

FIRST YEAR STUDENT WORKBOOK

PRACTICE PLACEMENTS

FOR

UNDERGRADUATE OPTOMETRISTS



OPT 402 Clinical Optometry Skills 1

ACADEMIC YEAR 2017 - 2018

First Year Placement Wk 1	w/c 20.11.17
First Year Placement Wk 2	w/c/ 27.11.17
Hand in deadline Wk 1	4.12.17 by 16.00 hrs
Hand in deadline Wk 2	11.12.17 by 16.00 hrs

Student name: _____

Placement name: _____

Supervisor name: _____

Foreword

The Optometry programme at Plymouth has been designed with the intention of providing a highly practical evidence based student experience. The incorporation of practice placements are designed to identify employability, intellectual and core skills that relate to a career in Optometry.

Practice placements are an integral part of Clinical Optometry Skills 1 in the first year.

This workbook has been designed as a companion to the OPT 105 Optometry Skills module information handbook to guide you through this placement, and to provide you with thought provoking tasks to undertake during your placement. These will be a useful tool to refer to when producing your reflective statement

Please feel free to contact the Optometry Placement Co-ordinator or Optometry Programme Lead if you have any queries or concerns.

Placement Co-ordinator:

Fiona Hiscox: fiona.hiscox@plymouth.ac.uk Tel: 01752 588887

Programme Lead: Luisa Simo: luisa.simo@plymouth.ac.uk Tel: 01752 588881

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When do the placements take place?

First Year Placement Wk 1	w/c 20.11.17
First Year Placement Wk 2	w/c/ 27.11.17

Who do I contact if I have any questions or concerns?

Placement Co-ordinator:

Fiona Hiscox: fiona.hiscox@plymouth.ac.uk Tel: 01752 588887

Or, if you do not receive a response please contact:

Programme Lead: Luisa Simo: luisa.simo@plymouth.ac.uk Tel: 01752 588881

For placement administrative queries please contact:

Practice Placements (healthprofessionsplacements@plymouth.ac.uk)
Tel: 01752 586962

For reporting a student's absence please contact:

Programme administration: pahc.reception@plymouth.ac.uk Tel: 01752 588800 or 01752 588833

First Year Module Lead: Hetal Buckhurst: hetal.buckhurst@plymouth.ac.uk Tel 01752 588886

Second Year Module Lead: Luis Garcia Suarez: luis.garciasuarez@plymouth.ac.uk
Tel 01752 587546

For audit or work place agreement queries please contact:

hhsplacementcompliance@plymouth.ac.uk

What do I do if I cannot attend my placement?

You must inform

- Programme Administration at PAHC,
- your practice supervisor
- the module lead
- practice placement team
-

if you will be absent from any part of the placement period, using the contacts above.

You should record your absence/sick leave on the 'Student Experience Record Sheet' (which should be initialled by your placement supervisor on a daily basis).

Background Information

WHAT IS THE PURPOSE AND LEARNING OBJECTIVES OF THE 1ST YEAR PLACEMENT?

The optometry practice placement week in the first year is observational. By the end of the placement the student will have had the opportunity to:

- Develop some communication skills required in the workplace
- Gain insight into the role of the Optometrist in the primary care setting
- Understand the roles and responsibilities of other members of the practice team
- Identify employability, intellectual, core or key skills and personal attributes that relate to a career in optometry
- Develop links with the placement provider and the community

The placement takes place during the first term after 6 weeks contact time. The emphasis during the first year placement is based on observation and development of interpersonal communication skills necessary in the profession. Through your observations and participation where possible you will be able to reflect on and analyse your future role as an eye care practitioner.

At this stage of the course you will have commenced learning in the basic skills of visual acuity testing and refraction techniques. There is no demand or expectation for you to undertake any clinical skills during this first placement.

WHAT CAN I BE EXPECTED TO DO?

Here are some examples of things you could reasonably participate with during the week.

- Observation and participation at reception to include answering the phone and dealing with the appointments process
- Familiarising yourselves with General Ophthalmic Services (GOS) forms
- Familiarising yourselves with your front of house procedures
- Follow the patients' journey through the practice
- Observe each of the roles of members of staff in the practice
- Request to be present during a sight test and any additional clinical procedures performed
- Request to be present during a contact lens assessment
- Undertake the activities outlined in this handbook by engaging with different members of the practice team?

A list of task is included in the activities section

Students who are already qualified as dispensing opticians and contact lens practitioners are NOT permitted to work in these roles during their placement practice.

WHAT SHOULD I WEAR DURING MY PRACTICE PLACEMENT?

Please present yourself in a professional manner. The dress code which applies to CEE is attached in [appendix 2](#)

Supervision

WHAT CAN I EXPECT OF MY SUPERVISOR?

Your supervisor will be the designated Optometrist responsible for the co-ordination, management and development of the student on practice placement. They will be GOC registered and are normally expected to have at least one year's relevant experience in the profession.

