



Faculty of Science
School of Optometry and Vision Science

OPTM8512

Clinical Optometry 5A

&

OPTM8522

Clinical Optometry 5B

2020*

*note clinical placements for this course run throughout 2020

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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	2020
Course Code	OPTM8512 & OPTM8522
Course Name	Clinical Optometry 5A & Clinical Optometry 5B
Academic Unit	School of Optometry and Vision Science
Level of Course	Master of Clinical Optometry, Stage 2
Units of Credit	6 UOC per semester
Session(s) Offered	Term 1 & 3* (*note clinical placements for this course run throughout 2020)
Assumed Knowledge, Prerequisites or Co-requisites	<p><i>Prerequisites:</i> OPTM6421 and OPTM6422 and OPTM6423 and OPTM6424</p> <p>Recency of clinical experience is a critical pre-requisite for enrolment in this course. Students who have not studied Clinical Optometry 4 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 requires Optometrists to maintain their clinical skills to register as a clinical Optometrist, we require students 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 2020, and Preceptorship (4 weeks)
Commencement Date	Clinical rotations commence TBC, 2020

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

Summary of Course Structure (for details see 'Course Schedule')				
Component	Hours*	Time	Day	Location
Preceptorship Placements	126	Four week placement on allocated weeks		Varies
Primary Care Clinic****	96	As per <i>Stage 5 Clinical Rotation Schedule**</i>		UNSW Optometry Clinic***
Clinical Tutorial	16	As per <i>Stage 5 Clinical Rotation Schedule**</i>		Rupert Myers Theatre
Clinical Dispensing	Embedded within Primary Care Clinic and for other UNSW Optometry Clinic patients			UNSW Optometry Clinic***
Clinical Grand Rounds	12	5.00-6.00pm	Monday on allocated weeks	As per <i>Stage 5 Clinical Rotation Schedule</i>
Clinical placement at Australian College of Optometry	40	2 week placement as per <i>Stage 5 Clinical Rotation Schedule**</i>		Australian College of Optometry, Melbourne
Establishing and Managing an Optometry Practice	8	1.00-2.00pm	Friday on allocated weeks	Rupert Myers Theatre
TOTAL	298			
Special Details	<p>* Note that contact hours per week will vary according to the <i>Stage 5 Clinical Rotation Schedule</i>.</p> <p>** <i>Stage 5 Clinical Rotation Schedule</i> is available on Moodle and will be updated regularly.</p> <p>*** Location of clinics and classes within UNSW Optometry Clinic is available on Moodle.</p> <p>**** Students are expected to arrive 15 minutes before each scheduled clinic to organise their consultation room.</p> <ul style="list-style-type: none"> All scheduled clinics and classes are compulsory. Any absences due to illness must be accounted for by a medical certificate presented to the Course Convenor (and may be required to be sent to Student Central). Absence less than 24 hours due to illness or misadventure will require the student to call UNSW Optometry Clinic reception on 9385 4624 and email the Clinic Director to explain the absence and advise which clinic he/she will be absent from. Student is expected to follow the procedure outlined in <i>UNSW Optometry Clinic: Clinic Manual 2019</i>. No swapping of clinics and classes is allowed unless prior approval from the Course Convenor is given. All requests must be made in writing by email to the Course Convenor. Punctuality is expected. Lateness for clinic and classes may be recorded as an absence. Student must call the Clinic reception on 9385 4624 and report which clinic he/she will be late for, the reason for being late, and the anticipated time of arrival. 			

2. Staff Involved in the Course

Staff	Role	Name	Contact Details	Consultation Times
Course Convenor		Lily Ho	UNSW Optometry Clinic, North Wing, Rupert Myers Building (02) 9385 5288 lily.ho@unsw.edu.au	By email for an appointment
Additional Teaching Staff	Clinic Director	Kathleen Watt	UNSW Optometry Clinic, North Wing, Rupert Myers Building (02) 9385 4359 kathleen.watt@unsw.edu.au	
	Principal Staff Optometrist	Anna Delmadoros	UNSW Optometry Clinic, North Wing, Rupert Myers Building (02) 9385 4323 a.delmadoros@unsw.edu.au	
	Staff Optometrist	Androniki Delaveris	UNSW Optometry Clinic, North Wing, Rupert Myers Building (02) 9385 5289 n.delaveris@unsw.edu.au	
	Staff Optometrist	Rebecca Dang	UNSW Optometry Clinic, North Wing, Rupert Myers Building (02) 9385 4901 r.dang@unsw.edu.au	
	External Clinical Supervisors	Varies	c/- UNSW Optometry Clinic North Wing, Rupert Myers Building	
	Visiting Clinical Supervisors	Varies	c/- UNSW Optometry Clinic North Wing, Rupert Myers Building	
	Visiting Fellow Strand Tutor for ' <i>Establishing and Managing an Optometry Practice</i> '	Tony Simon	c/- UNSW Optometry Clinic North Wing, Rupert Myers Building	
	<i>Australian College of Optometry</i> Placement Coordinator	Jane Trevaskis	Australian College of Optometry Cnr Cardigan & Keppel St Carlton, Melbourne (03) 9349 7490 jtrevaskis@aco.org.au	
	Clinic Business Manager	Tracy Kane	UNSW Optometry Clinic, North Wing, Rupert Myers Building (02) 9385 7530 t.kane@unsw.edu.au	
	Clinic Dispensing Instructor	Dubravka Huber	UNSW Optometry Clinic, North Wing, Rupert Myers Building (02) 9385 4356 d.huber@unsw.edu.au	

