

OPTM8513/8523

Clinical Ocular Therapy

Course Outline
Term 2 and 3, 2022

School of Optometry and Vision Science
Faculty of Medicine & Health

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1. Staff

Staff	Role	Name	Contact Details	Consultation Times
Course Convenor		Professor Fiona Stapleton	f.stapleton@unsw.edu.au	Contact via email
Teaching Staff	Centre for Eye Health placement coordinator	Mr Michael Yapp	m.yapp@cfeh.com.au	Contact via email
	Ocular Pathology Clinic	A/Prof Anthony Chapman-Davies	chapman-davies@unsw.edu.au	Contact via email
		Ms Emilie Ross	e.ross@unsw.edu.au	Contact via email
		Dr Michael Hennessy	Email via Ms Ross	Contact via email
	Hospital Eye Clinic, POW Diabetes Centre supervisor	A/Prof David Pye	d.pye@unsw.edu.au	Contact via email
		Ms Emilie Ross and Ms Lisa Feng (Tuesday and Wednesday)	e.ross@unsw.edu.au lisa.feng@unsw.edu.au	Contact via email
	External placement coordinator	Ms Michelle Bonanno	m.bonanno@unsw.edu.au	Contact via email
	Internal placement coordinator	Dr Kath Watt	kathleen.watt@unsw.edu.au	Contact via email
Red Eye Clinic Coordinator	Ms Lily Ho	lily.ho@unsw.edu.au	Contact via email	

2. Course information

Year of Delivery	2022
Course Code	OPTM8513 OPTM8523
Course Name	Clinical Ocular Therapy 5A and 5B

Academic Unit	School of Optometry and Vision Science			
Level of Course	Masters			
Units of Credit	12 UOC			
Term(s) Offered	2 and 3			
Assumed Knowledge, Prerequisites or Co-requisites	<p><i>Prerequisites:</i> OPTM 6411 Contact Lenses (PG), OPTM 6413 Anterior Eye Therapeutics (PG), OPTM6423 Therapeutics and the Posterior Eye (PG), OPTM6422 Clinical Optometry 4B, OPTM6421 Binocular Vision, Paediatrics and Low Vision (PG).</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, the School insists that students maintain their clinical skills to a suitable prerequisite level for enrolment.</p>			
Hours per Week	Will vary each week according to rotation group (minimum 400 hours in total). Please see Moodle for updates and changes to both placements and tutorials due to the impact of COVID-19.			
Number of Weeks	Not applicable, will vary with the rotation schedule			
Commencement Date	<p>Clinical Preparedness Assessment – Friday, 18th February 2022</p> <p>Clinical Rotations – Monday, 9th February 2022.</p>			
Summary of Course Structure (for details see 'Course Schedule')				
Component	Contact Hours	Time	Day	Location
Red Eye Clinic. Clinical placement to include patient experience, tutorials, virtual patient cases, case discussions and dry eye clinic patient experience	70	9.00am-5:00pm	Monday-Friday Two-week rotation as per rotation schedule (see Moodle)	UNSW Optometry Clinic
		Tutorial 9:30-11:00am	First Tuesday of rotation	Lederer Room, Level 3 School Office
		Case discussions 9:00-11:00am*	Final Friday of rotation – *time subject to patient appointments	UNSW Optometry Clinic

Prince of Wales Hospital Eye Clinic Placements	3-6	9.00-12.00pm	Friday according to rotation timetable (see Moodle)	Prince of Wales Hospital Eye Clinic
Centre for Eye Health placements and tutorials	210	8:30am-5:00pm	Monday-Friday Six-week rotation as per timetable (see Moodle)	Centre for Eye Health, South Wing, RMB and the Cameron Centre in Parramatta
Ocular Pathology Clinic	30	Tuesday 2:00-3:30pm (alternate weeks) Friday 10:45am-12:45pm	Tuesday/Friday Students allocated a patient on any scheduled OP Clinic must attend 30 minutes prior to their patient to allow for setup and discussion Please refer to the internal clinic timetable for your allocated ocular pathology patient. See moodle for further instruction.	UNSW Optometry Clinic, Special Services Room
Royal Hobart Hospital Eye Clinic	2	As per rotation group timetable	See Moodle for dates	Online webinar to replace face to face content
Private Ophthalmology, Optometry & Day Surgery placements	@20	As per rotation group timetable	As per rotation group timetable (see Moodle)	As per rotation group timetable
Prince of Wales Diabetes Centre placements	3-6	9:00am-12:00pm	Tuesday & Wednesday As per rotation group timetable (see Moodle)	Prince of Wales Hospital Diabetes Centre

