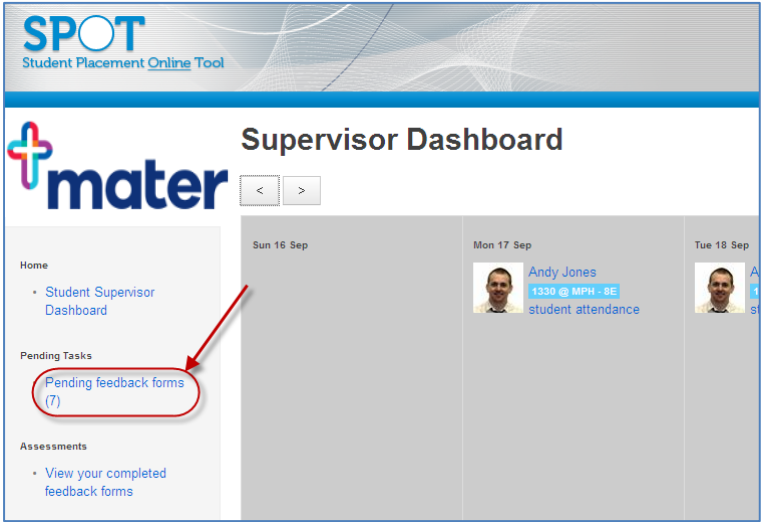
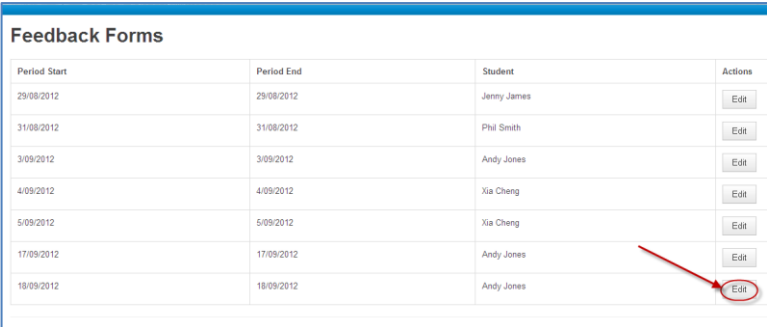
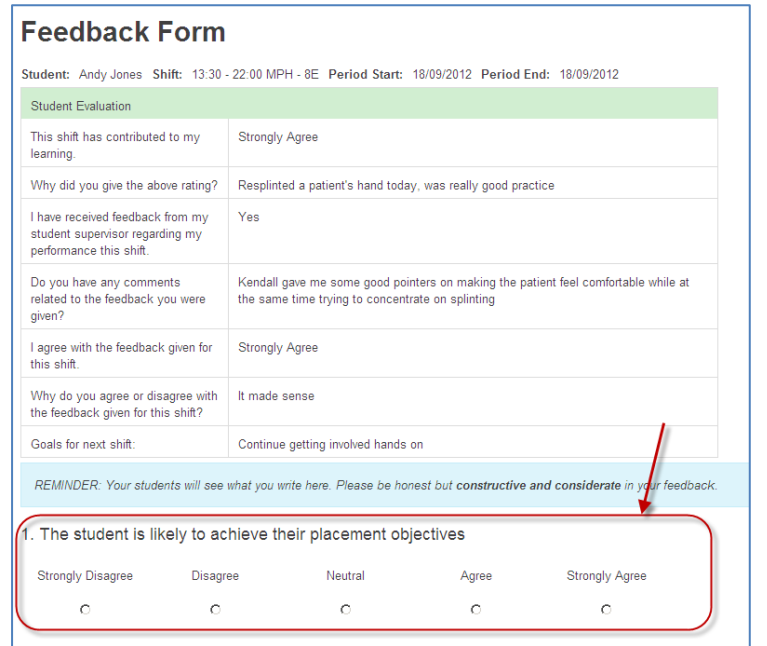


## SRef-01 - Supervisor Reference Sheet - How to complete a student feedback form.

Steps	Action	What it looks like
1.	<p>The <b>Student Shifts</b> section displays the days of the week that you have a student assigned to you.</p> <p>Click the <b>Pending feedback forms (#)</b> in the sidebar, where (#) is the number of outstanding forms for you to complete.</p> <p>This navigates to the <b>Feedback Forms</b> screen.</p>	
2.	<p>Any feedback forms that need to be actioned will be listed here, showing the period of time the form is related to (either a shift or a number of shifts), and the student.</p> <p>To action a feedback form, click <b>Edit</b> in the far right column of the screen.</p>	
3.	<p>The first section of the feedback form displays the details of the student, shift(s) and period.</p> <p>The second section displays the student's feedback form if they have completed it, and that it is pending if they have not yet completed it.</p> <p>Your questions to fill out start below this.</p>	

4. Once you fill out all of the fields in the feedback form, click the **Submit** button.

**NOTE:** The form will not submit unless you have given a response in all of the fields.

1. The student is likely to achieve their placement objectives

Strongly Disagree   Disagree   Neutral   Agree   Strongly Agree

○   ○   ○   ●   ○

2. Why did you give the above rating?

Andy is diligent and is picking up skills well

3. What did the student do well this shift?

His splinting was excellent

4. What can be improved?

pain and discomfort when performing tasks

5. Was the student's performance this shift acceptable?

Yes

6. Any other comments?

Good work

**Submit**

5. Once submitted, the (#) of pending feedback forms in the sidebar link reduces by 1.

To view completed feedback forms, click the **View your completed feedback forms** link in the sidebar.

This navigates to your previous feedback forms.

## Feedback Forms

Period Start	Per
29/08/2012	29/0
31/08/2012	31/0
3/09/2012	3/09
4/09/2012	4/09
5/09/2012	5/09
17/09/2012	17/0

Home

- Student Supervisor Dashboard

Pending Tasks

- Pending feedback forms (6)

Assessments

- View your completed feedback forms

6. Previous feedback forms display **Supervisor** responses with a dark green header, and **Student** responses with a light green header.

Student: Andy Jones   Shift: 13:30 - 22:00 MPH - 8E   Period Start: 18/09/2012   Period End: 18/09/2012	
<b>Supervisor Evaluation</b> Completed 27/09/2012 3:11:03 PM	
The student is likely to achieve their placement objectives	Agree
Why did you give the above rating?	Andy is diligent and is picking up skills well
What did the student do well this shift?	His splinting was excellent
What can be improved?	Be more aware of the patient's pain and discomfort when performing tasks
Was the student's performance this shift acceptable?	Yes
Any other comments?	Good work
<b>Student Evaluation</b> Completed 27/09/2012 1:51:14 PM	
This shift has contributed to my learning.	Strongly Agree
Why did you give the above rating?	Resplinted a patient's hand today, was really good practice
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?	Kendall gave me some good pointers on making the patient feel comfortable while at the same time trying to concentrate on splinting
I agree with the feedback given for this shift.	Strongly Agree
Why do you agree or disagree with the feedback given for this shift?	It made sense
Goals for next shift:	Continue getting involved hands on