	Reception Staff	Jasmine Larden Alyssa Collet Katariina Pakarinen	UNSW Optometry Clinic reception, North Wing, Rupert Myers Building (02) 9385 4624 j.larden@unsw.edu.au a.collet@unsw.edu.au k.pakarinen@unsw.edu.au	
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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 primary eye care.</p> <p>Brief Curriculum: To enhance clinical experience in providing primary eye care. The emphasis in this course is the diagnosis and management of visual problems. Students will be required to attend compulsory clinical placements outside the standard teaching period. Students will be required to attend external clinical placements which require additional costs to cover travel and accommodation.</p> <p>In addition, for course OPTM5211/OPTM8522:</p> <p>Students must also complete a minimum of 18 days of approved work experience (Stage 5 Preceptorship placement) and submit satisfactory written reports on this placement.</p>	
<p>Course Aims</p>	<p>To develop the core technical, communication, and clinical decision-making skills required of a clinical optometrist through primary eye care clinical consultations performed under the supervision of clinical optometrists. 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 Outcomes</p>	<p>The key role of this course (in conjunction with 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. 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 <i>Candidate Guide Appendix A</i>.</p> <p>By the end of this course it is expected that you will have:</p> <ol style="list-style-type: none"> 1. Enhanced your wealth of clinical experience by further exposure to primary care patients to the point where you will be able to conduct optometric examinations independently; 2. Developed your own efficient and flexible clinical routine; 3. Become an outcome-based practitioner where you are focussed, from the outset of your consultation, on solving the presenting concerns of your patient; 4. Built an appreciable knowledge of, and ability to, prescribe commercially available spectacle frames and lenses to provide the best possible correction for your patients' refractive requirements; 5. The skill set necessary to develop a business plan to establish or acquire an optometric practice. 	
<p>Graduate Attributes Developed in this Course⁵</p>		
<p>Science Graduate Attributes⁵</p>	<p>Select the level of FOCUS 0 = NO FOCUS 1 = MINIMAL 2 = MINOR 3 = MAJOR</p>	<p>Activities / Assessment</p>
<p>Research, inquiry and analytical thinking abilities</p>	<p>3</p>	<p>Much of the clinical time in stage 4 was spent building the procedural skills necessary to accurately and efficiently perform 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. 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. We expect that you will now be able to integrate your clinical findings</p>

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

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

		<p>so that you can put the pieces of the puzzle together to work out an appropriate clinical diagnosis to inform your subsequent treatment and/or management plan. Your supervisors will be working with you to determine the most appropriate plan of action for your patient.</p> <p>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.</p>
<p>Capability and motivation for intellectual development</p>	<p>3</p>	<p>The basic premise of any university course should be to enhance intellectual development, and it is no different for Clinical Optometry 5A & 5B. 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; 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 behaviour to get the most out of your clinical experience.</p>
<p>Ethical, social and professional understanding</p>	<p>3</p>	<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; in your relationships with suppliers when establishing or managing a clinical practice; and in dealing with private medical records. Another imperative issue will be the ethical considerations for when to (and importantly when <u>not</u> to) prescribe corrective lenses to your patient.</p> <p>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. Within this course you will examine patients who represent a wide spectrum of ages and are from a wide variety of cultural backgrounds.</p> <p>A critical issue when dealing with patients is to build your social skills and your understanding of how to relate and empathise 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. Within a clinical setting, your communication skills will be a key factor in your ability to effectively achieve meaningful clinical results; will be critical in helping your patient understand what your findings mean and what the implications are for them; and will allow you to get the best results out of the management plan for your patient. Throughout this course it will be critical for you to 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 operates, 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. You will enhance your written communications by writing 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 enhance your communication and presentation skills via your <i>Clinical Grand Rounds</i> presentation given to your peers. This is an important skill as it forces you to sum up and communicate the important findings</p>

		from your clinical examination in a public forum. Your presentation within the <i>Establishing and Managing an Optometry Practice</i> component of the course will further build on these presentation skills.
Teamwork, collaborative and management skills	3	<p>Teamwork is an important and often underrated aspect of clinical practice. As a clinical optometrist, you will 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 will often need to coordinate and manage/oversee the actions of dispensers and support staff. You will be required to develop collaborative skills not only within your practice, but also with other professionals including optometrists, ophthalmologists, GP's, and other medical professionals. Access to therapeutic drugs means that these skills will be critical to effectively co-manage treatment outcomes for your patients.</p> <p>Teamwork will be a critical element of the <i>Establishing and Managing an Optometry Practice</i> component of the course, where in groups of four you will collaborate, discuss, and design a business plan for a clinical practice.</p>
Information literacy	3	As a clinician you will be faced with an ever increasing proliferation of information – this applies to material on optical products, medical conditions, and new methods of medical diagnosis and management. You will be required to keep in touch with this large volume of information to ensure you are providing evidence-based up-to-date 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 to tutorial groups and for your <i>Clinical Grand Rounds</i> presentation may also require these skills when you search recent texts and journal articles.
Other attributes	<p>An appreciation of, and respect for, diversity</p> <p>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. Within this course you will examine patients who represent a wide spectrum of ages and are from a wide variety of cultural backgrounds.</p>	
Professional accreditation attributes	<p>This course (in conjunction with the others in the final year of the course) plays a critical role in developing your skills to – by the end of the year - meet the competency standards required of you to become accredited as a practicing optometrist. OCANZ sets out a very thorough list of competencies which graduates are required to meet. These standards can be found at http://www.ncbi.nlm.nih.gov/pubmed/25545949 under <i>Candidate Guide Appendix A</i>.</p>	

