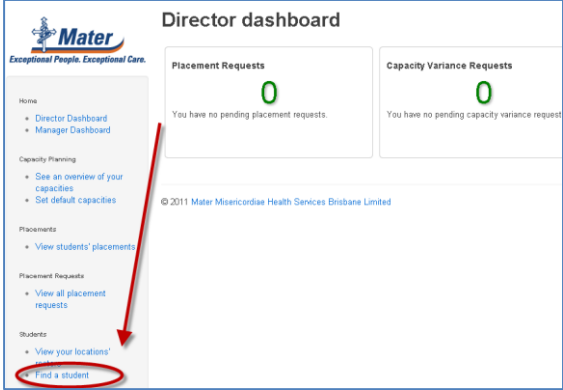
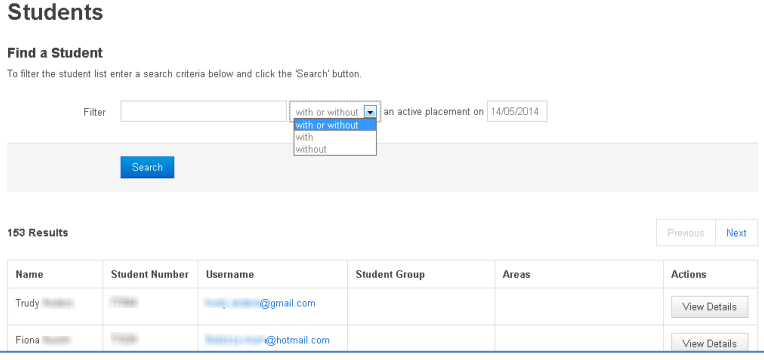
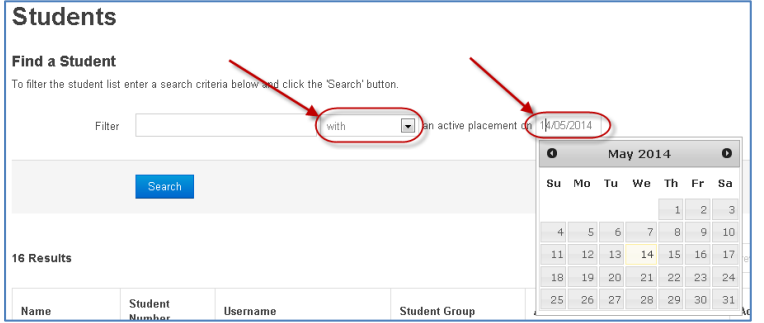
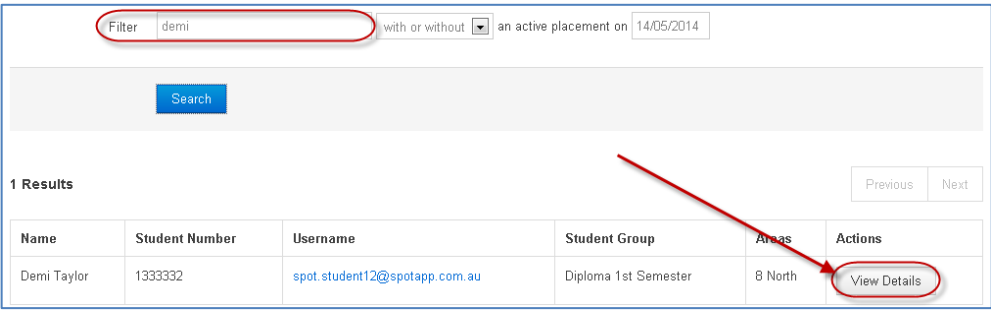


## DRef-05 – Director Reference Sheet – Using the 'Find a Student' Function.

Steps	Action	What it looks like
1.	<p>To view and manage a particular student's placement, click on the <b>Find a student</b> link on the side bar.</p> <p>This will navigate to the <b>Students</b> Screen.</p>	
2.	<p>The <b>Find a Student</b> screen displays any student who has ever had an active placement in any of your Area.</p> <p>Students who have a <u>current</u> active placement will have entries in the <b>Student Group</b> and <b>Area</b> columns, while those with no <u>current</u> active placement will have those fields empty.</p>	
3.	<p>To display only students that have(had) an active placement on a certain date, select the <b>with</b> option from the drop down list in the filter and select the date (defaults to today's date), then click the <b>Search</b> button.</p>	
4.	<p>To find a specific student, type their name into the <b>Filter</b> field and click the <b>Search</b> button. Click the <b>View Details</b> button in the row for the student in question. This will navigate to that student's screen.</p>	

5.

The student **Details** tab displays the student's placement, personal, mandatory pre-requisite and learning details in one place.

There is a link to send the student an email, to view the original placement request and download buttons to access the student's learning objectives and assessment requirements.

**Demi Taylor**

Details Areas Default Supervisors Roster Feedback Forms Shifts Notes Documents

Placements  
Mater Private Hospital - Brisbane  
10 North  
03/03/2014 - 30/11/2014  
72.00 of 320hrs remaining (246 hrs completed)

Program  
Diploma of Nursing  
Education Provider  
Mater Education

Student Group  
Diploma 1st Semester

Year  
1

Original Placement Request  
View Placement Request  
Placement Request Documents

Learning Objectives  
Orientation Manual  
Student Documents  
Clinical Skills Expectations

NOTE: Your education provider is responsible for keeping your details up to date in the SPOT system. If your details are incorrect or out of date, please contact your education provider as soon as possible. This is important - if your details aren't correct then you might be prevented from completing your placement!