Dermatology Placement (where available)	8	9:00am-5:00pm	Thursday As per rotation group timetable (see Moodle)	Dr John Pyne 367 President Ave Gynea
Total	350+			
Special Details	<p>Students will be assigned to one of three groups for placement rotations and activities.</p> <p>Students may be required to attend compulsory clinical placements outside of term times, please refer to Moodle for further details.</p> <p>Placement hours and location may be subject to change based on availability. Please see Moodle for announcements.</p>			

2.1 Course summary

This supervised clinical course is designed to provide guided practical experience in the therapeutic management of ocular disease. Students will develop the ability to competently undertake safe and autonomous therapeutic management of patients, including the ability to design, implement and monitor appropriate management programs. The course comprises no less than 215 hours of clinical training in a range of settings, including primary, secondary and tertiary centres.

2.2 Course aims

This supervised clinical course is designed to provide guided practical experience in the therapeutic management of ocular disease. Students will develop the ability to competently undertake safe and autonomous therapeutic management of patients, including the ability to design, implement and monitor appropriate management programs. The course aims also to equip students with the skills to incorporate ocular therapeutics into their professional practice and to work in an integrated way with other health professionals.

2.3 Course learning outcomes (CLO)

At the successful completion of the course, students will (Refer to Kiely PM, Slater J. Optometry Australia Entry-level Competency (ELC) Standards for Optometry 2014. Clin Exp Optom 2015;98:65-89)

- Have practical experience in the differential diagnosis of ocular disease (Entry Level Competencies (ELC) 2.1-2.5, 3.1-3.4, 3.8, 4.1)
- Be competent to design, develop and revise a management plan for selected ocular diseases (allergic, infectious, toxic and traumatic conditions of the anterior eye) based on a sound understanding of the signs, symptoms, underlying pathology, laboratory results, epidemiology and the health status and history of the patient for conditions which may require either pharmacological or non-pharmacological treatment or intervention (ELC 1.2, 1.3, 1.4, 1.5, 2.1-2.5, 3.1-3.4, 3.8, 4.1, 4.4, 4.9, 4.11, 4.13)
- Be aware of the circumstances in which referral for specialist medical treatment is required and understand emergencies and serious complications that may be associated with anterior eye disease, so that these can be identified and managed promptly. This will also include the reporting of notifiable diseases and infection control (ELC 1.5, 1.7, 4.1, 4.4, 4.9, 4.11-4.13, 5.1, 5.2)

- Have experience of planning and execute appropriate shared care arrangements for their patients, including being able to recognise the legal and ethical implications of such arrangements and interactions with other health care providers (ELC 1.3-1.7, 4.4, 4.9, 4.11-4.13, 5.1, 5.2)
- Be competent to diagnose, treat and or monitor glaucoma (as outlined by the Optometry Australia) (ELC 1.6, 2.1-2.5, 3.1-3.4, 3.8, 4.1, 4.4, 4.9, 4.11-4.13, 5.1, 5.2)
- Be able to communicate relevant advice and information to patients and others (ELC 1.5)
- Have increased confidence in their ability to diagnose and appropriately manage ocular disease (ELC 1.3)
- Appreciate the importance of ongoing skills training, for any practitioner working in this area (ELC 1.1)

