



**Southern Cross
University**

Work Integrated Learning (WIL) Assessment Tool

Guide for Clinical Teachers

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Document Details

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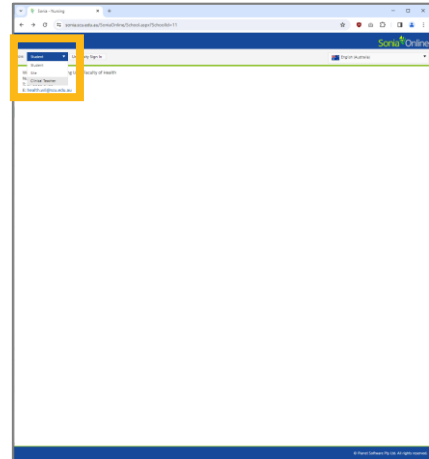
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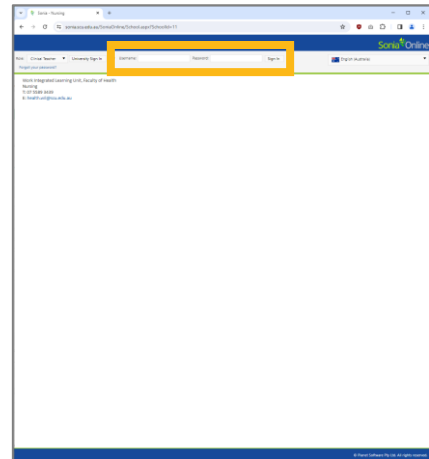
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1.1 Logging into Sonia Online

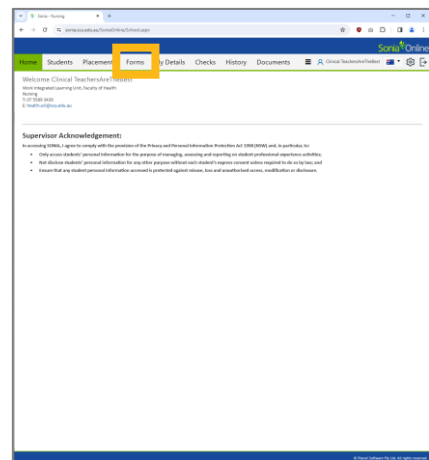
- STEP#1:** Log into the **Nursing** [Sonia Online](#).
STEP#2: From the **Role** dropdown select **Clinical Teacher**.



- STEP#3:** Enter your **Username** and **Password** (you will have received this information via an email from health.wil@scu.edu.au).
STEP#4: Click **Sign In** Button.



- STEP#5:** Navigate to the **Forms** tab.

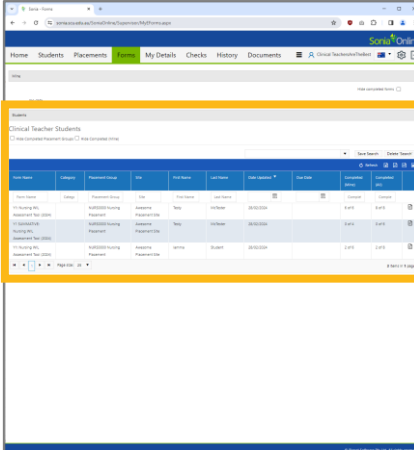


All Forms associated with your role as a Clinical Teacher are displayed.

One line = one Form. Each Form is associated with a single Student on a single Placement.

Some Students may be associated with *multiple* Forms (e.g. one Form for their original Placement, and one Form for a Make Up Placement).

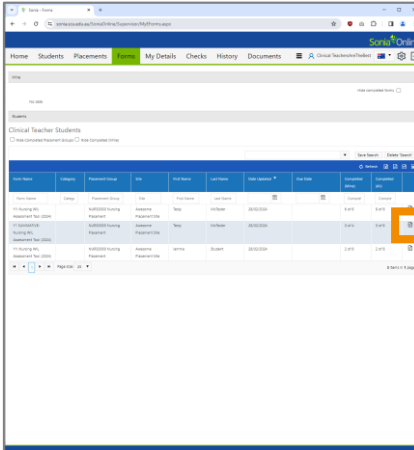
In the example right, the CT is roster to 2 x Students and there are 3 x Forms.



Form Name	Student	Placement Dates	Day	Time	Start Date	End Date	Start Time	End Time	Form Status
1st Year Med 101	1st Year Med 101	1st Year Med 101	Monday	10:00am	20/02/2024	20/02/2024	09:00	12:00	Open
1st Year Med 101	1st Year Med 101	1st Year Med 101	Monday	10:00am	20/02/2024	20/02/2024	09:00	12:00	Open
1st Year Med 101	1st Year Med 101	1st Year Med 101	Monday	10:00am	20/02/2024	20/02/2024	09:00	12:00	Open

STEP#6: Locate your target Form and click the associated **Form icon**.

STEP#7: Form will open in a new browser (either window or tab depending on your local machine's set up).



Form Name	Student	Placement Dates	Day	Time	Start Date	End Date	Start Time	End Time	Form Status
1st Year Med 101	1st Year Med 101	1st Year Med 101	Monday	10:00am	20/02/2024	20/02/2024	09:00	12:00	Open
1st Year Med 101	1st Year Med 101	1st Year Med 101	Monday	10:00am	20/02/2024	20/02/2024	09:00	12:00	Open
1st Year Med 101	1st Year Med 101	1st Year Med 101	Monday	10:00am	20/02/2024	20/02/2024	09:00	12:00	Open

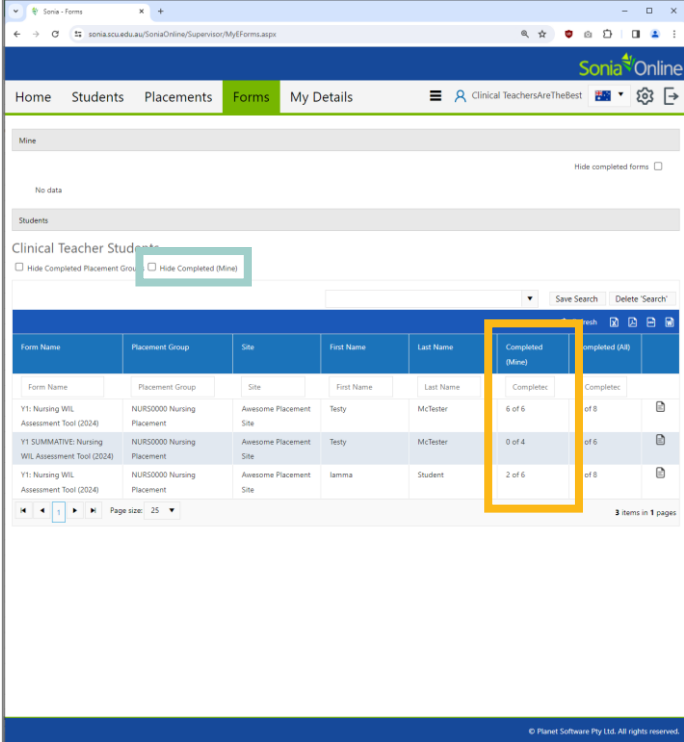
1.2 How to Identify if a Form is Ready for You to Edit

You can identify a Form's state of completion by referencing the **Completed (Mine) Column** (yellow box).

This Column displays how many Form-Level Buttons you (or another CT) have used. In the example right:

- **6 of 6** indicates that there are 6 Form-Level buttons associated with CTs, and all have been committed. All CT actions have been completed for this Form;
- **2 of 6** indicates that there are still 4 x CT Form-Level Buttons that require a CT to commit;
- **0 of 6** indicates that no CT Form-Level Buttons have been committed.

