



UNSW
SYDNEY

FACULTY OF SCIENCE
SCHOOL OF OPTOMETRY AND VISION SCIENCE

OPTM8521

Clinical Contact Lenses

SEMESTER 2, 2019*

*note clinical placements for this course run throughout 2019

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Faculty of Science - Course Outline

1. Information about the Course

NB: Some of this information is available on the [UNSW Handbook](#)¹

Year of Delivery	2019			
Course Code	OPTM8521			
Course Name	Clinical Contact Lenses			
Academic Unit	School of Optometry and Vision Science			
Level of Course	Master of Clinical Optometry, Stage 2			
Units of Credit	6 UOC			
Session(s) Offered	Semester 2* (*note clinical placements for this course run throughout 2019)			
Assumed Knowledge, Prerequisites or Co-requisites	<p>Prerequisite: OPTM6411 and OPTM6422</p> <p>Recency of clinical experience is a critical pre-requisite for enrolment in this course. Prior to enrolling in the course, students who have not studied Clinical Optometry in the preceding year will be required to demonstrate a sufficient level of clinical skills, similar to those expected of other students enrolling in the course. Just as the Optometry Board of Australia (OBA) requires Optometrists to maintain their clinical skills to register as a clinical Optometrist, students are required to maintain their clinical skills to a suitable prerequisite level for enrolment.</p>			
Hours per Week	Will vary according to rostered clinical rotations and placements			
Number of Weeks	Approximately 12 weeks rostered throughout 2019.			
Commencement Date	Clinical rotations commence Monday 8 th January, 2019			
Summary of Course Structure (for details see 'Course Schedule')				
Component	HPW	Time	Day	Location
Advanced Contact Lenses	6	9:30-11:30am	Wednesday on allocated weeks	UNSW Optometry Clinic
Contact Lenses Clinic	36	As per Stage 5 Clinical Rotation Schedule		UNSW Optometry Clinic
Tutorials	12	3:30 - 4:30 pm	Tuesday on allocated weeks	UNSW Optometry Clinic
ACO Contact Lens Clinic	Embedded within a 2-week placement, as per Stage 5 Clinical Rotation Schedule			Australian College of Optometry, Melbourne
Contact Lens Manufacturer's Day	7	Details to on Moodle		AGSM
TOTAL	61			
Special Details	<p>Clinic rosters and specific details of clinic locations will be available on Moodle.</p> <p><u>All scheduled classes, tutorials, clinics and placements are compulsory and student attendance will be monitored and recorded.</u></p> <p>No swapping of clinics is permitted without prior approval from the Course Convenor. Any requests must be submitted to the Course Convener by email.</p> <p>Punctuality is expected. Lateness to classes, tutorials and clinics may be recorded as an absence.</p> <p>In cases of lateness or absence, students must follow the procedures outlined in the <i>UNSW Optometry Clinic Manual 2019</i>. A copy of the manual is available on Moodle.</p> <p>Any absences due to illness <u>must</u> be supported by a Medical Certificate, a copy of which is to be submitted to the Course Convenor. In cases of prolonged absence due to illness or misadventure, the Clinic Director will advise if it is appropriate to submit an application for Special Consideration.</p> <p>Students are expected to wear the UNSW Optometry Clinic uniform to all internal and external clinics and placements, including their own name badge, and ensure that they have the appropriate diagnostic equipment available for use.</p>			

¹ UNSW Online Handbook: <http://www.handbook.unsw.edu.au>

2. Staff Involved in the Course

Staff	Role	Name	Contact Details	Consultation Times
Course Convenor		Lily Ho	UNSW Optometry Clinic Rupert Myers Building (North Wing) 9385 5288 lily.ho@unsw.edu.au	By email for an appointment
Additional Teaching Staff	Clinic Director	Kathleen Watt	9385 4359 kathleen.watt@unsw.edu.au	
	Strand Co-ordinator: Advanced Contact Lenses	A/Prof David Pye	9385 7874 d.pye@unsw.edu.au	
	Strand Co-ordinator: Contact Lenses	Lily Ho	9385 5288 lily.ho@unsw.edu.au	
	Lecturers & Tutors	Varies	c/-UNSW Optometry Clinic	
	External Clinical Supervisors	Varies	c/-UNSW Optometry Clinic	
	UNSW Optometry Clinic Receptionists	Jasmine Larden Alyssa Collet	9385 4624 9385 4627 optom.clinic@unsw.edu.au	

