Typhon Overview Instructions - Family Nurse Practitioner Students

This information will introduce you to Typhon Group's Nursing Practitioner Student Tracking System, also called NPST. It is an internet-based system, so you can log in from anywhere you have internet access.

To access NPST: https://www.typhongroup.net/marianuniversity

then select NPST MSN then Student Data Entry Login

Or you access directly with:

https://www3.typhongroup.net/np/data/login.asp?facility=3160

Be sure to bookmark the page for future reference.

Typhon is purchased by the student via credit card for use throughout the entire academic career and remains accessible for 3 years past graduation date. It is mandatory that you use Typhon. All information is confidential.

Typhon also is used for the platform for student Eportfolios (see Eportfolio section on MO2 Student resource page)

Getting Started

Each student will be emailed a username and password to access the system. Enter this information on the log on page (you will be prompted to change your password) then you can continue. In case you forget your login and password, to the right of the password box is a link that says "Forgot Login or Password". All you must do is click on this link and enter your e-mail address and press submit. The system will verify that you are a student and will immediately e-mail your login and password information to you.

The first time you log on to the system, you will need to accept the end-user license agreement. You can also update your phone number, address and upload a picture, if you like.

Once you agree to the end-user license, hit save. The next screen with prompt you to check the browser you are using to access Typhon. Please note that Google Chrome is the recommended browser. Should you have problems accessing Typhon or seeing the pages correctly, check your browser!

Then click "Go To Main Menu" at the top right.

Instructions and Tutorial

To the right side of page under "help" are options to read the instructions and view the video tutorial. **Please do this!** These resources provide everything you need to know how to use Typhon, enter the required data, generate reports and conduct your evals. A brief overview is provided here, but cannot replace the instructors and video tutorials.

Once you have completed the tutorials, x out of that screen and return to the Main Menu page.

You are now at your data entry page where you enter your case logs and time logs. These are located to the left of your screen.

Setting Defaults

Before you enter any case logs, go to the right side of your screen to "setup default choices". Here is where you will select your semester course, preceptor and clinical site. Doing this will save you from entering this data each time you complete a case log. **This must be done at the beginning of each semester.** This is how Typhon links your hours and activities to a certain course, semester, preceptor and site. If you have 1 preceptor and clinical site, you won't need change it all semester. If you have multiple preceptors and clinical sites, you will need to adjust the case log report to link the log to the correct preceptor and site. If you preceptor or clinical site is not listed, please contact the Director of Clinical Placements and Licensure or the Associate Dean for assistance.

You can skip over the "optional defaults" as these will change for each encounter. The auto-expand choice will change the look of your case log page to always have the procedures/skills and medications expanded automatically or left for you to expand. This is personal preference. Look at the page both ways and choose what you like. You can always change your defaults.

Click Save Data.

STUDENT REQUIREMENTS

Students are required to enter the following data:

- Case logs
- Time logs
- Schedule
- Evaluations and Surveys

Again, a brief overview is provided here, but cannot replace the instructors and video tutorials.

1. Adding a New Case Log

To add a new case log, click "add new case log".

Enter the date that you saw the patients you are about to enter. **YOU WILL HAVE 72 HOURS DAY TO ENTER YOUR ENCOUNTERS.** If today is Friday August 18th and you sit down to enter your case logs, the system will only allow you to go back 72 hours. This is in place to ensure that you keep up with entering your logs. Your clinical instructor will review and approve/not approve your logs on a weekly basis. If you need to have the calendar opened, you must contact the Associate Dean and explain why. Please avoid this.

This brings you to the actual data entry screen. All areas with a red arrow are required data. Notice how your defaults are already loaded. If you need to change your preceptor and site, you can use the drop-down menus.

Do not worry if you do not know the exact type of insurance for your patient. Choose as closely as you can.

Time with patient is the actual time you spend in direct care. While the overall time (ie. 8 hours in clinic) is used to calculate your required hours, this data will help you see your actual direct care time.

Procedures/Skills is an area to document these items. Take the time to enter these accurately as many employers send requests for information about the number of times graduates have performed procedures and skills. Become familiar with the options.

Any item without a red arrow is at your discretion.

ICD 10 and CPT codes are required. Review the tutorial and instructors for how to use the search menus. You will be assessed on accurate coding. Also, Typhon generates reports that show the top ICD 10 codes that you've seen in your practica. This is important information for future preceptor choice or information for potential employers. HINT: you can access the most common ICD/CPT codes for FNPs on the Main Menus under "downloads". You can print this and become familiar with the most common codes.

Be sure to enter the medications often and accurately. This is also part of the reports available in Typhon.

Adherence Issues with Medications is optional, but provides good information.