The benefit of these placements comes from your personal input. The supervisor will support you in the practice environment, and you may wish to encourage them to spend 5 -10 minutes at the start and end of each day, describing the day ahead and the outcomes of the day. Please respect that this may not be possible due to the demands of the working day.

If for any reason your supervisor is not available in the practice on the day of your placement, they will designate another registered optometrist to support you, and if necessary sign off any relevant documentation associated with the placement practice period as well as provide relevant feedback. The name of this optometrist should be provided to the University.

The professional guidance around supervision is College Guideline ([Appendix 3](#))

WHAT DO I DO IF I HAVE A CONCERN ABOUT MY SUPERVISION?

Please do not hesitate to contact the placement tutor or programme lead should there be any concerns about your supervision. Either of us will discuss the situation with you and be available for support and advice.

Administration & Regulatory

WHAT TRAINING MUST I HAVE UNDERTAKEN BEFORE I ATTEND MY PLACEMENT?

Students on this programme must participate in a mandatory training programme prior to their placement and in preparation for contact with the public. This will include moving and handling training, safeguarding children, fire safety and the Mental Capacity Act.

All students will have a Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate prior to acceptance on to the programme.

HOW IS MY PLACEMENT SELECTED?

This is administered through the Plymouth University centralised service: Plymouth Online Practice Placement Information (POPPI) which can be accessed online.

<https://www.plymouth.ac.uk/student-life/your-studies/academic-services/placements-and-workbased-learning/poppi/health>

There is a web-based system where all the information about placements is kept, called 'ARC'. The academic staff work with the placement team to ensure that you will experience a variety of practice settings throughout the degree programme.

During your induction you will have received training in the use of this, in particular POW (placements on the web) which provides you with details of your placement.

ONCE I KNOW WHERE I AM GOING WHAT SHALL I DO?

All the details of your placement and transport links are available through POW. Once you have your named placement you should contact your supervisor, and send them a brief resume or CV of your experience to date. Through this introduction you should also mutually agree upon your start and finish times for your week. You are advised to do this at your earliest convenience and no later than two weeks before the placement.

WHO FUNDS THE STUDENT PLACEMENTS?

There is no financial assistance for placements which are a compulsory part of the course. You are expected to finance the expenses incurred yourselves. There is a hardship fund which can be accessed via studentfunding@plymouth.ac.uk or telephone 01752 587680

WHAT PAPERWORK NEEDS COMPLETING?

The paperwork which we require has been kept to a minimum. It is crucial that the following documents located in this handbook are completed by you and your supervisor **before** the end of the placement. It is **your** responsibility to ensure this is undertaken and you will require your supervisors input so please complete the daily tasks as you go along, so you do not present them with an unmanageable task at the end of the week.

1. Student Experience Daily Record
2. Supervisor Feedback
3. 1st Year Practice Placement Report Form for Supervisors
4. Safety and Professional Behaviour
5. 1st Year Student End of Placement Feedback Form

To pass your placement you must have attended a full 5 days, completed your workbook to a satisfactory standard and submitted before the deadline outlined below.

HANDBOOK HAND IN DATES

This completed placement handbook must be handed in at PAHC reception by:

Hand in deadline Wk 1	4.12.17 by 16.00 hrs
Hand in deadline Wk 2	11.12.17 by 16.00 hrs

AM I INDEMNIFIED WHILST OUT IN PRACTICE?

Whilst on practice placement you remain students of Plymouth University, and are covered by the university regulations.

Introduction to Activities

The following activities are designed to help you structure your observation and record facts and thoughts during practice placement. It includes observational and reflective activities that you need to complete during the placement. The booklet will be useful to help you write your reflective statement.

The activities in this booklet are divided into sections which you should aim to complete by the end of the placement period.

The sections 'student experience record' must be completed and signed by your optometric supervisor daily. Sections covered in this portfolio:

1. Prepare for practice placement
2. Communication
3. The work environment
4. Professionalism
5. Equality and diversity
6. Summary and Feedback Reporting
7. 1st Year Student Future Actions

Please remember you are a student registered and regulated by the GOC code of conduct the same as any qualified optometrist. Please remember to dress professionally and to demonstrate good time keeping skills. We hope you find this placement period useful and enjoyable. The dress code agreed for attendance at CEE is attached for your reference. ([Appendix 3](#))

1. PREPARE FOR PRACTICE PLACEMENT

At the beginning of the placement, the supervisor and the student should meet to:

- Review the learning objectives and observational experiences that will contribute towards learning.
- Discuss possible observational and communicational experiences required to complete a reflective portfolio.

The learning objectives of practice placement are:

- Develop communication skills required in the workplace
- Gain insight into the role of the Optometrist in the primary care setting
- Understand the roles and responsibilities of other members of the practice team
- Identify employability, intellectual, core or key skills and personal attributes that relate to a career in optometry
- Develop links between the placement provider, the community and the University

Notes of your meeting with your supervisor

The following activity list has been included in the placement handbooks to guide you during your placement and align with the learning objectives and activities of the placement.

