

PDA Users: For those of you who are entering data using Pocket Devices you will notice that the pocket version of the competencies is a shorter version that contains only eight questions related in general to the major categories of competency performance. This shorter version reflects the limited visual space on the pocket devices and is meant to guide clinical instructors through the evaluation process. It is the responsibility of the program to determine the depth of the evaluation and whether short and/or long forms are required.

1. **Log in to DataArc** using your log in name and password

From the student navigation page find **Competencies** and select **“Add”**

Databases	Clinical Functions		
Time Clock	Time In	Time Out	Sick Day
		Reports Standard Custom	Summary Reports
Adult Daily Log	Add	List Reports Standard Custom	Summary Reports
Pediatric Daily Log	Add	List Reports Standard Custom	Summary Reports
Neonatal Daily Log	Add	List Reports Standard Custom	Summary Reports
All Daily Logs	Combination List Reports Standard Custom		
Physician Interaction	Add	List Reports Standard Custom	Summary Reports
Competencies	Add	List Reports Standard Custom	

2. **Competency Table:** The “Add” function above brings up a **Table** of 9 different areas or categories from which competencies can be selected. The different areas reflect the different age related procedures and the special equipment associated with them.

Demonstration University - Respiratory Care Clinical Competencies by Unit Rotations		
Adult Floor Therapies	Adult Critical Care	Adult Diagnostics
Pediatric Floor Therapies	Pediatric Critical Care	Pediatric Diagnostics
Special Rotations	Neonatal Critical Care	Neonatal Diagnostics

3. **Select Competency:** Selecting an Item from the table above will pull up a **“List”** of competencies. Select the appropriate competency from the list.

Demonstration University - Respiratory Care Adult Floor Therapies Competencies	
Instructions: Please choose a competency. White - Competency is not yet available.	
General	
Basic Life Support	
Hand Washing	
Isolation Procedures	
Charges	
Patient Data	
Vital Signs	
Chest Assessment	
Patient Assessment	
X-Ray Interpretation	
Oxygen Therapy	
Nasal Cannula	
Simple Mask	
Partial Rebreather	
Non-Rebreather	

4. **Competency Evaluation Form:** If your instructor is performing an evaluation they must enter their name and password and complete the form. As before the required information must be selected from the drop down and the text boxes filled in with special conditions and/or equipment as needed.

Demonstration University - Respiratory Care
Nasal Cannula

Add Adult Competency

Instructions: Please fill in the **REQUIRED** items. **NOTE for STUDENTS:** This form **MUST** be validated by the appropriate clinical instructor or faculty clinician by having them fill in their log in name and password on this form. Thank you. **Blue** - age specific statement or note, **Violet** - caution statement, **Navy Blue** - special procedural steps

Required Fields **

Instructions: This form **MUST** be validated by the selected clinical instructor or faculty clinician. Please have the clinical instructor or faculty clinician enter in their log in name and password below. Thank you.

Clinical Instructor **

Clinical Instructor Log In Name **

Clinical Instructor Password **

Clinical Site **

Patient & Area **

Date ** / / - calendar

Conditions:

Equipment:

5. **Final Evaluation:** Your instructor must complete the section at the bottom labeled **REQUIRED: "Summary Performance Evaluation"** and then submit the competency record. Definitions for the different levels of performance are provided.

Clinical Competency Performance Criteria

1. Displays rational judgment and is able to explain the relationship between theory and clinical practice.
2. Performs procedure in a reasonable time frame and with attention to appropriate detail.
3. Maintains aseptic technique and takes appropriate safety precautions.
4. Communicates clearly, and in a courteous manner.

Additional comments: include errors of oversight or sequence, strengths and weaknesses during procedure (i.e. knowledge, communication skills, and patient interaction skills)

Summary performance evaluation
Please use the following criteria and select the appropriate pop-up menu.

