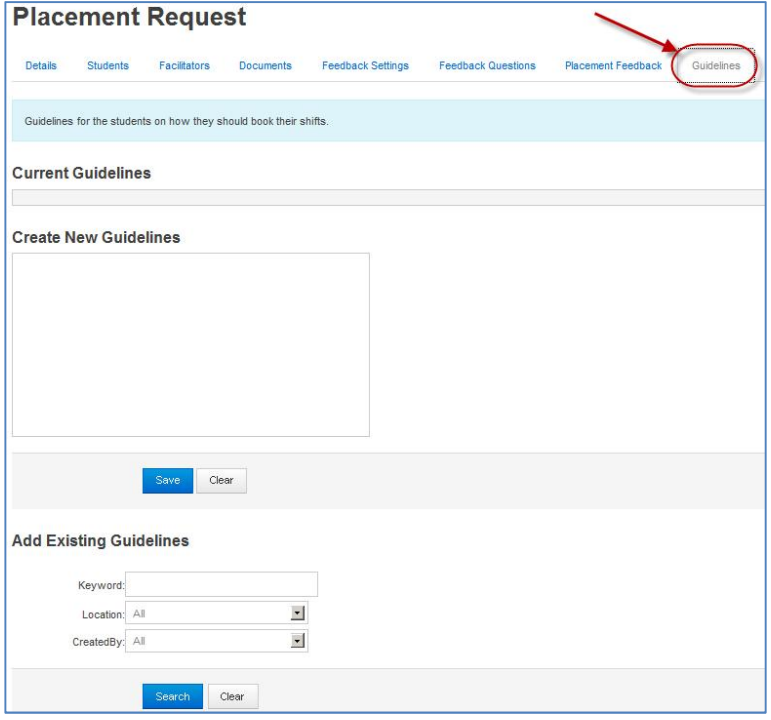
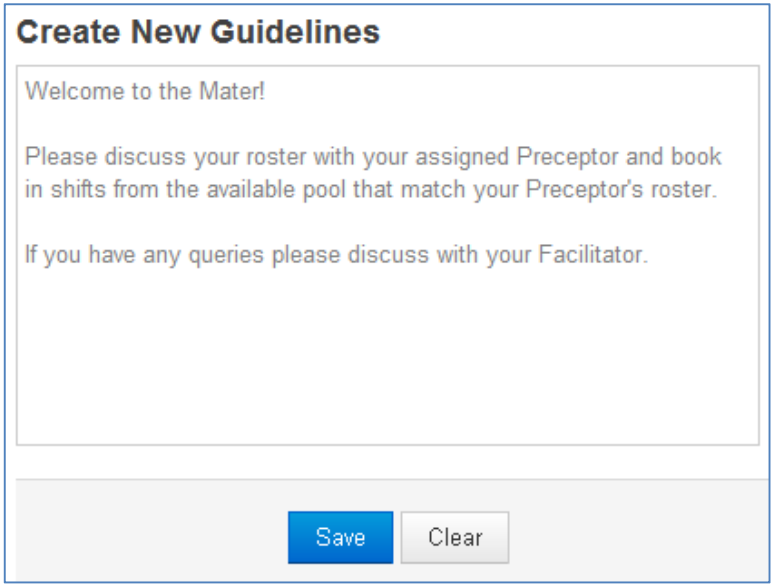
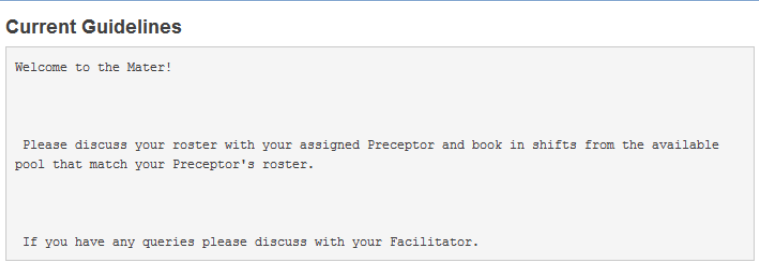
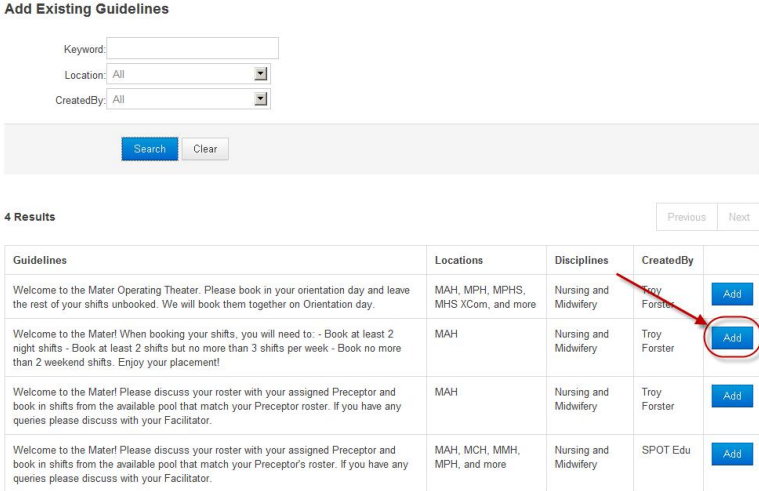
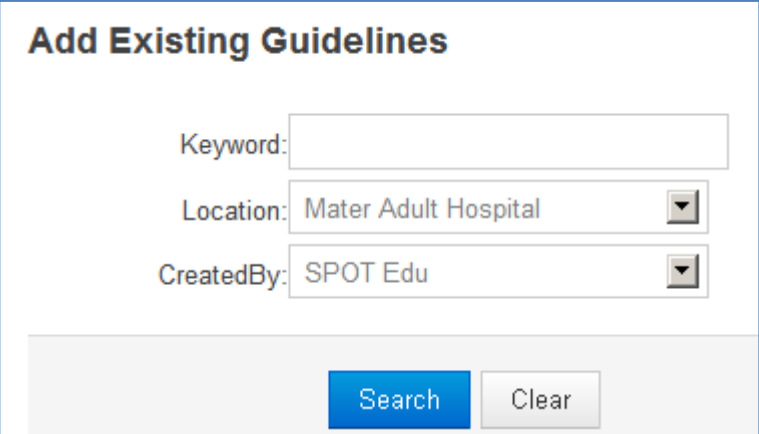


DRef-11 – Director Reference Sheet – Assigning Roster Guidelines to Placement Requests.

Steps	Action	What it looks like
1.	<p>To assign a set of Roster Guidelines, click on Guidelines tab in the Placement Request screen.</p> <p>There are 3 sections displayed in the tab:</p> <ul style="list-style-type: none"> - Current Guidelines: displays the text of the guidelines currently assigned to this Placement Request. - Create New Guidelines: displays an area for typing in a new guidelines text. - Add Existing Guidelines: displays filters and a list of previously used guidelines that can be assigned to this Placement Request. 	