If you wish to hide all CT-complete Forms you can tick the **Hide Completed (Mine) Checkbox** (sky blue box).



The screenshot shows the 'Forms' tab in the Sonia Online interface. A table lists forms with columns for Form Name, Placement Group, Site, First Name, Last Name, and Completed (Mine). The 'Completed (Mine)' column is highlighted with a yellow box. A 'Hide Completed (Mine)' checkbox is also highlighted with a sky blue box.

Form Name	Placement Group	Site	First Name	Last Name	Completed (Mine)	Completed (All)
Y1: Nursing WIL Assessment Tool (2024)	NURS0000 Nursing Placement	Awesome Placement Site	Testy	McTester	6 of 6	6 of 6
Y1 SUMMATIVE: Nursing WIL Assessment Tool (2024)	NURS0000 Nursing Placement	Awesome Placement Site	Testy	McTester	0 of 4	0 of 6
Y1: Nursing WIL Assessment Tool (2024)	NURS0000 Nursing Placement	Awesome Placement Site	Ianna	Student	2 of 6	2 of 6

IMPORTANT

If you are sharing supervision with other CT/s (e.g., a Job Share) your colleague/s will have the same access to all Forms as yourself. To avoid confusion, ensure that you discuss who will be completing Forms for each Student.

If you are working at a Site where CTs locally divvy Student supervision, all CTs will see all Forms (not just those associated with the Students they are ultimately responsible for). It is vital that you only open and action those Forms specifically connected to your Students.

1.3 Anatomy of the WIL Assessment Tool

The WIL Assessment Tool is divided into 9 Sections (see image right). Each Section has a different purpose and stakeholder.

There are a number of versions of the WIL Assessment Tool:

- Separate Forms for each Course Year-Level (Year 1 / Year 2 / Year 3). This is connected to the varying number of Attendance Variation Applications that can be triggered from the WIL Assessment Tool; AND
- Form versions that support both *Formative* and *Summative* assessment, and versions that support only *Summative* assessment (for very short duration Make Up placements).

All Form versions function in essentially the same manner.

Section 1: Student and Placement Details

Section 2: Student Attendance

Section 3: Code of Conduct

Section 4: ANSAT Clinical Assessment

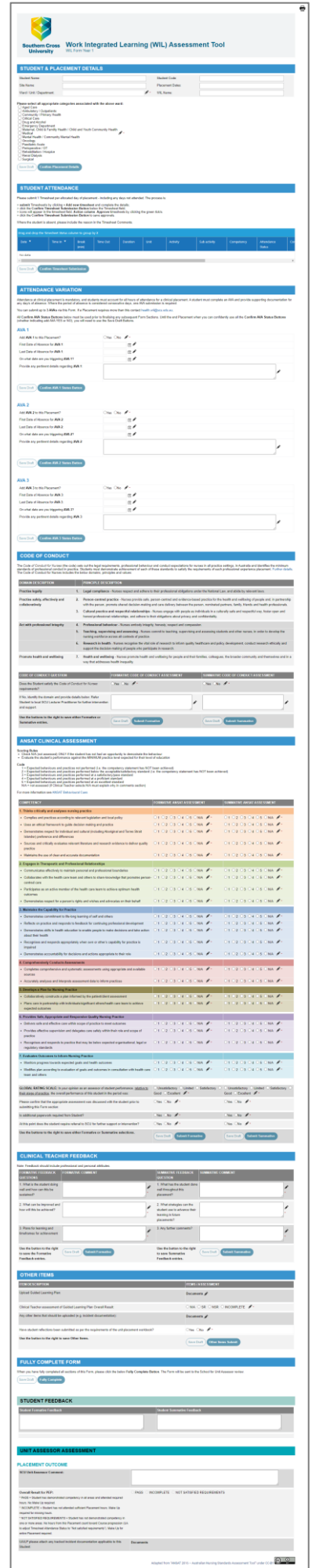
Section 5: CT Feedback

Section 6: Other Items

Section 7: CT Placement sign-off

Section 8: Student Feedback

Section 9: UA Assessment of Student Performance



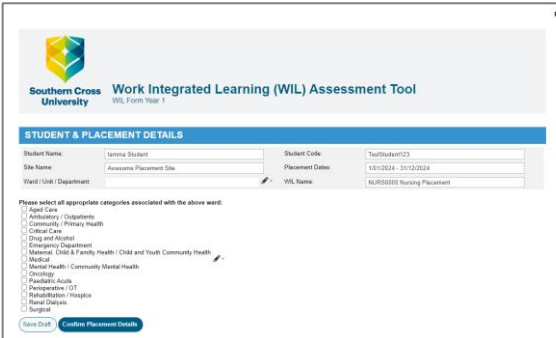
The screenshot displays the 'Work Integrated Learning (WIL) Assessment Tool' interface. It is organized into several distinct sections, each with a specific purpose and stakeholder focus:

- STUDENT & PLACEMENT DETAILS:** Includes fields for Student Name, Student Code, Placement Code, and Placement Name. It also lists various placement types such as Clinical, Internship, and Research.
- STUDENT ATTENDANCE:** A table for recording attendance across different weeks (Week 1 to Week 4), with columns for 'Present', 'Absent', and 'Sick'.
- ATTENDANCE VARIATION:** A section for reporting attendance issues, including 'Absence 1', 'Absence 2', and 'Absence 3', with checkboxes for 'Yes' or 'No' and a 'Report' button.
- CODE OF CONDUCT:** A section for reporting conduct issues, including 'Professionalism', 'Health and Safety', and 'Research and Ethics', with checkboxes for 'Yes' or 'No' and a 'Report' button.
- ANSAT CLINICAL ASSESSMENT:** A detailed table for clinical assessment, with columns for 'Competence', 'Professionalism', 'Communication', 'Teamwork', and 'Patient Care'. It includes a 'Report' button for each row.
- CLINICAL TEACHER FEEDBACK:** A section for providing feedback on the student's performance, including 'Overall Feedback', 'Strengths', and 'Areas for Improvement'.
- OTHER ITEMS:** A section for reporting other relevant information, including 'Other Items' and 'Comments'.
- FULLY COMPLETE FORM:** A section for indicating when the form is complete, with a 'Fully Complete' button.
- STUDENT FEEDBACK:** A section for providing feedback from the student, including 'Student Feedback' and 'Comments'.
- UA ASSESSMENT OF STUDENT PERFORMANCE:** A section for the final assessment of student performance, including 'UA Assessment' and 'Comments'.

1.3.1 Section 1: Student and Placement Details

This Section will largely auto-fill from data supplied by SCU.

STEP#1: Review information. If there are any issues, email healthplacements@scu.edu.au.



STUDENT & PLACEMENT DETAILS

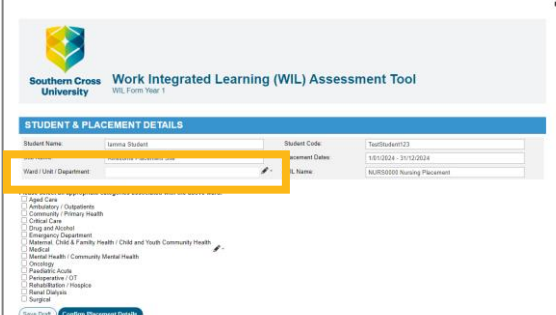
Student Name: Lenna Student Student Code: TestStudent123
 Site Name: Aesona Placement Site Placement Dates: 1/6/2024 - 31/12/2024
 Ward / Unit / Department: Placement Site WIL Name: NURS0000 Nursing Placement

Please select all appropriate categories associated with the above ward:

- Aged Care
- Ambulatory / Outpatients
- Community / Primary Health
- Critical Care
- Drug and Alcohol
- Emergency Department
- Maternal, Child & Family Health / Child and Youth Community Health
- Medical
- Mental Health / Community Mental Health
- Oncology
- Paediatric Acute
- Peroperative / OT
- Rehabilitation / Hospice
- Renal Dialysis
- Surgical

Save Draft Confirm Placement Details

STEP#2: Enter the **Ward / Unit / Department**.



