



SPOT Fact Sheet 01 - User Roles Descriptions.

SPOT User Role	Functions	Possible Job Titles of Users
Student	<p>View:</p> <ul style="list-style-type: none"> - Current placement details and documents. - Previous placement shift details. - Feedback from assigned Supervisors. - Booked shifts on the Schedule. <p>Edit:</p> <ul style="list-style-type: none"> - Future-dated shifts (book and cancel) <i>(if enabled by Administrator)</i>. <p>Submit:</p> <ul style="list-style-type: none"> - Feedback forms - End of placement evaluation forms. - Retrospective shifts for approval <i>(if enabled by Administrator)</i>. 	Nil
Supervisor	<p>View:</p> <ul style="list-style-type: none"> - Details and documents of assigned students including the shifts they are assigned to. <p>Edit:</p> <ul style="list-style-type: none"> - Assigned student's attendance. <p>Submit:</p> <ul style="list-style-type: none"> - Assigned student's feedback forms. 	<ul style="list-style-type: none"> - Nurse/Midwife - Doctor - Allied Health Practitioner - Ambulance Officer
Self-Assigning Supervisor	<p>View:</p> <ul style="list-style-type: none"> - Details and documents of all students with shifts booked in an assigned Area. <p>Assign:</p> <ul style="list-style-type: none"> - Themselves as Supervisor to students in an assigned Area. <p>Edit:</p> <ul style="list-style-type: none"> - Assigned student's attendance. <p>Submit:</p> <ul style="list-style-type: none"> - Assigned student's feedback forms. 	<ul style="list-style-type: none"> - Nurse/Midwife - Doctor - Allied Health Practitioner - Ambulance Officer
Manager	<p>View:</p> <ul style="list-style-type: none"> - Details and documents of all students with shifts booked in an assigned Area. <p>Assign:</p> <ul style="list-style-type: none"> - Any Supervisor to students in an assigned Area either shift by shift or for a set time period. <p>Edit:</p> <ul style="list-style-type: none"> - Student shifts (cancel only) via Manager Dashboard. <p>Submit:</p> <ul style="list-style-type: none"> - Requests for changes to student capacity. 	<ul style="list-style-type: none"> - Nurse/Midwifery Unit Manager/Educator - Team Leader - Clinical Educator/ Facilitator - Officer In Charge



<p>Rostering Manager</p>	<p>View:</p> <ul style="list-style-type: none"> - Details and documents of all students with placements in an assigned Area. <p>Assign:</p> <ul style="list-style-type: none"> - Any Supervisor to students in an assigned Area either shift by shift or for a set time period. <p>Edit:</p> <ul style="list-style-type: none"> - Student shifts (cancel only) via Manager Dashboard. - Student shifts (book and cancel) via individual Students' Roster tabs, either singly or via Shift Templates. <p>Submit:</p> <ul style="list-style-type: none"> - Requests for changes to student capacity. 	<ul style="list-style-type: none"> - Nurse/Midwifery Unit Manager/Educator - Team Leader - Clinical Educator/ Facilitator - Officer In Charge
<p>Facilitator</p>	<p>View:</p> <ul style="list-style-type: none"> - Details, documents, shifts, notes and feedback forms of students in an assigned Placement Requests. <p>Submit:</p> <ul style="list-style-type: none"> - Notes attached to a student. - The time when a student was last seen 	<ul style="list-style-type: none"> - Uni Lecturer - Uni Clinical Placement Officer - Field Liaison Officer - Facilitator
<p>Education Provider</p>	<p>View:</p> <ul style="list-style-type: none"> - Placement Request details, Students, Facilitators, documents, feedback forms and end of placement feedback of students with corresponding Discipline and Education Provider. - Student details, feedback forms and shifts <p>Assign:</p> <ul style="list-style-type: none"> - Students to Placement Requests. - Students to allocated Areas (<i>if enabled by Director accepting the request</i>) - Facilitators to Placement Requests. <p>Submit:</p> <ul style="list-style-type: none"> - Placement Requests details and documents. - Individual Student details. - Individual Student photos. <p>Edit:</p> <ul style="list-style-type: none"> - Facilitator User profiles (create, disable and enable). 	<ul style="list-style-type: none"> - Uni Lecturer - Uni Clinical Placement Officer - Field Liaison Officer
<p>Tableau</p>	<p>View:</p> <ul style="list-style-type: none"> - and filter Custom Reports. <p>Edit:</p> <ul style="list-style-type: none"> - Custom Reports (upload and delete). 	<ul style="list-style-type: none"> - Clinical Placement Coordinator. - Nursing Directors. - Allied Health Clinical Educators. - Senior Medical Officers.



<p>Director</p>	<p>View:</p> <ul style="list-style-type: none"> - Placement Request details, documents, feedback forms and end of placement feedback of students with corresponding Discipline and Location. - Student details, placement dates and Areas, supervisors, shifts, feedback forms and notes. - Assigned Location and Area rosters. - Area shift and Area capacities. <p>Assign:</p> <ul style="list-style-type: none"> - Students to Areas - Required Student detail fields to Placement Requests. - Restricted Area allocations to Placement Requests. - Student Groups to Placement Requests. - any Supervisor to students in an assigned Area, either shift by shift or a set time period. - Roster Guidelines to Placement Requests. <p>Submit:</p> <ul style="list-style-type: none"> - Placement Requests decisions (approve, decline or reinstate). - Capacity Variance Requests decisions (approve or decline). <p>Edit:</p> <ul style="list-style-type: none"> - Student shifts (book, modify and cancel) via individual students' Roster tabs, either singly or via Shift Templates. - Student placement dates, hours and Areas. - Area shift and Area Capacities (create, modify, and delete). - Shift Templates for assigned Areas (create, modify, and delete). - Student Feedback Forms (modify) (<i>if User also has Administrator access</i>). - Placement Requests (modify) (<i>if User also has Education Provider access</i>). 	<ul style="list-style-type: none"> - Clinical Placement Coordinator. - Nursing Directors. - Allied Health Clinical Educators. - Senior Medical Officers.
<p>Administrator</p>	<p>Edit:</p> <ul style="list-style-type: none"> - Announcements (create and delete). - Disciplines/Student Groups/Programs (create, modify, decommission and recommission). - Clinical Settings (create and delete). - Shift Categories (create, decommission and recommission). - Education Providers (create, modify, decommission and recommission). - Locations/Areas/Shift Types (create, modify, decommission and recommission). 	<ul style="list-style-type: none"> - Clinical Placement Coordinator. - System Administrator.



	<ul style="list-style-type: none"> - Student Fields (create and delete). - User profiles (create, modify, disable and enable). 	
<p>Student Placement Coordinator</p>	<p>View:</p> <ul style="list-style-type: none"> - Details and documents of all students with placements in an assigned Area. <p>Assign:</p> <ul style="list-style-type: none"> - Any Supervisor to students in an assigned Area either shift by shift or for a set time period. <p>Edit:</p> <ul style="list-style-type: none"> - Student shifts (cancel only) via Manager Dashboard. - Student shifts (book and cancel) via individual Students' Roster tabs, either singly or via Shift Templates. - Assigned student's attendance. <p>Submit:</p> <ul style="list-style-type: none"> - Requests for changes to student capacity. - Notes attached to a student. <p>The time when a student was last seen</p>	<ul style="list-style-type: none"> - Clinical Placement Coordinator - Nurse/Midwife - Doctor - Allied Health Practitioner - Ambulance Officer