UNSW
SYDNEY

Optometry and Vision Science

FACULTY OF SCIENCE

SCHOOL OF OPTOMETRY AND VISION SCIENCE

OPTM7117

Ocular Therapy 2

SEMESTER 2 2018

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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	2018
Course Code	OPTM7117
Course Name	Ocular Therapy 2
Academic Unit	School of Optometry and Vision Science
Level of Course	Postgraduate
Units of Credit	12 UOC
Semester(s) Offered	Semester 2
Assumed Knowledge, Prerequisites or Co-requisites	Successful completion of OPTM7213, Active AHPRA or ODOB Registration as an optometrist
Hours per Week	Varies
Number of Weeks	Varies
Commencement Date	August 1, 2018

Summary of Course Structure (for details see 'Course Schedule')

Component	Hours	Time	Day	Location
Introductory Webinar	1	8PM	6th August 2018	Online Webinar
Private practice placements	35	Candidate to liaise with National Clinical Placement Coordinator		Private Ophthalmology Clinics
Hospital placements	15	National Clinical Placement Coordinator will assign dates		Hospital Eye Departments
Self-study and case report preparation	95+			
TOTAL	150+			
Special Details	• Students are responsible for organising their private clinic placements • Hospital placements will be assigned to the candidate			

2. Staff Involved in the Course

Staff	Role	Name	Contact Details	Consultation Times
Course Convenor		Dr Alex Hui	alex.hui@unsw.edu.au 02 9385 9879	Contact via email
Additional Staff				
	Graduate Therapeutics Administrator	Fiona "Fi" Anderson	f.anderson@unsw.edu.au 02 9385 6289 02 9313 6243 (fax)	Contact via phone or email
	National Clinical Placement coordinator	Michelle Bonanno	m.bonanno@unsw.edu.au 02 9385 4943	Contact via email

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[1] UNSW Online Handbook: http://www.handbook.unsw.edu.au

3. Course Details

Course Description (Handbook Entry)	This supervised clinical practicum course is designed to produce graduates with demonstrated ability to competently undertake safe and autonomous therapeutic management of patients, including the ability to design, implement and monitor appropriate management programmes. The course aims also to equip graduates with the skills to adapt to changes in the scope of therapeutic practice and to work in an integrated way with other health professionals. The course comprises up to 50 hours of clinical training in a range of settings (primary, secondary and tertiary centres) and a further 95+ hours of self study and preparation of case reports. The Graduate Certificate in Ocular Therapy (OPTM7436) comprises 2 part time courses, Ocular Therapy 1 (didactic component, OPTM7213) and Ocular Therapy 2 (clinical component, OPTM7117), which may be completed in 2 sessions (1 year).
Course Aims	• Observe therapeutic management of ocular conditions amenable to optometric care in a private practice setting • Observe therapeutic management of ocular conditions amenable to optometric care in a hospital setting • Develop the ability to create an evidence based management plan for ocular conditions amenable to optometric care • Demonstrate the knowledge required to competently undertake safe and autonomous therapeutic management of patients, including the ability to design, implement and monitor appropriate management programmes • Learn skills to adapt to changes in the scope of therapeutic practice and to work in an integrated way with other health professionals • Apply Optometry Board of Australia: Guidelines for use of Schedule Medicines to patient management Optometrists are expected to demonstrate understanding and competence in the areas described in the Entry Level Competencies in Kiely PM, Slater J. Optometry Australia Entry-level Competency Standards for Optometry 2014. Clin Exp Optom 2015;98:65-89
Student Learning Outcomes	(Refer to Entry Level Competencies (ELC) in Kiely PM, Slater J. Optometry Australia Entry-level Competency Standards for Optometry 2014. Clin Exp Optom 2015;98:65-89) On completion of the course, students will: • Have practical experience in the differential diagnosis of ocular disease (ELC 2.1-2.4, 3.1-3.4, 3.8 and 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 1.2-1.5, 2.1-2.4, 3.1-3.4, 3.8, 4.1-4.3, 4.9, 4.11 and 4.12) • 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, 4.2-4.4, 4.9, 4.11-4.13 and 5.1) • 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 1.2-1.6, 1.8, 2.5, 4.2-4.4, 4.11, 4.13, 5.1, 5.2) • Be competent to diagnose, treat and or monitor glaucoma (according to the Optometry Board of Australia Guidelines for the use of scheduled medicines http://www.optometryboard.gov.au/Policies-Codes-Guidelines.aspx) (ELC 1.6, 1.8, 2.1-2.5, 3.1-3.4, 3.8, 4.1, 4.2-4.4, 4.9, 4.11-4.13, 5.1 and 5.2) • 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) • Be familiar with the NHMRC Guidelines for the Screening, Prognosis, Diagnosis, Management and Prevention of Glaucoma (http://www.nhmrc.gov.au/_files_nhmrc/file/publications/synopses/cp113_glaucoma_nov_2010.pdf) (ELC 1.6, 2.1-2.5, 3.1-3.4, 3.8, 4.1, 4.9, 4.11, 4.13, 5.1, 5.2)