STUDENT & PLACEMENT DETAILS

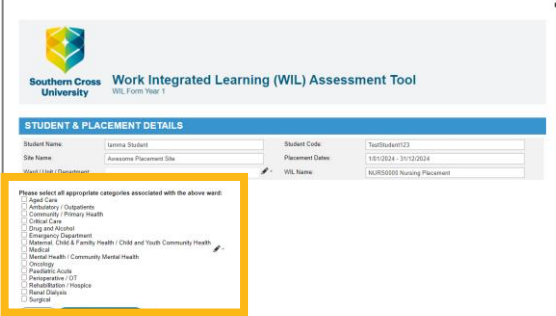
Student Name: Lenna Student Student Code: TestStudent123
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Please select all appropriate categories associated with the above ward:

- Aged Care
- Ambulatory / Outpatients
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- Emergency Department
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- Medical
- Mental Health / Community Mental Health
- Oncology
- Paediatric Acute
- Peroperative / OT
- Rehabilitation / Hospice
- Renal Dialysis
- Surgical

Save Draft Confirm Placement Details

STEP#3: Select all appropriate categories.



STUDENT & PLACEMENT DETAILS

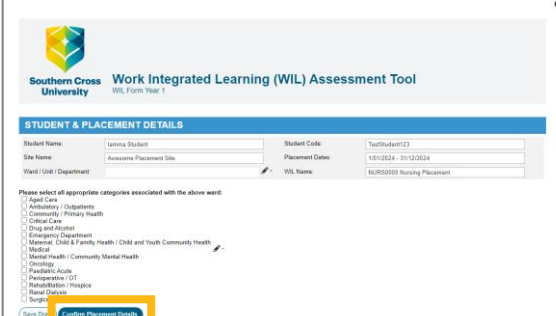
Student Name: Lenna Student Student Code: TestStudent123
 Site Name: Aesona Placement Site Placement Dates: 1/6/2024 - 31/12/2024
 Ward / Unit / Department: Placement Site WIL Name: NURS0000 Nursing Placement

Please select all appropriate categories associated with the above ward:

- Aged Care
- Ambulatory / Outpatients
- Community / Primary Health
- Critical Care
- Drug and Alcohol
- Emergency Department
- Maternal, Child & Family Health / Child and Youth Community Health
- Medical
- Mental Health / Community Mental Health
- Oncology
- Paediatric Acute
- Peroperative / OT
- Rehabilitation / Hospice
- Renal Dialysis
- Surgical

Save Draft Confirm Placement Details

STEP#4: Click **Confirm Placement Details** Button.



STUDENT & PLACEMENT DETAILS

Student Name: Lenna Student Student Code: TestStudent123
 Site Name: Aesona Placement Site Placement Dates: 1/6/2024 - 31/12/2024
 Ward / Unit / Department: Placement Site WIL Name: NURS0000 Nursing Placement

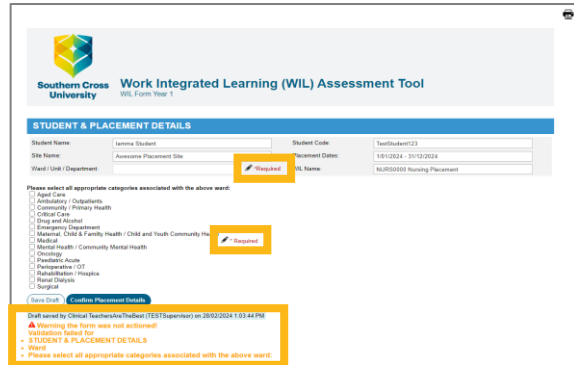
Please select all appropriate categories associated with the above ward:

- Aged Care
- Ambulatory / Outpatients
- Community / Primary Health
- Critical Care
- Drug and Alcohol
- Emergency Department
- Maternal, Child & Family Health / Child and Youth Community Health
- Medical
- Mental Health / Community Mental Health
- Oncology
- Paediatric Acute
- Peroperative / OT
- Rehabilitation / Hospice
- Renal Dialysis
- Surgical

Save Draft **Confirm Placement Details**

STEP#5: If a mandatory item has not been completed a **yellow warning message** will appear below the Button, and **red Required messages** will appear next to each omitted item.

STEP#6: Address the issue and try again.



Southern Cross University Work Integrated Learning (WIL) Assessment Tool
WIL Form Year 1

STUDENT & PLACEMENT DETAILS

Student Name: Ianna Student Student Code: TestStudent123
 Site Name: Assessment Placement Site Placement Dates: 1/8/2024 - 31/12/2024
 Ward / Unit / Department: [Dropdown] WIL Name: NURS0000 Nursing Placement

Please select all appropriate categories associated with the above ward:

- Adult Care
- Ambulatory / Outpatients
- Community / Primary Health
- Critical Care
- Drug and Alcohol
- Emergency Department
- Maternal, Child & Family Health / Child and Youth Community Health
- Medical
- Mental Health / Community Mental Health
- Oncology
- Paediatric Acute
- Perioperative / OT
- Rehabilitation / Hospice
- Special Services
- Surgical

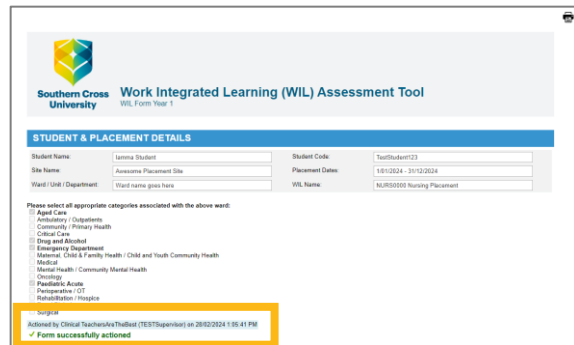
Click here to **Generate Placement Details**

⚠ Warning: The form was not actioned!
 Validation failed for:
 • **STUDENT & PLACEMENT DETAILS**
 • Ward
 • Please select all appropriate categories associated with the above ward.

If submission is successful, the Button will be replaced with your details and a green **Form successfully actioned** message.

Once the Button has disappeared, Section 1 is locked and can no longer be edited.

If there is a problem with any locked data, email healthplacements@scu.edu.au for assistance.



Southern Cross University Work Integrated Learning (WIL) Assessment Tool
WIL Form Year 1

STUDENT & PLACEMENT DETAILS

Student Name: Ianna Student Student Code: TestStudent123
 Site Name: Assessment Placement Site Placement Dates: 1/8/2024 - 31/12/2024
 Ward / Unit / Department: Ward name goes here WIL Name: NURS0000 Nursing Placement

Please select all appropriate categories associated with the above ward:

- Adult Care
- Ambulatory / Outpatients
- Community / Primary Health
- Critical Care
- Drug and Alcohol
- Emergency Department
- Maternal, Child & Family Health / Child and Youth Community Health
- Medical
- Mental Health / Community Mental Health
- Oncology
- Paediatric Acute
- Perioperative / OT
- Rehabilitation / Hospice

Click here to **Generate Placement Details**

⚠ Actioned by Clinical Teachers/Aria Thebus (TEST@scu.edu.au) on 28/02/2024 1:55:41 PM
 ✓ Form successfully actioned

1.3.2 Section 2: Student Attendance

There are 2 components to Student Attendance:

STUDENT ATTENDANCE

Please submit 1 Timesheet per allocated day of placement - including any days not attended. The process is:

- > submit Timesheets by clicking + Add new timesheet and complete the details.
- > click the Confirm Timesheet Submission Button below the Timesheet field.
- > scores will appear in the timesheet field, Action column. Approve timesheets by clicking the green ticks.
- > click the Confirm Timesheet Submission Button to save approvals.

