SPOT
Student Placement Online Tool

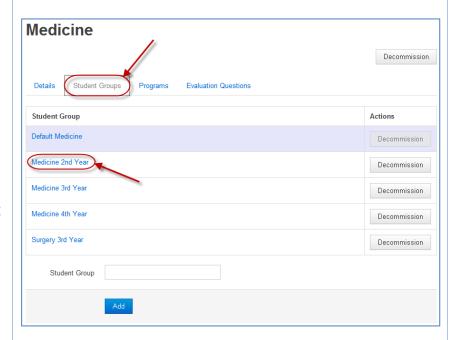ARef-05 - Administrator Reference Sheet – How to Administer Disciplines.

Steps	Action	What it looks like
1.	Click on the **Administer Disciplines** link in the side bar. This navigates to the **Disciplines** screen.	
2.	The **Disciplines** screen shows a list of all currently active Disciplines that students on placement may be focussing their studies. To navigate to the: **1.** Create Discipline screen, click the **Create Discipline** button. **2.** Discipline screen, click the **Manage** button.	
3.	The **Discipline** screen defaults to the **Details** tab (**1.**). You can: **2.** Edit the Discipline name in the **Name** field. **3.** Upload the Placement Provider's orientation documentation by clicking the **Browse** button in the **Student Orientation Manual** field and uploading a PDF or Word document. **4.** **Set** company or a mandatory education website **5.** **Enable** students the ability to manage their own **photos** **6.** Decommission the Discipline by clicking the **Decommission** button. Once you've completed your edits, click the **Save** button.	

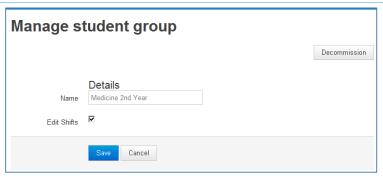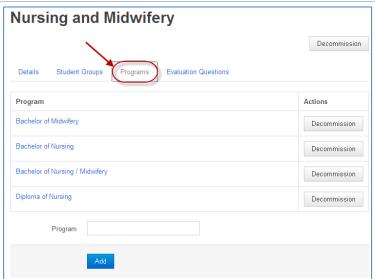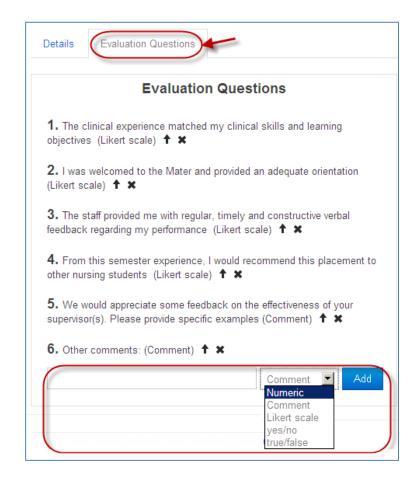| 4.	Clicking on the **Student Groups** tab displays the student groups assigned to the Discipline.	
	The **Default Student Group** for the discipline is highlighted in blue and cannot be Decommissioned.	
	You can add **Specific Student Groups** by typing the student group name in the text field and clicking the **Add** button.	
	You can also **Decommission** student groups you no longer want to use, and **Recommission** previously decommissioned student groups, by clicking the button to the right of the student group's name.	
	Clicking on a Student Group's **Name** will navigate to the **Manage Student Group** screen.	
5.	In the **Manager Student Group** screen you can: - Edit the group's **Name** - Control if the group can book and cancel shifts on their **Student Roster**. Click the **Save** button after making any changes.	
6.	Clicking on the **Programs** tab displays the programs from the various education providers that teach this discipline. You can add **Programs** by typing the program's name in the text field and clicking the **Add** button. You can also **Decommission** programs you no longer want to use, and **Recommission** previously decommissioned programs, by clicking the button to the right of the program's name.	

7.	Clicking on the **Evaluation Questions** tab opens the End of Placement Evaluation Questions form. This questionnaire will generate at the end of every placement for every student in this Discipline.	
	You can:	

You can:
- Add a question by typing in the question in the text field, choosing an answer type from the drop down list and clicking the **Add** button.
- Remove a question by clicking the ✖ at the end of the question you wish to remove.
- Change the order of the questions by clicking the ↑ to move that question up the order by 1 place.