Graduate Attributes Developed in this Course		
Science Graduate Attributes	**Select the level of FOCUS** *0 = NO FOCUS* *1 = MINIMAL* *2 = MINOR* *3 = MAJOR*	**Activities / Assessment**
Research, inquiry and analytical thinking abilities	3	Through clinical placements and case discussions, students will develop technical competence, discipline specific knowledge, critical analysis and problem solving ability in appropriate diagnosis and management of those conditions amenable to optometric management. Assessment will be through the preparation of case reports and an oral examination.
Capability and motivation for intellectual development	3	Practitioners will be expected to competently undertake safe and autonomous therapeutic management of patients, including the ability to design, implement and monitor appropriate management programmes according to best practice within the legislative requirements. The placement log and reflective journal will support this process and learning will be specifically assessed through examination of written case reports
Ethical, social and professional understanding	3	Clinical placements, case discussions and the students' own experience will encourage reflection on the professional, legal and ethical implications of disease management, including the planning and execution of appropriate shared care arrangements and interactions with other health care providers. Assessment will be through the placement log, preparation of case reports and an oral examination.
Communication	3	The supervised clinical placements will require students to participate in and to discuss all aspects of the diagnosis and management of those ocular diseases amenable to optometric management. This will encourage reflection on communication both with the patient and with other health care providers. Communication will be assessed through preparation of case reports and through an oral examination.
Teamwork, collaborative and management skills	2	Clinical placements, case discussions and the students' own experience will reinforce the role of the practitioner as a provider within the health care system, including best practice interactions with other providers, including shared care, referral and communication arrangements. The course will require the development of independent learning, including time management and other management skills. Assessment will be through the preparation of case reports and an oral examination.
Information literacy	3	The course requires sourcing of the best evidence in disease diagnosis and management. Information literacy will be evidenced through the preparation of case reports.
Professional accreditation attributes	See learning outcomes above mapped to the Optometry Australia professional competencies for endorsed optometrists.	

Major Topics (Syllabus Outline)	OPTM7117 is a supervised and assessed clinical practicum of 50 hours duration which takes place in a range of clinical settings to encompass primary, secondary and tertiary practice. Candidates will be expected to examine patients and present cases with a rational management plan to the supervising clinician. Up to fifteen hours will be carried out in an ophthalmic hospital setting with a focus on those conditions requiring the use of topical therapeutics in optometric practice. This will include but not be limited to experience in primary eye care, cornea and anterior segment pathology, glaucoma, uveitis and cataract outpatient clinics. Candidates will be exposed to a full spectrum of ocular disease, response to management strategy, management failure and how to modify a management plan due to issues such as drug resistance, adverse effects, drug interactions and need for appropriate referral. The remaining clinical experience will be undertaken in a range of ophthalmological practices under the supervision of ophthalmologists who have agreed to be involved in the programme. The focus of the practice based experience will again be on those conditions requiring the use of topical therapeutic agents in optometric practice. Experience will include management of anterior segment inflammatory and infectious disease, glaucoma, uveitis, and co-management in refractive and cataract surgery cases.
Relationship to Other Courses within the Program	The Graduate Certificate in Ocular Therapy (OPTM7436) comprises 2 part time courses, Ocular Therapy 1 (didactic component, OPTM7213) and Ocular Therapy 2 (clinical component, OPTM7117). OPTM7213 is a pre-requisite for OPTM7117