Where the student is absent, please include the reason in the Timesheet Comments.

+ Add new timesheet X Cancel
Refresh

Date	Duration	Unit	Attendance Status	Comment	Timesheet Status	Actions	Date Updated	Updated By
No data								

Save Draft Confirm Timesheet Submission

ATTENDANCE VARIATION

Attendance at clinical placement is mandatory, and students must account for all hours of attendance for a clinical placement. A student must complete an AVA and provide supporting documentation for any days of absence. Where the period of absence is considered consecutive days, one AVA submission is required.

You can submit up to 3 AVAs via this Form. If a Placement requires more than this contact health.wil@scu.edu.au.

All Confirm AVA Status Buttons below must be used prior to finalising any subsequent Form Sections. Until the end Placement when you can confidently use all the Confirm AVA Status Buttons (whether indicating add AVA YES or NO), you will need to use the Save Draft Buttons.

AVA 1

Add AVA 1 to this Placement? Yes No ✎

First Date of Absence for AVA 1: ✎

Last Date of Absence for AVA 1: ✎

On what date are you triggering AVA 1? ✎

Provide any pertinent details regarding AVA 1: ✎

Save Draft Confirm AVA 1 Status Button

AVA 2

Add AVA 2 to this Placement? Yes No ✎

First Date of Absence for AVA 2: ✎

Last Date of Absence for AVA 2: ✎

On what date are you triggering AVA 2? ✎

Provide any pertinent details regarding AVA 2: ✎

Save Draft Confirm AVA 2 Status Button

AVA 3

Add AVA 3 to this Placement? Yes No ✎

First Date of Absence for AVA 3: ✎

Last Date of Absence for AVA 3: ✎

On what date are you triggering AVA 3? ✎

Provide any pertinent details regarding AVA 3: ✎

Save Draft Confirm AVA 3 Status Button

Section 2A: Daily Timesheets

Section 2B: Attendance Variation

We are required to record **one Timesheet per Placement day** regardless whether the Student attends or is absent (e.g., if the Placement runs for 10 days, then we must have 10 Timesheets).

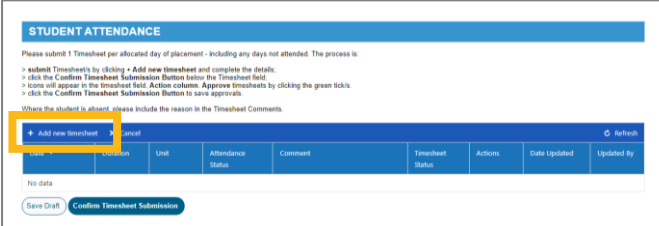
Timesheets only count towards a Student's total Placement Hours when they have:

- an Attendance Status of **Attended**; AND
- an Approval Status of **Approved**

This means that you need to complete 2 steps for each Timesheet: create and approve. An unapproved Timesheet does not count towards the Student's total hours.

CREATE TIMESHEET

STEP#1: Click + Add new timesheet.



STUDENT ATTENDANCE

Please submit 1 Timesheet per allocated day of placement - including any days not attended. The process is:

- > submit Timesheets by clicking + Add new timesheet and complete the details.
- > click the Confirm Timesheet Submission Button below the Timesheet field.
- > icons will appear in the timesheet field. Action column. Approve timesheets by clicking the green ticks.
- > click the Confirm Timesheet Submission Button to save approvals.

Where the student is absent please include the reason in the Timesheet Comments.

+ Add new timesheet X Cancel Refresh

Date	Duration	Unit	Attendance Status	Comment	Timesheet Status	Actions	Date Updated	Updated By
No data								

Save Draft Confirm Timesheet Submission

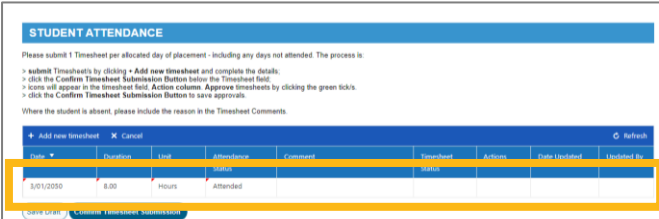
IMPORTANT: Sometimes you will see pre-existing Timesheet lines. These have been created by the SCU WIL Team and represent pre-approved known absences. Please **DO NOT** submit additional Timesheets for these dates.

A new Timesheet line appears with *today's date*.

STEP#2: Update the details as required including date, duration (1 day = 8 hours), unit (hours), and Attendance Status which should be either:

- Attended
- Did not attend

IMPORTANT: never use "Office Use Only: NSR" (this is for office use only).



STUDENT ATTENDANCE

Please submit 1 Timesheet per allocated day of placement - including any days not attended. The process is:

- > submit Timesheets by clicking + Add new timesheet and complete the details.
- > click the Confirm Timesheet Submission Button below the Timesheet field.
- > icons will appear in the timesheet field. Action column. Approve timesheets by clicking the green ticks.
- > click the Confirm Timesheet Submission Button to save approvals.

Where the student is absent please include the reason in the Timesheet Comments.

+ Add new timesheet X Cancel Refresh

Date	Duration	Unit	Attendance Status	Comment	Timesheet Status	Actions	Date Updated	Updated By
8/01/2020	8.00	Hours	Attended		Active			

Save Draft Confirm Timesheet Submission

N.B., you may repeat this step multiple times (i.e., create multiple Timesheets) before proceeding to STEP#3.

STEP#3: Click the **Confirm Timesheet Submission Button**.

IMPORTANT: this is a multi-use Button and will not disappear when you click it.



STUDENT ATTENDANCE

Please submit 1 Timesheet per allocated day of placement - including any days not attended. The process is:

- > submit Timesheets by clicking + Add new timesheet and complete the details.
- > click the Confirm Timesheet Submission Button below the Timesheet field.
- > icons will appear in the timesheet field. Action column. Approve timesheets by clicking the green ticks.
- > click the Confirm Timesheet Submission Button to save approvals.

Where the student is absent please include the reason in the Timesheet Comments.

+ Add new timesheet X Cancel Refresh

Date	Duration	Unit	Attendance Status	Comment	Timesheet Status	Actions	Date Updated	Updated By
8/01/2020			Attended					

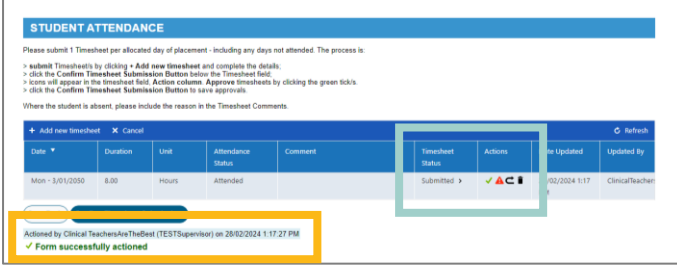
Save Draft Confirm Timesheet Submission

N.B., you may repeat this step multiple times (i.e., create multiple Timesheets) before proceeding to STEP#4.

If submission is successful, you will see your details and a green **Form successfully actioned** message (yellow box).

The Timesheet will have a Timesheet Status of **Submitted** and does not yet count towards the Student's total Placement Hours (sky blue box).

