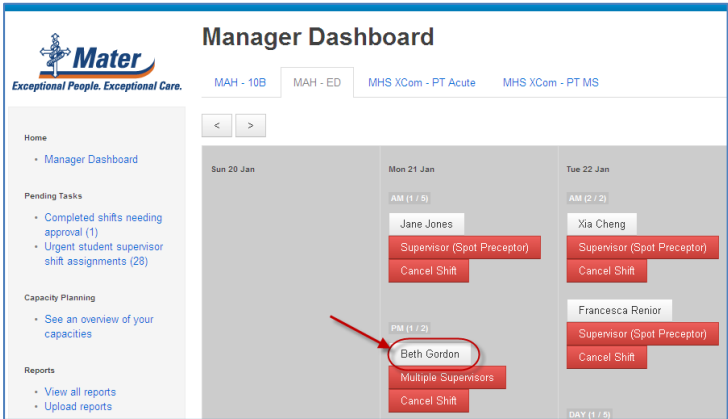
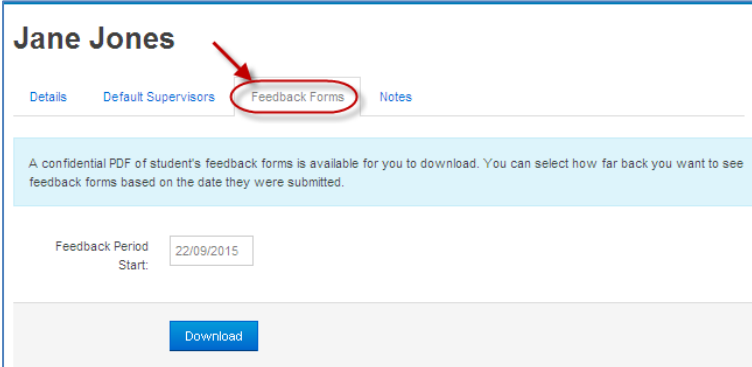
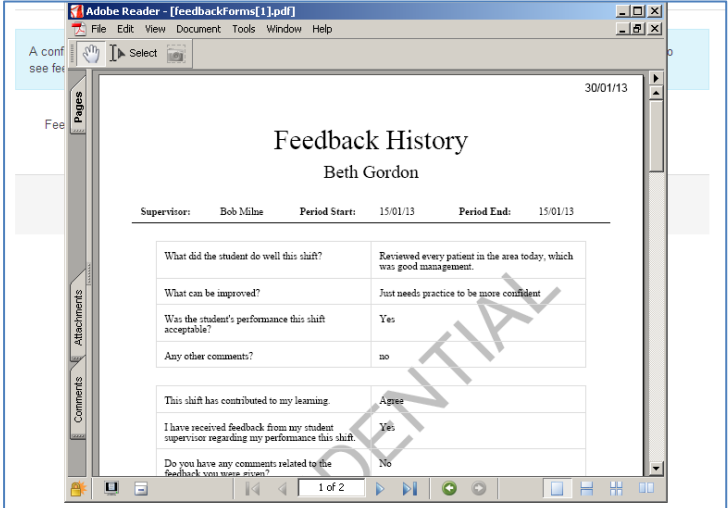


MRef-06 - Manager Reference Sheet - Reviewing Student Feedback.

Steps	Action	What it looks like														
1.	<p>In the Manager Dashboard screen, click on a student's name button to navigate to their details page.</p>	 <p>The screenshot shows the 'Manager Dashboard' for 'Mater' with the tagline 'Exceptional People. Exceptional Care.' It displays a calendar view for January 20th, 21st, and 22nd. Under the 'Pending Tasks' section, there are three items: 'Completed shifts needing approval (1)', 'Urgent student supervisor shift assignments (28)', and 'Capacity Planning'. The 'Reports' section includes 'View all reports' and 'Upload reports'. The main area shows a shift schedule for 'Jane Jones' and 'Beth Gordon'. A red arrow points to the 'Beth Gordon' button in the PM shift slot on Monday, Jan 21st.</p>														
2.	<p>Click the Feedback Forms tab.</p> <p>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.</p> <p>Then click the Download button.</p>	 <p>The screenshot shows the 'Jane Jones' profile page with tabs for 'Details', 'Default Supervisors', 'Feedback Forms', and 'Notes'. The 'Feedback Forms' tab is selected and highlighted with a red arrow. Below the tabs, there is a message: '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.' The 'Feedback Period Start' field is set to '22/09/2015'. A blue 'Download' button is located at the bottom of the page.</p>														
3.	<p>A pdf form will be generated with all completed feedback forms, displayed in newest to oldest order, for review.</p>	 <p>The screenshot shows an Adobe Reader window titled 'Adobe Reader - [feedbackForms[1].pdf]'. The document is titled 'Feedback History' for 'Beth Gordon'. It lists the supervisor as 'Bob Milne' and the period from '15/01/13' to '15/01/13'. The document contains several questions and answers:</p> <table border="1"> <tr> <td>What did the student do well this shift?</td> <td>Reviewed every patient in the area today, which was good management.</td> </tr> <tr> <td>What can be improved?</td> <td>Just needs practice to be more confident</td> </tr> <tr> <td>Was the student's performance this shift acceptable?</td> <td>Yes</td> </tr> <tr> <td>Any other comments?</td> <td>no</td> </tr> <tr> <td>This shift has contributed to my learning.</td> <td>Agree</td> </tr> <tr> <td>I have received feedback from my student supervisor regarding my performance this shift.</td> <td>Yes</td> </tr> <tr> <td>Do you have any comments related to the feedback you were given?</td> <td>No</td> </tr> </table> <p>The document is displayed in a PDF viewer with a '1 of 2' page indicator at the bottom.</p>	What did the student do well this shift?	Reviewed every patient in the area today, which was good management.	What can be improved?	Just needs practice to be more confident	Was the student's performance this shift acceptable?	Yes	Any other comments?	no	This shift has contributed to my learning.	Agree	I have received feedback from my student supervisor regarding my performance this shift.	Yes	Do you have any comments related to the feedback you were given?	No
What did the student do well this shift?	Reviewed every patient in the area today, which was good management.															
What can be improved?	Just needs practice to be more confident															
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Any other comments?	no															
This shift has contributed to my learning.	Agree															
I have received feedback from my student supervisor regarding my performance this shift.	Yes															
Do you have any comments related to the feedback you were given?	No															