4. Rationale and Strategies Underpinning the Course

Teaching Strategies	To maximise learning effectiveness, a number of strategies are used in the course to encourage critical thinking and deep learning of the topics and issues. Students are assumed to have a level of knowledge and skill commensurate with a 1997 (or later) graduate of the BOptom course at UNSW, or other equivalent course of study and to have competency in the relevant clinical diagnostic techniques. 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' own professional experience. The self-learning, reflective journal 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 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 50 hours of clinical experience (plus case discussions and tutorials) plus a further 95 hours of self study and the preparation of case reports. https://teaching.unsw.edu.au/guidelines

5. Course Schedule

Some of this information is available on the [Online Handbook](#)[2] and the [UNSW Timetable](#)[3].

Date	Topics & Lecturers	Teaching format	Assignment and Submission dates
8PM 6th August 2018 on Moodle	Introduction (Alex Hui)	Webinar – Course introduction, format of placements, evaluations and timelines for submission of case reports and oral examinations	1. A National Police Records Check Certificate, Signed RHH Confidentiality Agreement and RHH Immunization Record Form need to be submitted to the School prior to starting any placements.
National Placement Coordinator assigns hospital placements	Hospital placements	Clinical placement and case discussion	1. **Students must attend the hospital placement on dates assigned by the placement coordinator.** 2. A $750 fee per hospital placement will be invoiced to the student and needs to be paid before course completion 3. Submission of Reflective Journal, signed Hospital Placement Log and Hospital Placement Log Summary via Moodle within 2 weeks of final hospital placement.
Students to arrange mutually agreed times with participating ophthalmologist	Private practice placements	Clinical placement and case discussion	1. Once placements and dates are confirmed by the student and ophthalmologists, please inform the School by completing the "Advice of Private Practice Placements" Form and submitting via Moodle. 2. Placements under the supervision of **at least** two different ophthalmologists is required, with the recommended number of supervisors being three or more to allow for as wide a breadth of clinical experience as possible. 3. Submission of signed Private Placement Log forms, and Private Placement Log Summary via Moodle within 2 weeks of final private ophthalmology placement. 4. **All private ophthalmology placements and log submissions must be completed by 5PM Tuesday 13th November 2018.**
Throughout Course	Case Reports	Preparation of Case Reports	1. 2 written case reports submitted to Moodle by **5PM Tuesday 13th November 2018**.
To be assigned by Graduate Therapeutics Administrator via UNSW Email			1. Oral Examination

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[2] UNSW Virtual Handbook: http://www.handbook.unsw.edu.au
[3] UNSW Timetable: http://www.timetable.unsw.edu.au/

6. Assessment Tasks and Feedback

1. Formal course assessment will comprise of **two (2) written case reports** (60%), **an oral examination** (40%), and three hurdles – **submission of a hospital reflective journal, signed logs for both the Private Ophthalmology and Hospital Placements, and completion of their summary questionnaires**. A grade of more than 50% in the case report and the oral examination components are required to pass the course.

2. During private ophthalmology placements, students are required to keep a record of cases observed using the **Private Practice Patient Log Sheet**, which briefly details the case, its management and the hours spent in that session. These log forms need to be signed off by the attending clinician and are available for download on Moodle. Students will be required to submit their Private Practice Patient Logs and complete the summary questionnaire via Moodle no later than **2 weeks after placement completion**. **All private ophthalmology placements and log submissions must be completed by 5PM Tuesday 13th November 2018.**

3. Similarly, during hospital placements, students are required to keep a record of cases observed using the **Hospital Placement Log Sheet.** These log forms need to be signed off by the attending clinician and are available for download on Moodle. Students are required to submit the Hospital Placement Log and complete the Hospital Placement Summary questionnaire via Moodle no later than **2 weeks after placement completion**.