3. Course Details

<p>Course Description² (Handbook Entry)</p>	<p>Objectives: Further development of the clinical skills needed to competently examine patients in optometric practice, and recommend appropriate treatment and strategies for patients presenting for eyecare.</p> <p>Brief Curriculum: This course comprises supervised clinical placements in the following advanced areas of Optometry practice: contact lenses and advanced contact lenses. Students may be required to attend compulsory clinical placements during the mid-year recess.</p>
<p>Course Aims³</p>	<p>To develop the core technical, communication, and clinical decision-making skills required of a clinical optometrist through contact lens clinical consultations performed under the supervision of clinical optometrists.</p> <p>The key role of this course is to ensure that students will meet the core competency standards required for qualification as an optometrist in Australia and New Zealand. These competencies are set out by the Optometry Council of Australian and New Zealand (OCANZ), and can be found at http://www.ncbi.nlm.nih.gov/pubmed/25545949 in Candidate Guide Appendix A. By the end of the year students will be required to meet (and hopefully exceed) the core clinical competencies necessary to qualify for registration as an optometrist.</p>
<p>Student Learning Outcomes⁴</p>	<p>The key role of this course (in conjunction with other Stage 5 courses) is to ensure that, by successfully completing this course, students will meet the entry-level core competency standards required for registration as an Optometrist in Australia and New Zealand by the Australian Health Practitioner Regulation Agency (AHPRA). These competencies are set by the Optometry Council of Australian and New Zealand (OCANZ) and are available at http://www.ncbi.nlm.nih.gov/pubmed/25545949</p> <p>On completion of the course, students will show competence in the following areas (refer to Kiely PM, Slater J. Optometry Australia Entry-level Competency (ELC) Standards for Optometry 2014. Clin Exp Optom 2015; 98:65-89):</p> <ol style="list-style-type: none"> 1. Have the skill set necessary to independently perform optometric consultations and develop appropriate management plans for contact lens wearers. 2. Be competent in the prescribing of contact lenses (ELC 4.7) 3. Effectively communicates with patients, colleagues and other health and eye care practitioners (ELC 2.1, 2.3, 2.4, 2.5) 4. Ability to competently develop an examination plan for a contact lens wearer (ELC 3.1, 3.3, 3.5, 3.6, 3.8) 5. Ability to establish a diagnosis and formulates appropriate action plans (ELC 4.1, 4.2, 4.3, 4.4, 4.13, 4.14) 6. Accurately records relevant health information and maintains patient privacy (5.1, 5.2) 7. develop the ability to work in a team 8. develop skills for self- reflection and life - long learning
<p>Graduate Attributes Developed in this Course⁵</p>	

² UNSW Handbook: <http://www.handbook.unsw.edu.au>

³ [Learning and Teaching Unit: Course Outlines](#)

⁴ [Learning and Teaching Unit: Learning Outcomes](#)

⁵ Contextualised Science Graduate Attributes: <https://www.science.unsw.edu.au/our-faculty/science-graduate-attributes>

Science Graduate Attributes ⁵	Select the level of FOCUS 0 = NO FOCUS 1 = MINIMAL 2 = MINOR 3 = MAJOR	Activities / Assessment
Research, inquiry and analytical thinking abilities	3	<p>During previous years, much of the clinic time was spent building the procedural skills necessary to accurately and efficiently execute the full suite of clinical tests required of an optometrist. In the final year of your degree program we will have a stronger expectation that you will think analytically about the planning of your tests and about the integration of your clinical findings.</p> <p>This will require you to become more inquiry based within your clinical examination procedure: you should already have a testing procedure which is adaptable as you judiciously select the most appropriate clinical tests to examine theories for possible diagnoses. The clinics in this course will require you to adapt your procedures according to the very different patients that you will encounter across the year. This requires students to 'think on their feet' and can present quite a challenge. When you come across new signs, symptoms, conditions, and/or treatment regimens as a part of your clinical examinations, it is expected that you will perform further research in your own time to better understand these findings. This will be critically important as you will encounter a new and broad range of clinical cases.</p>
Capability and motivation for intellectual development	3	<p>The basic premise of any university course should be to enhance intellectual development, and it is no different for Clinical Contact Lenses. The primary areas where it is expected that you will enhance your intellectual capacities will be in the fields of communication skills; in your ability to judiciously investigate clinical signs and symptoms; in enhancing your ability to 'think on your feet' when faced with time pressures and being required to adapt your clinical examination; to integrate your clinical findings to evaluate the next step in an investigative process; to build your knowledge of the relevance of clinical findings; and in the development of most appropriate management and treatment approaches for your patient. Much of this intellectual development will emerge as a result of the interaction you have with your clinical supervisors – each of these people are motivated and keen to help you in your learning process; however it will be your responsibility to ask questions and to observe their professionalism to get the most out of your clinical experience.</p>
Ethical, social and professional understanding	3	<p>Each of these attributes form an integral part of being a capable and suitable member of a medical profession. It is expected that you will build on your understanding of ethical issues, particularly in dealing with your patient's right to privacy; in setting boundaries for patient-practitioner relationships; in knowing how far to investigate personal issues; and in dealing with private medical records. A critical element of this course will be your ability to effectively empathize with your patient.</p> <p>A critical issue when dealing with patients is to build your social skills and your understanding for how to relate and demonstrate a shared understanding with your patient. This will encompass a wide range of issues including building conversational skills and working relationships with both your patient and with the wider clinical team. From a professional standpoint, this will require building functional relationships with other practitioners, GP's, medical specialists, support staff, and dispensers. It will also require you to consider how your physical appearance impacts on how you are perceived by your patients and by the wider community.</p>

