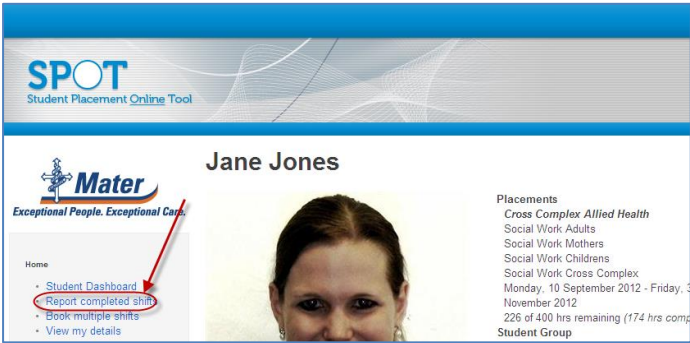
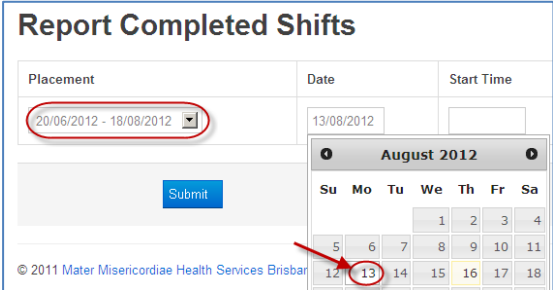
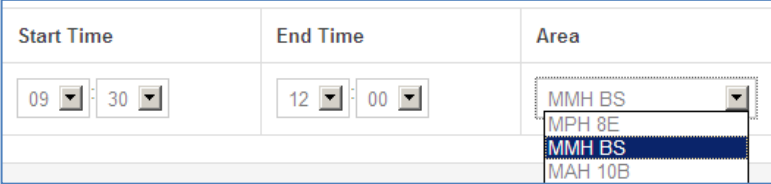
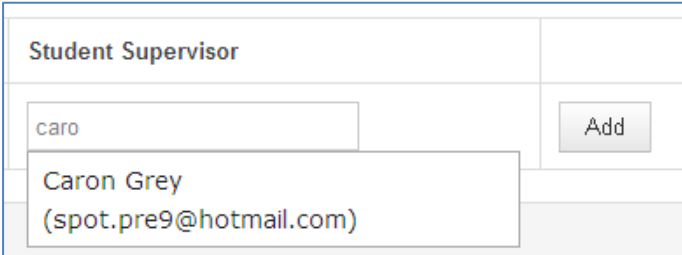


StRef-03 - Student Reference Sheet - How to Report an Unplanned Worked Shift.

Steps	Action	What it looks like
1.	<p>At times during your clinical placement it may be necessary to work a shift that was not planned for and booked in your schedule. Examples of this could be if you are following a pregnancy or attend an "on-call" shift with your supervisor.</p> <p>To report this shift in SPOT, click on the Report completed shifts link in the side bar of your student dashboard.</p>	
2.	<p>In the Report Completed Shifts screen, choose the correct placement dates in the Placement field.</p> <p>Then choose the date of the shift you wish to report in the Date field</p>	
3.	<p>Choose the Start and End time of the shift you worked using the drop down fields to the closest 15min. For purposes of counting towards your placement, SPOT will remove a 30min break from any shift that is longer than 5hrs.</p> <p>Choose the area you worked the shift in the Area field.</p>	
4.	<p>You also need to enter the name of your supervisor for the shift in the Supervisor field. When you type a list of names will appear to choose from. Click on the correct person to enter their name.</p> <p>Finally, click the Add button.</p>	
5.	<p>If you have additional shifts to report, repeat steps 2 to 4.</p> <p>Once all shifts are added, click the Submit button. Once your area manager has approved the reported shifts they will appear on your schedule and count towards your placement hours.</p>	