Recommended First Year Students Activities	
Develop communication skills required in the workplace	
Student introduction telephone call	<input type="checkbox"/>
Student introduction email with outline of experience	<input type="checkbox"/>
Student/Supervisor induction day 1	<input type="checkbox"/>
Observe how patients are welcomed as they enter the practice	<input type="checkbox"/>
Observe how the telephone is answered	<input type="checkbox"/>
Observe what information is gathered	<input type="checkbox"/>
Participate in welcoming patients and taking calls	<input type="checkbox"/>
Pre screening: shadowing and observation how communication varies	<input type="checkbox"/>
Sight Testing and CL consultations shadowing and observation how communication varies	<input type="checkbox"/>
Dispensing shadowing and observation how communication varies	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Gain insight into the role of the Optometrist in the primary care setting	
Listen to the history and symptom gathering	<input type="checkbox"/>
Consider why the Optometrist may want to know a patients general health and medication	<input type="checkbox"/>
Listen to how the Optometrist explores the reason for the appointment	<input type="checkbox"/>
Observe the order in which the Optometrist undertakes the examination	<input type="checkbox"/>
Observe which tests the Optometrist undertakes themselves and which are done by a clinical assistant	<input type="checkbox"/>
Observe an objective refraction	<input type="checkbox"/>
Observe a subjective refraction	<input type="checkbox"/>
Observe a measurement of intraocular pressure	<input type="checkbox"/>
Observe a visual field test being performed	<input type="checkbox"/>
Observe an ophthalmic photo being taken	<input type="checkbox"/>
Observe an Ocular Coherence Tomography being performed	<input type="checkbox"/>
Listen to the summary and recommendations the Optometrist makes	<input type="checkbox"/>
Observe a contact lenses assessment	<input type="checkbox"/>
Observe a contact lens collection	<input type="checkbox"/>
Observe a contact lens aftercare	<input type="checkbox"/>
Observe a child having a sight test	<input type="checkbox"/>
Observe the process the optometrist undertakes when referring a patient	<input type="checkbox"/>

Understand the roles and responsibilities of other members of the practice team	
Discover how many different roles there are in the practice	<input type="checkbox"/>
Shadow a patient journey through the practice	<input type="checkbox"/>
If there is pre-screening consider which tests are undertaken and how the information gathered is relayed to the Optometrist	<input type="checkbox"/>
Observe an autorefractor being used	<input type="checkbox"/>
Observe an Optometrist to dispensing optician handover	<input type="checkbox"/>
Observe a spectacle dispense	<input type="checkbox"/>
Observe the process of ordering spectacles	<input type="checkbox"/>
Observe a spectacle collection and fitting	<input type="checkbox"/>

2. COMMUNICATION

Answering the telephone may be one of the tasks you are required to do in your training work placement. Check with your supervisor how you are supposed to answer a phone.

Make a note of what you think you must say when you have to talk to someone on the telephone.

After answering the phone how do you make sure that the call / the information is transferred to the correct person? **Ask in advance** how you do this, and make a note of the procedure.

Make a note of how you would handle the situations below:

A member of staff is asked to come to the telephone.

In a situation where a customer telephones to make an enquiry and you are unable to provide the correct information, explain what should you do?

2. COMMUNICATION

During your optometric training you will encounter many words you have not heard or read before. Make a note of all those words you come across during practice placement and are not sure what they mean.

Who used these words? (The patients / clients / patients, the supporting staff, the optometrists...)

Word	Used by	Meaning
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Make sure you find out what they mean using a reliable source.

2. COMMUNICATION

Where possible and appropriate, observe and write a summary of the purpose of the transfer of information between:

Different members of staff

Staff and patients / clients / customers

3. THE WORK ENVIRONMENT

Health and safety

What policies must be in place in an optometric practice?

What activities that staff should carry out form part of the following policies?

- Infection control
- Manual handling
- Data protection / confidentiality
- Consent

3. THE WORK ENVIRONMENT

Indicate the characteristics that apply to the environment where you are placed. Try to get as much information from promotional material, business leaflets and perhaps the company's web site.

Type

- With staff
- One-man business
- Trading partnership
- Family business
- Chain
- ...

Position

- Rural
- Town centre
- Centre city
- ...

Clients

- Young
- Cost-conscious
- Regular customers
- Business people
- Families with children

Closing days

- ...
- ...

Decoration

- Modern
- Traditional
- Rural
- ...

Accessibility

- Public transport
- by foot
- Car
- ...

- Old
- Not cost-conscious
- changing clients
- ...

Opening hours

- ...
- ...

How do all these characteristics / features link with each other?

3. THE WORK ENVIRONMENT

Draw an organisation chart of the optometric practice you are placed at. Make a note of the names of the key staff and their roles and functions within the organisation.



3. THE WORK ENVIRONMENT

List all the different staff involved in the eye care of the patient / client / customer

-
-
-
-

What other services does the optometric practice depend on?