Blue Card Expiry Date	Blue Card Issue Date	Blue Card Number	Criminal History Check	Hepatitis A	Hepatitis B
31/12/2015	31/12/2013	1832976/3	Completed	1/01/2014	1/01/2014

6.

The **Areas** tab displays the student's current placement dates and the areas that they have been assigned to.

You can modify these details during the course of the student's placement. See Reference Sheet *DRef-06* for more details on these actions.

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Details Areas Default Supervisors Roster Feedback Forms Shifts Notes Documents

Placement Start: 03/03/2014 Placement End: 30/11/2014 Required Hours: 320

10 North

Add Period Edit Placement

New Period

Location MAH

Area 10B

7.

The **Default Supervisors** tab displays the student's currently assigned default supervisor, and which Area(s) that supervisor will work with the student.

You can modify the student's supervisor here. See Reference Sheet *DRef-09b* for more details on these actions.

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Details Areas Default Supervisors Roster Feedback Forms Shifts Notes Documents

Placement Start: 03/03/2014 Placement End: 30/11/2014 Required Hours: 320

Name	Area	Start Date	End Date
SPOT Preceptor	10 North	24/03/2014	31/07/2014

New Default Supervisor

Supervisor

Area 10 North

Start Date 03/03/2014

8.

The **Roster** tab displays the student's current roster of shifts booked.

You can book and cancel shifts on the student's behalf. See Reference Sheet *DRef-07* for more details on these actions.

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Details Areas Default Supervisors Roster Feedback Forms Shifts Notes Documents

Apply Template Print

Mon 10 Nov	Tue 11 Nov	Wed 12 Nov	Thu 13 Nov	Fri 14 Nov	Sat 15 Nov	Sun 16 Nov
0630 - 1500	0630 - 1500	0630 - 1500	0630 - 1500	0630 - 1500		
Mon 17 Nov	Tue 18 Nov	Wed 19 Nov	Thu 20 Nov	Fri 21 Nov	Sat 22 Nov	Sun 23 Nov
1430 - 2300	1430 - 2300	1430 - 2300	1430 - 2300	1430 - 2300		
Mon 24 Nov	Tue 25 Nov	Wed 26 Nov	Thu 27 Nov	Fri 28 Nov	Sat 29 Nov	Sun 30 Nov
0630 - 1500		0630 - 1500		0630 - 1500		
Mon 01 Dec	Tue 02 Dec	Wed 03 Dec	Thu 04 Dec	Fri 05 Dec	Sat 06 Dec	Sun 07 Dec

9. The **Feedback Forms** tab gives you access to the student's feedback.  
In the **Feedback Period Start** field, enter the date that you wish to review the feedback forms from. This will generate forms for periods worked between the selected date and today's date.  
Then click the **Download** button to view a PDF version of the forms.
10. The **Shifts** tab displays a list of shifts that the student has booked and/or completed in their current placement.  
Clicking the forward/back arrow buttons will show past or future placements.  
The green highlighted row is today's date, and the **Cumulative Hours** column shows how many placement hours the student will complete.
11. The **Notes** tab displays any notes attached to the student's profile, including the date created and who created it.  
Private Notes are not visible to *Students* or their *Supervisors*, but they are visible to other *Facilitator* and *Director* users that have been assigned this student. Public Notes are visible to *Students* or their *Supervisors*.  
To create a new Note, choose **Public** or **Private**, type into the text field and click the **Add** button. Your note will display at the top of the list.
12. The **Documents** tab displays any documents specifically attached to this student's profile.  
  
To upload a new document, type into the **Document Name** field and **Browse** for the appropriate file to **Upload**. Your document will display in the list.

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[Details](#)   [Areas](#)   [Default Supervisors](#)   [Roster](#)   **[Feedback Forms](#)**   [Shifts](#)   [Notes](#)   [Documents](#)

A confidential PDF of student's feedback forms is available for you to download. You can select how far back you want to see feedback forms based on the date they were submitted.

Feedback Period Start:

[Download](#)

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     Placement Start: 03/03/2014   Placement End: 30/11/2014   Required Hours: 320

Area	Start Time	End Time	Hours Completed	Supervisors	Date	Cumulative Hours
MPH - 8 North	06:30	15:00	8		Wednesday 26/03/2014	8
MPH - 8 North	06:30	15:00	8	SPOT Preceptor	Thursday 27/03/2014	16
MPH - 8 North	06:30	15:00	8		Saturday 29/03/2014	24
MPH - 8 North	14:30	23:00	8		Sunday 30/03/2014	32
MPH - 8 North	06:30	15:00	8		Thursday 03/04/2014	40
MPH - 8 North	06:30	15:00	8	SPOT Preceptor	Friday 04/04/2014	48
MPH - 8 North	06:30	15:00	8		Saturday 05/04/2014	56
MPH - 8 North	06:30	15:00	8		Sunday 06/04/2014	64

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Clinical Skills Expectations

Upload Document

Document Name

File  [Browse...](#)

[Upload](#)