- **Satisfactory** - ready for clinical application with minimal supervision. Performed procedure accurately, or was able to correct performance without injury to the patient or decreasing effect of therapy being given.
- **Unsatisfactory performance** - not ready for clinical application. Requires remediation under one of the following categories:
 - **Minor - Unsatisfactory:** Needs to review fundamental concepts or requires re-evaluation of minor deficiency(s) (ex. forgets to wash hands during the Follow-up stage. Must be re-evaluated on this step not the whole procedure).
 - **Major - Unsatisfactory:** Requires additional supervised clinical practice and complete re-evaluation of the procedure.

REQUIRED: ** Summary Performance Evaluation:

References

6. **Confirmation Page:** Once the competency is submitted by your instructor the system will generate a confirmation page verifying the information that was submitted to the database. This report confirms communication with the remote server and successful data entry.

Demonstration University - Respiratory Care

Director Education, thank you for taking the time to fill out the **Adult Nasal Cannula Competency for Student One**, which was submitted on behalf of **Director Education**. The following information has been recorded.

Adult Nasal Cannula Competency Record

Summary Performance Evaluation: **Satisfactory**

Student: **Student One** Clinical Instructor: **Director Education**

Clinical Site: **Demo Univ Hospital** Area: **Adult Floor**

7. **Competency Reports** –see separate section on reporting Functions

Instructions for Student Reports Students can generate reports for a number of different clinical functions including: 1) Time Clock; 2) Daily Logs; 3) Physician Interaction and 4) Competencies.

The reporting process begins with selecting the type of report that you want.

There are basically two types of reports:

List Reports that provide a table of specific records the individual record is hot linked on the table; and

Summary Reports –these are generally used to provide a tally or total for a specific parameter –e.g. the total number of physician contact points or the total number of times a given procedure has been performed.

Samples of the three types of Standard List Reports are provided below as well as at the bottom of each search pages. As a student you will most likely find the Date Report or Full Report most useful. Each of these provide a table with hot links to the individual records.

Data Base Searching

The data base search process has been simplified for you by walking you through the process **Step by Step**. From a structural standpoint the data base contains all of your records. The searching process is simply a method for reducing the total number of records saved in the database to a specific subset of records that you are interested in. So for example, all searches ask you to select the time period over which you wish to search. If you select no time period you will get all of the records in the database that you have submitted.

For most of your searches you will use the Time **“Option 1”** and select “on or after this date” and the specific date –e.g if you want to print out all of your daily log information for the last two weeks you would select “on or after this date” and the beginning date two weeks ago. If on the other hand you would like to print out all data for a given semester you would select Time **“Option 2”** “beginning on” and “ending on” specific dates.

Custom searches are very similar to the list reports but give you a more complete list of search options. So for example if you wanted to limit your report to a certain clinical rotation, or to just adult patients, or to all procedures that you have done with a specific clinical instructor you may do so using the custom search options.

Name Report	Student Names	Dates
	Student Five (3)	Thu - 05/22/2003; Thu - 05/01/2003; Wed - 04/23/2003
	Student Six (4)	Fri - 05/23/2003; Wed - 05/21/2003; Thu - 05/01/2003; Fri - 04/18/2003

Date Report	Dates	Student Name
	Tue - 05/20/2003 (4)	Student Four; Student One; Student Three; Student Two
	Mon - 05/19/2003 (2)	Student One; Student Three

Full Report	Student Five - Cohort-3-StuEntryAssoc						
	Student Name & Initiator Name	Date & IP Address View Record	Validation Date & IP Address Validate or Modify Record	Clinical Instructor & Validator	Clinical Site & Location	Area & Patient	Physician Interaction
	Student Five Clinician One	Thu - 05/22/2003 129.109.78.57	Fri - 05/23/2003 129.109.78.57	Clinician One Clinician One	Demo Univ Hospital Clinic	Adult Floor Adult	No

Sample Summary Report

Adult Daily Log Summary Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit

Links Customize Links Free Hotmail Windows Windows Media UTMB RESC DataArc Page DataArc Admin Page DataArc SQL PIS DataArc Admin Login