2.4 Relationship between course and program learning outcomes and assessments

Course Learning Outcome (CLO)	LO Statement	Program Learning Outcome (PLO)	Related Tasks and Assessments
CLO 1	Have practical experience in the differential diagnosis of ocular disease	PLO 1 PLO 2 PLO 3 PLO 5 PLO 6 PLO 7 PLO 8	Supervisor evaluations Case log Oral examination
CLO 2	Be competent to design, develop and revise a management plan for selected ocular diseases (allergic, infectious, toxic and traumatic conditions of the anterior eye) based on a sound understanding of the signs, symptoms, underlying pathology, laboratory results, epidemiology and the health status and history of the patient	PLO 1 PLO 2 PLO 3 PLO 4 PLO 5 PLO 6 PLO 7 PLO 8	Case reports Case evaluations Case presentations and critical case evaluations Supervisor evaluations Case log Oral examination
CLO 3	Be aware of the circumstances in which referral for specialist medical treatment is required and understand emergencies and serious complications that may be associated with anterior eye disease, so that these can be identified and managed promptly.	PLO 1 PLO 2 PLO 3 PLO 5 PLO 6 PLO 7 PLO 8	Written case reports Case discussions and critical case evaluations Oral examination Case log
CLO 4	Have experience of planning and execute appropriate shared care arrangements for their patients, including being able to recognise the legal and ethical implications of such arrangements and	PLO 1 PLO 2 PLO 3 PLO 4 PLO 5	Glaucoma case report Critical case evaluation tasks Assessable tutorials Case discussions

	interactions with other health care providers	PLO 6 PLO 7 PLO 8	Written case evaluations Oral examination
CLO 5	Be competent to diagnose, treat and or monitor glaucoma (as outlined by Optometry Australia)	PLO 1 PLO 2 PLO 3 PLO 5 PLO 6 PLO 7 PLO 8	Glaucoma case report Critical case evaluation task Oral examination
CLO 6	Be able to communicate relevant advice and information to patients and others	PLO 1 PLO 2 PLO 5 PLO 6 PLO 7 PLO 8	Case discussions Critical case evaluation Assessable tutorials Oral examination
CLO 7	Have increased confidence in their ability to diagnose and appropriately manage ocular disease	PLO 1 PLO 2 PLO 3 PLO 5 PLO 6 PLO 7 PLO 8	Case discussions Critical case evaluation Case evaluations Assessable tutorials Oral examination
CLO 8	Appreciate the importance of ongoing skills training, for any practitioner working in this area	PLO 1 PLO 2 PLO 3 PLO 5 PLO 6 PLO 7 PLO 8	Supervisor evaluations Case discussions Oral examination

3. Strategies and approaches to learning

3.1 Learning and teaching activities

Teaching Strategies:

To maximise learning effectiveness, several strategies are used in the course to encourage critical thinking¹ and deep learning of the topics and issues. To achieve an adequate standard of knowledge and skills, students will need to undertake ongoing self-learning particularly on the current best practice in diagnosis and management of ocular disease and integration of this learning with students' clinical experience. The self-learning, reflective journal, virtual patient analysis and case study tasks require critical review, analysis and evaluation of the relevant scientific and clinical literature and consistent reading and reflection during the course. Case study tasks are informed by examples of best practice and by written and verbal feedback on draft reports.

Rationale for learning and teaching in this course:

Learning and teaching philosophy and attributes

This course is intended to facilitate the development of skills in problem solving ability, clinical management, examination and diagnosis. It is a supervised and assessed clinical practicum comprising a minimum of 400 hours clinical experience in a range of settings. Learning is reinforced through the completion of a case log, reflective journal, preparation of case reports, virtual patients, case discussions, oral presentations and tutorials.

3.2 Expectations of students

Expectations of Students	<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. Attendance at compulsory course components may be monitored by taking a roll or audit of practice placements. 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 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>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>
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¹ What is meant by critical thinking? If you are unsure, please see the following discussion on critical reading and writing, provided by UNSW's learning centre: <https://student.unsw.edu.au/writing-critical-review>

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.

For more information or if you are having connection or access problems, see:

IT Service Centre

<https://www.myit.unsw.edu.au/>

Telephone: 02 9385 1333

Contact Us: <https://www.myit.unsw.edu.au/contact-us>

4. Course schedule and structure

Some of this information is available on the [Online Handbook¹](#) and the [UNSW Timetable²](#).