-
-
-
-

3. THE WORK ENVIRONMENT

What duties must be undertaken at the beginning of the day?

-
-
-
-

What duties must be undertaken at the end of the day?

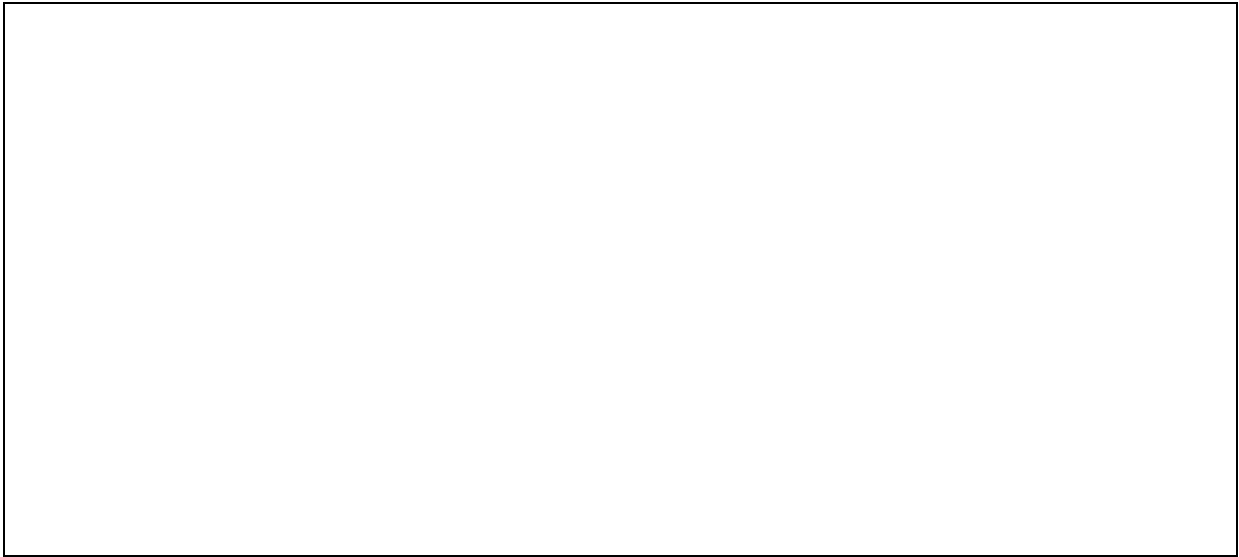
-
-
-
-

Time management

How important is time management at work?

Describe why and provide examples that you have observed

Have you arrived early at your placement? What did you do in this spare time?




What effect do you think arriving late will have on your practice placement?

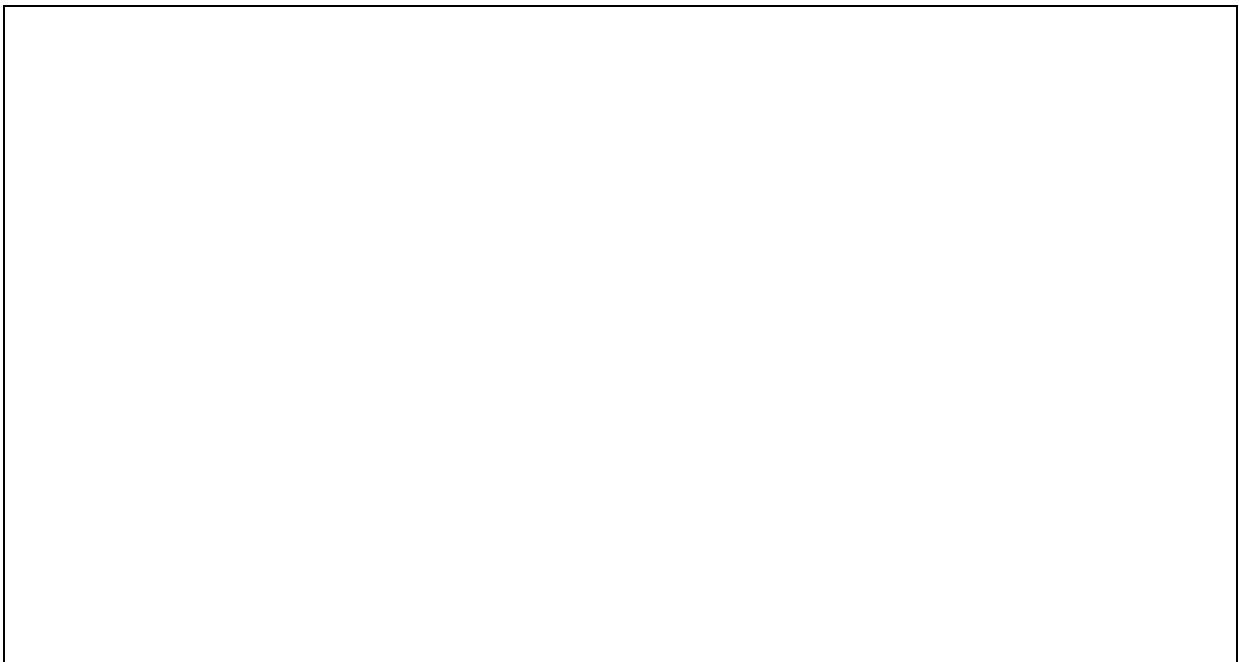


4. PROFESSIONALISM

What is customer / client / patient service?