<p>Major Topics</p> <p>(Syllabus Outline)</p>	<p>The primary components of this course are as follows:</p> <ol style="list-style-type: none"> 1. <u>Clinical Experience</u> <p>A major focus of this course will be to build your clinical experience as you perform optometric consultations, observe demonstrations from supervisors, learn new clinical tests, and discuss case studies. The different settings you may experience are:</p> <ol style="list-style-type: none"> i. <i>Stage 5 Introduction to Clinic</i> - you will revise your primary case skills, familiarise yourself with specialist clinics at the UNSW Optometry Clinic, and learn more advanced testing techniques. ii. <i>Primary Care Clinic</i> – you will perform clinical examinations within the UNSW Optometry Clinic on patients presenting from the general public. iii. <i>Clinical Tutorials</i> – in these classes you will discuss clinical case studies and learn about testing/diagnostic strategies with your peers and clinical tutors. iv. <i>Clinical Grand Rounds</i> - this forum will provide you with exposure to a diverse range of clinical presentations. This will provide you with (i) an increased knowledge base of different case studies, and (ii) practice in presenting a case study to your peers. v. <i>Placement at the Australian College of Optometry</i> - you will perform clinical examinations within the Australian College of Optometry in Melbourne on patients presenting from the general public. 2. <u>Clinical Dispensing</u> <p>A critical part of your success as a clinician will be an ability to provide the most suitable visual correction to your patients. Success in doing so will require an intimate knowledge of the different types of products available, who they are most suitable for, and how they are best prescribed and fitted to your patient. <i>Clinical Dispensing</i> will be embedded within your clinical activities to ensure you build on your skills to meet the requirements of patients.</p> 3. <u>Business Skills</u> <p>In an increasingly competitive optical marketplace, optometry graduates need to have savvy business skills and knowledge to establish or acquire their own successful optometric practice, no matter what that mode of practice is. <i>Establishing and Managing an Optometry Practice</i> will provide students with optometric role model(s) who has been successful in setting up and managing their own suite of practices.</p>
<p>Relationship to Other Courses within the Program</p>	<p>Clinical Optometry 5A & 5B draws on the knowledge you have developed across each and every 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 OPTM5131/OPTM5231 (Specialist Clinical Optometry 5A/5B), OPTM8521(Clinical Contact Lenses), OPTM8511(Clinical paediatrics, low vision and colour vision), OPTM5151/OPTM5251 (Clinical Ocular Therapeutics 5A/5B) and OPTM8513/OPTM8523 (Clinical Ocular Therapy 5A/5B). These courses run concurrently, will share common placements (e.g., Australian College of Optometry), and are intimately related to address the different competencies all students must meet by the conclusion of the degree.</p>

4. Rationale and Strategies Underpinning the Course

<p>Teaching Strategies</p>	<p>Students will experience a variety of different settings in which they learn to become better clinicians:</p> <p><i>Clinical Experience - learning by doing</i></p> <p>This is your opportunity to put your learning into practice. You will be performing clinical examinations which will draw on all that you have learned across your time studying optometry. Your actions and outcomes will be observed and supervised by a wide variety of experienced clinicians.</p> <p><i>Clinical Observation – learning by watching</i></p> <p>You will observe experienced practitioners, which will provide you with the opportunity to learn how these clinicians perform their tests, how they interact with patients, and how they solve the problems of their patients.</p> <p><i>Clinical Tutorials – learning by discussion</i></p> <p>Tutorials provide a means of learning from the experiences of your supervisors and fellow students. These discussions allow you to learn how other students have dealt with different clinical presentations, and will develop your ability to perform your own case presentations to your peers.</p>
<p>Rationale for learning and teaching in this course^{6,7}</p>	<p><i>Clinical Learning</i></p> <p>The majority of your clinical learning throughout this course will take place as practical experience – seeing patients – while under clinical supervision. Clearly this is required to provide you with the experience necessary to meet the competencies obligatory to graduate as a clinical optometrist.</p> <p>Learning and assessment which takes place under direct clinical supervision is not necessarily a traditional means of university learning – a present issue for students studying this course is whether a fool-proof form of assessment can be provided which is repeatable and equitable across all students. Unfortunately this is not possible. You <u>will</u> be supervised by very different supervisors who <u>will</u> have different clinical interests, and who <u>will</u> 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 progression of the course.</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, skilful, and professional clinicians. These supervisors will provide 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><i>Clinical Dispensing</i></p> <p>Student learning in dispensing will be <u>directly</u> applied within the clinical setting; it is expected that you will actively embed this information into your clinical plan of action, and into the dispensing work you perform in the clinic. You will be required to perform frame and lens selections for your patients in the dispensary.</p> <p><i>Business Tutorials</i></p> <p>Having seen clinical practices and learned a great deal from classes in the Professional Optometry course, we are now looking to build on this knowledge to encourage students to consider setting up or acquiring their own clinical practice. The <i>Establishing and Managing an</i></p>

⁶Reflecting on your teaching

⁷<http://teaching.unsw.edu.au/guidelines>

Optometry Practice component of the course will be held in discussion-based tutorials so that students can talk about the pertinent issues they face while they learn from, and discuss these issues, with experienced clinical role model(s).

Following are the previously outlined *Student Learning Outcomes* for this course, along with how learning for these outcomes are supported by assessment:

1. *Enhanced your wealth of clinical experience by further exposure to primary care patients to the point where you will be able to conduct optometric examinations independently* – we will assess your ability to conduct optometric consultations in both the UNSW Optometry Clinic and at the Australian College of Optometry.
2. *Developed your own efficient and flexible clinical routine* – your clinical supervisors will be assessing the speed and proficiency of your testing as a routine part of their assessment of your skills – this will be one of the 13 core competencies assessed in each clinical consultation.
3. *Become an outcome-based practitioner where you are focussed, from the outset of your consultation, on solving the presenting concerns of your patient* – assessment of performance in the clinical setting will focus heavily on your case analysis and plan of action (two of the 13 core competencies), in conjunction with assessing your ability to perform the clinical tests necessary to reach these diagnoses.
4. *Built an appreciable knowledge of, and ability to, prescribe commercially available spectacle frames and lenses to provide the best possible correction for your patients' refractive requirements* – assessment of lens selection and dispensing skills forms an important part of clinical assessment.
5. *The skill set necessary to develop a business plan to establish or acquire an optometric practice* – you will work in groups to develop a business plan for an optometric practice, and will present the results based on the content of the *Establishing and Managing an Optometry Practice* tutorial series for assessment by staff and your peers.

5. Course Schedule

The following documents are available on Moodle and may be updated during the year.

- The *Stage 5 Clinic Planner*, which demonstrates the dates of the clinical rotations throughout 2020,
- The *Stage 5 Weekly Clinic Timetable*, which shows the times of all stage 5 internal clinics and classes which take place across 2019,
- The *Stage 5 Group Allocations*, which assigns each student into groups,
- The *Stage 5 Clinical Rotation Schedule*.

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.

Some of this information is available on the [Virtual Handbook](#)⁸ and the [UNSW Timetable](#)⁹.