4. During the hospital placement, a **reflective journal** must be kept to help contextualize your learning. At the end of each placement day, a summary of the key learning points in the management of disease as well as reflection on how cases could be managed if presenting to your care should be written. This journal must be uploaded via Moodle no later than **2 weeks after hospital placement completion**

5. **Case reports** should include the initial evaluation and at least one follow up visit where possible, and comprise of an abstract, case history, diagnosis, differential diagnosis, potential and specific management, prognosis, patient counseling and follow up schedule. Imaging, diagnostic tests and photographs should be included where possible. Cases selected should be amenable to optometric therapeutic management. The marking scheme is provided via Moodle. Example case reports are also provided via Moodle to give examples of the format, scope and depth required. Both case reports are due **5PM Tuesday 13th November 2018** via Turnitin and Moodle**.**

    a. One case report will describe a therapeutically managed case of glaucoma.
    b. One case report will describe a therapeutically managed case of anterior segment infection, inflammation or acute red eye.
    c. The cases may be submitted at any time up to the communicated due date.
    d. The reported cases must have been directly observed by the student.
    e. Case reports have a 2000 word limit, excluding abstract and references. **5% will be deducted for being over the word limit and an additional 5% for every 100 words over the limit**.
    f. Feedback on reports will be released prior to the oral examination.

6. The **oral examination** will be based on cases amendable to optometric management, the written case reports, legislative issues and other topics of therapeutic management. It will be conducted by two examiners. One examiner will be a therapeutically experienced clinician and the other will be an academic with a background in ocular therapeutics teaching.

7. Students will be notified of their assigned **oral examination dates** by the Graduate Administrator via their UNSW email account once hospital placements have been assigned.

8. Students will **not** be allowed to sit their oral examination and **will be assigned a grade of 0** for the oral examination (automatically fail the course) if their case reports, reflective journal or placement logs have not been submitted by the communicated due dates.

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 (http://www.optometry.unsw.edu.au/files/assignment_sub_policy_220212.pdf).

Task	Knowledge & abilities assessed	Assessment Criteria	% of total mark	Date of		Feedback		
				Release	Submission	WHO	WHEN	HOW
Submission of hospital reflective journal, placement logs and summaries via Moodle	Clinical exposure to ocular pathology amenable to optometric management	Complete minimum of 35 hours of private ophthalmology placements. Complete up to 15 hours of hospital placements. Detailed reflection on cases observed during hospital placement Demonstrate experience with: 1. Acute red eyes 2. Anterior segment pathology 3. Glaucoma	Required for progression to oral examination	Upon Enrolment	Due 2 weeks after completion of placement All Private Ophthalmology placements must be completed and logs submitted by **5PM Tuesday 13th November 2018** Submit via Moodle	Course Convenor	Within 1 month of oral examination	Written feedback by email
Submission of 2 case reports Electronic submission via Moodle	Competency demonstrated in the management of: 1. Anterior segment infection, inflammation or acute red eye 2. Glaucoma	1. Disease description 2. Differential diagnosis 3. Management 4. Prognosis 5. Literature review	Required for progression to oral examination 60%	Upon Enrolment	**5PM Tuesday 13th November 2018** Submit via Moodle	Course Convenor	Prior to oral exam	Written feedback by Moodle
Oral examination	Competency in ocular therapeutics	1. Pharmacology 2. Pathophysiology 3. Ocular disease diagnosis 4. Ocular disease management 5. Evidence based practice 6. Legislation	40%, hurdle	Examination Dates assigned by Graduate Therapeutics Administrator	Immediate	Course Convenor	Within 1 month of oral exam	Written feedback by email