What is customer / client / patient care?



4. PROFESSIONALISM

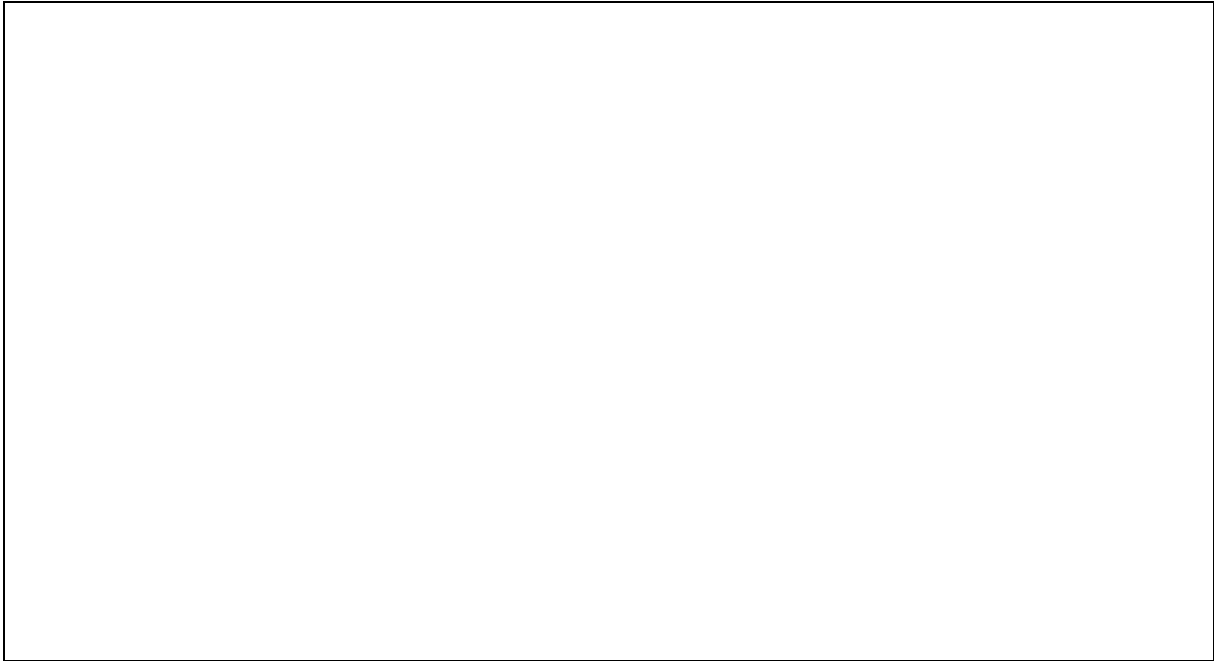
First impressions are extremely important. These are formed within seven seconds, and you only get one chance to make that first impression!

How would you describe your own dress code in relation to the practice placement environment?

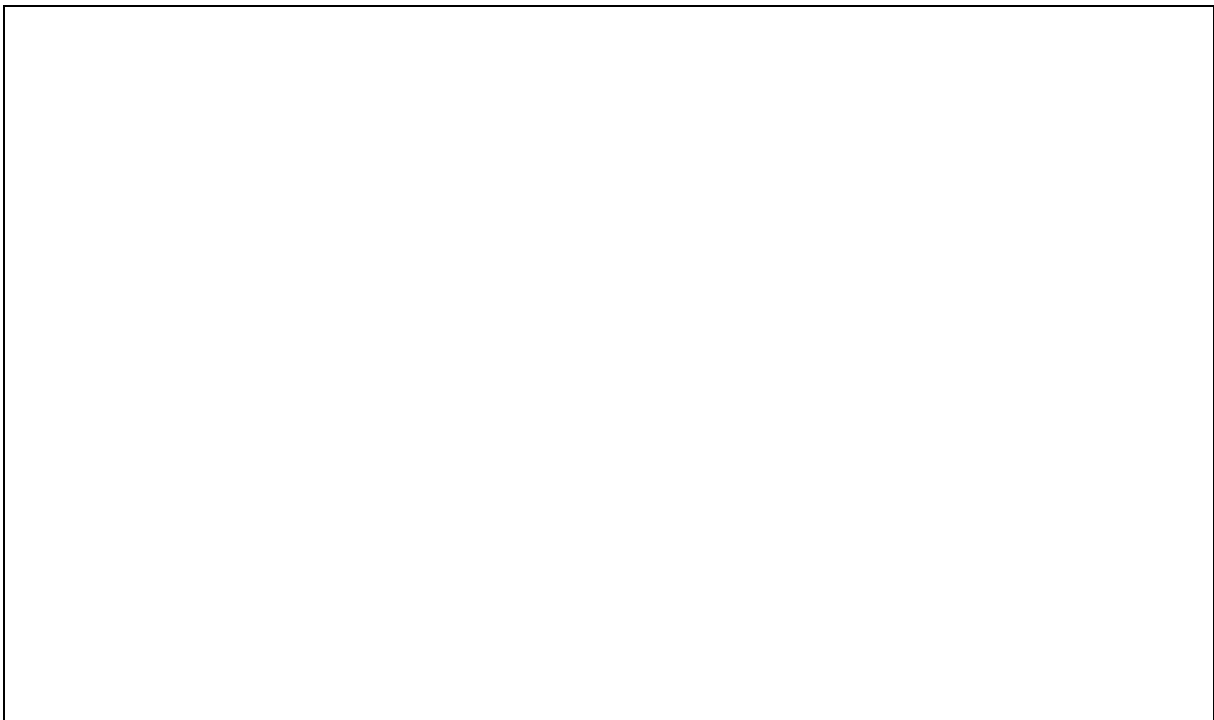
Is your dress code different to what you normally wear to lectures and practical sessions at university? How does this make you feel?

