InPlace Log Book
Quick Reference Guide for Physiotherapy Students

Introduction

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

Log into InPlace

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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 Client details as required
   c) Add the Setting/Condition as required
   d) Add Intervention as required
   e) Optional - Additional comments

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

Show your log book entries to your supervisor (online) to discuss and ensure your entries are true and correct – please note that a member of the Workplace Learning team may contact your supervisor to discuss your entries. 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 only required to enter the days that you have log book entries
3. You are not required to download or print your log book
4. You are not required to have your supervisor sign your log book, only view and discuss with your supervisor
5. You are not required to upload your log book to InPlace

Contacts:
Name FOSH-WPL@csu.edu.au

Surveys - Overview

The survey tool within InPlace allows us to capture information that we require from you regarding your placement. This may be used for a number of different requirements depending on your discipline for example: student objectives, work health and safety checklists, evaluation of placement etc.

This quick reference guide will show you how to complete the surveys that you will need to complete to meet the requirements of your placement.

Completing Surveys

You will be notified in two ways when you need to complete a survey for placement.

You will be notified by the workplace learning team that there is a survey that you need to complete and you will also notice that there will be an item in the **To Do** list on the **Home** page of InPlace.

1. To complete the survey, click on the **Survey** link in the **Response Required** widget located on the **Home** page
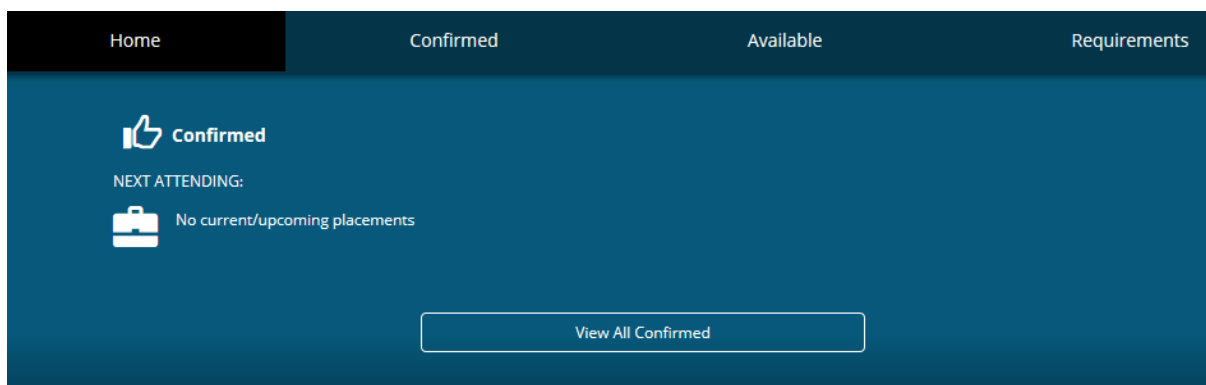
Click on the survey link in the **To Do** list to complete the survey

2. Click on the survey link that appears in the **To Do** list and you will be taken to the **Response** screen which displays the survey that you need to complete. The look and feel of the survey will depend upon the actual survey you are completing and the requirements of the survey. It may have multiple choice answers, scales or short answer questions.

   An example of a survey is shown on the next page.

Example of Physiotherapy Student survey

PHS: Student Placement Evaluation

Student Placement Evaluation - to seek feedback from students of their workplace learning experience in order to enhance the quality of future experiences

Number of Students
☐ Allow N/A response

	One	Two	Three	More than three
1. Number of students * How many students were on this placement?	◯	◯	◯	◯

Workplace Learning Evaluation
☐ Allow N/A response

	Yes	No	Unsure	Comment
1. Placement Expectations * I was aware of the placement expectations. (Organisational roles, responsibilities etc.)	◯	◯	◯	
2. Roles * I was aware of my role and that of my supervisor/s and site in the running of the placement	◯	◯	◯	
3. Support Services * I had access to support services in the event of misadventure whilst on placement	◯	◯	◯	
4. Facilities * I had access to suitable facilties and spaces for learning, report writing and meal breaks were provided	◯	◯	◯	
5. Learning Outcomes * I was aware of the specific learning outcomes for this placement	◯	◯	◯	
6. Assessment Tool * I was aware of the assessment tool and marking rubric used on this placement	◯	◯	◯	
7. Clinical Skills * I was given appropriate opportunities to develop and demonstrate my clinical skills	◯	◯	◯	
8. Receive Feedback * I received regular feedback on my clinical skill performances	◯	◯	◯	
9. Supported * I felt supported and able to ask questions	◯	◯	◯	
10. Learning Resources * I had adequate access to learning resources	◯	◯	◯	
11. Provide Feedback * I was given an oppportunity to provide feedback on the placement experience to the placement site	◯	◯	◯	
12. University contact * I had adequate onsite or email/phone contact with university staff during placement	◯	◯	◯	
13. Placement Recommendation * Would you recommend this placement to another student?	◯	◯	◯	

3. To complete the survey, answer all of the questions on the survey. If you haven't finished completing the survey and wish to complete at another time, click on the **Save as Draft** button and the information you have entered so far will be saved and you can access the survey again through the *To Do* list.

4. When you have completed the survey, click on the **Submit Survey** button. ***Note***: You can only click on the **Submit Survey** button when all questions have been answered. You will receive a message indicating that the assessment has been completed.
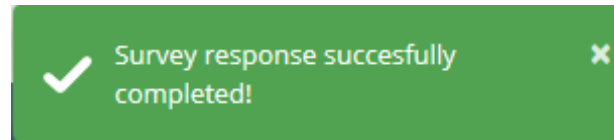
5. Once you have submitted the survey, it will be viewable to the workplace learning staff at the university. You will not be able to see the submitted information.

Note: When you have submitted the survey, you cannot make any changes to the survey, so do not click on the Submit Survey button until you are ready to submit the information to the university