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.	Spectrometer Continue Tool Student Placement Online Tool Jane Jones Jane Jones Jane Jones Placements Cross Complex Illed Health Social Work Adults Social Work Adults Social Work Adults Social Work Adults Social Work Adults Social Work Adults Social Work Cross Complex Morday, 10 September 2012 - Friday, 1 November 2012 Student Group
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 1 2 3 4 © 2011 Mater Misericordiae Health Services Brisbar 12 13 14 15 16 17 18
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 1 30 1 12 00 1 MMH BS MMH BS MMH BS MMH BS MAH 10B
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.	Report Completed Shifts					
		Placement	Date	Start Time	End Time	Area	
Once all shifts are added the Submit button. Once area manager has appro the reported shifts they w appear on your schedule count towards your place		20/06/2012 - 18/08/2012	13/08/2012	09:30	12:00	MMH BS	
	Once all shifts are added, click	20/06/2012 - 18/08/2012	14/08/2012	01:15	3:45	MMH BS	
	the Submit button. Once your area manager has approved the reported shifts they will appear on your schedule and count towards your placement	20/06/2012 - 18/08/2012 I	16/08/2012			MMH BS	
	hours.						