Address http://www.dataarc.ws/ic/dl/dl_combo_report.lasso?session=info:FE749F646040F98CB9DA39970E8AB4B7

Welcome Student One - Adult Daily Log Summary Report
- 71 Adult Daily Log Records 56 Validated and 15 Not Validated

Type of Interaction	Physician Interaction					
	Count	Validated		Not Validated		Points
		Time (minutes)	Points	Count	Time (minutes)	
1. Patient Focused 4 points/hour	30	1125	75.00	6	180	12.00
2. Tutorial 3 points/hour	6	330	16.50	1	75	3.75
3. Small Group 2 points/hour	7	225	7.50	4	135	4.50
4. Large Group 1 point/hour	5	345	5.75	1	105	1.75
Total Points	Validated Points: 104.75			Not Validated Points: 22.00		
	Grand Total Points: 126.75					

ADULT FLOOR THERAPIES									
Procedure	Observed			Performed with Assistance			Performed Unassisted		
	Min.	Valid	Not Valid	Min.	Valid	Not Valid	Min.	Valid	Not Valid
General									
Isolation Procedures	3	40	25	3	40	29	3	58	29
Charges	3	40	22	3	41	22	3	46	22
Patient Data									
Vital Signs	3	53	26	3	47	37	3	70	42

Done Start | Inboxes - Microsoft Out... | Untitled - VIEWables | Adobe Photoshop | Adult Daily Log ... | Internet | 4:21 PM

Begin Student Search

Enter. Student Navigation Table

On the navigation page select the type of search you want to perform:

List Reports
Standard or Custom
OR
Summary Report

Demonstration University - Respiratory Care			
Welcome Student One - Student Navigation Page			
Cln. Func. Cln. Log. General Info.			
Databases	Clinical Functions		
Time Clock	Time In	Time Out	Sick Day
		Reports Standard Custom	Summary Reports
Adult Daily Log	Add	List Reports Standard Custom	Summary Reports
Pediatric Daily Log	Add	List Reports Standard Custom	Summary Reports
Neonatal Daily Log	Add	List Reports Standard Custom	Summary Reports
All Daily Logs	Combination List Reports Standard Custom		
Physician Interaction	Add	List Reports Standard Custom	Summary Reports

Performing the Search

Step #1 Select one of the date options:

Option 1: either on or after and the date

OR

Option 2: Inclusive or between dates:
 Select a beginning date and an ending date

Demonstration University - Respiratory Care

Welcome Student One -

Adult Daily Log Standard Report - Name or Date or Full

Step #1 Select Search Dates: Select only one of the following date options.

Option 1: Before, On, or After / /
 Current Date: 04 / 23 / 2004

OR

Option 2: Inclusive: Beginning to Ending / / / /
 Beginning Date Ending Date

Step #2 & Step #3 For the most part you can leave these set for the default options of Newest to Oldest

Step #2 Select Date Sorting Option. Newest to Oldest Record Oldest to Newest Record

Step #3 Select Validation Both Validated Not Validated

Step #4

Select Report Option.

Clear Form

Name Report

Student Names	Dates
Student Five (3)	Thu - 05/22/2003 ; Thu - 05/01/2003 ; Wed - 04/23/2003
Student Six (4)	Fri - 05/23/2003 ; Wed - 05/21/2003 ; Thu - 05/01/2003 ; Fri - 04/19/2003

Date Report

Dates	Student Name
Tue - 05/20/2003 (4)	Student Four ; Student One ; Student Three ; Student Two
Mon - 05/19/2003 (2)	Student One ; Student Three

Full Report

Student Five - Cohort-2-StuEntryAssoc						
Student Name & Initiator Name	Date & IP Address View Record	Validation Date & IP Address Validate or Modify Record	Clinical Instructor & Validator	Clinical Site & Location	Area & Patient	Physician Interaction
Student Five Clinician One	Thu - 05/22/2003 129.109.78.67	Fri - 05/23/2003 129.109.78.67	Clinician One Clinician One	Demo Univ Hospital Clinic	Adult Floor Adult	No