⁸ UNSW Virtual Handbook: <http://www.handbook.unsw.edu.au/index.html>

⁹ UNSW Timetable: <http://www.timetable.unsw.edu.au/>

6. Assessment Tasks and Feedback¹⁰

Clinical component	Task	Knowledge and abilities assessed	Assessment criteria	% of mark	Date of submission	Feedback		
						WHO	WHEN	HOW
Preceptorship Placement	Work experience in an ophthalmic health care setting	Ability to perform clinical examination, clinical dispensing and work effectively in ophthalmic health care.	Patient log and written report	Hurdle	(Further detail available on Moodle)	Supervising Practitioners	Throughout and following preceptorship placement	Verbal
Primary Care Clinic	Examination of patients presenting to Primary Care Clinic	<ol style="list-style-type: none"> Ability to perform all components of a clinical examination in a thorough yet efficient manner. Ability to integrate and interpret the findings of a clinical examination to provide a most suitable diagnosis and plan of action for that patient. 	See below	65%	Immediately following all examinations in the Primary Care Clinic	Clinical supervisor (Staff or Clinical Supervisors)	Throughout and following each clinical examination	Verbal and observation of <i>Supervisor's Assessment Form</i> where possible
Clinical Tutorial	Discussion of clinical case studies and testing/diagnostic strategies	Ability to present cases to peers and participate in discussion	Attendance at all scheduled classes required and active participation in discussion expected	Nil	NA			
Clinical Grand Rounds	Presentation of a clinical case study, peer assessment of presentations, and actively facilitate a class discussion.	<ol style="list-style-type: none"> Ability to clearly and concisely present a clinical case study to a group of peers; and to address questions raise on the presented case. Ability to critically assess presentations Ability to facilitate a group discussion 	See below	10%	<ol style="list-style-type: none"> During presentation Immediately following each scheduled Clinical Grand Rounds During facilitation 	Class facilitator(s) and peers	Immediately following presentation	Verbal via audience feedback (immediate)
Clinical Dispensing	Practical dispensing of spectacle lenses and frames	<ol style="list-style-type: none"> Select and provide a quote for the most appropriate spectacle lenses for clinical patients. Select and fit an appropriate frame for clinical patients. 	See below	10%	Immediately following every dispense in Primary Care Clinic	Clinical dispensing instructors	Immediately following dispensing in Primary Care Clinic	Verbal (immediate)
Establishing and Managing an Optometry Practice	Develop a business plan to establish a hypothetical optometric practice	1. Group presentation on outline of business plan to establish an optometry practice	See below	5%	Final tutorial of rotation	Strand Tutor, & staff in audience	Immediately following presentation	Verbal and via audience feedback
Placement at Australian College of Optometry	Examination of primary care (general) clinic patients presenting at Australian College of Optometry	<ol style="list-style-type: none"> Ability to perform all components of a clinical examination in a thorough yet efficient manner. Ability to integrate and interpret the findings of a clinical examination to provide a most suitable diagnosis and plan of action for that patient. 	See below	10%	Immediately following all examinations at ACO	Clinical supervisor (Staff or Visiting Optometrist)	Throughout and following each clinical examination	Verbal (and observation of <i>Supervisor's Assessment Form</i> where possible)

WHAT IS A PASS? The key role of this course (in conjunction with other final year courses) is to ensure that you, by the end of the year, will meet the core competency standards required for qualification as an optometrist in Australia and New Zealand as set by the Optometry Council of Australian and New Zealand (OCANZ). To ensure quality patient care, clinical competencies must be demonstrated prior to graduation. A pass in Clinical Optometry 5A & 5B requires you to not only reached a course aggregate of 50 or more, but to have passed each of Primary Care Clinic component and Placement at Australian College of Optometry component. Otherwise, you will be awarded a grade of 'unsatisfactory fail' (UF) despite the course aggregate being 50 or more. If after any supplementary exams (if eligible) you received an unsatisfactory mark for Primary Care Clinic and/or Placement at Australian College of Optometry, the following will apply to calculate the final course aggregate: final aggregate will not exceed 50 if you fail either components; final aggregate will not exceed 45 if you fail both component.

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

Further information for each of these assessment tasks is provided below and on Moodle (where necessary):

Primary Care Clinic

Rationale

This component will provide students with further clinical experience seeing Primary Care Clinic patients to build on the skills learned in Clinical Optometry 4A & 4B.

Component structure

Students will see patients in the Primary Care Clinic held at the UNSW Optometry Clinic under the direct supervision of qualified optometrists.

Assessment

Assessment for the Primary Care Clinic will be combined across Session 1 and 2, though it will occur in two separate phases: the *non-assessment period*, and *full assessment period*. This structure has been implemented to encourage students to learn from their supervisors during earlier part of this course. As a result, assessment in the *non-assessment period* (Rotation 1) will take place to provide feedback on student performance; however it will have no weighting towards the final mark in an effort to encourage students to interact with their supervisors without the pressure of being assessed. The *full assessment period* will take place in Rotation 2, and will provide the final marks attained for the Primary Care Clinic component of Clinical Optometry 5A & 5B. This is at the stage of the year where student performance should be at its best. The periods of assessment are outlined below:

Task	Dates of Assessment	Knowledge and abilities assessed	% of mark for Primary Care Clinic
Non- assessment period	Rotation 1A Rotation 1B Rotation 1C <i>(See Moodle for specific dates)</i>	You will be assessed on all facets of your clinical examination which will reflect your ability to: <ol style="list-style-type: none"> 1. Perform all components of a clinical examination in a thorough yet efficient manner. 	Nil
Full assessment period	Rotation 2A Rotation 2B Rotation 2C <i>(See Moodle for specific dates)</i>	<ol style="list-style-type: none"> 2. Integrate and interpret the findings of a clinical examination to provide a most favourable diagnosis and plan of action for that patient. 	100%

Throughout the year, you will be assessed using the criteria as set on *Stage 5 Primary Care Clinic: Supervisor's Assessment System* (detail available on Moodle). Student performance will be assessed according to two separate but related assessment systems:

1. Core Areas of Clinical Competency. There are 13 core areas of clinical competency which are listed on the *Stage 5 Supervisor's Assessment Form*. These reflect key areas of practice necessary to meet the OCANZ competencies required for registration as an optometrist. Supervisors will assess whether the student has satisfactorily met the level of competency required for each of the 13 areas. This will (i) provide feedback to students on areas where improvement is required, and (ii) provide the school with a holistic picture of competence in each of the areas across the clinical year. Assessment of the core clinical competencies will not contribute to the clinical mark *per se*, although:
 - a. If a student demonstrates an unsatisfactory level of competency in any four of the 13 areas of competency for a single patient, they will receive a maximum 'E' grade for that patient;
 - b. Students will be required to demonstrate a satisfactory level of competency in each of the 13 areas of competency to pass the course (see *Important Information about Supplementary Examinations* below).
2. Overall Grade. Supervisors will provide an overall grade on performance using a six-point scale (A to F), which will be converted to a numerical equivalent. This is used to calculate the final mark for the Primary Care component of the course. Students are expected to achieve an average grade of 'C' or above to pass the course, and to be considered competent to practice.

Each student will be required to keep a detailed record of each patient examined during the Primary Care Clinic. Each patient gives the student an opportunity to self-reflect both on the clinical case they were faced with, and how the student has responded and performed. For the satisfactory completion of the Primary Care Clinic component of this course, completed self-reflections must be submitted via Moodle to the Course Convenor within one week of completing each of the two internal clinic rotations.

Note: Students may recommended and introduce friends and families to the UNSW Optometry Clinic for an eye examination. However, students must notify the Course Convenor on this relationship, and student should not be the clinician performing examination for the family or friend. Instead, student will be prioritised to examine an alternate patient during the clinic.

Further details on Primary Care Clinic assessment are available on Moodle.

TO PASS THE PRIMARY CARE CLINIC COMPONENT OF THIS COURSE

In order to pass the Primary Care Clinic component of this course, students are required to:

1. Achieve a **minimum average mark of 65%** in the Primary Care Clinic component of the course (equivalent to a 'C' grade on the *Supervisor's Assessment Form*);
2. Demonstrate a satisfactory level of competency in each of the 13 areas of core competency. Those who demonstrate an unsatisfactory level of competency for more than 20% of the assessments in the same area for any of the 13 areas of core competency across the full assessment periods may be required to undergo further assessment;
3. Receive an E or F grade for no greater than 20% of the patients they have examined across full assessment periods;
4. Examine a comparable number of patients to their peers during each of the two assessment periods. This number will be evaluated at the end of Session 2 and is dependent on clinic patient numbers. It is in place to ensure that students don't avoid seeing patients;
5. Complete a self-reflection on each Primary Care Clinic patient encounter. This must be submitted together with a Patient Log via Moodle to the Course Convenor within one week of completing each two internal clinic rotations (hurdle);
6. Conduct the selected clinical techniques on at least the minimum number of patients specified for each clinic rotation (hurdle). Details will be available prior to the commencement of each internal clinic rotation from the Course Convenor.

If students do not meet each of these six requirements, they may be granted supplementary examinations if their level of competency is in doubt.

Supplementary examinations will take place in the Supplementary Examination Period outlined in the SOVS policy (see later in this document or the school website). The school does not intend to hold further training or examinations following completion of the supplementary period, though this is possible in rare circumstances.

Clinical Grand Rounds

Rationale

The ability to effectively communicate case presentations is an important skill when seeking to succinctly summarise the major findings of a case in clinical practice, or when giving presentations about or publishing interesting findings.

Component structure

Each Stage 5 student will give one clinical case presentation during Clinical Grand Rounds. All Stage 4 students, and Stage 5 students who are not on external rotation away from Sydney, are expected to attend. Clinical Grand Rounds forms part of Stage 4 Clinical Optometry (OPTM6412/OPTM6422/OPTM4131/OPTM4231) and Stage 5 Clinical Optometry (OPTM8512/OPTM8522/OPTM5111/OPTM5211).

The case presentations are to be clinical rather than pathology cases, should be from a patient examined by the student, and should address one of the following topics:

- Refraction
- Binocular Vision
- Contact lenses
- Optical dispensing
- Paediatrics

Any topics other than those listed above must be approved by the Course Convenor by email 2 weeks prior to the presentation date.

Presentation must be individual and original work. Case presented in the Grand Round could not be used in any other submitted assignment for this or another course. For a patient where students examined together for the consultation, student must discuss with each other to ensure that the same case is not presented twice and the final presentation is unique.

Presentations should be no longer than 5-minutes in length, to be followed by 5-minutes of discussion and questions from the audience and class facilitator(s). A maximum of three PowerPoint slides should be used to present the pertinent details of the case. Presenters must forward a copy of their PowerPoint presentation to the Course Convenor with their student number as the file name no later than 12noon Monday, one week prior to the allocated presentation date. The patient SUNIX reference number should be included in the email.

Each presentation should address:

- Presenting history and symptoms;
- Relevant examination results;
- Diagnosis;
- Any relevant differential diagnoses if applicable;
- Action taken

Each Stage 5 student will be allocated the role of class Student Facilitator for one Clinical Grand Round.

Schedule

The schedule of presenters and Student Facilitators will be available on Moodle prior to Grand Round commencement. During the first part of Rotation 1 before Grand Rounds commence, the time slot for Clinical Grand Rounds will be filled by clinical tutorials compulsory for those scheduled as per the *Stage 5 Clinical Rotation Schedule*.

Assessment

All Stage 5 students not on external rotation away from Sydney will be required to attend Clinical Grand Rounds (hurdle), as well as satisfactorily complete a marking form to be submitted at the end of each Clinical Grand Rounds attended (hurdle).

To pass the Clinical Grand Rounds component, satisfactory contributions in class facilitation is required when the student is the designated Student Facilitator (hurdle), as judged by the Staff Facilitator(s). Students must be present and facilitate discussions during the allocated Clinical Grand Round. Failure to do so will result in 50% penalty on the mark awarded for Clinical Grand Round.

