Student Guide to Clinical Experiences

Please note that some of the screenshots displayed in this guide may appear slightly different depending on your school’s licensing of ProjectConcert and your individual access rights.

1. Log in to your school’s ProjectConcert account at https://secure.projectconcert.com/uthscsa

2. After you have logged in, you will be directed to the Welcome page.

3. To enter a new clinical experience, make edits to existing logs or generate reports, click Experience.

4. As you see there are (4) selections:
   - **New**: allows you to enter a new experience
   - **Existing**: allows you to edit or view an existing experience
   - **Requirement**: a report that provides you with a color – coded snapshot and total number of diagnoses or procedures that you have entered and need to meet to satisfy the requirements defined by faculty
   - **Summary**: a report that summarizes your clinical experiences
Steps to entering Time for your **PRECEPTOR** to approve:

1. Begin by selecting your **Program**

2. Enter in the Experience Start Date and Time the time that your encounter with the patient began and the End Date and Time the time that your experience ended (as shown above).

3. Select your **PRECEPTOR** from the **Supervisor** drop down list.

4. Select your Preceptor’s **Clinical Location** from the drop down list.
   **Note:** this locations list should be in alphabetical order. If you cannot find your location, please also look at the very end of the list as there is a delay in alphabetizing when new locations are initially entered into the system.

5. Select **N/A** for all other **REQUIRED** rows on the **General tab** (Please note that not all rows are required).
6. Click on the Procedures tab and select the checkbox for “Time” (see example above).

7. Click **Save** and your time entry will automatically be routed to the Preceptor that you selected for approval.

   If you need to edit your time entry, click **Existing**, find the entry to edit and make the change(s).

   **Note:** If it is already approved, it **CANNOT** be edited. It must be deleted and re-submitted for approval.
8. After EACH entry, a new window will appear asking you if you want to schedule an evaluation for the Supervisor that is name in the drop down. It will appear similar to this:

   ![Evaluation Window Image]

   An evaluation should only be scheduled at the END of your rotation and only to your Preceptor(s).

   **All other times, you should select “no” for scheduling an evaluation.**

9. Once your evaluation is scheduled, you will receive another window informing you that it was successfully scheduled.
Steps to entering Clinical Experiences for your INSTRUCTOR to approve:

1. Begin by selecting your Program.
2. Enter in the Experience Start Date and Time the time that your encounter with the patient began and the End Date and Time the time that your experience ended (as shown above).
3. Select your INSTRUCTOR from the Supervisor drop down list.
4. Under the General tab, select your Preceptor’s Clinical Location from the drop down list.
   **Note: this locations list should be in alphabetical order. If you cannot find your location, please also look at the very end of the list as there is a delay in alphabetizing when new locations are initially entered into the system.
5. Under each tab (3 tabs total), select the information specific to the patient.
6. Click [Save] and your time entry will automatically be routed to the Instructor that you selected for approval.

If you need to edit your experience entry, click [Existing], find the entry to edit and make the change(s). Note: If it is already approved, it CANNOT be edited. It must be deleted and re-submitted for approval.

7. Once again, you will be prompted to schedule an evaluation. Since the person in the Supervisor field is NOT your preceptor, you will select NO.
Editing an **Existing** Clinical Experience:

1. Click **Existing**

2. Click **Search** to retrieve ALL experiences or filter the information by **Program, Start/End Date, Supervisor** or **Status**.

3. Next, click the appropriate tab to the corresponding experience.

4. Make necessary edits and click save.

Approved Experiences can NOT be edited.
Generating **Requirement** report on Clinical Experiences:

This report provides the number of diagnoses or procedures that have been met or how many are needed to fulfill each requirement.

1. Click **Requirement**
2. Select the **Program**.
3. Select **Diagnosis OR Procedures**.
4. Click **Generate**.

The Requirement Report is displayed in a table but can also be exported to Excel. Here is an example:

The Diagnosis or Procedures (depending on your initial selection) will appear across the top along with a (#). The number in () defines the required number of diagnoses or procedures that you are required to meet.

- **Red**: Under the Required #
- **Yellow**: Over the Required #
- **Green**: Equal to the Required #
Generating a **Summary** report on Clinical Experiences:

1. Click **Summary**

2. As you see, you can now select/enter the filter criteria to generate your report:
   - Enter a date range or leave blank for ALL experiences
   - Select the Status experiences to include in the Summary *(Approved, Pending and/or Rejected)*
     - Check all (3) boxes to include ALL experiences
   - Click through **EACH** tab *(Programs, Supervisors, Details, Procedures, Diagnosis)* to select the information to include in the Summary Report.
     - By default, all “Programs, Supervisors and Details” will be checked.

3. Once all your selections are made, click the **Generate** button.
Sample Summary Report:

![Image of summary report]

Important Notes:

- Scroll down or use your arrow keys to view the entire report
- Location of Print, Save, etc. varies depending on your browser (IE, Firefox, Google Chrome, etc.)
- At the top left of the screen there are additional options that allow you to change the display of the report
  - **Report**: This option produces a .pdf report (as shown above)
  - **Spreadsheet**: This option produces the information in a table and can be exported to Excel.
Spreadsheet Example:

<table>
<thead>
<tr>
<th>Student</th>
<th>Prog</th>
<th>Date</th>
<th>End Date</th>
<th>Supervi</th>
<th>Status</th>
<th>Procedures</th>
<th>Diagnosis</th>
<th>Procedure</th>
<th>Competency</th>
<th>ICD-9</th>
<th>Last 4 Digits of Medical ID</th>
<th>Location</th>
<th>Experience</th>
<th>App Group</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chance</td>
<td>Lisa</td>
<td>5/26/14</td>
<td>5/26/14</td>
<td>Jones,</td>
<td>Chris</td>
<td>Approved</td>
<td>Changing an IV on a Treslar Pump</td>
<td>Congestive Heart Failure</td>
<td>2423</td>
<td>Anchorage Memorial Hospital</td>
<td>Real</td>
<td>18 Years - 25 Years</td>
<td>H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chance</td>
<td>Lisa</td>
<td>3/27/14</td>
<td>3/27/14</td>
<td>Jones,</td>
<td>Chris</td>
<td>Approved</td>
<td>Missing NP and Regular Insulin</td>
<td>Diabetes Mellitus Type 2</td>
<td>1598</td>
<td>St. Luke’s</td>
<td>Real</td>
<td>18 Years - 25 Years</td>
<td>H</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Important Notes:

- Scroll to the right to see all your selected details.
- Click [Export to Excel](#) to save to your computer.