
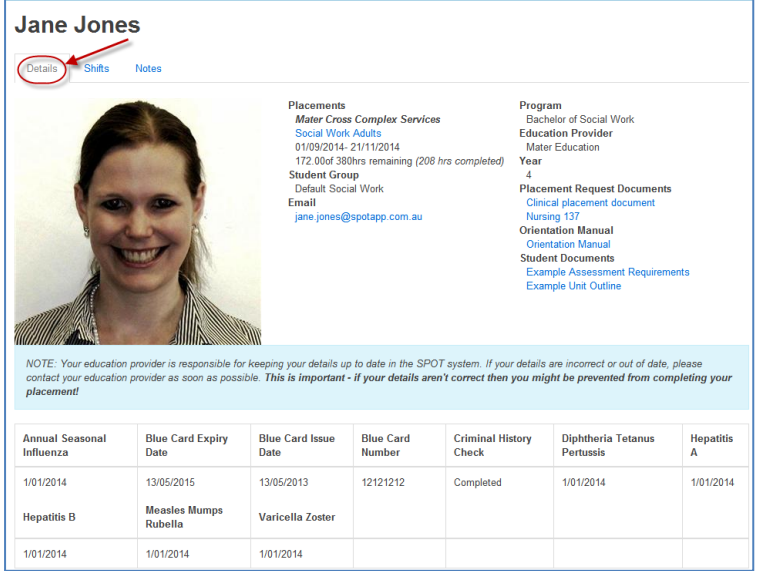
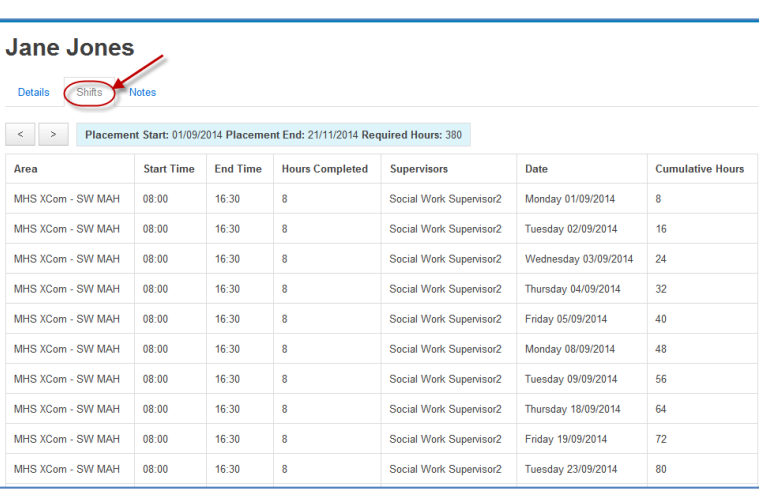


