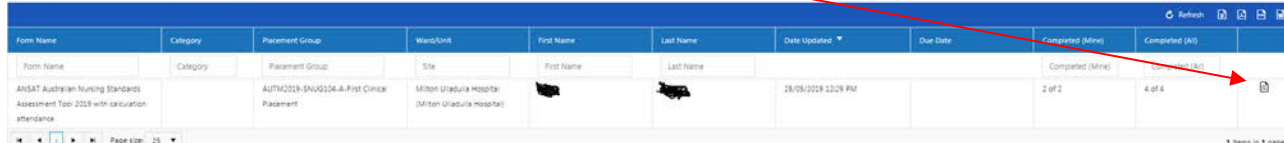


Online ANSAT Instructions for UOW Clinical Supervisors

WHERE CAN I FIND THE ONLINE ANSAT FORM OF MY STUDENTS

1. Login to Sonia and go to the Forms tab.
2. You will see all your forms listed there, including the online ANSATs of your allocated students.
3. Scroll to the ANSAT form that you want to complete and click



Form Name	Category	Placement Group	Ward/Unit	First Name	Last Name	Date Updated	Due Date	Completed (Mine)	Completed (All)
ANSAAT Australian Nursing Standards Assessment Tool 2018 with calculation attendance	Category	AUT170218-SNU0124-1-First Clinic Placement	Milton Uladulla Hospital (Milton Uladulla Hospital)	[Redacted]	[Redacted]	28/05/2018 12:29 PM		2 of 2	4 of 4

4. This will open up the form.
5. The ANSAT has 3 parts: Formative, Summative, and Attendance. Students and their Clinical Supervisors have access to that same form but have different permissions to edit for the different parts of the form.

ATTENDANCE

1. You will find the Attendance Section towards the bottom of the form. Please record the **hours** your student was on placement **each day**.

Please note: the Total Hours won't be calculated until you click the Save or Submit button. Please save the form regularly.

COMPLETING THE FORMATIVE ASSESSMENT

1. You will see that the Student details' section auto populates.
2. Please enter the date of the formative assessment in the 'Assessment Date' field
3. Complete the formative assessment. You have to answer each assessment item, otherwise you won't be able to submit the form.
4. Once you have completed the formative assessment, your student is able to write a comment in the Student Comments section.
5. Click **CLINICAL SUPERVISOR to Click to Submit Formative Feedback** to submit the Formative Assessment
6. Click 'Save Section' if you want to continue working on the form at a later stage.

COMPLETING THE SUMMATIVE ASSESSMENT

1. You will see that the Student details' section auto populates.
2. Please enter the date of the summative assessment in the 'Assessment Date' field
3. Complete the summative assessment. You have to answer each assessment item, otherwise you won't be able to submit the form.
4. Once you have completed the summative assessment, your student is able to write a comment in the Student Comments section.
5. Click **Clinical Supervisor - Click to Submit the Completed ANSAT including hours and Summative Result** to submit the completed ANSAT including hours and Summative ANSAT Result. (You will find these buttons below the attendance
6. Click 'Save Section' if you want to continue working on the form at a later stage.

QUESTIONS?

- If you have any technical questions about accessing or submitting the Online ANSAT form, please contact:
SMAH Student Placement Team, 02 4221 3338, smah-placements@uow.edu.au
- If you have any academic questions about the Online ANSAT form please contact:
School of Nursing Clinical Team, snclinical-team@uow.edu.au