5. EQUALITY AND DIVERSITY

The specific needs for each individual may vary, thus a sensitive and understanding approach is essential. Use the space below to identify the type of customers / clients / patients / staff that would have specific needs.



Thinking about your work based placement. What facilities / considerations would you need to consider to provide patients / clients / customers with specific needs?



6. SUMMARY AND FEEDBACK REPORTING

The following pages of this handbook must be completed on each day, with a summary feedback report from your supervisor and yourself at the end of the placement week.

STUDENT EXPERIENCE DAILY RECORD

OBSERVATIONAL ACCOUNT: DAY 1	
Supervisor Comment	
Did the student meet your expectation regarding the assessed categories:	
1. Communication skills	yes/no
2. Organisation & Management skills	yes/no
3. Professional conduct	yes/no
Supervisor Signature	
Student Signature	Date

Student Experience Daily Record

OBSERVATIONAL ACCOUNT: DAY 2	
Supervisor Comment	
Did the student meet your expectation regarding the assessed categories:	
1. Communication skills	yes/no
2. Organisation & Management skills	yes/no
3. Professional conduct	yes/no
Supervisor Signature	
Student Signature	Date

OBSERVATIONAL ACCOUNT: DAY 3

Supervisor Comment

Did the student meet your expectation regarding the assessed categories:

1. Communication skills yes/no
2. Organisation & Management skills yes/no
3. Professional conduct yes/no

Supervisor Signature

Student Signature

Date

OBSERVATIONAL ACCOUNT: DAY 4

Supervisor Comment

Did the student meet your expectation regarding the assessed categories:

1. Communication skills yes/no
2. Organisation & Management skills yes/no
3. Professional conduct yes/no

Supervisor Signature

Student Signature

Date

OBSERVATIONAL ACCOUNT: DAY 5

Supervisor Comment

Did the student meet your expectation regarding the assessed categories:

1. Communication skills yes/no
2. Organisation & Management skills yes/no
3. Professional conduct yes/no

Supervisor Signature

Student Signature

Date

BSc (HONS) OPTOMETRY

STUDENT EXPERIENCE RECORD SHEET

NAME:	COHORT:	MONTH: 20____
--------------	----------------	----------------------

Placement:
Placement Dates:

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date						
Activity (am)						
Activity (pm)						

Activity Codes: BH = Bank Holiday A = Absence FA = Family Absence
 S = Sick C = Compassionate Leave P = Placement

Student Declaration I certify that the information given above is correct
Signature:
Date:

Clinical Supervisor Declaration I confirm that the student attended clinical placements as indicated above
Signature:
Name: (please print)

Student Experience Record Sheet – guidelines notes for students and supervisors

The reason that the student is required to fill in a Student Experience Record sheet is so that a record of all your practice experience is kept for the three year BSc (Hons) Optometry Programme.

Students must

- Complete a form for **each placement** of the year
- **Record the date**
- **Sign** to certify that the information on the form is correct. At the end of the placement your supervisor must also sign the form.
- **Submit** the completed and signed form to Programme Administration **when you return from your placement.**
- **Inform** your placement and Programme Administration at Peninsula Allied Health Centre if you are unable to attend because of sickness. Each site is manned from 08.30 – 17.00 hours on Monday to Thursday, and 08.30-16.30 hours on Friday. There is an answer- phone outside these times.
- **Inform** Programme Administration on the PAHC site if you are absent from ANY part of the programme on **01752 588800**

Note for supervisors

It would be appreciated if supervisors could contact the PAHC Site as soon as possible if a student does not attend a practice placement as planned.

