



## SPOT Fact Sheet 01 - User Roles Descriptions.

SPOT User Role	Functions	Possible Job Titles of Users
Student	<p><b>View:</b></p> <ul style="list-style-type: none"> <li>- Current placement details and documents.</li> <li>- Previous placement shift details.</li> <li>- Feedback from assigned Supervisors.</li> <li>- Booked shifts on the Schedule.</li> </ul> <p><b>Edit:</b></p> <ul style="list-style-type: none"> <li>- Future-dated shifts (<b>book</b> and <b>cancel</b>) <i>(if enabled by Administrator)</i>.</li> </ul> <p><b>Submit:</b></p> <ul style="list-style-type: none"> <li>- Feedback forms</li> <li>- End of placement evaluation forms.</li> <li>- Retrospective shifts for approval <i>(if enabled by Administrator)</i>.</li> </ul>	Nil
Supervisor	<p><b>View:</b></p> <ul style="list-style-type: none"> <li>- Details and documents of assigned students including the shifts they are assigned to.</li> </ul> <p><b>Edit:</b></p> <ul style="list-style-type: none"> <li>- Assigned student's attendance.</li> </ul> <p><b>Submit:</b></p> <ul style="list-style-type: none"> <li>- Assigned student's feedback forms.</li> </ul>	<ul style="list-style-type: none"> <li>- Nurse/Midwife</li> <li>- Doctor</li> <li>- Allied Health Practitioner</li> <li>- Ambulance Officer</li> </ul>
Self-Assigning Supervisor	<p><b>View:</b></p> <ul style="list-style-type: none"> <li>- Details and documents of <b>all</b> students <b>with shifts booked</b> in an assigned Area.</li> </ul> <p><b>Assign:</b></p> <ul style="list-style-type: none"> <li>- <b>Themselves</b> as Supervisor to students in an assigned Area.</li> </ul> <p><b>Edit:</b></p> <ul style="list-style-type: none"> <li>- Assigned student's attendance.</li> </ul> <p><b>Submit:</b></p> <ul style="list-style-type: none"> <li>- Assigned student's feedback forms.</li> </ul>	<ul style="list-style-type: none"> <li>- Nurse/Midwife</li> <li>- Doctor</li> <li>- Allied Health Practitioner</li> <li>- Ambulance Officer</li> </ul>
Manager	<p><b>View:</b></p> <ul style="list-style-type: none"> <li>- Details and documents of <b>all</b> students <b>with shifts booked</b> in an assigned Area.</li> </ul> <p><b>Assign:</b></p> <ul style="list-style-type: none"> <li>- <b>Any</b> Supervisor to students in an assigned Area either shift by shift or for a set time period.</li> </ul> <p><b>Edit:</b></p> <ul style="list-style-type: none"> <li>- Student shifts (<b>cancel only</b>) via Manager Dashboard.</li> </ul> <p><b>Submit:</b></p> <ul style="list-style-type: none"> <li>- Requests for changes to student capacity.</li> </ul>	<ul style="list-style-type: none"> <li>- Nurse/Midwifery Unit Manager/Educator</li> <li>- Team Leader</li> <li>- Clinical Educator/ Facilitator</li> <li>- Officer In Charge</li> </ul>