<p>Communication</p>	<p>3</p>	<p>Outstanding communication skills are a critical attribute of any Optometrist. Your communication skills will be a key factor in your ability to effectively achieve meaningful clinical results; they will be critical in helping your patient understand what your findings mean, and what the implications are; and will allow you to get the best results out of the management plan for your patient. Throughout this course you should observe and learn from the communication skills of your supervisors – watch carefully how they interact with, and explain complex concepts to your patient. Within the wider context of how a practice would run, you will also build on your ability to communicate with members of a wider team. This includes building working relationships with the support staff, your supervisor, dispensers, and with other student practitioners.</p> <p>Throughout this course you will build on a number of other aspects of communication to enhance your skills as a clinician. Your interaction with your clinical supervisor will assist in the development of your verbal communication skills, and provide you with regular practice in case presentations, a critical communication tool used by all healthcare professionals for disseminating patient information. You will enhance your written communication skills by writing report and referral letters for your patients – it is important for you to seek out feedback from your supervisors on how these letters are best written. You will write up and submit a case study in this course; this will require you to consider the most pertinent points in communicating a case to peers, and to justify the actions you took in the clinical setting.</p>
<p>Teamwork, collaborative and management skills</p>	<p>3</p>	<p>Teamwork is an important and often underrated aspect of clinical practice. As a clinical Optometrist, you may have an important role to play as a leader of the wider practice team. In order to ensure the best possible outcomes in the treatment and management of your patients, you may need to coordinate and manage/oversee the actions of optical dispensers and support staff. This coordination will require you to develop collaborative skills not only within your practice, but also with other professions including Optometrists, Ophthalmologists, GP's, and other medical and healthcare professionals. Access to therapeutic drugs means that these skills will be critical to effectively co-manage treatment outcomes for your patients.</p>
<p>Information literacy</p>	<p>3</p>	<p>As a clinician you will be faced with an ever increasing body of information – including material on optical products, diagnostic and therapeutic pharmaceutical agents, instrumentation, medical & health conditions, new methods of diagnosis and management. You will be required to keep up to date with this information to ensure you are providing current evidence-based services for your patients. It is expected that the information literacy skills you have already learned in the optometry program will be built on throughout this course, particularly following consultations where you have encountered unfamiliar conditions, medications, and products. The effective preparation and presentation of case studies across a variety of different assignments in this particular course will call on the sound information literacy skills you have developed throughout your undergraduate studies.</p>
<p>Other attributes</p>	<p>3</p>	<p>An appreciation of, and respect for, diversity and the development of cultural competence. A major challenge as you build your clinical experience will be for you to develop an appreciation for how best to interact with the wide variety of different people you will encounter as a clinician. In Clinical Contact Lenses, you will be exposed to patients across a wide spectrum of ages and from a wide variety of ethnic and cultural backgrounds. You will need to develop your ability to understand, communicate with and effectively interact with people across cultures and adapt your clinical procedures and management to allow for these differences.</p>
<p>Professional accreditation attributes</p>	<p>3</p>	<p>This course, in conjunction with the other year 2 Master of Clinical Optometry courses, plays a critical role in developing your skills to ensure that you meet the competency standards to become accredited as a practicing Optometrist. OCANZ sets out a very thorough list of competencies which graduates are required to meet. A copy of these standards can be found on Moodle.</p>

<p>Major Topics (Syllabus Outline)</p>	<p>The primary components of this course are:</p> <ol style="list-style-type: none"> 1. Advanced Contact Lenses 2. Contact Lenses <p>Each of these components is based on a strong clinical foundation – you will spend time in various clinics to enhance your practical learning of these components. The rationale, learning outcomes, components of the course, and modes of assessment for each of these components are all found within this course outline in Section 6.</p>
<p>Relationship to Other Courses within the Program</p>	<p>Clinical Contact Lenses draws on the knowledge and skills you have developed across each one of the courses you have studied to date.</p> <p>At times it will be difficult to delineate the differences between this course and those for Clinical Optometry, Clinical Paediatrics, Low Vision and Colour Vision, and Clinical Ocular Therapeutics. These courses run concurrently, may share common placements (eg ACO), and are intimately related to address the different competencies all students must meet by the conclusion of the undergraduate optometry program.</p>