DISCLAIMER: All students undertaking programs delivered by the Faculty of Health and Human Sciences are reminded that any alteration to University documentation, including practice portfolios, involving forgery/falsification of a mentors comments or signature/initialing will be investigated. This investigation could lead to disciplinary action, which may lead to a student being unable to achieve professional registration

Supervisor End of Placement Feedback Form

Student Name:	
Optometric Supervisor Name:	
Practice:	Date:
Please provide this feedback after you have undertaken the practice placement report:	
Where you overall satisfied that your student achieves the key points of the placement?	
Are you able to identify any key behaviours and attitudes that might affect employability within your organisation?	
Can you identify any key areas you would like to change for your student placements?	
General overview summary	
Supervisor's signature	Date

1ST YEAR PRACTICE PLACEMENT REPORT FORM FOR SUPERVISORS

Practice placements are assessed by a report from the optometric supervisor. A **pass** must be obtained in order to be eligible to pass the OPT 105 module.

Learning outcomes of the Practice Placement Period 1:

- To maintain and develop communication skills required in the workplace
- To maintain and develop practical optometric skills in alignment with the optometry programme
- To identify employability, intellectual, core or key skills and personal attributes that relate to a career in optometry
- To develop and maintain links between the placement provider, the community and the University

The categories evaluated to attain a pass mark are:

1. **Communication skills.** Verbal, non-verbal, listening, questioning and practical skills used with peers, patients, and the optometric team.
2. **Organisation and management skills:** The ability to make effective use of time and respond appropriately to change.
3. **Professional behaviour.** The ability to demonstrate appropriate attitude, appearance and conduct. Ability to function within the legal and ethical boundaries of their status

All sections must be passed to attain a pass in practice placement.

Practice Placement Report

Student Name:

Optometric Supervisor Name:

Practice:

Date:

Use the following grading scales to mark the student's performance while on practice placement. Place a cross along the scale in accordance to how much you agree or disagree within the following criteria:

Assessed categories	
Communication skills	<p>The student demonstrated the ability to attain a highly professional relationship with good communication demonstrated consistently within the practice environment</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Strongly disagree Strongly agree</p>
Organisation and management skills	<p>The student was consistently punctual, always asked for clarification if doubt existed, used his/her own initiative appropriately understanding the demands of the team</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Strongly disagree Strongly agree</p>
Professional conduct	<p>The student was able to demonstrate insight and understanding regarding legal requirements and ethical issues in relation to the work environment</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Strongly disagree Strongly agree</p>

Signed:

Date:

Optometric supervisor (print name)

Signed:

Date:

Student (print name)

Safety and Professional Behaviour Feedback Unsafe practice and/or violations of the Code of Conduct will normally cause the student to fail the placement. This would then over-ride the assessment mark. Records of warnings of unsafe practice or concerns about the professional behaviour of the student must be recorded below.

<p>Safety</p> <p>Fails to apply knowledge of health and safety policies applicable in the optometric practice. Persistently applies techniques and handling skills in a way which puts patients, colleagues and/or self at risk. Is unreliable in reporting and often fails to tell the optometric supervisor about adverse findings and/or patient complaints. Persist in unsafe practice despite verbal instructions and /or warnings</p>	
<p>Record of warnings given:</p>	
<p>Violation of Code of Conduct</p> <p>Practises outside their scope of practice. Does not respect patient confidentiality. Fails to communicate and co-operate with other staff and/or criticises them in front of patients. Fails to report circumstances which may put patients or others at risk. Fails to adhere at all times to personal and professional standards which reflect credit on the profession.</p>	
<p>Record of warnings given:</p>	
<p>Signed:</p> <p>Optometric supervisor (print name)</p>	<p>Date:</p>
<p>Signed:</p> <p>Student (print name)</p>	<p>Date:</p>

1st Year Student End of Placement Feedback Form

Student Name:

Optometric Supervisor Name:

Practice:

Date:

What did you learn from this experience?

How relevant is this experience to the optometry programme?

In your opinion, what are the key points of this placement?

What would you add to this experience?

What would you change in this experience?

Please can you visit the Poppi website, login in to POW and complete the practice placement evaluation

Comments to include achievements, challenges, rewarding aspects and any changes that would benefit the next student to this placement like opportunities to develop and achieve learning objectives.

Student Signature

Date

Completing the Student Evaluation Form via your POW

1. Log into your POW as usual
2. Access your Allocations and click on the placement you have just completed.
3. There will be a new tab at the top of the placement information labelled 'Click Here to Evaluate'. Select this tab to access the evaluation form. **PLEASE NOTE: Once you have submitted the form you will be unable to change your responses, so please take your time when completing.**



4. You will be given 4 weeks from the end of your placement to complete the form. We will be monitoring completion and will follow up any forms which have not been completed at the end of this period.

