



# InPlace Log Book

## Quick Reference Guide - Podiatry

### Introduction

InPlace Log Books are required to be completed for each of your placements

### Log into InPlace

Log into [InPlace](#)

### Accessing Log Book – 2 methods

1. Select outstanding log book to complete in the to do list
2. Select the placement in the Confirmed pane menu and go to the Schedule tab

### How to complete your Log Book

1. To view or edit the date of your log book entry, select the log book icon in the action column
2. Once you have navigated to your log book entry, please complete the following actions:
  - a) Enter Start and End time using 24hr format
  - b) Add Patient Type/s  
*New Patient, General Patient, Vascular, Neurological, Diabetes assessment or Wound*
  - c) Fill out Clinical Reflections for the day  
*Areas well done, Area requiring Improvement and Reflection of the day*

### Functions available for Log Book

1. Reset - to clear your entry and start again as required
2. Copy Session - allows you to copy information about a client to another day as required
3. Add Session - use this function to add additional client
4. Save as Draft - enables you to save information entered and return at a later date to continue
5. Submit - the log book for approval to the University
6. Withdraw - becomes available after you have submitted, enables you to withdraw your log book if editing is required

### End of Placement

If possible show your log book entries to your supervisor (online) to discuss and ensure your entries are true and correct – Supervisors will be sent a weekly email to sign off on student log books. This is a compulsory requirement to complete your log books for each placement.

### Hints and Tips

1. Add Start and End times
2. You are not required to download or print your log book
3. You are not required to upload your log book to InPlace

#### **Contacts:**

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