Icons will appear in the **Actions** column.



STUDENT ATTENDANCE

Please submit 1 Timesheet per allocated day of placement - including any days not attended. The process is:

- > submit Timesheets by clicking + **Add new timesheet** and complete the details;
- > click the **Confirm Timesheet Submission Button** below the Timesheet field;
- > icons will appear in the timesheet field. **Action column:** Approve timesheets by clicking the green tick's;
- > click the **Confirm Timesheet Submission Button** to save approvals.

Where the student is absent, please include the reason in the Timesheet Comments.

Date	Duration	Unit	Attendance Status	Comment	Timesheet Status	Actions	Date Updated	Updated By
Mon - 3/01/2020	8.00	Hours	Attended		Submitted	✔ ⚠ 🗑	28/02/2024 1:17	ClinicalTeacher

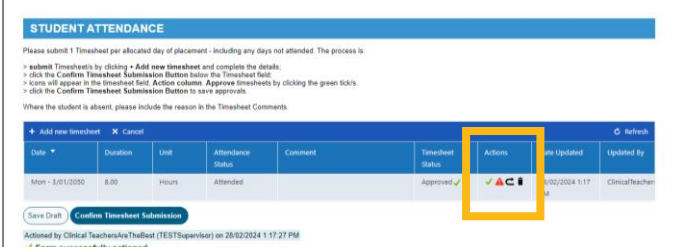
Actioned by Clinical TeachersAreTheBest (TESTSupervisor) on 28/02/2024 1:17:27 PM
✔ Form successfully actioned

APPROVE TIMESHEET

STEP#4: To approve the Timesheet click the **Approve icon (green tick icon)**.

N.B., at this point you can also use the red Delete icon if you need to completely remove the line.

Timesheet Status will change to "Approved".



STUDENT ATTENDANCE

Please submit 1 Timesheet per allocated day of placement - including any days not attended. The process is:

- > submit Timesheets by clicking + **Add new timesheet** and complete the details;
- > click the **Confirm Timesheet Submission Button** below the Timesheet field;
- > icons will appear in the timesheet field. **Action column:** Approve timesheets by clicking the green tick's;
- > click the **Confirm Timesheet Submission Button** to save approvals.

Where the student is absent, please include the reason in the Timesheet Comments.

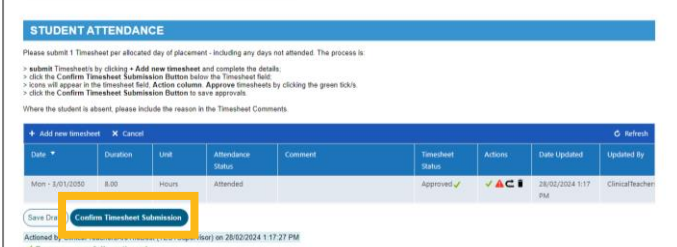
Date	Duration	Unit	Attendance Status	Comment	Timesheet Status	Actions	Date Updated	Updated By
Mon - 3/01/2020	8.00	Hours	Attended		Approved	✔ ⚠ 🗑	28/02/2024 1:17	ClinicalTeacher

Actioned by Clinical TeachersAreTheBest (TESTSupervisor) on 28/02/2024 1:17:27 PM
✔ Form successfully actioned

N.B., you may repeat this step multiple times (i.e., approve multiple Timesheets) before proceeding to STEP#5.

The Timesheet Status will change from Submitted to **Approved**.

STEP#5: Click the **Confirm Timesheet Submission Button**.



STUDENT ATTENDANCE

Please submit 1 Timesheet per allocated day of placement - including any days not attended. The process is:

- > submit Timesheets by clicking + **Add new timesheet** and complete the details;
- > click the **Confirm Timesheet Submission Button** below the Timesheet field;
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Where the student is absent, please include the reason in the Timesheet Comments.

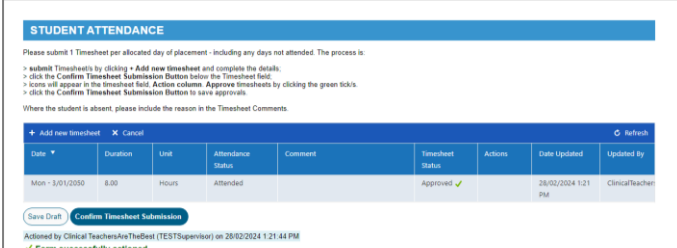
Date	Duration	Unit	Attendance Status	Comment	Timesheet Status	Actions	Date Updated	Updated By
Mon - 3/01/2020	8.00	Hours	Attended		Approved	✔ ⚠ 🗑	28/02/2024 1:17 PM	ClinicalTeacher

Actioned by Clinical TeachersAreTheBest (TESTSupervisor) on 28/02/2024 1:17:27 PM
✔ Form successfully actioned

The Action icons will all disappear.

The target Timesheet is now locked and counts towards the Student's total Placement Hours.

If there is a problem with the entry, email health.wil@scu.edu.au for assistance.



STUDENT ATTENDANCE

Please submit 1 Timesheet per allocated day of placement - including any days not attended. The process is:

- > submit Timesheets by clicking + **Add new timesheet** and complete the details;
- > click the **Confirm Timesheet Submission Button** below the Timesheet field;
- > icons will appear in the timesheet field. **Action column:** Approve timesheets by clicking the green tick's;
- > click the **Confirm Timesheet Submission Button** to save approvals.

Where the student is absent, please include the reason in the Timesheet Comments.

Date	Duration	Unit	Attendance Status	Comment	Timesheet Status	Actions	Date Updated	Updated By
Mon - 3/01/2020	8.00	Hours	Attended		Approved		28/02/2024 1:21 PM	ClinicalTeacher

Actioned by Clinical TeachersAreTheBest (TESTSupervisor) on 28/02/2024 1:21:44 PM
✔ Form successfully actioned

Students are expected to attend every day of Placement. A Student is required to complete an Attendance Variation Application (AVA) if they:

- Become aware that they *will miss* any allocated day/s (e.g., they receive notice of Jury Duty that falls within the Placement period); OR
- Unexpectedly do not attend any Placement day/s (e.g., due to illness);

After Placement commencement, CTs are responsible for triggering the AVA process by completing Section 5B.

In Year 1 and 2, CTs can trigger up to 3 x AVAs. In Year 3, CTs can trigger up to 5 x AVAs. If any more AVAs are required contact health.wil@scu.edu.au for assistance.

WHERE A STUDENT HAS BEEN / WILL BE ABSENT

IMPORTANT: Sometimes, when you first open the WIL Form, you will see pre-existing Timesheet lines. These have been created by the SCU WIL Team and represent known absences (where the Student has already notified the WIL Team of an upcoming absence). Please **DO NOT** trigger an AVA for these absences (the AVA process has already been completed prior to Placement commencement).

STEP#1: Create **Did not attend** Timesheets (one per day of absence).

Duration = 0 hours.

Comment should indicate the linked AVA and a very brief reason for absence.

