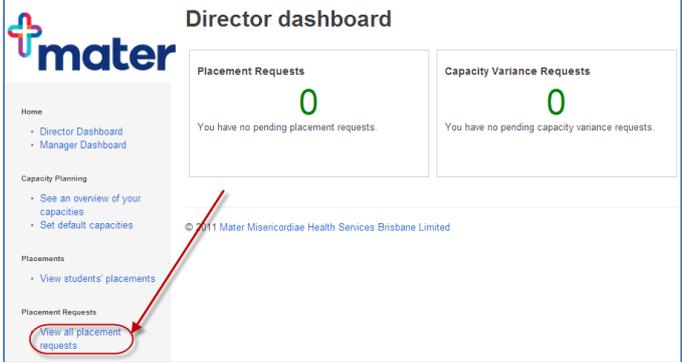
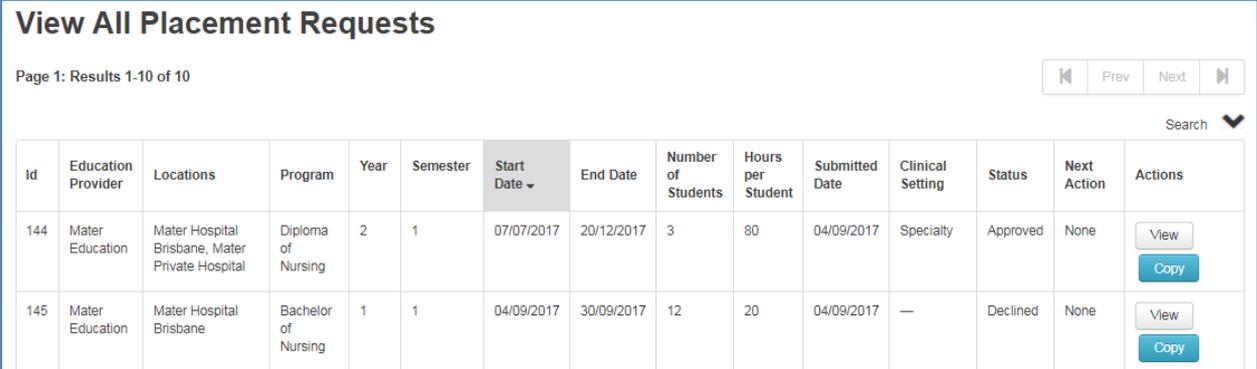


DRef-12 – Director Reference Sheet – Reviewing previous Placement Requests.