See rotation schedule and group allocations. Placement attendance is compulsory. For each and every placement a signed placement log must be submitted. It is your responsibility to also complete a summary log sheet so that a total number of cases in each of the disease groups may be determined. **If a placement is cancelled it is your responsibility to follow up to reschedule. All placement logs and the summary questionnaires, unless otherwise noted, are due to Moodle within 2 weeks of placement completion, or 5pm Friday 19th November 2021 whichever occurs first.**

Date	Activity	Teaching format (e.g., Internet-based, face-to-face lectures, tutorials, etc).	Assignment type and Submission dates
Per timetable	Red Eye Clinic	Clinical placement to include direct patient experience, tutorials, virtual patient cases, case discussions	Tutorial assessment and virtual patient discussion on Day 2 of rotation Supervisor Evaluations (Red Eye Clinic and Dry Eye Clinic) Oral presentation on final day of rotation Completion and submission of placement log through Moodle within 2 weeks of placement completion
Per timetable	POWH Eye Clinic	Clinical placements & case discussions	Completion and submission of placement log through Moodle within 2 weeks of placement completion
Per timetable	Centre for Eye Health	Clinical placements, report writing, case review, attendance at weekly seminar, online lecture, article review and assessment task	Weekly formative quizzes and summative quiz at the end of the rotation Completion and submission of placement and equipment log through Moodle within 2 weeks of placement completion
Per timetable	Ocular Pathology Clinic	Clinical participation and observation, case discussions and tutorials	Perimetric assessment, posted on Moodle/email, open 18 th April. Due 25 th April. 1-3 Critical Case Evaluation and Presentation cases. Supervisor Evaluation

			Referral letter assessment, posted on Moodle/email, open 11 th July. Due 18 th July.
Per timetable	Private Ophthalmology & Optometry Clinics & Day Surgery	Clinical placements, case discussions, observation of surgery	Completion and submission of placement log through Moodle within 2 weeks of placement completion
Per timetable	Hospital Diabetes Clinic	Clinical placements, case discussions	Completion and submission of placement log through Moodle within 2 weeks of placement completion
Per timetable	Dermatology	Clinical placement, case discussions	Completion and submission of placement log through Moodle within 2 weeks of placement completion
Final oral exam			Overall summary log showing total number of cases in each category and all outstanding logs submitted through Moodle by 5PM Friday 18 th November 2022 20-minute oral scheduled during the exam period.

*NB: As stated in the UNSW Assessment Policy: 'one or more tasks should be set, submitted, marked and returned to students by the mid-point of a course'

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

² UNSW Timetable: <http://www.timetable.unsw.edu.au/>

5. Assessment

Formal course assessment will comprise of **written assignments (35%), submission of case logs and summary log (2%), supervisor evaluations (15%), case discussions and presentations (15%), an oral examination (33%)** and two hurdles - **a clinical preparedness assessment and the Centre for Eye Health quiz**. A grade of more than 50% in each of the written assignment, supervisor evaluation, case discussions and presentation, and oral examination components is required to pass the course.

The **written assignments** are comprised of case reports, a perimetry assignment and a referral letter assignment (35%)

1. **Two (2) written case reports** are required. One report is due **5PM Friday, 8th June, 2022** and the second due **5PM Friday 7th October 2022**. Case reports may be submitted earlier than the published deadline. Failure to timely submit a case report in Term 2 will prevent progression to Term 3. Case reports are to be submitted electronically to Turnitin via Moodle, and feedback will be provided electronically via Turnitin and feedback will be available through Moodle

a. **Case reports** should include the initial evaluation and at least one follow up visit where possible, and comprise of a detailed case history, differential diagnosis, management strategies, patient counselling and follow up schedule. Imaging, diagnostic tests and photographs should be included where possible. The marking scheme and example case reports are provided via Moodle prior to submission.

- i. One report will describe a therapeutically managed case of glaucoma.
- ii. One report will describe a therapeutically managed case of ocular infection, inflammation or acute red eye.
- iii. The cases may be submitted in any order.
- iv. Selected cases must have been directly observed by the student at any stage/site during clinical training and must be amenable to optometric therapeutic management.
- v. Case reports have an 1800 word limit, excluding abstract, tables and references. Students are encouraged to summarise information in tables where appropriate, per the case report template on Moodle. 5% will be deducted for being over the word limit. An additional 5% will be deducted for every 100 words over the limit.

2. **Perimetry, referral letter and critical case evaluation assessment tasks** will be assigned during the Ocular Pathology clinic.