4. Rationale and Strategies Underpinning the Course

<p>Teaching Strategies</p>	<p>Students will experience a variety of different clinical settings in which they learn to become proficient clinicians:</p> <p><u>Clinical Experience - learning by doing:</u> This is your opportunity to put your learning into practice. You will be performing clinical examinations which will draw on everything you have learned throughout your optometry program. Your actions and outcomes will be observed and supervised by a wide variety of experienced clinicians.</p> <p><u>Clinical Observation – learning by watching:</u> You will observe experienced practitioners, who will provide a role model for professional patient care. This provides you with an opportunity to learn how these clinicians perform their tests, how they interact with patients, and how they solve the problems of their patients. This will be a particularly critical element of Clinical Contact Lenses as you will be observing proficient optometrists who will be performing tests and consultations which utilize years of experience.</p> <p><u>Clinical Tutorials – learning by discussion:</u> Tutorials provide an excellent means of learning from the experiences of your supervisors and fellow students. These discussions allow you to learn how other students dealt with different clinical presentations, and will ensure that you are able to report your own case presentations to your peers.</p> <p><u>Lectures and seminars – learning by listening:</u> Experienced practitioners and industry representatives will be presenting additional background information, including a variety of contact lens-related issues. These presentations will enhance your knowledge base so that you can provide the most suitable solutions to your patients' problems.</p>
<p>Rationale for learning and teaching in this course^{6,7}</p>	<p><u>Clinical Learning through Clinical Placements:</u> The majority of your clinical learning throughout this course will take place as practical experience by examining patients while under clinical supervision. This is required to provide you with the experience necessary to meet the competencies to graduate as a clinical Optometrist. Learning and teaching which takes place under direct clinical supervision is not necessarily a traditional means of university learning. You will be supervised by different supervisors who will have different clinical interests, and who will have different expectations of students. Students are encouraged to <i>embrace</i> this variety in clinical experience. If you were to have the same supervisor throughout your whole clinical experience, it is likely that you would graduate as a somewhat limited practitioner who has not been exposed to a wide variety of clinical experiences. Exposure to different supervisors requires students to adapt and learn from different practitioners - ultimately this will produce a better student practitioner. It is expected that the different expectations of supervisors will even out across the year.</p> <p>Most favourable learning in a clinical setting requires students to receive honest and constructive feedback from their supervisors. Students will have exposure to a wide variety of experienced, skillful, and professional clinicians. These supervisors will provide verbal and/or written feedback wherever possible; however it is also <u>your responsibility</u> to ask questions, to observe, and to learn from your supervisors. They are a resource to you, and you must communicate with them to get the best out of your clinical experience.</p> <p>The assessment tasks are designed to evaluate the student's clinical skills, diagnostic skills, and the formulation of a suitable management plan for the patients they examine, benchmarking these against the competencies required by OCANZ for registration as an Optometrist. Oral case presentations and written case report evaluate the student's ability to successfully communicate patient information to their peers and to other involved professionals, and provide opportunities for self-directed enquiry. Reflective journals includes patient logs which provide a portfolio of the student's work, and the completion of reflective journals provide the opportunity for the student to record and reflect on their clinical experiences and the feedback given to them by their clinical supervisors.</p>

⁶[Reflecting on your teaching](#)

5. Course Schedule

Some of this information is available on the [Online Handbook](#)⁷ and the [UNSW Timetable](#)⁸.

During Stage 5 all students will participate in a range of internal and external clinical placements. Students will be allocated into groups, and rosters for the clinic rotations will be available on Moodle. It is the students' responsibility to check the most up-to-date *Stage 5 Clinical Rotation Schedule* to ensure they know when they are required to attend each class/clinic. The *Stage 5 Clinic Planner* available on Moodle outlines the scheduling of these clinical rotations throughout the year.

⁷ UNSW Virtual Handbook: <http://www.handbook.unsw.edu.au>

⁸ UNSW Timetable: <http://www.timetable.unsw.edu.au/>

6. Assessment Tasks and Feedback¹⁰

Strand coordinator Lily Ho (Contact Lens Clinic)

A/Prof David Pye (Advanced Contact Lens Clinic)

Rationale

The appropriate fitting, dispensing, and aftercare of contact lenses are critical elements of optometric practice. The aim of this course is to provide students with clinical experience to build on the contact lens knowledge gained in earlier years of the program. By the completion of the course, students should be competent in fitting and prescribing contact lenses to patients (*Contact Lens Clinic*), and have gained valuable experience of more difficult patient presentations (*Advanced Contact Lens Clinic*).

Learning Outcomes

On completion of this course, students will have a sound knowledge of the best type of contact lens to offer to a patient, based on the presenting history and the intended wearing pattern. Students will be proficient in their ability to fit soft and rigid contact lenses, to care for people already wearing contact lenses, and to solve problems during lens fitting and adaptation, as well as problems that may arise as a result of contact lens wear.