## StRef-05 - Student Reference Sheet - How to View Details and Placement History.

Steps	Action	What it looks like																																																																													
1.	<p>Click the <b>View my details</b> link in the sidebar. This will take you to the <b>Details</b> screen.</p>																																																																														
2.	<p>In your <b>Details</b> tab you can see any fields that have been uploaded into SPOT from your Education Provider.</p> <p>These may include, amongst other things, prerequisites for placement and additional contact details.</p>	 <p><b>NOTE:</b> Your education provider is responsible for keeping your details up to date in the SPOT system. If your details are incorrect or out of date, please contact your education provider as soon as possible. <b>This is important - if your details aren't correct then you might be prevented from completing your placement!</b></p> <table border="1" data-bbox="742 1249 1481 1391"> <thead> <tr> <th>Annual Influenza</th> <th>Seasonal Influenza</th> <th>Blue Card Expiry Date</th> <th>Blue Card Issue Date</th> <th>Blue Card Number</th> <th>Criminal History Check</th> <th>Diphtheria Tetanus Pertussis</th> <th>Hepatitis A</th> </tr> </thead> <tbody> <tr> <td>1/01/2014</td> <td></td> <td>13/05/2015</td> <td>13/05/2013</td> <td>12121212</td> <td>Completed</td> <td>1/01/2014</td> <td>1/01/2014</td> </tr> <tr> <td></td> <td>Hepatitis B</td> <td>Measles Mumps Rubella</td> <td>Varicella Zoster</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1/01/2014</td> <td></td> <td>1/01/2014</td> <td>1/01/2014</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Annual Influenza	Seasonal Influenza	Blue Card Expiry Date	Blue Card Issue Date	Blue Card Number	Criminal History Check	Diphtheria Tetanus Pertussis	Hepatitis A	1/01/2014		13/05/2015	13/05/2013	12121212	Completed	1/01/2014	1/01/2014		Hepatitis B	Measles Mumps Rubella	Varicella Zoster					1/01/2014		1/01/2014	1/01/2014																																																	
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3.	<p>The <b>Shifts</b> tab displays the details of your placement(s) and the shifts booked for each placement.</p> <p>The bar at the top of the page shows the Placement <b>Start</b> and <b>End</b> dates and the <b>Required Hours</b> for the placement, defaulting to the current placement. Clicking on the back and forward arrows will display previous or future placements.</p> <p>The details of each shift completed on the chosen placement displays in a list under the placement bar.</p>	 <table border="1" data-bbox="742 1541 1481 1906"> <thead> <tr> <th>Area</th> <th>Start Time</th> <th>End Time</th> <th>Hours Completed</th> <th>Supervisors</th> <th>Date</th> <th>Cumulative Hours</th> </tr> </thead> <tbody> <tr><td>MHS XCom - SW MAH</td><td>08:00</td><td>16:30</td><td>8</td><td>Social Work Supervisor2</td><td>Monday 01/09/2014</td><td>8</td></tr> <tr><td>MHS XCom - SW MAH</td><td>08:00</td><td>16:30</td><td>8</td><td>Social Work Supervisor2</td><td>Tuesday 02/09/2014</td><td>16</td></tr> <tr><td>MHS XCom - SW MAH</td><td>08:00</td><td>16:30</td><td>8</td><td>Social Work Supervisor2</td><td>Wednesday 03/09/2014</td><td>24</td></tr> <tr><td>MHS XCom - SW MAH</td><td>08:00</td><td>16:30</td><td>8</td><td>Social Work Supervisor2</td><td>Thursday 04/09/2014</td><td>32</td></tr> <tr><td>MHS XCom - SW MAH</td><td>08:00</td><td>16:30</td><td>8</td><td>Social Work Supervisor2</td><td>Friday 05/09/2014</td><td>40</td></tr> <tr><td>MHS XCom - SW MAH</td><td>08:00</td><td>16:30</td><td>8</td><td>Social Work Supervisor2</td><td>Monday 08/09/2014</td><td>48</td></tr> <tr><td>MHS XCom - SW MAH</td><td>08:00</td><td>16:30</td><td>8</td><td>Social Work Supervisor2</td><td>Tuesday 09/09/2014</td><td>56</td></tr> <tr><td>MHS XCom - SW MAH</td><td>08:00</td><td>16:30</td><td>8</td><td>Social Work Supervisor2</td><td>Thursday 18/09/2014</td><td>64</td></tr> <tr><td>MHS XCom - SW MAH</td><td>08:00</td><td>16:30</td><td>8</td><td>Social Work Supervisor2</td><td>Friday 19/09/2014</td><td>72</td></tr> <tr><td>MHS XCom - SW MAH</td><td>08:00</td><td>16:30</td><td>8</td><td>Social Work Supervisor2</td><td>Tuesday 23/09/2014</td><td>80</td></tr> </tbody> </table>	Area	Start Time	End Time	Hours Completed	Supervisors	Date	Cumulative Hours	MHS XCom - SW MAH	08:00	16:30	8	Social Work Supervisor2	Monday 01/09/2014	8	MHS XCom - SW MAH	08:00	16:30	8	Social Work Supervisor2	Tuesday 02/09/2014	16	MHS XCom - SW MAH	08:00	16:30	8	Social Work Supervisor2	Wednesday 03/09/2014	24	MHS XCom - SW MAH	08:00	16:30	8	Social Work Supervisor2	Thursday 04/09/2014	32	MHS XCom - SW MAH	08:00	16:30	8	Social Work Supervisor2	Friday 05/09/2014	40	MHS XCom - SW MAH	08:00	16:30	8	Social Work Supervisor2	Monday 08/09/2014	48	MHS XCom - SW MAH	08:00	16:30	8	Social Work Supervisor2	Tuesday 09/09/2014	56	MHS XCom - SW MAH	08:00	16:30	8	Social Work Supervisor2	Thursday 18/09/2014	64	MHS XCom - SW MAH	08:00	16:30	8	Social Work Supervisor2	Friday 19/09/2014	72	MHS XCom - SW MAH	08:00	16:30	8	Social Work Supervisor2	Tuesday 23/09/2014	80
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4.

The **Notes** tab displays any notes that have been attached to your profile.

**Notes** can be written and seen by anyone involved in your clinical placement, including you. Each Note displays who it was created by and on what date. Hovering over the creator's name displays that **User's Details**.

To create a new Note, type into the text field and click the **Add** button.

You can delete and/or edit Notes that you have previously written by clicking the appropriate button on the Note.

## Jane Jones

Details

Shifts

Notes

Add

Created by [Jane Jones](#) 24/09/2014

edit

delete

Student Note

Created by [Social Work Supervisor2](#) 24/09/2014

### User Details

**Email**  
spot.edu@hotmail.com  
**Phone**  
0444 444 444  
**Pager**  
927

[SPOT Educator](#) 17/09/2014