Sample Reports - Name Report

Demonstration University - Respiratory Care
Welcome **Student One** - Standard Name Report: Student One
71 Adult Daily Log Records

Instructions: Please click on a **DATE** to get a detailed record. **Blue** - Validated; **Red** - Not Validated

Student Names	Dates
Student One (71)	Thu - 03/25/2004 ; Thu - 03/25/2004 ; Tue - 03/23/2004 ; Mon - 03/22/2004 ; Fri - 03/19/2004 ; Mon - 03/08/2004 ; Mon - 03/08/2004 ; Thu - 03/04/2004 ; Tue - 03/02/2004 ; Tue - 03/02/2004 ; Tue - 03/02/2004 ; Mon - 03/01/2004 ; Mon - 03/01/2004 ; Sun - 02/29/2004 ; Sun - 02/29/2004 ; Sun - 02/29/2004 ; Thu - 02/26/2004 ; Thu - 02/26/2004 ; Tue - 02/24/2004 ; Tue - 02/24/2004 ; Mon - 02/23/2004 ; Mon - 02/23/2004 ; Mon - 02/23/2004 ; Mon - 02/23/2004 ; Mon - 02/23/2004 ; Mon - 02/23/2004 ; Wed - 02/18/2004 ; Mon - 02/16/2004 ; Fri - 02/13/2004 ; Fri - 02/13/2004 ; Sun - 02/08/2004 ; Sat - 02/07/2004 ; Wed - 01/21/2004 ; Mon - 01/12/2004 ; Sat - 01/10/2004 ; Wed - 01/07/2004 ; Mon - 01/05/2004 ; Fri - 12/19/2003 ; Thu - 12/18/2003 ; Thu - 12/18/2003 ; Tue - 12/09/2003 ; Tue - 12/02/2003 ; Thu - 11/20/2003 ; Thu - 11/20/2003 ; Tue - 11/18/2003 ; Tue - 10/21/2003 ; Tue - 10/21/2003 ; Mon - 10/13/2003 ; Mon - 10/13/2003 ; Thu - 10/09/2003 ; Thu - 10/09/2003 ; Thu - 10/09/2003 ; Thu - 10/09/2003 ; Wed - 10/08/2003 ; Tue - 10/07/2003 ; Sat - 10/04/2003 ; Tue - 09/16/2003 ; Fri - 09/05/2003 ; Thu - 09/04/2003 ; Thu - 09/04/2003 ; Mon - 08/18/2003 ; Sun - 08/10/2003 ; Mon - 08/04/2003 ; Sat - 07/26/2003 ; Fri - 07/25/2003 ; Tue - 05/20/2003 ; Mon - 05/19/2003 ; Sun - 05/04/2003 ; Thu - 05/01/2003

Sample Reports –Date Report

Demonstration University - Respiratory Care

Welcome **Student One** - Standard Date Report: **Student One**
32 Adult Daily Log Records

Instructions: Please click on a **NAME** to get a detailed record. **Blue** - Validated; **Red** - Not Validated

Dates	Student Name
Thu - 03/25/2004 (2)	Student One ; Student One
Tue - 03/23/2004 (1)	Student One
Mon - 03/22/2004 (1)	Student One
Fri - 03/19/2004 (1)	Student One
Mon - 03/08/2004 (2)	Student One ; Student One
Thu - 03/04/2004 (1)	Student One
Tue - 03/02/2004 (4)	Student One ; Student One ; Student One ; Student One
Mon - 03/01/2004 (2)	Student One ; Student One
Sun - 02/29/2004 (3)	Student One ; Student One ; Student One
Thu - 02/26/2004 (2)	Student One ; Student One
Tue - 02/24/2004 (2)	Student One ; Student One
Mon - 02/23/2004 (7)	Student One ; Student One ; Student One ; Student One ; Student One ; Student One ; Student One
Wed - 02/18/2004 (1)	Student One
Mon - 02/16/2004 (1)	Student One
Fri - 02/13/2004 (2)	Student One ; Student One

