SPOT Student Placement Online Tool



Page | 1

StRef-03 - Student Reference Sheet - How to Report an Unplanned Worked Shift.

Steps	Action	What it looks like
1.	At times during your clinical placement it may be necessary to work a shift that was not planned for and booked in your schedule. Examples of this could be if you are following a pregnancy or attend an "on-call" shift with your supervisor. To report this shift in SPOT, click on the Report completed shifts link in the side bar of your student dashboard.	SPECtion Placement Online Tool Student Placement Online Tool Sudent Dashboar Placement I sudent Dashboar Placements I Sudent Dashbo
2.	In the Report Completed Shifts screen, choose the correct placement dates in the Placement field. Then choose the date of the shift you wish to report in the Date field	Report Completed Shifts Placement Date Start Time 20/06/2012 - 18/08/2012 13/08/2012 13/08/2012 Submit Su Mo Tu We Th Fr Sa © 2011 Mater Misericordiae Health Services Brisbar 1 2 3
3.	Choose the Start and End time of the shift you worked using the drop down fields to the closest 15min. For purposes of counting towards your placement, SPOT will remove a 30min break from any shift that is longer than 5hrs. Choose the area you worked the shift in the Area field.	Start Time End Time Area 09 • 30 • 12 • 00 • MMH BS MMH BS MMH BS MMH BS MMH BS MMH BS
4.	You also need to enter the name of your supervisor for the shift in the Supervisor field. When you type a list of names will appear to choose from. Click on the correct person to enter their name. Finally, click the Add button.	Student Supervisor caro Caron Grey (spot.pre9@hotmail.com)
5.	If you have additional shifts to report, repeat steps 2 to 4. Once all shifts are added, click the Submit button. Once your area manager has approved the reported shifts they will appear on your schedule and count towards your placement hours.	Placement Date Start Time End Time Area 20/06/2012 - 18/08/2012 13/08/2012 09:30 12:00 MMH BS 20/06/2012 - 18/08/2012 14/08/2012 01:15 3:45 MMH BS 20/06/2012 - 18/08/2012 16:08/2012 01:15 3:45 MMH BS