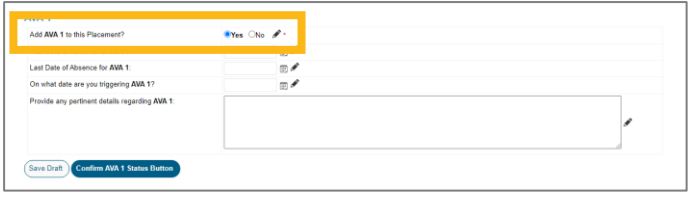

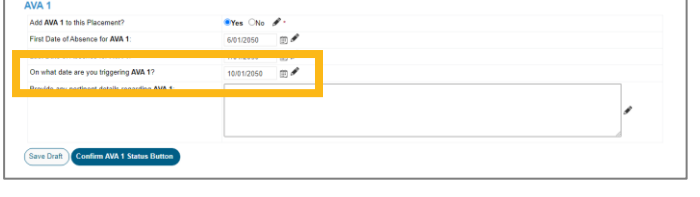
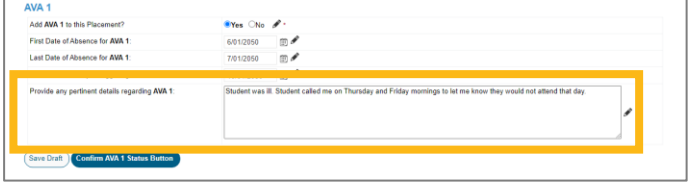
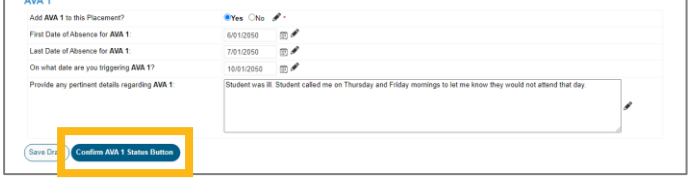
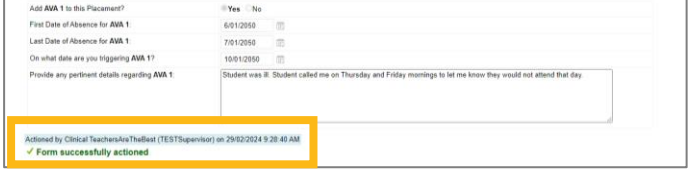
STUDENT ATTENDANCE																																																															
Please submit 1 Timesheet per allocated day of placement - including any days not attended. The process is:																																																															
<ul style="list-style-type: none"> > submit Timesheets by clicking + Add new timesheet and complete the details; > click the Confirm Timesheet Submission Button below the Timesheet field; > icons will appear in the timesheet field. Action column: Approve timesheets by clicking the green ticks; > click the Confirm Timesheet Submission Button to save approvals. 																																																															
Where the student is absent, please include the reason in the Timesheet Comments.																																																															
<div style="display: flex; justify-content: space-between;"> + Add new timesheet X Cancel Refresh </div> <table border="1"> <thead> <tr> <th>Date</th> <th>Duration</th> <th>Unit</th> <th>Attendance Status</th> <th>Comment</th> <th>Timesheet Status</th> <th>Actions</th> <th>Date Updated</th> <th>Updated By</th> </tr> </thead> <tbody> <tr> <td>Mon - 10/01/2050</td> <td>8.00</td> <td>Hours</td> <td>Attended</td> <td></td> <td>Approved</td> <td>✓</td> <td>28/02/2024 9:17 AM</td> <td>ClinicalTeacher</td> </tr> <tr> <td>Fri - 7/01/2050</td> <td>0.00</td> <td>Hours</td> <td>Did Not Attend</td> <td>Ava 1: Illness</td> <td>Approved</td> <td>✓</td> <td>28/02/2024 9:17 AM</td> <td>ClinicalTeacher</td> </tr> <tr> <td>Thu - 6/01/2050</td> <td>0.00</td> <td>Hours</td> <td>Did Not Attend</td> <td>Ava 1: Illness</td> <td>Approved</td> <td>✓</td> <td>28/02/2024 9:17 AM</td> <td>ClinicalTeacher</td> </tr> <tr> <td>Tue - 4/01/2050</td> <td>8.00</td> <td>Hours</td> <td>Attended</td> <td></td> <td>Approved</td> <td>✓</td> <td>28/02/2024 9:17 AM</td> <td>ClinicalTeacher</td> </tr> <tr> <td>Mon - 3/01/2050</td> <td>8.00</td> <td>Hours</td> <td>Attended</td> <td></td> <td>Approved</td> <td>✓</td> <td>28/02/2024 1:21 PM</td> <td>ClinicalTeacher</td> </tr> </tbody> </table>										Date	Duration	Unit	Attendance Status	Comment	Timesheet Status	Actions	Date Updated	Updated By	Mon - 10/01/2050	8.00	Hours	Attended		Approved	✓	28/02/2024 9:17 AM	ClinicalTeacher	Fri - 7/01/2050	0.00	Hours	Did Not Attend	Ava 1: Illness	Approved	✓	28/02/2024 9:17 AM	ClinicalTeacher	Thu - 6/01/2050	0.00	Hours	Did Not Attend	Ava 1: Illness	Approved	✓	28/02/2024 9:17 AM	ClinicalTeacher	Tue - 4/01/2050	8.00	Hours	Attended		Approved	✓	28/02/2024 9:17 AM	ClinicalTeacher	Mon - 3/01/2050	8.00	Hours	Attended		Approved	✓	28/02/2024 1:21 PM	ClinicalTeacher
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<div style="display: flex; justify-content: space-between;"> Save Draft Confirm Timesheet Submission </div>																																																															
Added by ClinicalTeacher@TheBest (TEST)Supervisor on 28/02/2024 9:18:32 AM																																																															

STEP#2: WAIT UNTIL STUDENT RETURNS TO PLACEMENT BEFORE CONTINUING.

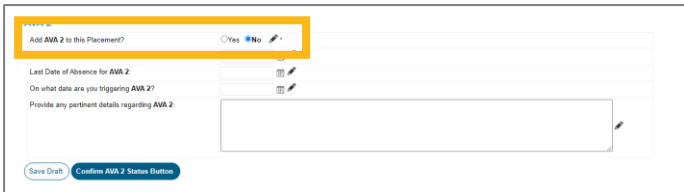
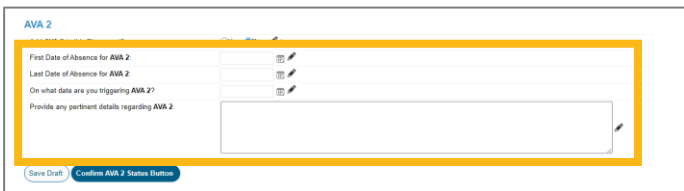

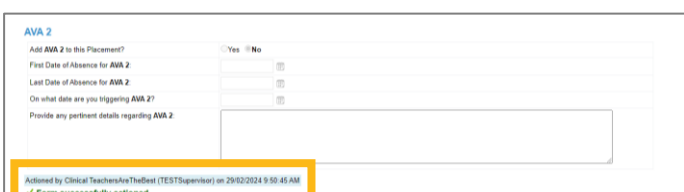
The remaining steps use AVA 1 as an example only.