Component structure

Lecture/tutorial

A series of lectures/tutorials will cover the different aspects of contact lenses likely to be encountered in the UNSW Contact Lens Clinics and Advanced Contact Lens Clinic. Details (topics and preparation tasks if applicable) will be posted on Moodle before each scheduled lecture/tutorial. It is compulsory for all students on internal rotations to attend these lectures/tutorials.

Contact Lens Clinic

Students will examine contact lens patients in the UNSW Optometry Clinic under direct clinical supervision. During these clinics, students will increase their knowledge on contact lenses and gain a broader understanding of the commercial lenses that are available. Students will develop their ability to prescribe and care for contact lens wearers.

Advanced Contact Lens Clinic

Students will participate during consultations conducted by highly experienced practitioners on more challenging contact lens patients. This will provide an opportunity to gain exposure to some of the more difficult case presentations students could encounter following graduation.

Students will be required to satisfactorily participate in all Advanced Contact Lens Clinics and submit a complete entry on each patient consultation as part of the Reflective Journal. Further assessment details will be available on Moodle.

Australian College of Optometry (ACO) Contact Lens Clinic

Students will examine contact lens patients during their two week placement at the ACO. Students will be required to submit a complete entry on each patient consultation as part of the Reflective Journal. Further assessment details will be available on Moodle.

Reflective Journal

Students are required to complete a Contact Lens Journal and Patient Log detailing all patient consultations during the year, for each of Contact Lens Clinic, Advanced Contact Lens Clinic and ACO Contact Lens Clinic. Contact Lens Journal should be submitted electronically by Moodle. Each completed Patient Log should be scanned and submitted by Moodle.

Written Case Report

Each student will be required to submit one written case report on a patient he/she have examined during Advanced Contact Lens Clinic. The case report format and assessment details will be available on Moodle. Completed case report should be submitted electronically by Moodle.

¹⁰ Approaches to assessment: <https://teaching.unsw.edu.au/assessment>

Assessment for All Clinics						
1. Reflective Journal	Due date TBC. A complete entry for each patient encounter is required for 1. Contact Lens Clinic, 2. Advanced Contact Lens Clinic, 3. ACO Contact Lens Clinic.	Assessment criteria available on Moodle	5%	Lily Ho	NA	NA
Contact Lens Clinic Assessment						
Task	Assessment Date	Knowledge and abilities assessed	% of total course mark	Feedback		
				WHO	WHEN	HOW
2. Clinical skills assessment	Ongoing throughout session in Contact Lens Clinic	Assessment criteria available on Moodle	65%	Clinical Supervisors	Immediate	Verbal
3. Oral examination	During Contact Lens Clinic in the final two weeks of final rotation	Assessment criteria available on Moodle	5%	Clinical Supervisors	Immediate	Verbal
Advanced Contact Lens Clinic Assessment						
Task	Assessment Date	Knowledge and abilities assessed	% of total course mark	Feedback		
				WHO	WHEN	HOW
4. Written case report	Due date TBC	Advanced contact lens knowledge and research skills	25%	Clinical Supervisors	Following marking	NA
5. Clinical skills assessment	Ongoing throughout session in Advanced Contact Lens Clinic.	Attendance and satisfactory participation in clinic.	Nil (Hurdle)	Clinical Supervisors	Immediate	Verbal

Requirements to pass this course:

In order to pass this course, students are required to:

1. Pass the 'Clinical skills assessment' component overall. A pass mark will be considered to be a **minimum average mark of 65%**.
2. Pass the "Oral examination" assessment tasks. A pass mark for oral examination tasks is considered to be a **minimum of 50%**.
3. Pass the "written case report" assessment tasks. A pass mark for written assessment tasks is considered to be a **minimum of 50%**.
4. Examine a comparable number of patients to their peers in each of Contact Lens Clinic and Advance Contact Lens Clinic.
5. Late penalties will be applied for late submissions.
6. Complete all tasks, including satisfactory completion of all patient logs and reflective journals.

Where the competency of a student is in doubt, the student may be given the opportunity to conduct further examinations and/or undergo other assessments of the core entry-level competencies required for entry into the Optometry profession during the Supplementary Exam Period (see Section 10 of this document).

Failure to demonstrate competency in the clinical skills assessment component and/or written case report will result in a maximum aggregate course mark of 45 and an "Unsatisfactory Fail" (UF) grade.