Sample Reports –Full Report

Student Name & Initiator Name	Date & IP Address <small>View Record</small>	Validation Date & IP Address	Clinical Instructor & Validator	Clinical Site & Location	Area & Patient	Physician Interaction & Device
Student One Student One	Thu - 03/25/2004 129.109.78.122	Thu - 03/25/2004 129.109.78.122	Clinician One Clinician One	Demo Univ Hospital Clinic	Asthma Center Adult	No
Student One Student One	Thu - 03/25/2004 209.232.135.26	Thu - 03/25/2004 209.232.135.26	Clinician One Clinician One	Demo Univ Hospital Clinic	Home Care Adult	No
Student One Program Director	Tue - 03/23/2004 65.67.3.227	Tue - 03/23/2004 65.67.3.227	Program Director Program Director	Demo Univ Hospital Clinic	Adult Floor Adult	Yes
Student One Student One	Mon - 03/22/2004 129.109.78.142	Mon - 03/22/2004 129.109.78.142	Director Education Director Education	Demo Univ Hospital Clinic	Coronary Care Unit Adult	Yes
Student One Program Director	Fri - 03/19/2004 129.109.78.122	Fri - 03/19/2004 129.109.78.122	Program Director Program Director	Demo Univ Hospital Clinic	Coronary Care Unit Adult	No PPC
Student One Program Director	Mon - 03/08/2004 129.109.78.122	Mon - 03/08/2004 129.109.78.122	Program Director Program Director	Demo Univ Labs Laboratory	Burns ICU Adult	No PPC
Student One Program Director	Mon - 03/08/2004 128.249.207.254	Mon - 03/15/2004 128.249.207.254	Program Director Program Director	Demo Univ Hospital Clinic	Adult Floor Adult	No PPC

Custom Reports

Custom reports are also list reports. The difference is that custom reports have more detailed search criteria. This allows you to narrow your report to provide more specific information.

The search criteria are similar in that you start first by defining the dates.

In Step #2 you can select as many options as you want to narrow the search.

Step #3 gives the options for the type of List report that you want to view, and Step #4 is the sorting options which for most reports are defaulted to Newest to Oldest

Custom Reports: Each of the custom searches results in tables with hot links to individual records just like you see in the list reports –see above

Welcome Student One - Daily Log Custom Reports Page

Adult Daily Log Custom Report

Instructions: Submission of this form generates a LIST of Adult Daily Log records that meet the Custom criteria. From there you can select a specific Adult Daily Log record.

Step #1 Select Search Dates: Select only one of the following date options.

Option 1: Before, On, or After / /
Current Date: 04 / 23 / 2004

Step #2 Further Limit Search

Select Clinical Instructor

Patient & Area:

Clinical Site:

Location: Both Clinic Laboratory

Validation: Both Validated Not Validated

Device: Both Web PDA

Physician Interaction Type:

Physician Interaction Time (Minutes):

Step #3 Report Format Name Report Date Report Full Report

Step #4 Date Sorting Option Newest to Oldest Record Oldest to Newest Record

Summary Reports:

These reports provide a tabulation or sum of all the information from your individual records. For example the Daily Log summary tallies all of the procedures that you have performed over time.

Searches for Summary Reports:

The search criteria for summary reports are very similar the steps in the custom searches; as before you start by selecting the time interval and then further narrow your search.

Welcome **Student One** - Daily Log Summary Reports Page

Adult Daily Log Summary Report

Instructions: Submission of this form generates a **NUMERICAL SUMMARY** of Adult Daily Log records that meet the Summary criteria.

Step #1 Select Search Dates: Select only one of the following date options.