STEP#3: Once the Student has returned to Placement submit a **single AVA covering the entire period of absence.**





ATTENDANCE VARIATION	
Attendance at clinical placement is mandatory, and students must account for all hours of attendance for a clinical placement. A student must complete an AVA and provide supporting documentation for any days of absence. Where the period of absence is considered consecutive days, one AVA submission is required.	
You can submit up to 3 AVAs via this Form. If a Placement requires more than this contact health.wil@scu.edu.au .	
All Confirm AVA Status Buttons below must be used prior to finalising any subsequent Form Sections. Until the end Placement when you can confidently use all the Confirm AVA Status Buttons (whether indicating add AVA YES or NO), you will need to use the Save Draft Buttons.	
AVA 1	
Add AVA 1 to this Placement?	<input type="radio"/> Yes <input type="radio"/> No
First Date of Absence for AVA 1	<input type="text"/>
Last Date of Absence for AVA 1	<input type="text"/>
On what date are you triggering AVA 1?	<input type="text"/>
Provide any pertinent details regarding AVA 1.	<input type="text"/>
<div style="display: flex; justify-content: space-between;"> Save Draft Confirm AVA 1 Status Button </div>	

<p>STEP#4: Set Add AVA 1 to this Placement? = YES.</p>	
<p>STEP#5: Enter the date range of absence.</p>	
<p>STEP#6: Enter the date you will use the Confirm AVA 1 Status Button.</p> <p>N.B. in the example, Student was absent on Thursday and Friday. The CT has waited until the following Monday (when the Student returned to Placement) to process the AVA.</p>	
<p>STEP#7: Enter a brief description of absence and Student behaviour.</p>	
<p>STEP#8: Confirm that all fields have been populated correctly, then click the Confirm AVA 1 Status Button.</p>	
<p>If submission is successful, Button will be replaced by your details and a green Form successfully actioned message.</p> <p>In the background, Sonia will create an AVA 1 Form and email a Form link to the Student.</p> <p>The AVA 1 fields are now locked and cannot be edited. If there is a problem with the entry, email healthplacements@scu.edu.au for assistance.</p>	

All AVA Buttons must be used before you can use the downstream **Section 7: Fully Complete Button** (i.e. complete the Form). This means that even if the Student has attended all Placement days, you need to commit all AVA Buttons.

WHERE STUDENT HAS ATTENDED ALL PLACEMENT DAYS	
<p>The following steps use AVA 2 as an example only.</p> <p>STEP#1: Add AVA 2 to this Placement? = NO.</p>	
<p>STEP#2: Leave all other fields blank.</p>	
<p>STEP#3: Click the Confirm AVA 2 Status Button.</p>	
<p>If submission is successful, Button will be replaced by your details and a green Form successfully actioned message.</p> <p>The AVA 2 fields are now locked and cannot be edited. If there is a problem with the entry, email healthplacements@scu.edu.au for assistance.</p>	

1.3.3 Section 3: Code of Conduct

CODE OF CONDUCT		
<p>The <i>Code of Conduct for Nurses</i> (the code) sets out the legal requirements, professional behaviour and conduct expectations for nurses in all practice settings, in Australia and identifies the minimum standards of professional conduct in practice. Students must demonstrate achievement of each of these standards to satisfy the requirements of each professional experience placement. Further details: The Code of Conduct for Nurses includes the below domains, principles and values.</p>		
DOMAIN DESCRIPTION	PRINCIPLE DESCRIPTION	
Practise legally	1. Legal compliance - Nurses respect and adhere to their professional obligations under the National Law, and abide by relevant laws.	
Practise safely, effectively and collaboratively	2. Person-centred practice - Nurses provide safe, person-centred and evidence-based practice for the health and wellbeing of people and, in partnership with the person, promote shared decision-making and care delivery between the person, nominated partners, family, friends and health professionals.	
	3. Cultural practice and respectful relationships - Nurses engage with people as individuals in a culturally safe and respectful way, foster open and honest professional relationships, and adhere to their obligations about privacy and confidentiality.	
Act with professional integrity	4. Professional behaviour - Nurses embody integrity, honesty, respect and compassion.	
	5. Teaching, supervising and assessing - Nurses commit to teaching, supervising and assessing students and other nurses, in order to develop the nursing workforce across all contexts of practice.	
	6. Research in health - Nurses recognise the vital role of research to inform quality healthcare and policy development, conduct research ethically and support the decision-making of people who participate in research.	
Promote health and wellbeing	7. Health and wellbeing - Nurses promote health and wellbeing for people and their families, colleagues, the broader community and themselves and in a way that addresses health inequality.	
CODE OF CONDUCT QUESTION	FORMATIVE CODE OF CONDUCT ASSESSMENT	SUMMATIVE CODE OF CONDUCT ASSESSMENT
Does the Student satisfy the <i>Code of Conduct for Nurses</i> requirements?	<input type="radio"/> Yes <input type="radio"/> No 	<input type="radio"/> Yes <input type="radio"/> No 
If No, identify the domain and provide details below. Refer Student to local SCU Lecturer Practitioner for further intervention and support.	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> 	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> 
Use the buttons to the right to save either Formative or Summative entries.	<input type="button" value="Save Draft"/> <input type="button" value="Submit Formative"/>	<input type="button" value="Save Draft"/> <input type="button" value="Submit Summative"/>

Formative

Summative

There are 2 components that you must complete:

- Halfway through the Placement, CTs complete the **Formative Column** and use the **Submit Formative Button**; AND
- At the end of the Placement, CTs complete the Summative Column and use the **Submit Summative Button**.

N.B. the WIL Assessment Tool associated with very short duration Make Up Placements does not have a Formative Column.

1.3.4 Section 5: ANSAT Clinical Assessment

This section is based on the [Australian Nursing Standards Tool \(ANSAT\) for Registered Nurse Students](#) developed by the Nursing and Midwifery Board, Australian (NMBA). This Section assesses the Student's performance against the Australian Nursing Standards.

ANSAT CLINICAL ASSESSMENT														
Scoring Rules • Check N/A (not assessed) ONLY if the student has not had an opportunity to demonstrate the behaviour • Evaluate the student's performance against the MINIMUM practice level expected for their level of education Code 1 = Expected behaviours and practices not performed (i.e. the competency statement has NOT been achieved) 2 = Expected behaviours and practices performed below the acceptable/satisfactory standard (i.e. the competency statement has NOT been achieved) 3 = Expected behaviours and practices performed at a satisfactory/pass standard 4 = Expected behaviours and practices performed at a proficient standard 5 = Expected behaviours and practices performed at an excellent standard N/A = not assessed (if Clinical Teacher selects N/A, must explain why in comments section) For more information see ANSAT Behavioural Cues														
COMPETENCY	FORMATIVE ANSAT ASSESSMENT	SUMMATIVE ANSAT ASSESSMENT												
1. Thinks critically and analyses nursing practice														
• Compiles and practices according to relevant legislation and local policy	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A												
• Uses an ethical framework to guide decision making and practice	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A												
• Demonstrates respect for individual and cultural (including Aboriginal and Torres Strait Islander) preferences and differences	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A												
• Sources and critically evaluates relevant literature and research evidence to deliver quality practice	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A												
• Maintains the use of clear and accurate documentation	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A												
2. Engages in Therapeutic and Professional Relationships														
• Communicates effectively to maintain personal and professional boundaries	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A												
• Collaborates with the health care team and others to share knowledge that promotes person-centred care	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A												
• Participates as an active member of the health care team to achieve optimum health outcomes	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A												
• Demonstrates respect for a person's rights and wishes and advocates on their behalf	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A												
3. Maintains the Capability for Practice														
• Demonstrates commitment to life-long learning of self and others	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A												
• Reflects on practice and responds to feedback for continuing professional development	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A												
• Demonstrates skills in health education to enable people to make decisions and take action about their health	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A												
• Recognises and responds appropriately when own or other's capability for practice is impaired	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A												
• Demonstrates accountability for decisions and actions appropriate to their role	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A												
4. Comprehensively Conducts Assessments														
• Completes comprehensive and systematic assessments using appropriate and available sources	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A												
• Accurately analyses and interprets assessment data to inform practices	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A												
5. Develops a Plan for Nursing Practice														
• Collaboratively constructs a plan informed by the patient/client assessment	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A												
• Plans care in partnership with individuals/significant others/health care team to achieve expected outcomes	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A												
6. Provides Safe, Appropriate and Responsive Quality Nursing Practice														
• Delivers safe and effective care within scope of practice to meet outcomes	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A												
• Provides effective supervision and delegates care safely within their role and scope of practice	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A												
• Recognises and responds to practice that may be below expected organisational, legal or regulatory standards	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A												
7. Evaluates Outcomes to Inform Nursing Practice														
• Monitors progress towards expected goals and health outcomes	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A												
• Modifies plan according to evaluation of goals and outcomes in consultation with health care team and others	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A												
GLOBAL RATING SCALE: In your opinion as an assessor of student performance, <i>relative to this stage of practice</i> , the overall performance of this student in the period was: <table border="0" style="width: 100%;"> <tr> <td><input type="radio"/> Unsatisfactory</td> <td><input type="radio"/> Limited</td> <td><input type="radio"/> Satisfactory</td> <td><input type="radio"/> Unsatisfactory</td> <td><input type="radio"/> Limited</td> <td><input type="radio"/> Satisfactory</td> </tr> <tr> <td><input type="radio"/> Good</td> <td><input type="radio"/> Excellent</td> <td></td> <td><input type="radio"/> Good</td> <td><input type="radio"/> Excellent</td> <td></td> </tr> </table>			<input type="radio"/> Unsatisfactory	<input type="radio"/> Limited	<input type="radio"/> Satisfactory	<input type="radio"/> Unsatisfactory	<input type="radio"/> Limited	<input type="radio"/> Satisfactory	<input type="radio"/> Good	<input type="radio"/> Excellent		<input type="radio"/> Good	<input type="radio"/> Excellent	
<input type="radio"/> Unsatisfactory	<input type="radio"/> Limited	<input type="radio"/> Satisfactory	<input type="radio"/> Unsatisfactory	<input type="radio"/> Limited	<input type="radio"/> Satisfactory									
<input type="radio"/> Good	<input type="radio"/> Excellent		<input type="radio"/> Good	<input type="radio"/> Excellent										
Please confirm that the appropriate assessment was discussed with the student prior to submitting this Form section.		<input type="radio"/> Yes <input type="radio"/> No												
Is additional paperwork required from Student?		<input type="radio"/> Yes <input type="radio"/> No												
At this point does the student require referral to SCU for further support or intervention?		<input type="radio"/> Yes <input type="radio"/> No												
Use the buttons to the right to save either Formative or Summative selections.														
<input type="button" value="Save Draft"/> <input type="button" value="Submit Formative"/>		<input type="button" value="Save Draft"/> <input type="button" value="Submit Summative"/>												