7. Additional Resources and Support

Text Books	There are no required textbooks for this course.
Course Manual	The <i>UNSW Optometry Clinic Manual 2019</i> contains important information about the conduct of internal and external clinical placements, and student expectations. An electronic copy is available on Moodle.
Required and Additional Readings	There are no specifically required or recommended readings for this course. However it is expected that you have revised, and are familiar with your notes and texts from earlier clinical courses. Lecturers, tutors, clinical staff and clinical supervisors may at times suggest further reading to compliment your learning experience, and support evidence based practice (EBP).
Recommended Internet Sites	A variety of information about this course including course requirements, timetables, discussions, announcements and grades can be found on Moodle.
Societies	<p>Your representatives on the UNSW Student Optometry Society (SOS) will be organising a number of social functions this year, including the annual Eye Ball. For further information about SOS events go to http://www.optometry.unsw.edu.au/current/optom-society</p> <p>The NSW/ACT Division of Optometry Australia (OA) takes a strong interest in the functioning of the school, and particularly of the clinic. Their website is http://www.optometry.org.au/</p> <p>Other professional organisations include the Cornea and Contact Lens Society of Australia (CCLSA) http://www.cclsa.org.au and Orthokeratology Society of Oceania (OSO) http://www.osa.net.au.</p>
Computer Laboratories or Study Spaces	<p>The School of Optometry and Vision has a student computer laboratory located in Room LG21 on the lower ground floor of the Old Main Building (OMB). Access is by swipe-card only. If you have difficulty with access, contact the School's student Enquiry Office (Room 3.003). Please be careful to abide by the school rules for this laboratory. A schedule of the availability of the computer lab and any class bookings is posted outside the lab.</p> <p>The UNSW Library contains numerous study and computing spaces. Consult the UNSW Library website (http://library.unsw.edu.au/) for opening hours – they are often open longer at exam time. If you are concerned getting to/from the library at night, you can contact UNSW Security (http://www.security.unsw.edu.au/ or 9315 6000) for personal escort services around the UNSW campus.</p>

8. Required Equipment, Training and Enabling Skills

Equipment Required	<p>The clinical equipment you have acquired throughout the degree program will be necessary for testing within the UNSW Optometry Clinic. It is unreasonable to expect your supervisor to provide this equipment, and it will slow down testing if you need to borrow this equipment from other students.</p> <p>The required equipment includes: BIO, funduscopy lens(es), direct ophthalmoscope and retinoscope, trial frame, fully-stocked equipment kits.</p> <p>It is expected that when you are in the UNSW Optometry Clinic and participating in offsite and external clinical placements, you will abide by the clinic dress code (see <i>UNSW Optometry Clinic Manual 2019</i>) at all times, including wearing your own student name badge.</p>
Enabling Skills Training Required to Complete this Course	<p>The theoretical background and practical enabling skills required for this course have been included in the pre-requisite courses you have completed before enrolling in Clinical Contact Lenses. Further assistance with writing, oral communications, grammar and expression can be provided by the UNSW Learning Centre (www.lc.unsw.edu.au).</p> <p>Any training related to Health & Safety issues will be included within the course delivery.</p> <p>Additional information and resources can be found at https://safety.unsw.edu.au/</p>

9. Course Evaluation and Development

Student feedback is gathered periodically by various means. Such feedback is considered carefully with a view to acting on it constructively wherever possible. This course outline conveys how feedback has helped to shape and develop this course.

Mechanisms of Review	Last Review Date	Comments or Changes Resulting from Reviews
Major Course Review	<i>Nil</i>	<p>This course commenced in 2019 with the introduction of the 2 year /Master of Clinical Optometry program.</p> <p>This course is developed from previous courses OPTM5131 and OPTM5231 which was evaluated in 2011, 2013, 2014, 2015 using the UNSW Course and Teaching Evaluation and Improvement (CATEI) process</p>
myExperience¹¹	<i>Nil</i>	<p>This course commenced in 2019 with the introduction of the 2 year /Master of Clinical Optometry program. Future course evaluation will be conducted by the myExperience process.</p>
Other	<i>Nil</i>	<p>This course commenced in 2019 with the introduction of the 2 year /Master of Clinical Optometry program.</p> <p>The key role of this course (in conjunction with the other final year courses) is to ensure that students, by the end of the year, will meet the core competency standards required for qualification as an optometrist in Australia and New Zealand. This course was developed from previous courses OPTM5131 and OPTM5231 which was reviewed and accredited in 2017 by the Optometry Council of Australia and New Zealand.</p>