Steps	Action	What it looks like																																													
1.	<p>To view all of your previous placement requests, click the View all placement requests link in the sidebar</p> <p>This will navigate to the Placement Requests Screen.</p>	 <p>The screenshot shows the 'Director dashboard' with a sidebar on the left. The sidebar has a 'Placement Requests' section with a link 'View all placement requests' circled in red. The main content area shows two summary boxes: 'Placement Requests' with a '0' and 'Capacity Variance Requests' with a '0'. A red arrow points from the circled link in the sidebar to the 'View all placement requests' link in the main content area.</p>																																													
2.	<p>The Placement Requests screen displays a list of Placement Requests that have been received for your Locations, and a summary of their pertinent details.</p> <p>The default display shows all active Placement Requests that have a Start Date earlier and an End Date later than today, meaning <u>the students are currently on placement</u>. Director users will also have the ability to navigate between pages if there are multiple pages of results to view.</p>	 <p>The screenshot shows the 'View All Placement Requests' screen. It includes a table with the following data:</p> <table border="1"> <thead> <tr> <th>Id</th> <th>Education Provider</th> <th>Locations</th> <th>Program</th> <th>Year</th> <th>Semester</th> <th>Start Date</th> <th>End Date</th> <th>Number of Students</th> <th>Hours per Student</th> <th>Submitted Date</th> <th>Clinical Setting</th> <th>Status</th> <th>Next Action</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>144</td> <td>Mater Education</td> <td>Mater Hospital Brisbane, Mater Private Hospital</td> <td>Diploma of Nursing</td> <td>2</td> <td>1</td> <td>07/07/2017</td> <td>20/12/2017</td> <td>3</td> <td>80</td> <td>04/09/2017</td> <td>Specialty</td> <td>Approved</td> <td>None</td> <td>View Copy</td> </tr> <tr> <td>145</td> <td>Mater Education</td> <td>Mater Hospital Brisbane</td> <td>Bachelor of Nursing</td> <td>1</td> <td>1</td> <td>04/09/2017</td> <td>30/09/2017</td> <td>12</td> <td>20</td> <td>04/09/2017</td> <td>—</td> <td>Declined</td> <td>None</td> <td>View Copy</td> </tr> </tbody> </table>	Id	Education Provider	Locations	Program	Year	Semester	Start Date	End Date	Number of Students	Hours per Student	Submitted Date	Clinical Setting	Status	Next Action	Actions	144	Mater Education	Mater Hospital Brisbane, Mater Private Hospital	Diploma of Nursing	2	1	07/07/2017	20/12/2017	3	80	04/09/2017	Specialty	Approved	None	View Copy	145	Mater Education	Mater Hospital Brisbane	Bachelor of Nursing	1	1	04/09/2017	30/09/2017	12	20	04/09/2017	—	Declined	None	View Copy
Id	Education Provider	Locations	Program	Year	Semester	Start Date	End Date	Number of Students	Hours per Student	Submitted Date	Clinical Setting	Status	Next Action	Actions																																	
144	Mater Education	Mater Hospital Brisbane, Mater Private Hospital	Diploma of Nursing	2	1	07/07/2017	20/12/2017	3	80	04/09/2017	Specialty	Approved	None	View Copy																																	
145	Mater Education	Mater Hospital Brisbane	Bachelor of Nursing	1	1	04/09/2017	30/09/2017	12	20	04/09/2017	—	Declined	None	View Copy																																	
3.	<p>Troubleshooting 1:</p> <p>If a Placement Request that you are expecting to see on your dashboard is not displaying:</p> <ol style="list-style-type: none"> 1. Check that you have selected the correct range of filters by clicking Clear and re-entering the selection. 2. Check if the Placement Request you are attempting to find was: <ol style="list-style-type: none"> a. Submitted by the Education Provider, and if so b. Was submitted with a Discipline and Location that matches your profile. <p>If the Placement Request still does not display, please contact your SPOT Administrator for assistance.</p>																																														



4. Clicking the  button displays a set of search filters. These allow you to filter the Placement Requests displayed by:
- **Id:** typing in its Id.
 - **Education Provider:** showing only those submitted by the selected Education Provider.
 - **Discipline:** showing only those matching the selected Discipline.
 - **Program:** showing only those matching the selected Program.
 - **Year:** showing only those matching the selected Year Level.
 - **Semester:** showing only those matching the selected Semester of study.
 - **Student:** showing any that have a student allocated matching the typed in Name OR Student Number.
 - **Location:** showing only those requested in the selected Location.
 - **Start Date:** showing only those with a start date within the selected filter dates.
 - **End Date:** showing only those with an end date within the selected filter dates.
 - **Submitted Date:** showing only those with a submitted date within the selected filter dates.
 - **Status:** showing only those with a matching Status.

Id:

Education Provider: All

Discipline: All

Program: All

Year: All

Semester: All

Student:

Location: All

Start Date:

End Date:

Submitted Date:

Status: All

5. The **Status** and **Next Action** columns shows at which stage the Placement Requests are in the placement process.
- There are 5 Statuses:
- **Draft:** Not completed and/or submitted by the Education Provider
 - **Pending:** Submitted by the Education Provider but not yet Approved or Declined.
 - **Approved:** you have agreed to the Placement Request.
 - **Declined:** you have not agreed to the Placement Request.
 - **Cancelled:** has been discarded by mutual agreement.
- There are also 4 Next Actions:
- **Submit the Request:** The Education Provider needs to complete and submit the Draft request
 - **Approve or deny the request:** You need to Approve or Decline.
 - **Select students:** The Education Provider needs to allocate students to the Placement Request.
 - **None:** no specific action necessary.