There are 2 components that you must complete:

- Halfway through the Placement, CTs complete the **Formative Column** and use the **Submit Formative Button**; AND
- At the end of the Placement, CTs complete the **Summative Column** and use the **Submit Summative Button**.

N.B. the WIL Assessment Tool associated with very short duration Make Up Placements does not have a Formative Column.



1.3.5 Section 5: CT Feedback

CLINICAL TEACHER FEEDBACK			
Note: Feedback should include professional and personal attributes.			
FORMATIVE FEEDBACK QUESTIONS	FORMATIVE COMMENT	SUMMATIVE FEEDBACK QUESTION	SUMMATIVE COMMENT
1. What is the student doing well and how can this be sustained?	<input type="text"/>	1. What has the student done well throughout this placement?	<input type="text"/>
2. What can be improved and how will this be achieved?	<input type="text"/>	2. What strategies can the student use to advance their learning in future placements?	<input type="text"/>
3. Plans for learning and timeframes for achievement	<input type="text"/>	3. Any further comments?	<input type="text"/>
Use the button to the right to save the Formative Feedback entries.		Use the button to the right to save Summative Feedback entries.	
<input type="button" value="Save Draft"/> <input type="button" value="Submit Formative"/>		<input type="button" value="Save Draft"/> <input type="button" value="Submit Summative"/>	

Formative
Summative


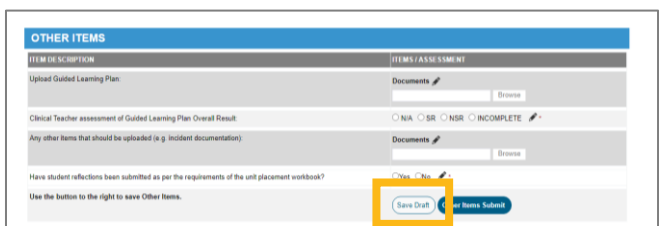
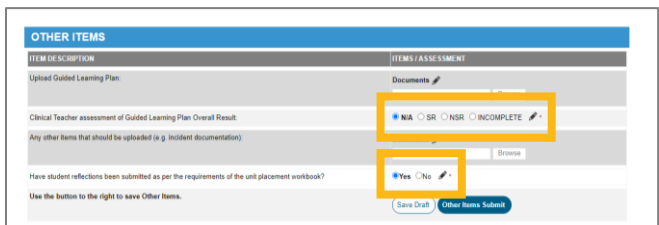
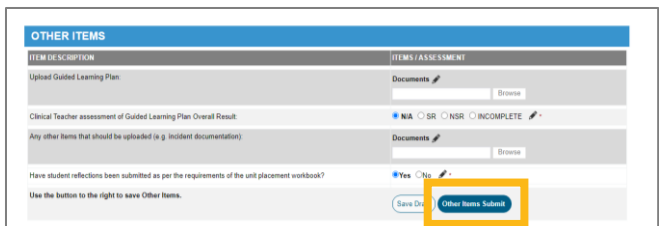
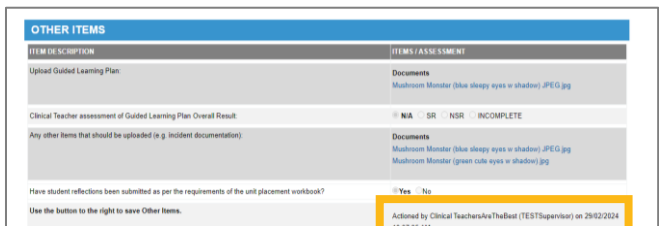
There are 2 components that you must complete:

- Halfway through the Placement, CTs complete the **Formative Column** and use the **Submit Formative Button**; AND
- At the end of the Placement, CTs complete the **Summative Column** and use the **Submit Summative Button**.

N.B. the WIL Assessment Tool associated with very short duration Make Up Placements does not have a Formative Column.

1.3.6 Section 6: Other Items

Various documents (such as Guided Learning Plans and Incident Documentation) can be uploaded to this Section.

<p>STEP#1: To upload a document, click the appropriate Browse Button.</p> <p>STEP#2: Navigate to, and select, your target file (method based on your local machine setup).</p> <p>You can upload multiple files to each field. Upload-able file types are limited to: .jpg, .jpeg and .pdf.</p>	
<p>STEP#3: It is recommended to use the Save Draft Button until you are ready to commit the whole Form.</p>	
<p>STEP#4: Answer both questions.</p>	
<p>STEP#5: Click the Other Items Submit Button.</p>	
<p>If submission is successful, Button will be replaced by your details.</p> <p>The Other Items fields are now locked and cannot be edited. If there is a problem with the entry, email healthplacements@scu.edu.au for assistance.</p>	

1.3.7 Section 7: CT Placement sign-off

FULLY COMPLETE FORM

When you have fully completed all sections of this Form, please click the below Fully Complete Button. The Form will be sent to the School for Unit Assessor review.

This Section should only be completed when:

- An individual **Timesheet** for every day of Placement has been submitted and approved; AND
- All **AVAs Buttons** have been committed; AND
- All **Code of Conduct Buttons** have been committed; AND
- All **ANSAT Buttons** have been committed; AND
- All **CT Feedback Buttons** have been committed; AND
- **Other Items Button** has been committed.

Once you use this Button you are:

- confirming that all information submitted is true and correct; AND
- locking the Form; AND
- indicating to the UA that they may review the Student's performance and award a Placement Grade.

IMPORTANT: Do not submit any Timesheets after this Button has been committed.