7. Additional Resources and Support

Text Books	▪ Alward WLM. Colour atlas of gonioscopy 2nd edition. 2008. American Academy of Ophthalmology (ISBN: 9781560558965) • **Australian Medicines Handbook. 2016. Australian medicines handbook Pty Ltd (ISBN: 9780994326218)** • Bartlett JD. Ophthalmic drug facts 24th Edition. 2012. Lippincott Williams & Wilkins (ISBN: 9781574393453) • **Bagheri, N, Wajda, B, Calvo, C and Durrani, A. (Eds). The Wills Eye Manual: Office and emergency room diagnosis and treatment of eye disease. 7th Edition. Lippincott, Williams & Wilkins. Wolters Kluwer. 2016 (ISBN: 978-1496318831)*** • **Bartlett JD & Jaanus SD. Clinical ocular pharmacology 5th Edition. 2007. Butterworth-Heinemann (ISBN: 9780750675765) *** • Bruce AS & Loughnan MS. Anterior eye disease and therapeutics a-z 2nd edition. 2011. Churchill Livingstone (ISBN: 9780729539579) • Bruce AS, O'Day J, McKay D, Swann PG. Posterior eye disease and glaucoma a-z. 2008. Butterworth-Heinemann. (ISBN: 97807506888291) • Forrester J, Dick A, McMenamin P, Roberts F. The eye: basic sciences in practice 3rd edition. 2008. WB Saunders, Saunders Ltd (ISBN: 9780702028410) • Bullock S, Manias E. Fundamentals of pharmacology 6th edition. 2010. Pearson Education Australia (ISBN: 9781442514683) • Garner A and Klintworth G. Pathobiology of ocular disease 3rd edition. 2008. CRC Press. ISBN: 9780849398162 • Kumar V, Abbas A, Aster J. Robbins and Cochran pathological basis of disease 8th Edition. 2011. Saunders (ISBN: 9781416031215) • Lee G and Bishop P. Microbiology and infection control for health professionals 4th edition. 2009. Pearson Education Australia (ISBN: 9781442501850) • **MIMS Annual. 2012. UBM Medical Australia (or eMIMS) (Available online through UNSW library) (ISBN: 02184273)** • Mosby's dictionary of medicine, nursing and health professions 9th edition. 2012. Mosby (ISBN: 978-0323074032) • Seal DV, Pleyer U. Ocular infection 2nd edition. 2007. Informa Healthcare (ISBN: 9780849390937)
Course Manual	Notes and additional readings/resources will be made available through Moodle.
Required Readings	• NHMRC glaucoma guidelines • OBA guidelines for the use of scheduled medicines
Additional Readings	• American Academy of Ophthalmology Preferred Practice Pattern Series
Recommended Internet Sites	https://amhonline.amh.net.au http://www.optometryboard.gov.au/Policies-Codes-Guidelines.aspx http://www.nhmrc.gov.au/guidelines/publications/cp113-cp113b http://www.aao.org/education/ http://www.reviewofoptometry.com/supplement_toc/s/315/ http://www.pacificu.edu/optometry/ce/online_ce.cfm http://cogancollection.nei.nih.gov/ http://www.gonioscopy.org/ http://www.djo.harvard.edu/ http://webeye.ophth.uiowa.edu/eyeforum http://www.aao.org/clinical-education http://www.aao.org/guidelines-browse?filter=preferredpracticepatternsguideline http://www.mims.com.au/ https://www.aop.org.uk/ot http://www.auspharmacist.net.au http://www.centreforeyehealth.com.au/
Computer Laboratories or Study Spaces	Computer laboratory space is not formally made available for coursework higher degree students

8. Required Equipment, Training and Enabling Skills

Equipment Required	For hospital and private practice placements a fundus lens (90 or 78D), gonioscopy contact lens, direct ophthalmoscope and BIO may be helpful. For webinars, access to a computer with a high speed internet connection is required. A microphone and webcam are optional but would be extremely helpful.
Enabling Skills Training Required to Complete this Course	Completion of the ELISE tutorials through the link below will familiarise students with skills required to complete this course. This includes information on UNSW services, accessing library resources, study skills, academic writing and referencing. http://subjectguides.library.unsw.edu.au/elise It is a requirement that assignments are appropriately referenced using a recognised referencing system. Students may download the bibliographic software EndNote from the UNSW library through the link below. Students may use the bibliographic software of their choosing however UNSW will only provide assistance for software they have provided. http://unsw.custhelp.com/app/answers/detail/a_id/1041/kw/endnote/related/1 The above link also contains instructional tutorials. UNSW library staff are also available to provide any additional assistance students may require with EndNote. The Learning Centre can provide assistance with writing, academic skills, oral delivery and online resource use. http://www.lc.unsw.edu.au/ Please be familiar with UNSW policy on Plagiarism & Academic Integrity. https://student.unsw.edu.au/plagiarism

