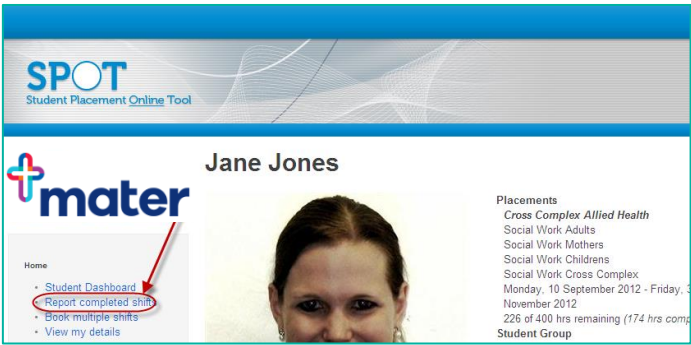
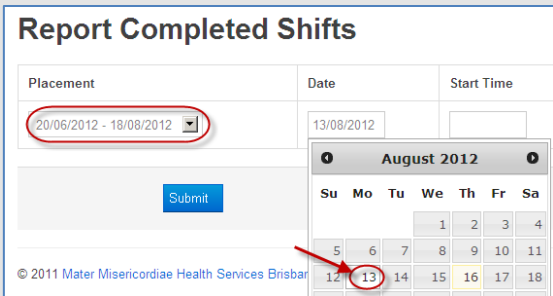
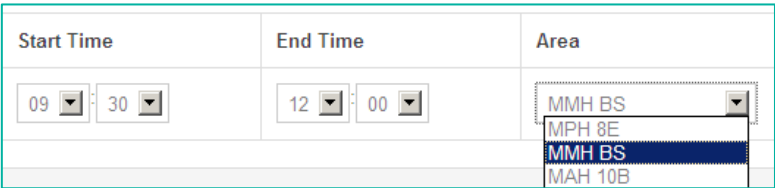
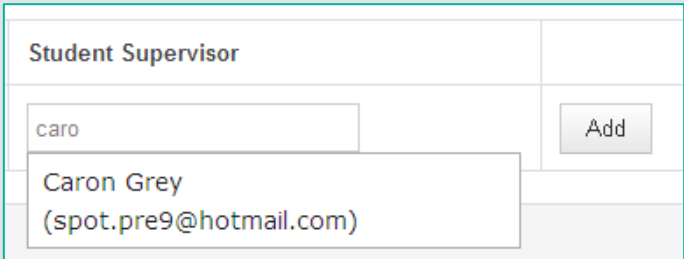


StRef-03 - Student Reference Sheet - How to Report an Unplanned Worked Shift.

Steps	Action	What it looks like
1.	<p>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.</p> <p>To report this shift in SPOT, click on the Report completed shifts link in the side bar of your student dashboard.</p>	
2.	<p>In the Report Completed Shifts screen, choose the correct Placement dates in the Placement field.</p> <p>Then choose the date of the shift you wish to report in the Date field.</p>	
3.	<p>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.</p> <p>Choose the area you worked the shift in the Area field.</p>	
4.	<p>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.</p> <p>Finally, click the Add button.</p>	

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.

Report Completed Shifts

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	<input type="text"/>	<input type="text"/>	MMH BS