Submission of case logs (2%)

1. Students will be required to submit their **placement logs and complete summary questionnaires** to confirm completion of the requisite clinical experience.
 - a. These are to be submitted through Moodle within 2 weeks following completion of each placement or **5PM Friday 18th November 2022**, whichever occurs first.
 - b. The overall summary questionnaire/log is also due by **5PM Friday 18th November 2022**. It is recommended that a reflective journal is completed for each clinical placement.
 - c. The oral examination cannot proceed without prior submission of the logs and case reports

Supervisor Evaluations (15%)

1. Internal supervisors will provide assessment of student performance using a structured performance evaluation. This will be used for the provision of feedback to the students.

Case Presentations and Discussions (15%)

1. Assessable case presentations/critical case evaluation presentations and discussions will take place during the Red Eye Clinic and Ocular Pathology Clinic.

Oral Examination (33%)

1. A 20-minute **oral examination** based on the written case reports, legislative issues and other issues of therapeutic management will be conducted by 2 examiners and scheduled in Term 3.

Clinical preparedness assessment (Hurdle)

1. Prior to commencing clinical rotations, students will be required to undertake a one-hour multiple choice exam available on Moodle.
 - a. The pass mark for the hurdle requirement is 70%.
 - b. For those students who fail to achieve a pass mark of 70% a subsequent written task will be assigned with a satisfactory/unsatisfactory mark provided (satisfactory is again set at 70%).

Centre for Eye Health Quiz (Hurdle)

1. This summative quiz will be administered during the rotation through the Centre for Eye Health
 - a. a pass grade for the hurdle set at 65%.
 - b. For those students who fail to achieve a mark of 65% a subsequent task will be assigned.

The course coordinator is responsible for the calculation of provisional composite marks and a recommendation for action for each student. The Examination Committee comprising senior members of the Faculty and which is chaired by the Head of the School of Optometry and Vision Science at UNSW meet to review the provisional marks. The Examination Committee meets at the end of each session or at other times in extraordinary circumstances and grades are awarded according to the UNSW assessment policy (<https://student.unsw.edu.au/assessment>). Final composite marks are released to the student via email and myUNSW and students are notified of results and need for possible supplementary examinations (<https://student.unsw.edu.au/results> and <https://student.unsw.edu.au/academic-transcript>).

All submissions, including late submissions, are subject to the School of Optometry and Vision Science Policy on Submission of Assignments (<https://www.optometry.unsw.edu.au/study/undergraduate-degrees/important-information-and-policies>). Notably, it states "...any assignments submitted after the due date and time of submission will normally attract a penalty as follows: 10% if submitted on the due date before 5pm, but later than the due time; or 20% per day if submitted after the due date; or 40% for assignments that are due on Friday and submitted on the following Monday."

5.1 Assessment tasks

Task	% of total mark	Due date	Assessment Criteria	Feedback		
				WHO	WHEN	HOW
Completion and submission of placement, case logs and overall summary log	2%	Overall summary log: 5PM Friday 18th November 2022 Individual Placement logs: Within 2 weeks of placement completion or 5PM Friday 18th November 2022	Students will be advised if they have not seen the requisite number of cases of different types	Prof Fiona Stapleton	At the time of the oral examination	Email
Clinical Preparedness Assessment	Hurdle	First date: Friday 18th February 2022	70% pass mark required (see above)	Dr Kath Watt	Following exam	Via Moodle
Centre for Eye Health Quiz	Hurdle	During the last week of Centre for Eye Health Rotation	65% pass mark required (see above)	Mr Michael Yapp	Following exam	Verbal
Supervisor evaluations	15%	These will occur during the Red Eye, Dry Eye and Ocular Pathology Clinics	Students are required to achieve a 50% or higher grade in the Supervisor Evaluation section to pass the course. Performance will be judged against competencies.	Ms Lily Ho, A/Prof Maria Markoulli and Professor Fiona Stapleton and Ms Emilie Ross/A/Prof Chapman-Davies	Following and during placement activities	Verbal