Option 1: Before, On, or After / /
Current Date: 04/23/2004

OR

Option 2: Inclusive: Beginning to Ending / / / /
Beginning Date Ending Date

Step #2 Further Limit Search

Select Clinical Instructor

Patient & Area:

Clinical Site:

Location: Both Clinic Laboratory

Validation: Both Validated Not Validated

Device: Both Web PDA

Physician Interaction Type:

Physician Interaction Time (Minutes):

Step #3 Report Format Name Report Date Report Full Report

Step #4 Date Sorting Option Newest to Oldest Record Oldest to Newest Record

Sample Summary Reports:

At the top of the Daily Log Summary Report is a complete summative listing of all of your physician interaction records associated with your daily logs for that patient area; so for example if you search on Adult Daily Logs you would only find the physician interaction associated with your Adult Records. To find Pedi data you would need to search under the Pedi Daily Log.

Welcome Student One - Adult Daily Log Summary Report
- 71 Adult Daily Log Records 56 Validated and 15 Not Validated

Type of Interaction	Physician Interaction					
	Validated			Not Validated		
	Count	Time (minutes)	Points	Count	Time (minutes)	Points
1. Patient Focused 4 points/hour	30	1125	75.00	6	180	12.00
2. Tutorial 3 points/hour	6	330	16.50	1	75	3.75
3. Small Group 2 points/hour	7	225	7.50	4	135	4.50
4. Large Group 1 point/hour	6	345	6.75	1	105	1.75
Total Points			Validated Points 104.75			Not Validated Points 22.00
			Grand Total Points: 126.75			

Sample Summary Reports Continued

The second portion of the Daily Log Summative Report contains a table with the complete list of all the procedures you have performed. In many instances this report is used by the educational institution to verify that you have adequate clinical experience in performing each of the different types of respiratory care procedures.

Also note that procedures or records in the red columns have not yet been validated by your clinical instructors. To find out which daily logs have not yet been validated return to the Standard List Reports, and perform a search over the appropriate time frame. Not yet validated records will appear in **red**. If you select the hot link you can view the record to determine who the clinical instructor was that should validate your record.

Adult Daily Log Summary Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit

Links Customize Links Free Hotmail Windows Windows Media UTMB RESC DataArc Page DataArc Admin Page DataArc SQL PIS DataArc Admin Login

Address http://www.dataarc.ws/rc/dl/dl_combo_report.lasso?session=info:FE749F646040F98C89DA39970EBAB4B7