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	*August 2010*	1. Negotiations are continuing over Hospital placements in NSW so that students do not have to travel to Hobart for hospital exposure. 2. Tutorials have been restructured to contain additional cases and will be available on-line for rural students and for revision. 3. Feedback will continue to be offered on draft case reports and students encouraged to seek advice if they are unsure whether choice of cases is suitable.
Minor Course changes	*July 2014*	A limited number of hospital placements are now available at the Prince of Wales Hospital
	July 2012	Following feedback from students the submission process for placement logs has now been changed to match that of case reports. Both are now submitted online. UNSW has upgraded the Learning Management System from Blackboard 9 to Moodle.
CATEI	*July 2011*	Formal CATEI evaluations were received from 22 of 112 enrolled students during 2011. 77% were satisfied with the quality of the course and 91% reported learning a lot from the course. The strengths reported were further reinforced by the student comments on benefits of the clinical placements, interactions with a range of experienced ophthalmologists and excellent lecturers. Improvements in the course would include having local sites available for hospital placements and more tutorials.
Other	*May 2007*	**Optometry Council of Australia and New Zealand** Ensure that students with advanced standing are appraised and assessed upon the legislative changes throughout Australia.

10. Administration Matters

Expectations of Students	A list of participating ophthalmologists will be provided. These ophthalmologists have already been contacted by the School of Optometry and Vision Science and are aware that Graduate Certificate students may be approaching them. These specialists may be contacted without prior consultation with the National Clinical Placement Coordinator. If you wish to undertake placements with an ophthalmologist not on this list, please email the course convenor and the National Clinical Placements Coordinator so the School of Optometry and Vision Science may first contact them with a request to participate and provide course information. A copy of the information sent to specialists is provided on Moodle. It is suggested students arrange placements with a minimum of 3 practitioners.
	Once private ophthalmology placements have been booked these details should be recorded on the Advice of Private Practice Placements form and submitted via Moodle.
	Hospital placements will be organised on your behalf. You will receive an invoice for $750.00 to partially offset the cost of this placement at the hospital. As per university policy results cannot be issued until all outstanding liabilities are resolved.
	Prior to commencement of placements, students are required to:

Prior to commencement of placements, students are required to:
- abide by the immunisation and safety protocols from the relevant health authorities for students in training. This may involve, but not be limited to, providing evidence of vaccination and/or immunity for communicable diseases such as diphtheria, measles, mumps, rubella, pertussis, hepatitis B, varicella, tetanus, tuberculosis and influenza.
- read the School of Optometry and Vision Science Safe Work Practice for fieldwork document
- obtain a valid National Police Check Certificate showing that you have no history of criminal offences or have been cleared by the State's Department of Health.
- complete any other documentation as required.

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.