Case presentations/Critical case evaluation presentation	15%	These will occur during the Red Eye and Ocular Pathology Clinics	Students are required to achieve a 50% or higher grade in the Case presentation section to pass the course. Performance will be judged against competencies.	Ms Lily Ho and Ms Emilie Ross/A/Prof Chapman-Davies	Following presentations	Verbal
Written Assignments <ul style="list-style-type: none"> • 2 case reports • Perimetry assignment • Referral letter • Critical case evaluation 	35%	Case Reports: Report 1: 5PM Friday, 8th June 2022 Report 2: 5PM Friday, 7th October, 2022	Students are required to achieve a 50% or higher grade in the written assignment component to pass the course Case reports will be assessed on: 1. 20% Diagnosis (Signs, symptoms, pathophysiology and epidemiology) 2. 20% Differential (Clear reasons for including and excluding all important differentials) 3. 20% Management (Non-medical; medical with frequency, concentration, duration, instructions, pharmacology, side effects and contraindications; surgical) 4. 20% Prognosis (Natural history, expected outcome of interventions, long term monitoring, review periods, advice to patient) 5. 20% Literature (Statements referenced, major clinical trials and established guidelines)	Prof Fiona Stapleton, A/Prof David Pye, Ms Emilie Ross/A/Prof Chapman-Davies	Within 4 weeks following submission	Electronic feedback via Turnitin
		Perimetry assessment: open 18 th April. Due 25 th April.	Perimetry assignment quality is assessed with respect to relevant critical competencies.	Ms Emilie Ross	Feedback on request via email	Email

		Referral Letter assessment: open 11 th July. Due 18 th July.	Referral letter quality is assessed with respect to relevant critical competencies.	Ms Emilie Ross	Feedback on request via email	Email
		Critical case evaluation task, assigned one week prior to rotation. Documents uploaded to Moodle prior to attending the clinic and bring 2 hard copies to clinic	This task will assess students' understanding of their patients clinical history and ocular conditions using information gathered from physical and electronic records ancillary imaging, including OCT and visual field information.	Ms Emilie Ross	During clinic	Verbal
Oral examination	33%	Week commencing 29 th November	Students are required to achieve a grade of 50% or more in the oral examination component to pass the course.	Prof Fiona Stapleton	Following examinations meeting	Email of final examination results Final grades are posted via myUNSW

Further information

UNSW grading system: student.unsw.edu.au/grades

UNSW assessment policy: [Assessment Policy](#)

UNSW assessment information: student.unsw.edu.au/assessment

5.2 Submission of assessment tasks

Assignment Submissions	<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. You must show a valid student card to do this. <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/study/undergraduate-degrees/important-information-and-policies</p>
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**Assessment
Procedures**

**UNSW Assessment
Policy¹**

SCHOOL OF OPTOMETRY AND VISION SCIENCE, UNSW

SUPPLEMENTARY EXAMINATION INFORMATION, 2022

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 029385 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 2022 WILL BE HELD AS FOLLOWS:

FOR TERM 1:

STAGE 1-4* COURSES: WEDNESDAY, 18 MAY 2022 – FRIDAY, 20 MAY 2022

THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN TERM 1 2022

FOR TERM 2:

STAGE 1-4 COURSES: WEDNESDAY, 31 AUGUST 2022 - FRIDAY, 2 SEPTEMBER 2022

THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN TERM 2 2022

FOR TERM 3:

STAGE 5 COURSES ONLY: DURING THE WEEK OF MONDAY, 12 DECEMBER 2022 – FRIDAY, 16 DECEMBER 2022

STAGE 1-4* COURSES: WEDNESDAY, 14 DECEMBER 2022 - FRIDAY, 16 DECEMBER 2022

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 still applies.

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.

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.

* Stage 4 includes courses in the first year of the MCLinOptom program.

School of Optometry and Vision Science, UNSW, 23 November 2021

6. 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.