2.	<p>To create a new set of Guidelines, type any text you like into the Create New Guidelines section.</p> <p>Students will need to click an I Agree button upon reading these guidelines in order to book their first shift of the placement.</p> <p>If you want to start typing again, click the Clear button.</p> <p>Once you have completed the text, click Save.</p>	

<p>3.</p>	<p>After a few moments your newly created Guidelines will appear in the Current Guidelines section.</p> <p>This is what the students on this Placement Request will see.</p>	 <p>Current Guidelines</p> <p>Welcome to the Mater!</p> <p>Please discuss your roster with your assigned Preceptor and book in shifts from the available pool that match your Preceptor's roster.</p> <p>If you have any queries please discuss with your Facilitator.</p>																									
<p>4.</p>	<p>To add a set of Guidelines from those that have previously been created, scroll down to the Add Existing Guidelines section.</p> <p>If you see the Guidelines you want from the results list, click the Add button to add it to the Current Guidelines section.</p>	 <p>Add Existing Guidelines</p> <p>Keyword: <input type="text"/></p> <p>Location: All <input type="button" value="v"/></p> <p>CreatedBy: All <input type="button" value="v"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p> <p>4 Results <input type="button" value="Previous"/> <input type="button" value="Next"/></p> <table border="1"> <thead> <tr> <th>Guidelines</th> <th>Locations</th> <th>Disciplines</th> <th>CreatedBy</th> <th></th> </tr> </thead> <tbody> <tr> <td>Welcome to the Mater Operating Theater. Please book in your orientation day and leave the rest of your shifts unbooked. We will book them together on Orientation day.</td> <td>MAH, MPH, MPHS, MHS XCom, and more</td> <td>Nursing and Midwifery</td> <td>Troy Forster</td> <td><input type="button" value="Add"/></td> </tr> <tr> <td>Welcome to the Mater! When booking your shifts, you will need to - Book at least 2 night shifts - Book at least 2 shifts but no more than 3 shifts per week - Book no more than 2 weekend shifts. Enjoy your placement!</td> <td>MAH</td> <td>Nursing and Midwifery</td> <td>Troy Forster</td> <td><input type="button" value="Add"/></td> </tr> <tr> <td>Welcome to the Mater! Please discuss your roster with your assigned Preceptor and book in shifts from the available pool that match your Preceptor roster. If you have any queries please discuss with your Facilitator.</td> <td>MAH</td> <td>Nursing and Midwifery</td> <td>Troy Forster</td> <td><input type="button" value="Add"/></td> </tr> <tr> <td>Welcome to the Mater! Please discuss your roster with your assigned Preceptor and book in shifts from the available pool that match your Preceptor's roster. If you have any queries please discuss with your Facilitator.</td> <td>MAH, MCH, MMH, MPH, and more</td> <td>Nursing and Midwifery</td> <td>SPOT Edu</td> <td><input type="button" value="Add"/></td> </tr> </tbody> </table>	Guidelines	Locations	Disciplines	CreatedBy		Welcome to the Mater Operating Theater. Please book in your orientation day and leave the rest of your shifts unbooked. We will book them together on Orientation day.	MAH, MPH, MPHS, MHS XCom, and more	Nursing and Midwifery	Troy Forster	<input type="button" value="Add"/>	Welcome to the Mater! When booking your shifts, you will need to - Book at least 2 night shifts - Book at least 2 shifts but no more than 3 shifts per week - Book no more than 2 weekend shifts. Enjoy your placement!	MAH	Nursing and Midwifery	Troy Forster	<input type="button" value="Add"/>	Welcome to the Mater! Please discuss your roster with your assigned Preceptor and book in shifts from the available pool that match your Preceptor roster. If you have any queries please discuss with your Facilitator.	MAH	Nursing and Midwifery	Troy Forster	<input type="button" value="Add"/>	Welcome to the Mater! Please discuss your roster with your assigned Preceptor and book in shifts from the available pool that match your Preceptor's roster. If you have any queries please discuss with your Facilitator.	MAH, MCH, MMH, MPH, and more	Nursing and Midwifery	SPOT Edu	<input type="button" value="Add"/>
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<p>5.</p>	<p>If you don't see the Guidelines you want, use the filters to refine the results by:</p> <ul style="list-style-type: none"> - Keyword: type in a key word that is contained in the Guidelines text to display all Guidelines using that word i.e. "Theatres" will display all Guidelines containing the word Theatre. - Location: Select the location in the dropdown list to display only Guidelines used on a Placement Request assigned to that Location. - Created By: Select a User's name in the dropdown list to display only Guidelines created by that User. 	 <p>Add Existing Guidelines</p> <p>Keyword: <input type="text"/></p> <p>Location: Mater Adult Hospital <input type="button" value="v"/></p> <p>CreatedBy: SPOT Edu <input type="button" value="v"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p>																									
<p>6.</p>	<p>Notes:</p> <p>Students will only every agree to one Guidelines message per placement, so if you assign a set of Guidelines and the student agrees and books shifts, subsequently assigning a new set of Guidelines will have no effect.</p> <p>The text contained in the Guidelines is <u>not</u> enforced by the SPOT application (as of 14-08-2015). If you require a custom report to police your set Guidelines, please contact SPOT support.</p>																										