	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 www.it.unsw.edu.au/ Telephone: 02 9385 1333 Email: itservicecentre@unsw.edu.au
Assignment Submissions	Electronic copies of case reports are to be submitted via Moodle. Placement logs and reflective journals are to be submitted via Moodle. 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: http://www.optometry.unsw.edu.au/current/policies-and-procedures
Occupational Health and Safety[12]	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: http://www.optometry.unsw.edu.au/whs/work-health-and-safety
Assessment Procedures **UNSW Assessment Policy[13]**	SCHOOL OF OPTOMETRY AND VISION SCIENCE, UNSW SUPPLEMENTARY EXAMINATION INFORMATION, 2018 There are two circumstances whereby a supplementary examination may be granted: COMPETENCY IN DOUBT Students whose competency level is in doubt after the final examination(s) may be eligible to sit a supplementary examination in the course(s) concerned. Please check the School website for this information. SPECIAL CONSIDERATION On some occasions, sickness, misadventure or other circumstances beyond your control may prevent you from completing a course requirement, such as attending a formal end of semester examination. In these cases you may apply for Special Consideration. To do this you must make formal application for Special Consideration for the course/s affected as soon as practicable after the problem occurs and within three working days of the assessment to which it refers. The application must be made via Online Services in myUNSW. Log into myUNSW and go to My Student Profile tab > My Student Services > Online Services > Special Consideration. Submit the application (including supporting documentation) to UNSW Student Central. Special Consideration - Pre-Existing Conditions Many conditions that are the subject of special consideration applications are pre-existing and could be used repeatedly to gain examinations at a later date. These include conditions aggravated or triggered by the stress of the assessment. With the help of your doctor and/or other health care practitioners, steps can be taken ahead of the assessment time to minimise or avoid the consequences of these conditions. When applying for special consideration on the basis of a condition that was already known to be a problem for you and which you have already used as the basis for a special consideration application, the School will require you to provide a certificate that details the preventative measures taken and why they were not successful. This will then be taken into account when considering the application. Absence from a final examination is a serious matter, normally resulting in a Fail (FL) grade. If you are medically unfit to attend an examination, YOU MUST CONTACT THE SCHOOL DIRECTLY ON THE DAY OF THE EXAMINATION TO ADVISE OF THIS (telephone 02 9385 4639, email: optometry@unsw.edu.au). You must also submit a Request for Special Consideration application as detailed above.

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[12] UNSW OHS Home page
[13] UNSW Assessment Policy
[14] Student Complaint Procedure

	You are reminded that supplementary examinations are not granted lightly or automatically. Eligibility for supplementary examinations, for both of the above situations, is determined by the School Examination Committee, which meets soon after the formal examination period has ended. You cannot "apply" for a supplementary examination, so please do not contact the School or Course Controllers to request a supplementary examination.
	It is the responsibility of the student to consult the web site or noticeboard to ascertain whether they have supplementary examinations. This information WILL NOT be conveyed in ANY other manner. Interstate, overseas or any other absence cannot be used as an excuse.
	This information will be available on the School web site at https://www.optometry.unsw.edu.au (do not confuse the School website with the myUNSW website) and posted on the notice board on Level 3. This information will be available as soon as possible after the School Examination Committee meeting.
	Supplementary examinations will be held at the scheduled time only. If students who are granted supplementary examinations do not attend, a failure will be recorded for that course. Students should not make travel arrangements, or any other commitments, before establishing whether or not they have supplementary examinations. Ignorance of these procedures, interstate, overseas or any other absence will not be accepted as an excuse. But usual Special Consideration for illness still applies.
	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.
Equity and Diversity	Those students who have a disability or are dealing with personal circumstances that affect their study that requires some adjustment in their teaching or learning environment are encouraged to discuss their study needs with the course Convenor prior to, or at the commencement of, their course, or with the Equity Officer (Disability) in the Equity and Diversity Unit (9385 4734 or http://www.studentequity.unsw.edu.au/). 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.

Student Complaint Procedure[14]	**School Contact**	**Faculty Contact**	**University Contact**
	Prof. Helen Swarbrick h.swarbrick@unsw.edu.au Tel: 9385 4373	A/Prof Janelle Wheat Deputy Dean (Education) Contact details: TBA Or Dr Gavin Edwards Associate Dean (Academic Programs) g.edwards@unsw.edu.au Tel: 9385 4652	Student Integrity Unit (SIU) Telephone 02 9385 8515, email studentcomplaints@unsw.edu.au

11. UNSW Academic Honesty and Plagiarism

What is Plagiarism?

Plagiarism is the presentation of the thoughts or work of another as one's own.
*Examples include:

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

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

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

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

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

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

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

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

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

Individual assistance is available on request from The Learning Centre.

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

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