Each presentation will be graded by Staff Facilitator(s) (composed of Staff Optometrists, Clinic Supervisors, and Visiting Clinical Supervisors) which will form 100% of the final mark for Clinical Grand Round component. Grades from Stage 5 students will not contribute to the mark for Clinical Grand Round. The marking form used to grade presentations is available on Moodle.

Clinical Dispensing

Rationale

Optometrists are assessed on their ability to solve the visual needs of their patients. Exceptional skills in dispensing spectacles are a critical element of a practitioner's ability to meet their patient's needs.

Component structure

Students will gain experience in clinical dispensing during the Primary Care Clinic and for other UNSW Optometry Clinic patients. Students will dispense spectacles within the clinical setting as part of their consultation with patients, and/or possibly by means of a case study or demonstration patient. You will be working closely with the Clinical Dispensing Instructors (and possibly Mentors) to learn the skills necessary to provide patients with the best possible optical appliances.

Assessment

After students examined patients during Primary Care Clinic, students are required to complete the *Patient Recommendation Sheet* before leaving the consulting room to be graded for Clinical Dispensing. Students will be graded by a Clinical Dispensing Instructor using the *Stage 5 Clinical Dispensing Student Assessment Form* (available on Moodle) when dispensing were completed for their own patients after the Primary Care Clinic consultations. Each dispense must be completed on the same date as the consultation. Students are to be assessed for dispensing on at least 12 patients across the year. The average of the highest 12 marks will form the final mark for Clinical Dispensing.

An additional 6 dispensing across the year from other UNSW Optometry Clinic will be required. This includes patients from other internal clinics as well as patients examined by students peers during Primary Care Clinic.

Those students who have not completed assessment for the above number of patients may be required to do further assessment in the Supplementary Examination period. Any dispenses for UNSW optometry students, family and friends will not be counted towards student's dispensing quota and will not be graded.

Students are expected to actively seek feedback from the Clinical Dispensing Instructor after each dispense. Students will be required to perform the appropriate selection of lenses and frame(s) for their own patients following a clinical consultation. Students will be assessed on their ability to recommend and prescribe appropriate visual solutions for patients.

Dispensing skills, in particular the ability to recommend the most suitable lenses for a patient's visual correction, will also form a critical element of assessment in the Primary Care Clinic (see description of *Primary Care Clinic Component* in this course outline), with one of the 13 categories of competency specifically allocated to assessing the student's ability to choose appropriate visual corrections for their patient.

Establishing and Managing an Optometry Practice

Rationale

Many optometry students report a desire to one day own and operate their own practice, though only a low number of graduates appear to follow their initial plans for practice ownership. The aim of this component is to instil students with the skills and confidence required to make a better informed decision when deciding to either establish or acquire their own practice.

Component structure

Classes will be tutorial-style, with students attending within their schedule for internal placements. These classes will be tutored by eminent optometrist(s) who have successfully created and developed their own practice(s).

Assessment

Students will be required to meet two specific criteria for assessment in this strand of the course:

1. Attendance - full attendance will be required of all students to pass Clinical Optometry 5A & 5B.
2. Group Presentation - students will be allocated into groups and will be required to 'develop their own practice'. Students will have access for online discussions on the content of the class and how they will use it in designing their hypothetical practice (in their own time using *Moodle*). This discussion will be made private to the group members only, but open to review by the Strand Tutor and Course Convenor.

Each group will give a group presentation in the final tutorial and create handouts outlining their plans for the practice they have developed across the course. Students will be encouraged to be as creative as possible, with the presentations open to all students and members of staff. Formal assessment will be in the form of a mark given by each of the School staff present at the presentations. *Presentation Assessment Criteria* will be made available on Moodle.

Schedule

Weekly 1-hour tutorials will be held across the year (not all weeks). Class schedules will be according to the *Stage 5 Clinical Rotation Schedule* available on Moodle.

Placement at Australian College of Optometry

Rationale

Australian College of Optometry (ACO) provides students with further opportunities to see patients in a primary care setting, helping to expand on the clinical experience required to meet the competency levels outlined by the Optometry Council of Australia and New Zealand.

Component structure

Students will spend a two-week placement at the ACO as a part of their external placements performed in Stage 5 of the Optometry program. The *Student Guidelines for ACO Clinical Placements* and *UNSW Induction Kit* documents available on Moodle describes the structure of the ACO placement – all students must read this prior to arrival at the ACO.

Assessment

Students will be assessed in a similar manner as they are at the UNSW Primary Care Clinic. Students must also complete and submit the ACO placement log via Moodle (electronic submission) within 1 week of returning from the ACO.

TO PASS THE ACO COMPONENT OF THIS COURSE

In order to pass the ACO component of this course, students are required to:

1. Achieve a **minimum average Overall Mark of 7** at ACO General Clinic.
2. Demonstrate a satisfactory level of competency in each areas of core competency. Those who demonstrate an unsatisfactory level of competency for more than 20% of the assessments in the same area for any of the core competency may be required to undergo further assessment;
3. Receive an overall mark below 5 for no greater than 20% of the patients they have examined while at the ACO;
4. Examine a comparable number of patients to their peers at the ACO.

If students do not meet each of these four requirements, they may be granted supplementary examinations if their level of competency is in doubt.

Supplementary examinations will take place in the Supplementary Examination Period outlined in the School of Optometry and Vision Science policy (see later in this document or the school website). The school does not intend to hold further training or examinations following completion of the supplementary period, though this is possible in rare circumstances.

Schedule

The timing of the two-week placement is shown on the *Stage 5 Clinical Rotation Schedule* document available on Moodle. The specific schedule you will follow while on placement will be provided at ACO.