The answer types are:
- **Numeric**: Respondent types in any number.
- **Comment**: Respondent types in to a free text field.
- **Likert scale**: Respondent chooses one option from Strongly Disagree, Disagree, Neutral, Agree and Strongly Agree.
- **Yes/no**: Respondent chooses either yes or no.
- **True/False**: Respondent chooses either true or false.

Details   Evaluation Questions

Evaluation Questions

1. The clinical experience matched my clinical skills and learning objectives (Likert scale) ↑ ✖

2. I was welcomed to the Mater and provided an adequate orientation (Likert scale) ↑ ✖

3. The staff provided me with regular, timely and constructive verbal feedback regarding my performance (Likert scale) ↑ ✖

4. From this semester experience, I would recommend this placement to other nursing students (Likert scale) ↑ ✖

5. We would appreciate some feedback on the effectiveness of your supervisor(s). Please provide specific examples (Comment) ↑ ✖

6. Other comments: (Comment) ↑ ✖

Comment ▼   Add
Numeric
Comment
Likert scale
yes/no
true/false

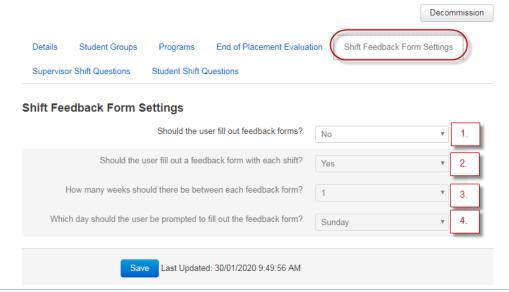| 8.	In the **Discipline** screen, click on the **Feedback Form Settings** tab and answer the four questions. The first question (**1.**) determines is feedback forms are generated or not. If **No** is chosen, no other question becomes active. The second question (**2.**) determines if a feedback form is generated every *shift* or every *one or more weeks*. Choose **Yes** for every shift, or **No** for a weekly cycle of feedback forms. The third (**3.**) and fourth (**4.**) questions only become active if **No** is chosen for question 2. Choose between a **1** to **10** week cycle for how often the form generates, and a day of the week for when the form will generate in each cycle. Click the **Save** button when complete. Note – If you turn forms off this will not delete previously generated forms, similarly if you turn forms on, shifts prior will not generate forms to the new settings. It is recommended form settings be made in advance of placements.
	## Nursing and Midwifery Decommission Details Student Groups Programs End of Placement Evaluation Shift Feedback Form Settings Supervisor Shift Questions Student Shift Questions **Shift Feedback Form Settings** Should the user fill out feedback forms? No 1. Should the user fill out a feedback form with each shift? Yes 2. How many weeks should there be between each feedback form? 1 3. Which day should the user be prompted to fill out the feedback form? Sunday 4. Save Last Updated: 30/01/2020 9:49:56 AM
9.	Clicking on the **Supervisor Shift Questions/ Student Shift Questions** tab displays the Supervisor and Student Questions that will be generated for each form. You can: - Add a question by typing in the question in the text field, choosing an answer type from the drop down list and clicking the **Add** button. - Remove a question by clicking the ✖ at the end of the question you wish to remove. - Change the order of the questions by clicking the ⬆ to move that question up the order by 1 place. The answer types are: - **Numeric**: Respondent types in any number. - **Comment**: Respondent types in to a free text field. - **Likert scale**: Respondent chooses one option from Strongly Disagree, Disagree, Neutral, Agree and Strongly Agree. - **Yes/no**: Respondent chooses either yes or no.

True/False: Respondent chooses either true or false.

Nursing and Midwifery

Decommission

Details   Student Groups   Programs   End of Placement Evaluation   Shift Feedback Form Settings

Supervisor Shift Questions   Student Shift Questions

Supervisor Shift Questions

1. Did the student discuss their learning objectives with you at the beginning of the shift? (yes/no) ↑ ✖

2. Based on today's performance the student is likely to achieve their placement objectives. (Likert scale) ↑ ✖

3. Why did you give the above rating? (Comment) ↑ ✖

4. What did the student do well this shift? (Comment) ↑ ✖

8.	To create a new Discipline, type in the **Name** field and click the **Save** button.	**Create discipline** Details Name [ ] Save Cancel