¹¹ myExperience process: <https://teaching.unsw.edu.au/myexperience>

10. Administration Matters

<p>Expectations of Students</p>	<p><u>Attendance:</u></p> <p>The School of Optometry and Vision Science expects that students should attend 100% of all classes and this is also the expectation of the UNSW Optometry Clinic. It is difficult to become an all-encompassing professional if you have simply missed information from lack of attendance. As this is your final year, and you are required to demonstrate competency in all aspects of the clinical components of this course in order to be eligible for registration as an optometrist at the completion of this course, all components of this course including clinical placements, tutorials and lectures/seminars are compulsory, and you are expected to attend. Attendance at compulsory course components may be monitored by taking a roll. You may lose marks from your final course mark for non-attendance, unless you submit an application for special consideration and provide appropriate documentation. Attempts to falsify the attendance registers will be managed under UNSW Student Misconduct Procedures: https://www.gs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf</p> <p>The <i>UNSW Optometry Clinic Manual 2019</i> outlines the procedures for students who are late or unable to attend their scheduled clinic or external clinical placements. On the day of the clinic you should contact Clinic Reception staff as soon as possible (02 9385 4624) to notify them of your absence and email the Clinic Director and the Course Convenor. Any absences due to illness must be supported by a Medical Certificate.</p> <p><u>Email:</u></p> <p>The University uses email as an official form of communication for students. All UNSW students have their own email account. The School of Optometry and Vision Science will also make use of this form of communication.</p> <p>According to UNSW guidelines it is expected that students will check their UNSW student email address at least every second day. If you have an alternate email address that you check more regularly, you should have your student email forwarded to this address.</p> <p>For more information or if you are having connection or access problems, see:</p> <p>IT Service Centre www.it.unsw.edu.au/ Telephone: 02 9385 1333 Email: itservicecentre@unsw.edu.au</p> <p><u>Moodle:</u></p> <p>Major course announcements and documentation will be posted on Moodle – it is expected that students will check this site regularly.</p>
<p>Assignment Submissions</p>	<p>For the specific submission requirements of each assessment task, please refer to the detailed assessment information for in Section 6 of this course outline. This information will also be available on Moodle.</p> <p>Assignments should be submitted via Moodle (electronic submission).</p> <p>This includes completed laboratory reports and logs which should be scanned/photographed and submitted via Moodle.</p> <p>The School Policy on Submission of Assignments (including penalties for late assignments) and the Assignment Attachment Sheet are available from the School office (RMB3.003) and the School website at: https://www.optometry.unsw.edu.au/current/policies-and-procedures</p>
<p>Work Health and Safety¹²</p>	<p>Information on relevant policies and expectations is provided during General Safety Induction training. A copy of the Induction booklet is available from the School website at: http://www.optometry.unsw.edu.au/whs/work-health-and-safety</p> <p>Work-related discomfort can occur with some clinical procedures, but can be prevented and/or managed. A link to the video “<i>Reducing your risk of work-related discomfort in the consulting room</i>” is available on the School of Optometry and vision Science page http://www.optometry.unsw.edu.au/whs/work-related-discomfort-program</p>

¹² [UNSW OHS Home page](#)

**SCHOOL OF OPTOMETRY AND VISION SCIENCE, UNSW
SUPPLEMENTARY EXAMINATION INFORMATION, 2019**

There are two circumstances whereby a supplementary examination may be granted:

COMPETENCY IN DOUBT

Students whose competency level is in doubt after the final examination(s) may be eligible to sit a supplementary examination in the course(s) concerned.

The School of Optometry and Vision Science is updating its policy regarding supplementary examinations in cases where competency is in doubt. Please check the School website for this information.

SPECIAL CONSIDERATION

On some occasions, sickness, misadventure or other circumstances beyond your control may prevent you from completing a course requirement, such as attending a formal end of semester examination. In these cases you may apply for Special Consideration. To do this you must make formal application for Special Consideration for the course/s affected as soon as practicable after the problem occurs and **within three working days of the assessment to which it refers**. The application must be made via Online Services in myUNSW. Log into myUNSW and go to My Student Profile tab > My Student Services > Online Services > Special Consideration. Submit the application (including supporting documentation) to UNSW Student Central.

Special Consideration - Pre-Existing Conditions

Many conditions that are the subject of special consideration applications are pre-existing and could be used repeatedly to gain examinations at a later date. These include conditions aggravated or triggered by the stress of the assessment. With the help of your doctor and/or other health care practitioners, steps can be taken ahead of the assessment time to minimise or avoid the consequences of these conditions. When applying for special consideration on the basis of a condition that was already known to be a problem for you and which you have already used as the basis for a special consideration application, the School will require you to provide a certificate that details the preventative measures taken and why they were not successful. This will then be taken into account when considering the application.

Absence from a final examination is a serious matter, normally resulting in a Fail (FL) grade. **If you are medically unfit to attend an examination, YOU MUST CONTACT THE SCHOOL DIRECTLY ON THE DAY OF THE EXAMINATION TO ADVISE OF THIS** (telephone 02 9385 4639, email: optometry@unsw.edu.au). You must also submit a Request for Special Consideration application as detailed above.

You are reminded that supplementary examinations are not granted lightly or automatically. Eligibility for supplementary examinations, for both of the above situations, is determined by the School Examination Committee, which meets soon after the formal examination period has ended. You cannot "apply" for a supplementary examination, so please do not contact the School or Course Controllers to request a supplementary examination.