Status	Next Action	Actions
Approved	Select students	<input type="button" value="View"/> <input type="button" value="Cancel"/>
Declined	None	<input type="button" value="View"/>
Pending	Approve or deny the request	<input type="button" value="View"/> <input type="button" value="Cancel"/>
Approved	None	<input type="button" value="View"/>

6.
 1. To Sort by one of the columns, click on that columns heading (click a second time to reverse the sort order). The header will go grey to remind you it is the Sort column.
 2. To cancel a Placement Request before it has commenced, click the **Cancel** button.
 3. To navigate to the details of a specific Placement Request, click the **View** button.

Id	Education Provider	Program	Year	Semester	Start Date	End Date	Number of Students	Hours per Student	Submitted Date	Status	Next Action	Actions
905	Mater Education	Bachelor of Nursing	3	1	27/07/2015	27/09/2015	12	200	31/07/2015	Approved	Select students	View Cancel
906	Mater Education	Bachelor of Nursing	2	1	20/07/2015	09/08/2015	12	120	31/07/2015	Declined	None	View
904	Mater Education	Diploma of Nursing	1	2	20/07/2015	16/08/2015	2	120	28/07/2015	Pending	Approve or deny the request	View Cancel
903	Mater Education	Diploma of Nursing	1	1	13/07/2015	02/08/2015	4	120	23/07/2015	Approved	None	View

7.

Clicking the View button will navigate to the **Placement Request Decision** screen.

The **Request Details** tab displays the basic details of the placement, including the placement decision and any Area allocations.

See *DRef-01* for more information about the Placement Request Decisions.

Placement Request Decision

[Details](#)
[Allocations](#)
[Students](#)
[Facilitators](#)
[Documents](#)
[Required Student Fields](#)
[Feedback Form Settings](#)
[Feedback Form Questions](#)

Placement Feedback Guidelines

Placement Request Id 144	Placement start date 07/07/2017	Payment Offered Yes	edit
Year / Semester 2 / 1	Placement end date 20/12/2017	Accepted Date 04/09/2017	
Education Provider Mater Education	Number of students 3	Accepted By Nick Beckers	
Discipline Nursing	Required clinical hours per student 80		
Student Group Default Nursing	Total clinical hours for all students 240		
Program Diploma of Nursing	Locations Mater Hospital Brisbane Mater Redlands		
Facilitator provided by Education Provider	Requested By Nick Beckers		
Clinical Settings Specialty	Notes These are the 3 students we discussed on 03/07/2017.		

Allocations

Location	Allocated	Area	Allocated
Mater Hospital Brisbane		Intensive Care Unit	1
Mater Redlands		Emergency Department	2

Placement Decision

Approved

8.

You can **Edit** a Placement Request that has a status of either **Pending** or **Approved**.

Navigating to the **Placement Request** page's **Details** tab, you will see an **Edit** button in the top right corner.

Placement Request Decision

[Details](#)
[Allocations](#)
[Students](#)
[Facilitators](#)
[Documents](#)
[Required Student Fields](#)
[Feedback Form Settings](#)
[Feedback Form Questions](#)

Placement Feedback Guidelines

Placement Request Id 144	Placement start date 07/07/2017	Payment Offered Yes	edit
Year / Semester 2 / 1	Placement end date 20/12/2017	Accepted Date 04/09/2017	
Education Provider Mater Education	Number of students 3	Accepted By Nick Beckers	
Discipline Nursing	Required clinical hours per student 80		

See *DRef-13* for more information about Editing Placement Requests.