<p>Rostering Manager</p>	<p><b>View:</b></p> <ul style="list-style-type: none"> <li>- Details and documents of <b>all</b> students <b>with placements</b> in an assigned Area.</li> </ul> <p><b>Assign:</b></p> <ul style="list-style-type: none"> <li>- <b>Any</b> Supervisor to students in an assigned Area either shift by shift or for a set time period..</li> </ul> <p><b>Edit:</b></p> <ul style="list-style-type: none"> <li>- Student shifts (<b>cancel only</b>) via Manager Dashboard.</li> <li>- Student shifts (<b>book</b> and <b>cancel</b>) via individual Students' Roster tabs, either singly or via Shift Templates.</li> </ul> <p><b>Submit:</b></p> <ul style="list-style-type: none"> <li>- Requests for changes to student capacity.</li> </ul>	<ul style="list-style-type: none"> <li>- Nurse/Midwifery Unit Manager/Educator</li> <li>- Team Leader</li> <li>- Clinical Educator/ Facilitator</li> <li>- Officer In Charge</li> </ul>
<p>Facilitator</p>	<p><b>View:</b></p> <ul style="list-style-type: none"> <li>- Details, documents, shifts, notes and feedback forms of students in an assigned Placement Requests.</li> </ul> <p><b>Submit:</b></p> <ul style="list-style-type: none"> <li>- Notes attached to a student.</li> <li>- The time when a student was last seen</li> </ul>	<ul style="list-style-type: none"> <li>- Uni Lecturer</li> <li>- Uni Clinical Placement Officer</li> <li>- Field Liaison Officer</li> <li>- Facilitator</li> </ul>
<p>Education Provider</p>	<p><b>View:</b></p> <ul style="list-style-type: none"> <li>- Placement Request details, Students, Facilitators, documents, feedback forms and end of placement feedback of students with corresponding <b>Discipline</b> and <b>Education Provider</b>.</li> <li>- Student details, feedback forms and shifts</li> </ul> <p><b>Assign:</b></p> <ul style="list-style-type: none"> <li>- Students to Placement Requests.</li> <li>- Students to allocated Areas (<i>if enabled by Director accepting the request</i>)</li> <li>- Facilitators to Placement Requests.</li> </ul> <p><b>Submit:</b></p> <ul style="list-style-type: none"> <li>- Placement Requests details and documents.</li> <li>- Individual Student details.</li> <li>- Individual Student photos.</li> </ul> <p><b>Edit:</b></p> <ul style="list-style-type: none"> <li>- Facilitator User profiles (<b>create, disable</b> and <b>enable</b>).</li> </ul>	<ul style="list-style-type: none"> <li>- Uni Lecturer</li> <li>- Uni Clinical Placement Officer</li> <li>- Field Liaison Officer</li> </ul>
<p>Tableau</p>	<p><b>View:</b></p> <ul style="list-style-type: none"> <li>- and filter Custom Reports.</li> </ul> <p><b>Edit:</b></p> <ul style="list-style-type: none"> <li>- Custom Reports (upload and delete).</li> </ul>	<ul style="list-style-type: none"> <li>- Clinical Placement Coordinator.</li> <li>- Nursing Directors.</li> <li>- Allied Health Clinical Educators.</li> <li>- Senior Medical Officers.</li> </ul>



<p>Director</p>	<p><b>View:</b></p> <ul style="list-style-type: none"> <li>- Placement Request details, documents, feedback forms and end of placement feedback of students with corresponding <b>Discipline</b> and <b>Location</b>.</li> <li>- Student details, placement dates and Areas, supervisors, shifts, feedback forms and notes.</li> <li>- Assigned Location and Area rosters.</li> <li>- Area <b>shift</b> and <b>Area</b> capacities.</li> </ul> <p><b>Assign:</b></p> <ul style="list-style-type: none"> <li>- Students to Areas</li> <li>- Required Student detail fields to Placement Requests.</li> <li>- Restricted Area allocations to Placement Requests.</li> <li>- Student Groups to Placement Requests.</li> <li>- <b>any</b> Supervisor to students in an assigned Area, either shift by shift or a set time period.</li> <li>- Roster Guidelines to Placement Requests.</li> </ul> <p><b>Submit:</b></p> <ul style="list-style-type: none"> <li>- Placement Requests decisions (<b>approve, decline or reinstate</b>).</li> <li>- Capacity Variance Requests decisions (<b>approve or decline</b>).</li> </ul> <p><b>Edit:</b></p> <ul style="list-style-type: none"> <li>- Student shifts (<b>book, modify and cancel</b>) via individual students' Roster tabs, either singly or via Shift Templates.</li> <li>- Student placement dates, hours and Areas.</li> <li>- Area <b>shift</b> and <b>Area</b> Capacities (<b>create, modify, and delete</b>).</li> <li>- Shift Templates for assigned Areas (<b>create, modify, and delete</b>).</li> <li>- Student Feedback Forms (<b>modify</b>) (<i>if User also has <b>Administrator</b> access</i>).</li> <li>- Placement Requests (<b>modify</b>) (<i>if User also has <b>Education Provider</b> access</i>).</li> </ul>	<ul style="list-style-type: none"> <li>- Clinical Placement Coordinator.</li> <li>- Nursing Directors.</li> <li>- Allied Health Clinical Educators.</li> <li>- Senior Medical Officers.</li> </ul>
<p>Administrator</p>	<p><b>Edit:</b></p> <ul style="list-style-type: none"> <li>- Announcements (<b>create and delete</b>).</li> <li>- Disciplines/Student Groups/Programs (<b>create, modify, decommission and recommission</b>).</li> <li>- Clinical Settings (<b>create and delete</b>).</li> <li>- Shift Categories (<b>create, decommission and recommission</b>).</li> <li>- Education Providers (<b>create, modify, decommission and recommission</b>).</li> <li>- Locations/Areas/Shift Types (<b>create, modify, decommission and recommission</b>).</li> </ul>	<ul style="list-style-type: none"> <li>- Clinical Placement Coordinator.</li> <li>- System Administrator.</li> </ul>



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|  | <ul style="list-style-type: none"><li>- Student Fields (<b>create</b> and <b>delete</b>).</li><li>- User profiles (<b>create</b>, <b>modify</b>, <b>disable</b> and <b>enable</b>).</li></ul> |  |
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