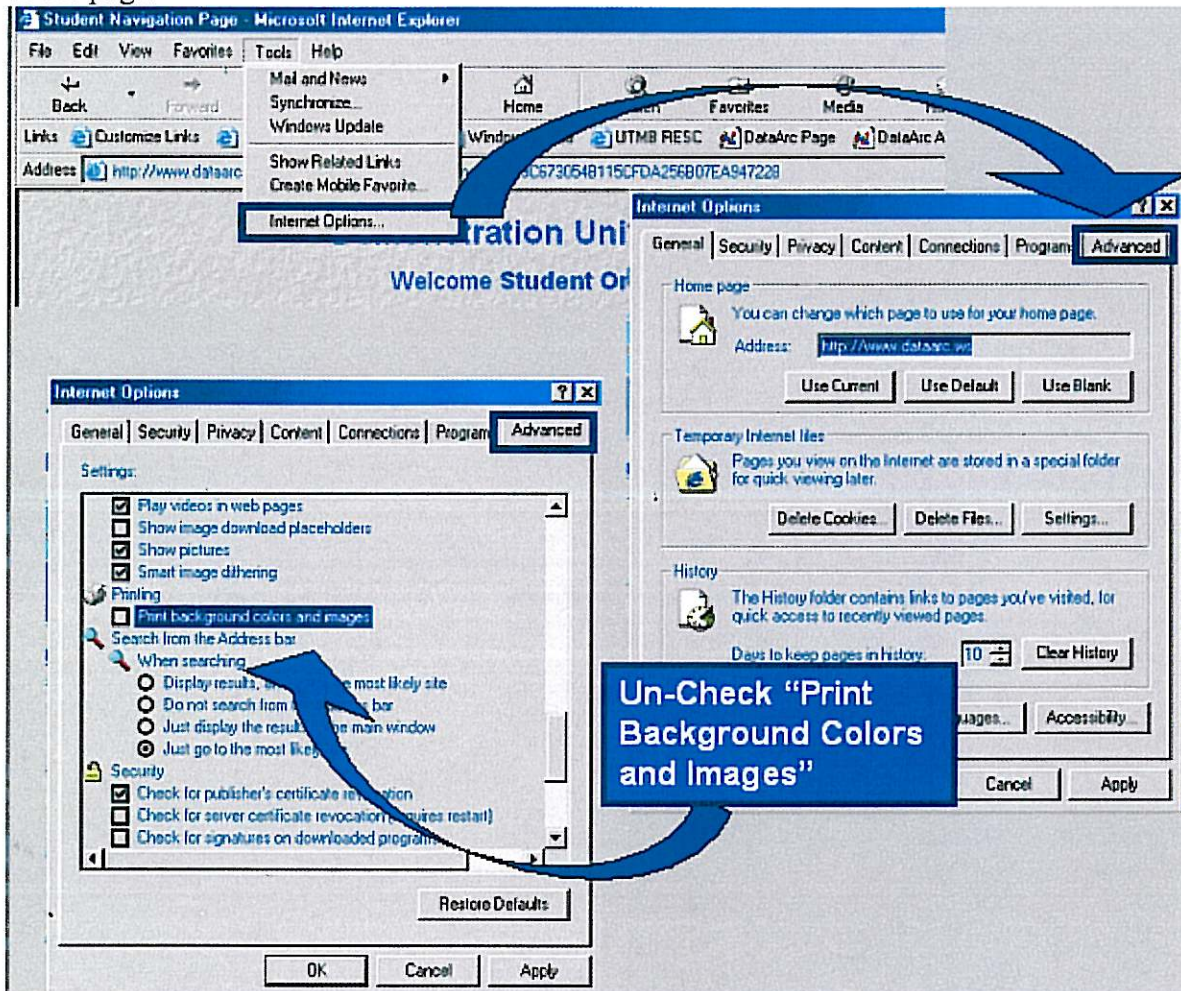
ADULT FLOOR THERAPIES									
Procedure	Observed			Performed with Assistance			Performed Unassisted		
	Min.	Valid	Not Valid	Min.	Valid	Not Valid	Min.	Valid	Not Valid
General									
Isolation Procedures	3	40	25	3	40	29	3	58	29
Charges	3	40	22	3	41	22	3	46	22
Patient Data									
Vital Signs	3	53	26	3	47	37	3	70	42
Chest Assessment	3	37	16	3	39	16	3	45	20
Patient Assessment	3	33	21	3	36	21	3	55	26
X-Ray Interpretation	3	36	25	3	42	32	3	44	29
Oxygen Therapy									
Nasal Cannula	3	46	17	3	32	22	3	45	20
Simple Mask	3	33	21	3	32	23	3	33	22
Partial Rebreather	3	34	23	3	33	24	3	37	27
Non-Rebreather	3	28	18	3	29	21	3	32	19
Air Entrainment Mask	3	31	20	3	32	21	3	33	24
Pulse Oximetry	3	31	23	3	34	28	3	42	36
Transport with Oxygen	3	28	17	3	29	18	3	30	19
Aerosol & Humidity Therapy									
Face Tent	3	30	22	3	29	23	3	30	24

Done Internet

Start | Inbox - Microsoft Out... | Untitled - VIEWables | Adobe Photoshop | Adult Daily Log ... | 4:25 PM

Setting the Internet Printer Options

At the top of Internet Browser find the “**Tools**” drop down Menu select “**Internet Options**”. This will pull up a separate page titled “Internet Options”. Select the Tab labeled “**Advanced**” and then scroll down the menu options on the left hand side of the page until you find “**Printing**” Make sure that the box labeled “**Print Background Colors and Images**” is **unchecked**. Once you have completed this select “**Apply**” at the bottom of the page.



Setting the Internet Font Size

The Internet Font size affects how much information is displayed on each of your printed report pages. You can adjust this to suit your needs by selecting the “**View**” option on the Internet Tool Bar.