9. The **Allocations** tab displays the allocations requested and approved for this placement request. Clicking the **Edit** button will navigate to a decision making screen.

See *DRef-01* for more information about the Student page.

Placement Request Decision

Details **Allocations** Students Facilitators Documents Required Student Fields Feedback Form Settings
 Feedback Form Questions Placement Feedback Guidelines

Where should the students be placed? Please specify either Area Allocation via edit OR Location Allocation via the table. You need not specify both.

Location	Requested	Location Allocation	Area Allocation	Total Area Requested	Total Area Allocation
Mater Hospital Brisbane		<input type="text"/>	<input type="button" value="edit"/>		1
Mater Redlands		<input type="text"/>	<input type="button" value="edit"/>	2	2

9. Cont. The **Edit** button opens to the decision making screen and shows allocated vs. requested placements.

Area	Requested	Capacity	Allocations
Intensive Care Unit		3	<input type="text"/>
Emergency Department	2	2	<input type="text" value="2"/>
Perioperative		4	<input type="text"/>
Medical Assessment Unit		4	<input type="text"/>

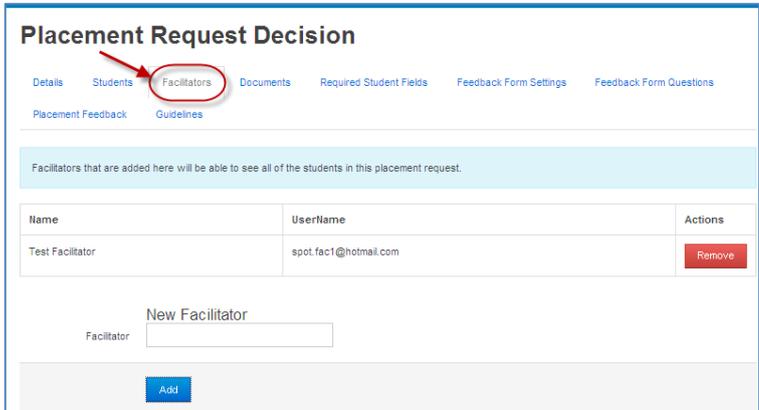
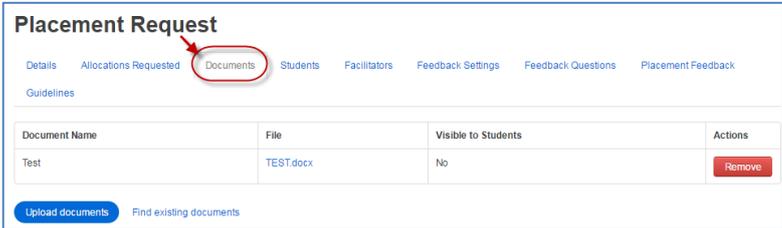
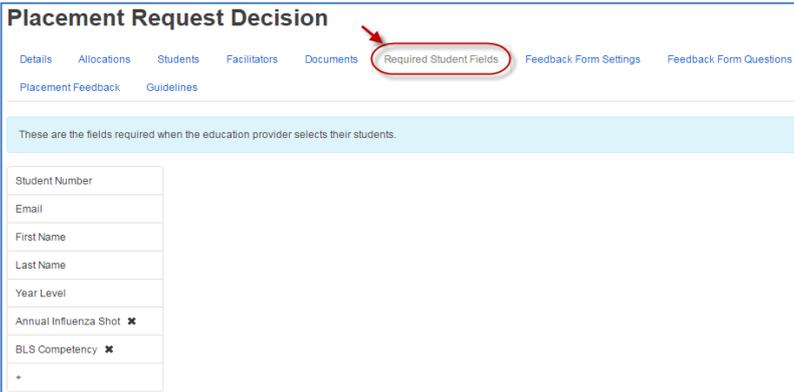
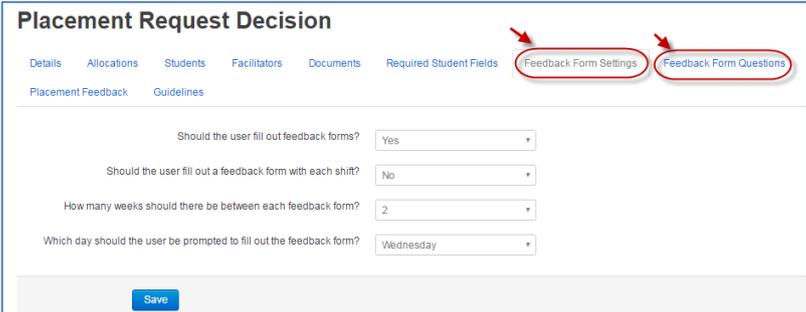
10. The **Students** tab displays the Students assigned to this placement request. Clicking the **View** button for a student will navigate to their Student page.