7. Additional Resources and Support

<p>Text Books</p>	<p>There are no required textbooks for this course, though the following texts (which you may have already acquired throughout your studies) are likely to be of use as reference texts:</p> <p><u>Clinical texts</u></p> <p>Bartlett and Jaanus (2007). Clinical ocular pharmacology. Butterworth-Heinemann.</p> <p>Bruce and Loughlin (2011). Anterior eye disease and therapeutics A-Z. Butterworth-Heinemann: Oxford.</p> <p>Bruce, O'Day, McKay, Swann (2008). Posterior eye disease and glaucoma A-Z. Elsevier.</p> <p>Carlson and Kurtz (2012). Clinical procedures for ocular examination. The McGraw-Hill Companies.</p> <p>Grosvenor (2007). Primary care optometry (5th Ed). Butterworth Heinemann Elsevier.</p> <p>Salmon (2019). Kanski's Clinical ophthalmology: a systematic approach. Elsevier.</p> <p>Bagheri and Wajda (2016), The Wills eye manual: office and emergency room diagnosis and treatment of eye disease (7th Edition) Lippincott, Williams and Wilkins.</p> <p>Millidot (2014). Dictionary of optometry and visual science (7th Ed). Butterworth-Heinemann.</p> <p>Scheiman and Rouse (2006). <i>Optometric management of learning-related vision problems (2nd Ed)</i>. Mosby Elsevier: St Louis.</p> <p>Scheiman and Wick (2008) Clinical management of binocular vision (3rd Ed). Lippincott Williams & Wilkins.</p> <p>Dispensing texts:</p> <p>Wilson and Daras (2014). Practical optical dispensing. Third edition, OTEN Sydney.</p> <p>Wilson, Stenersen and Daras (2014). Practical optical workshop. Second edition OTEN Sydney</p> <p><i>Texts are available from the UNSW Bookshop or at the UNSW Library</i></p>
<p>Course Manual</p>	<p><i>UNSW Optometry Clinic: Clinic Manual 2018</i> will be available electronically on Moodle. Any additional <i>UNSW Optometry Clinic</i> protocols will be available on Moodle. Students are expected to have read the whole Clinic Manual before clinic commences, and follow all policies and procedures.</p>
<p>Required Readings</p>	<p>Students are expected to have read the <i>Clinic Manual 2020</i> before clinic commences, and follow all UNSW Optometry Clinic policies and procedures on Moodle.</p>
<p>Additional Readings</p>	<p>There are no specifically required or recommended readings for this course, although it is always wise to revisit notes and texts from earlier clinical courses. Lecturers, tutors, staff Clinical Supervisors and Visiting Clinical Supervisors may at times suggest further reading to compliment your learning experience.</p>
<p>Online content</p>	<p>A variety of information about this course including course outlines, timetables, discussions, announcements, and results can be found on Moodle at:</p> <p>https://moodle.telt.unsw.edu.au/login/index.php</p>

<p>Recommended Internet Sites</p>	<p>The website of the School of Optometry and Vision Science will hold important information including timetables, staff contact details, and information on supplementary examinations:</p> <p>http://www.optom.unsw.edu.au/</p> <p>A wide variety of resources are available at the website for the UNSW library:</p> <p>http://www.library.unsw.edu.au/</p> <p>A wide range of information and publications for Australian Optometrists are available at the website of the Optometrists Association of Australia (OAA):</p> <p>http://www.optometrists.asn.au/</p>
<p>Societies</p>	<p>The UNSW Optometry Society (Optomsoc) is the representative body for all UNSW Optometry and Vision Science students. The website of Optomsoc is:</p> <p>http://www.optomsoc.com/</p> <p>The NSW Division of the OAA takes a strong interest in the functioning of the school, and particularly of the clinic. The website of the NSW Division is:</p> <p>http://www.oaansw.com.au/</p>
<p>Computer Laboratories or Study Spaces</p>	<p>The School of Optometry and Vision Science is fortunate to have its own student computer laboratory located in Room LG21 on the lower ground floor of the Old Main Building. Please be careful to abide by the school rules for this laboratory.</p> <p>If these spaces are occupied or unavailable then the UNSW Library contains vast study and computing spaces, plus it is open for longer hours than the school. 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 across 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. The required equipment includes:</p> <ul style="list-style-type: none">- Binocular indirect ophthalmoscope- Condensing lenses- Direct ophthalmoscope and retinoscope- Trial frame- Tonometer probe- Equipment kits and all contents <p>It is expected that when in the UNSW Optometry Clinic you will be well presented according to the Clinic dress code, detail in <i>UNSW Optometry Clinic: Clinic Manual 2018</i>.</p>
Enabling Skills Training Required to Complete this Course	<p>The enabling skills required for this course have been built into courses completed in previous years, and which are pre-requisites to enrol in Clinical Optometry 5A & 5B. 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 required Health and Safety (HS) training will be built into the course practicals and/or tutorials, and hence additional training will not be required.</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	2017	<p>This is the first time this course run within the new Clinical Optometry 8095 program.</p> <p>To accommodate a larger cohort of the students in 2020, the course commences on 8th January and the teaching weeks of clinics have been expanded. Contact hours of the course for each student have remained similar.</p> <p>The course assessment have been reviewed in light of the UNSW Assessment Policy, UNSW Design Procedure and UNSW Assessment Implementation Procedure introduced in 2017.</p>
myExperience ¹¹	2019	<p>Course evaluation will be conducted by the myExperience process. myExperience, an online student survey, aims to boost student feedback and to create a culture of continuous improvement by identifying, responding to and acting on student feedback. The feedback student provides in this process will be used when the course is revised in subsequent years.</p>
CATEI	<p>2011 (<i>Clinical Optometry 5A</i>)</p> <p>2013 (<i>Clinical Optometry 5B</i>)</p> <p>2015 (<i>Clinical Optometry 5B</i>)</p>	<p>It has not been possible to reduce course content because this course is based on acquiring and demonstrating clinical competency, as prescribed by the accreditation authority for optometry in Australia. Clinic exposure provides the essential experience to acquire the necessary clinical competency. Many students rated the clinical experience highly and essential in acquiring the necessary graduate attributes. Some students recommended additional clinical experience for the future years in order to gain more experience. In 2012, increased patient encounters have been achieved by increased Primary Care Clinics exposure to enhance student learning experience.</p> <p>Further increase in clinical experience with full supervision will be limited due to time constraints, as well as Clinic resources with increased demand for patients. Since 2011, supervision constraints have been partly overcome by inviting Visiting Clinical Supervisors to volunteer their time. This reduced supervisor to students' ratio has been rated highly in the 2011 CATEI.</p> <p>Learning and assessment under direct clinical supervision is unlike the other more traditional means of university learning. Student will be supervised by different supervisors with different clinical interests, and different expectations. This presents a problem where repeatable and equitable assessment across all students is not possible. Students are encouraged to <i>embrace</i> this variety in clinical experience. Exposure to different supervisors allows students to adapt and learn from different practitioners, which will produce a better practitioner. It is expected that the different expectations of supervisors will even out across the year as each student is rotated to be supervised by all supervisors.</p>
Other	2017	<p>The key role of this course (in conjunction with 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. The course/program 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.qs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf</p> <p>The <i>UNSW Optometry Clinic Manual 2020</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>It is extremely important that you know how to use your Zmail and ensure that you check it regularly. You are advised to link your official UNSW email address to your habitual email address (e.g. hotmail). You will miss out on vital information from the School and University if you do not check your Zmail.</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>Work Health and Safety¹²</p>	<p>Information on relevant Occupational Health and Safety policies and expectations both at UNSW and if there are any school specific requirements.</p> <p>Information on relevant policies and expectations is provided during General Safety Induction training. A copy of the Induction booklet distributed at this training is available from the School of Optometry and Vision Science office (RMB3.003) and the School website at: https://www.optometry.unsw.edu.au/about/information-and-policies/work-health-and-safety</p>
<p>Assignment Submissions</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>If your assignment requires submission of a pair of glasses/contact lenses, these may be submitted via the Assignment submission box at the Student Enquiry office (North Wing, Rupert Myers Building, Room 3.003), however the accompanying report should be submitted via Moodle.</p> <p>Marked assignments can be collected from the:</p> <ul style="list-style-type: none"> • School Enquiry office during counter opening hours. <p>You must show a valid student card to do this.</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</p>

