SPOT Student Placement Online Tool



StRef-02 - Student Reference Sheet - How to complete a feedback form.

Steps	Action	What it looks like			
1.	Click the Complete your outstanding feedback forms (#) link in the sidebar. This will take you to the Feedback Forms screen.	Jane Jones			
2.	Any feedback forms that need to be actioned will be listed here, displaying the Start and End date that each form corresponds to. If a Period Start and Period End date are the same then the form is for a single shift. Otherwise it corresponds to all shifts attended within the period. To action a form, click Edit button.	Feedback Forms Period Start Period End Actions 14/08/2013 Edit Edit 8/08/2013 8/08/2013 Edit 31/07/2013 Idit Edit Note: You will be able to access the feedback form once the shift has commenced. Period End			
3.	Each form is comprised of two sections. The first section displays the shift or period of time that the form relates to. It also displays any Supervisor Feedback you've received for the shift/period and the name of the Supervisor that wrote it. The second section is where you can record your own feedback. Simply answer each question, <u>ensuring there is an</u> <u>answer for every question</u> , and the click the Submit button.	Feedback Form 1 Supervisor: Spot Preceptor Shift: 07:00 - 15:30 MAH - 10B Period Start: 31/07/2013 Period End: 31/07/2013 Supervisor: Spot Preceptor Agree Agree Heir placement objectives Agree Why did you give the above rating? Jane is diligent and retains what is taught on the ward well What did the student do well this Jane asked questions and got involved with the patients well Shift? What can be improved? Just practice interacting with patients a little more professionaly Was the student's performance Yes His shift acceptable? A joy to work with Interacting Disagree Disagree Neutral Agree Strongly Agree O O O C 2. Why did you give the above rating? Strongly Disagree Disagree Neutral Agree Strongly Agree 2.			

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4.	Once a feedback form is submitted you can view it by clicking on the View your	Exceptional People. Exceptional Care.	Feedback Histo	ory Sort By Period Date Complete	
	 completed feedback forms link. Your entire feedback history will display with the latest date displaying first. Supervisor feedback displays with a dark green header, while your student feedback displays with a light green header. You can print your feedback from your browser. 	Home • Student Dashboard	Supervisor: Spot Preceptor Shift: 07:00 - 15:30 MAH - 10B Period Start: 31/07/2013 Period End: 31/07/2013		
			Supervisor Feedback	Completed 27/08/2013 10:45:14 AM	
		Report unplanned shifts Book multiple shifts View mv details	The student is likely to achieve their placement objectives	Agree	
			Why did you give the above rating?	Jane is diligent and retains what is taught on the ward well	
		Pending Taxis Complete your outstanding complete your outstanding complete your outstanding evaluations (1) Assessments View your completed Keebback forms As Asserting As Asserting As Asserting HealthWorkforce	What did the student do well this shift?	Jane asked questions and got involved with the patients well	
			What can be improved?	Just practice interacting with patients a little more professionaly	
			Was the student's performance this shift acceptable?	Yes	
			Any other comments?	A joy to work with	
			Student Feedback	Completed 28/08/2013 10:55:47 AM	
			This shift has contributed to my learning.	Agree	
			Why did you give the above rating?	I witnessed a code blue call	
			I have received feedback from my student supervisor regarding my performance this shift.	Yes	
			Do you have any comments	No, I agree	
	Troubleshooting: Editing submitted feedback forms				
	If you make a mistake on a feedback form and need to amend it, you will need to contact your SPOT System Administrator with the edit required. Use the Contact link in the top right corner of the SPOT screen to generate an email.				
	Administrators refer to DDof 15 Edition Subs	itte d Es e dhe els Es	1122.0		

Administrators refer to <u>DRef-15 – Editing Submitted Feedback Forms</u>