It is the responsibility of the student to consult the web site or noticeboard to ascertain whether they have supplementary examinations. This information WILL NOT be conveyed in ANY other manner. Interstate, overseas or any other absence cannot be used as an excuse.

This information will be available on the School web site at <https://www.optometry.unsw.edu.au> (do not confuse the School website with the myUNSW website) and posted on the notice board on Level 3. This information will be available as soon as possible after the School Examination Committee meeting.

SUPPLEMENTARY EXAMINATIONS FOR 2019 WILL BE HELD AS FOLLOWS:

FOR SESSION 1:

- STAGE 1-4* COURSES: TBC
- THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN SEMESTER 1 2019

FOR SESSION 2:

- STAGE 1-4* COURSES: TBC
- STAGE 5 COURSES: TBC

¹³ [UNSW Assessment Policy](#)

¹⁴ [Student Complaint Procedure](#)

	<p>Supplementary examinations will be held at the scheduled time only. If students who are granted supplementary examinations do not attend, a failure will be recorded for that course. Students should not make travel arrangements, or any other commitments, before establishing whether or not they have supplementary examinations. Ignorance of these procedures, interstate, overseas or any other absence will not be accepted as an excuse. But usual Special Consideration for illness still applies.</p> <p>If additional assessment is not scheduled, this does NOT indicate whether or not a student has passed or failed the course. Results will be received in the usual way. Please do not contact the School in this regard.</p> <p>Please note the above applies to OPTM and VISN courses only. Any information on supplementary examinations for servicing courses (e.g. CHEM****) is the responsibility of the School conducting the course.</p> <p>* Stage 4 includes courses in the first year of the MClinOptom program.</p> <p style="text-align: right;">School of Optometry and Vision Science, UNSW, 27 September 2017</p>		
<p>Equity and Diversity</p>	<p>Those students who have a disability or are dealing with personal circumstances that affect their study that requires some adjustment in their teaching or learning environment are encouraged to discuss their study needs with the course Convenor prior to, or at the commencement of, their course, or with the Equity Officer (Disability) in the Equity and Diversity Unit (9385 4734 or http://www.studentequity.unsw.edu.au/).</p> <p>Issues to be discussed may include access to materials, signers or note-takers, the provision of services and additional exam and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.</p>		
<p>Student Complaint Procedure¹⁴</p>	<p>School Contact</p> <p>Prof. Helen Swarbrick h.swarbrick@unsw.edu.au Tel: 9385 4373</p>	<p>Faculty Contact</p> <p>A/Prof Janelle Wheat Deputy Dean (Education) Contact details: TBA</p> <p>Or</p> <p>Dr Gavin Edwards Associate Dean (Academic Programs) g.edwards@unsw.edu.au Tel: 9385 4652</p>	<p>University Contact</p> <p>Student Integrity Unit (SIU)</p> <p>Telephone 02 9385 8515, email studentcomplaints@unsw.edu.au</p>
<p>University Counselling and Psychological Services¹⁵</p>	<p>Information on Counselling and Psychological Services [CAPS] is available at: https://www.counselling.unsw.edu.au/ Tel: 9385 5418</p>		

¹⁵ [University Counselling and Psychological Services](https://www.counselling.unsw.edu.au/)

11. UNSW Academic Honesty and Plagiarism

What is Plagiarism?

Plagiarism is the presentation of the thoughts or work of another as one's own.

*Examples include:

- direct duplication of the thoughts or work of another, including by copying material, ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, web site, Internet, other electronic resource, or another person's assignment without appropriate acknowledgement;
- paraphrasing another person's work with very minor changes keeping the meaning, form and/or progression of ideas of the original;
- piecing together sections of the work of others into a new whole;
- presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor; and
- claiming credit for a proportion a work contributed to a group assessment item that is greater than that actually contributed.†

For the purposes of this policy, submitting an assessment item that has already been submitted for academic credit elsewhere may be considered plagiarism.

Knowingly permitting your work to be copied by another student may also be considered to be plagiarism.

Note that an assessment item produced in oral, not written, form, or involving live presentation, may similarly contain plagiarised material.

The inclusion of the thoughts or work of another with attribution appropriate to the academic discipline does *not* amount to plagiarism.

The Learning Centre website is main repository for resources for staff and students on plagiarism and academic honesty. These resources can be located via:

<https://student.unsw.edu.au/plagiarism>

The Learning Centre also provides substantial educational written materials, workshops, and tutorials to aid students, for example, in:

- correct referencing practices;
- paraphrasing, summarising, essay writing, and time management;
- appropriate use of, and attribution for, a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre.

Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting, and the proper referencing of sources in preparing all assessment items.

* Based on that proposed to the University of Newcastle by the St James Ethics Centre. Used with kind permission from the University of Newcastle

† Adapted with kind permission from the University of Melbourne