¹² [UNSW Health and Safety Home page](#)

	website at: https://www.optometry.unsw.edu.au/study/undergraduate-degrees/important-information-and-policies
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SCHOOL OF OPTOMETRY AND VISION SCIENCE, UNSW

SUPPLEMENTARY EXAMINATION INFORMATION, 2020

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. **UNSW operates under a Fit to Sit/ Submit rule for all assessments. If a student wishes to submit an application for special consideration for an exam or assessment, the application must be submitted prior to the start of the exam or before an assessment is submitted. If a student sits the exam/ submits an assignment, they are declaring themselves well enough to do so.** 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 and attach student's supporting documentation (such as a medical certificate).

CHRONIC ISSUES AND PRE-EXISTING CONDITIONS

If you have chronic issues and pre-existing conditions, we recommend you apply for Educational adjustments for disability support through Disability Services. Register for Equitable Learning Support (formerly Disability Support Services) at <https://student.unsw.edu.au/els/register>

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 on the UNSW website: <https://student.unsw.edu.au/special-consideration>.

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 2020 WILL BE HELD AS FOLLOWS:

FOR TERM 1:

- **STAGE 1-4* COURSES: THURSDAY, 21 MAY 2020 – SATURDAY, 23 MAY 2020**
- **THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN TERM 1 2020**

FOR TERM 2:

- **STAGE 1-3 COURSES: THURSDAY, 3 SEPTEMBER 2020 - SATURDAY, 5 SEPTEMBER 2020**
- **STAGE 4* COURSES: THURSDAY, 3 SEPTEMBER 2020 AND FRIDAY, 4 SEPTEMBER 2020**
- **THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN TERM 2 2020**

FOR TERM 3:

- **STAGE 5 COURSES ONLY: DURING THE WEEK OF MONDAY, 14 DECEMBER 2020 – FRIDAY, 18 DECEMBER 2020**
- **STAGE 1-4* COURSES: THURSDAY, 17 DECEMBER 2020, FRIDAY, 18 DECEMBER AND SATURDAY, 19 DECEMBER 2020**

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**

¹³ [UNSW Assessment Policy](#)

¹⁴ [Student Complaint Procedure](#)

	<p>Consideration 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, 15 November 2019</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 Equitable Learning Services (formerly Disability Support Services) at 9385 4734 or https://student.unsw.edu.au/els</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>Dr Alex Hui alex.hui@unsw.edu.au Tel: 9385 9228</p>	<p>Faculty Contact</p> <p>A/Prof Alison Beavis Deputy Dean (Education) a.beavis@unsw.edu.au</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 Conduct and Integrity Unit 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. Academic integrity, referencing and plagiarism

Referencing is a way of acknowledging the sources of information that you use to research your assignments. You need to provide a reference whenever you draw on someone else's words, ideas or research. Not referencing other people's work can constitute plagiarism.

Further information about referencing styles can be located at student.unsw.edu.au/referencing

Academic integrity is fundamental to success at university. Academic integrity can be defined as a commitment to six fundamental values in academic pursuits: honesty, trust, fairness, respect, responsibility and courage.² At UNSW, this means that your work must be your own, and others' ideas should be appropriately acknowledged. If you don't follow these rules, plagiarism may be detected in your work.

Further information about academic integrity and **plagiarism** can be located at:

- The *Current Students* site student.unsw.edu.au/plagiarism, and
- The *ELISE* training site subjectguides.library.unsw.edu.au/elise

The Conduct and Integrity Unit provides further resources to assist you to understand your conduct obligations as a student: student.unsw.edu.au/conduct.

²International Center for Academic Integrity, 'The Fundamental Values of Academic Integrity', T. Fishman (ed), Clemson University, 2013.

12. Additional support for students

- The *Current Students* Gateway: student.unsw.edu.au
- Academic Skills and Support: student.unsw.edu.au/skills
- *Student Wellbeing, Health and Safety*: student.unsw.edu.au/wellbeing
- Equitable Learning Services (formerly Disability Support Services): <https://student.unsw.edu.au/els>
- UNSW IT Service Centre: www.it.unsw.edu.au/students