Clinical Notes – DO NOT PLACE YOUR REQUIRED CLINICAL NOTE HERE. Use this area to add a brief description of explanation that will help your clinical instructor assess your log more accurately. Use as necessary.

Then save your data either with the "save data tab" or if you're entering multiple case, use the "save this case then start a NEW case on the SAME DAY" option.

For instructions on linking cases encounter #, please review the tutorials.

You can view, edit, delete, or create a link to your case at any time up until your clinical instructor approves the log. Then your log is locked and unable to edited.

If you have missing data from a required field, this will be highlighted on the Main Menus under missing information.

If you are not able to access a computer at your clinical site, go to "downloads" on the Main Menus page and click "blank case log worksheet". You can print off multiple blank case logs where you can fill in the information to be entered into Typhon later.

All case logs will be reviewed by your clinical faculty and will either be approved or not approved. Typhon will automatically send an email notification to your email account when you have an approved or not approved case log. **All case logs must be approved by the end of the semester. Clinical time for not approved case logs will not count towards your required hours.** Typhon only includes hours for approved logs, so please stay up on corrections.

2. Time Logs

The case log will record the total time spent in direct patient care, however your total hours is measured by the day. Use the "my time logs" option to add your clinical time. If you entered case logs for a day, you must enter a time log for that day as well.

Click "my time logs" and click "create" by the date of your case logs. Click continue if the information on the next screen is correct then enter your hours/min for your total shift time. Please be accurate and account for time you actively engaged in patient care, prep for patient care, or review of patient care. If you had lunch for an hour completely away from any patient care activities, this time would not be counted.

Click on the "display patient, consult, and conference time" if you want to record this break down in time.

You can also choose to enter your time log PRIOR TO your case logs by going to my "my time logs" and clicking "add a daily time log".

3. My Schedule

You are required to update and maintain your schedule for clinical in "my schedule". That way, your clinical instructor will know when you are in clinical and can plan site visits. **Please be sure this is kept accurate and updated.**

4. My Evaluations and Surveys

Prior to the end of the semester, you are required to complete and submit an evaluation of your preceptor and site. Your preceptor CANNOT see this. This is important information for us to know to regarding quality preceptors and placement site. Be respectful and helpful should you have a critique. Simply saying the preceptor isn't good isn't helpful. How did the preceptor not meet your expectations? Too busy, didn't take time to review patients, didn't see many patients, only saw limited types of patient presentations, etc. Your feedback helps us to recommend quality placements in the future.

You will be able to see the evaluations completed on you by your preceptor and clinical faculty as soon as they are completed. Review the instructions and tutorials for further elaboration.

Case Log Reports

This area will be used by the Associate Dean and clinical faculty to help guide students during their clinical and when requesting future clinical. It's recommended that you run a report often to check your progress on meeting your FNP competencies and look for opportunities to advance in areas of deficiencies.

Trouble Shooting

If at any time you have questions about how to do something in Typhon, please first review the instructions or tutorial prior to asking your faculty or staff.

If you have a technical problem with the system, go to your HELP section and click "Instructions and Video Tutorials". There, just under the tutorial links you will find a technical support link. Fill out the support request form and Typhon Group will respond to you directly by the next business day. If you have a clinical question, or an item is missing in a drop down list, contact the faculty.

Frequently Asked Questions

I can't remember all the information I'm supposed to enter. Can I print off a blank Log sheet?
- o Go to the Data Entry Section Menu
- o Look for the Help Section
- o Click on Blank Case Log Worksheet
- o Print
- o This is very helpful to do if you either don't have time to enter the patients immediately or do not have computer access at your clinical site.

- **When I view my Time Log report it doesn't show all the time I spent in clinical.**
  - o Each day you are in clinical you will spend time in activities that are not directly related to time spent with the patient or the preceptor.
  - o Go to the Main Menu
  - o Look for Time Log
  - o Click Enter/Edit Daily Time Log
  - o Choose the appropriate course [if default is set this will come up automatically]
  - o Fill in the white sections. At the end of the day, the time log should reflect all the time spent in clinical that day where 480 minutes = 8 hours. You will often spend more than 8 hours in a setting and your Daily Time Log should reflect this.
  - o In the end, your Time Log Report for each course must at least equal the minimum clinical hours required.

- **Why isn't there a choice for Educational Conferences in the Daily Time Log?**
  - o The American Nurses Credentialing Center, the American Academy of Nurse Practitioners do not recognize educational conferences as clinical experiences. In the event that your records are audited or requested by credentialing or licensing bodies you will be able to show that your clinical experiences were devoted exclusively to patient care activities.

- **When I started the new semester my course didn't show up anymore. Where is it?**
    - Go to main menu.
    - Look for Help.
    - Click on Set Up Defaults. Choose your courses, preceptor, and site from the list. You will need to do this each semester and as you change preceptors.