See *DRef-05* for more information about the Student page.

Placement Request Decision

Details Allocations **Students** Facilitators Documents Required Student Fields Feedback Form Settings Feedback Form Questions
 Placement Feedback Guidelines

First Name	Last Name	Student Number	Email	Year Level	Areas
Emerald	Green	12346	Emerald.Green@spot.com	2	<input type="button" value="View"/>
Black	Pitch	12347	Pitch.Black@spot.com	2	<input type="button" value="View"/>
Ruby	Red	12345	ruby.red@spot.com	2	<input type="button" value="View"/>

<p>11.</p> <p>The Facilitators tab displays the Facilitator Users assigned to this placement request.</p> <p>See <i>DRef-10</i> for more information about assigning Facilitators.</p>	
<p>12.</p> <p>The Documents tab displays any documentation attached by the Education Provider to this request, including the Student Placement Schedule.</p>	
<p>13.</p> <p>The Required Student Fields tab displays the mandatory details required from the Education Provider for each student to be assigned to this placement request.</p> <p>See <i>DRef-01</i> for more information about Student Fields.</p>	
<p>14.</p> <p>The Feedback Form Settings and Feedback Form Questions tabs are where you can set up and modify the feedback questions this placement request will use.</p> <p>See <i>DRef-14</i> for more information setting up Feedback Forms.</p>	

15.

The **Placement Feedback** tab displays the responses from students on this placement group to the End of Placement Evaluation.

Placement Request Decision

Details Students Facilitators Documents Required Student Fields Feedback Form Settings Feedback Form Questions

Placement Feedback Guidelines

Nicole Dickinson

The clinical experience matched my clinical skills and learning objectives	Agree
I was welcomed to the ward and provided an adequate orientation	Agree
The staff provided me with regular, timely and constructive verbal feedback regarding my performance	Strongly Agree
My preceptor had an understanding of my scope of practice and clinical learning requirements	Agree
I did not feel pressured to work outside of my scope of practice and was provided adequate supervision	Agree

16.

The **Guidelines** tab displays the roster guidelines that self-rostering students will see and agree to.

See *DRef-11* for more information about setting up Guidelines.

Placement Request Decision

Details Students Facilitators Documents Required Student Fields Feedback Form Settings Feedback Form Questions

Placement Feedback Guidelines

Guidelines for the students on how they should book their shifts.

Current Guidelines

Welcome to Mater Adultes Hospital. Please book from any available shift and ensure you advise your ward if you can not make a shift before cancelling on SPOT.

Create New Guidelines

17.

If a Placement Request has been previously **Cancelled** and you wish to reinstate it, click on the **Reinstate** button.

This will set the status of the Placement Request to **Approved**.

Placement Request Decision

This request has been cancelled.

Reinstate

Request Details Documents Required Student Fields

Year	4	Placement start date	12/01/2015
Semester	1	Placement end date	22/02/2015
Education Provider		Number of students	