7. Readings and resources

<p>Text Books</p>	<ul style="list-style-type: none"> • Gervasio K and Peck T. The Wills Eye Manual. Office and emergency room diagnosis and treatment of eye disease. 8th Edition. Wolters Kluwer 2021 * Recommended text • Pharmaceutical Society of Australia 'Australian Medicines Handbook 2022. Available as an Ebook through the UNSW library. • Bruce AS & Loughnan MS. Anterior eye disease and therapeutics A-Z. 2nd Edition. Butterworth-Heinemann, Oxford, 2011. • MIMS Annual. UBM Medical Australia (or eMIMS) (Available online through UNSW library) <p>Resources available via the UNSW bookshop at: Print: https://www.bookshop.unsw.edu.au/details.cgi?ITEMNO=9781496318831 Digital: https://unswbookshop.vitalsource.com/products/-v9781496353672</p>
<p>Course Manual</p>	<p>Placement logs and additional readings/resources are available through Moodle as required.</p>
<p>Required and Additional Readings</p>	<p>See also CFEH resources available on Moodle.</p>

Societies	<p>Your representatives on the UNSW Student Optometry Society (SOS) will be organising a number of social functions this year. For further information about SOS events go to https://www.optometry.unsw.edu.au/current-students/optomsoc</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>
Computer Laboratories or Study Spaces	<p>Computer laboratory space is available in the computer laboratory on the lower ground floor of the OMB. Computers are not available when classes are otherwise scheduled in the laboratory.</p>

8. Administrative matters

Required Equipment, Training and Enabling Skills

Equipment Required	<p>For hospital and private practice placements a fundus lens (90 or 78D), BIO, pen torch, PD rule, gonioscopy contact lens and direct ophthalmoscope are required. Equipment, kits and dress codes are as previously articulated for the UNSW Optometry Clinic. White coats are required for the ACO placements. All equipment should be labelled with your name.</p>
Enabling Skills Training Required to Complete this Course	<p>Skills beyond ELISE level online information literacy are expected. Go to UNSW Library/Online Training/LOIS and complete the series of tutorials. The Learning Centre can provide assistance with writing, oral delivery, grammar and expression. Further assistance with writing, oral communications, grammar and expression can be provided by the UNSW Learning Centre (http://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>

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>	This course commenced in 2018 with the introduction of the 2 year /Master of Clinical Optometry program.
MyExperience²	<i>2018</i>	This course commenced in 2018 with the introduction of the 2 year /Master of Clinical Optometry program. Students commented on the number of log books and reported required for this course. Recording the number and types of consultation is an important part of the school's reporting for the Optometry Council of Australia and New Zealand, is used to determine individual level of exposure to different patient presentations and to modify course structure if required.
	<i>2019</i>	Evaluations were available from 4/73 students which precluded full analysis. One student requested more clarity in assessment submission dates and difficulties where due dates on Moodle and the course outline differed. This will be monitored in 2020.
	<i>2020</i>	Evaluations were available from 7/80 students which precluded full analysis. Positive comments included the value of telehealth and keeping the new internal clinic structure post-COVID and the scope of placements. More lectures were deemed to be useful and additional webinars will be scheduled in 2021 to support the course content.
	<i>2021</i>	Evaluations were available from 6/66 students. which precluded full analysis. Positive comments included the feeling of being part of a learning community, the value of the grand rounds, that the rotations continued to run during COVID and the quality of the ocular pathology tutorials. There was a request for earlier notice of the assessments although these are described with dates in the course outline. Changes to schedules determined by external providers due to COVID were deemed to be messy.
Other	<i>Nil</i>	This course commenced in 2018 with the introduction of the 2 year Master of Clinical Optometry program.

Work Health and Safety³	<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>		
Equity and Diversity	<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). Appointments with Equitable Learning Services are now being offered as video, phone and in person at the Kensington Campus. Contact ELS via Email: els@unsw.edu.au or https://student.unsw.edu.au/els or via +61 2 8374 9201</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>		
Student Complaint Procedure⁴	School Contact	Faculty Contact	University Contact
	A/Prof Sieu Khuu s.khuu@unsw.edu.au Tel: 9385 4620	Professor Gary Velan Senior Vice Dean, Education Tel: 9385 1278	Student Conduct and Integrity Unit Telephone 02 9385 8515, Email: studentconduct@unsw.edu.au
University Counselling and Psychological Services⁵	<p>Information on Counselling and Psychological Services [CAPS] is available at: https://www.counselling.unsw.edu.au/ Tel: 9385 5418</p>		

²myExperience process: <https://teaching.unsw.edu.au/myexperience>

³[UNSW OHS Home page](#)

⁴[Student Complaint Procedure](#)

⁵[University Counselling and Psychological Services](#)

9. Additional support for students

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