If you have any problems accessing the form or any queries then please contact powsupport@plymouth.ac.uk

1st Year Student Future Actions

List some of the learning and actions that you plan to in future learning strategies to enhance your learning in the optometry programme

1. _____

2. _____

3. _____

4. _____

5. _____

Experience of being a patient at Centre for Eyecare Excellence– compulsory requirement

As part of the placement practice element of the OPT402 module you are required to have a full eye examination at the Centre of Eyecare Excellence (CEE) before Friday 23rd March 2018.

CEE is the final year student Optometry clinic on Main Campus. This experiential learning opportunity will enable you to gain an insight into the clinical skills required for the 3rd year clinics whilst also experiencing the eye examination procedure from a patient point of view.

Please note that availability of appointments is subject to variability due CEE being a public patient clinic so please ensure timely arrangement of your eye examination to ensure that this element of the assessment is fulfilled.

When booking the appointment at CEE please inform reception that you are a first year Optometry student and the eye examination is part of your practice placement requirement. At the end of the eye examination you will be provided with a certificate of attendance that needs to be submitted at PAHC reception by Friday 30th March 2018 at 16.00.

PLEASE NOTE THAT SUCCESSFUL COMPLETION AND SUBMISSION OF THE CERTIFICATE OF ATTENDANCE FOR A FULL EYE EXAMINATION AT CEE IS A MANDATORY REQUIREMENT TO ACHIEVING THE PRACTICE PLACEMENT ELEMENT OF THE OPT402 MODULE.

Appendices

APPENDIX 1: GLOSSARY OF TERMS

Faculty	The BSc (Hons) Optometry programme is based in the School of Health Professions within the Faculty of Health and Human Sciences.
Learning Outcome	Learning outcomes are detailed in the programme specification on the DMR (See Programme handbook) and identify what learners should have achieved as a result of a learning process.
Placement Supervisor	A registered optometrist or dispensing optician who facilitates oversees part of the learning process of a student
Placement	A practice area or place to which a student is allocated for a specified period of time
Programme learning objectives	These are the objectives against which the students' practice learning is assessed
Programme	A number of modules of study, the successful completion of which leads to an award
Programme Administration	The Faculty Administration point that deals with administrative issues relating to students, including timesheets, travel claims, submission of assignments etc.
Programme Lead	Has overall responsibility for the programme and ensures comparability of assessment across the programme.

APPENDIX 2: BACKGROUND TO FIRST YEAR PLACEMENT

This placement is part of OPT 402: Clinical Optometry Skills 1 Module

The placement takes place during the first term after 6 weeks contact time. The emphasis during the first year placement is based on observation and development of interpersonal communication skills necessary in the profession.

This module is designed to introduce Optometry students to the basic tests and procedures conducted in clinical optometry work. The module will teach the theoretical and practical elements of, ophthalmoscopy, retinoscopy and methods for assessment of refractive error. The student will learn how to assess visual acuity and perform the subjective refraction procedures for measuring a sphero-cylindrical ocular refraction.

A variety of teaching methods including formal lectures and clinical practical sessions will be used. The module will be supported by the use of some online resources which are designed for students to use to self-assess their learning; to clarify certain aspects or to guide their self-managed learning.

The lectures will be linked with the clinical practice sessions which are designed to explore the clinical relevance and develop basic clinical skills.

OPT 402 Module Learning Outcomes:

At the end of the module the learner will be able to:

1. Perform an objective and subjective refractive assessment of a normal patient
2. Use basic refractive instrumentation
3. Communicate with patients to a standard that enables them to perform refractive assessment
4. Understand and interpret the results of a basic refractive assessment

APPENDIX 3: STUDENT CLINICAL DRESS CODE

As a caring profession and also as representatives of the university, the importance of maintaining a high standard of clinical dress cannot be underestimated; not only from a health and safety aspect but also to ensure that customer satisfaction is upheld. Not only does this avoid offence to patients, public and peers but it also ensures that the test is conducted with the uppermost quality of care for the patient in mind, thus installing the patients confidence in yourselves as practitioners and the clinic.

These guidelines should highlight to you what will and won't be acceptable within The University of Plymouth clinic and students must be reminded that if your appearance is considered inappropriate, you will be asked to leave the Eye Clinic.

Hair

Hair should be clean, neat, tidy and off of the face. This extends to head-scarves worn for religious purposes. Beards should also be kept short and neatly trimmed unless this reflects the individuals religion where it should still be kept tidy and clean.

Clothing

Clothing portrays a professional image to patients visitors and colleagues so smart dress should be worn at all times. Jeans, tracksuits, shorts, leggings and dirty, torn or ripped clothing will be unaccepted, as will clothing with large logos, graphics, political emblems or slogans that might cause offence.

For men, a black shirt with collar, tie and black trousers is considered appropriate. For women, a black blouse and either black trousers or black skirt and tights of either black or skin colour are considered appropriate. Skirts that come far above the knee and shirts showing excessive amounts of cleavage are unacceptable.

As the University values cultural diversity, the wearing of clothing that has arisen from religious or cultural beliefs will in most circumstances be respected by the school, providing that health and safety standards are still upheld.

Head coverings are regarded as appropriate within the clinic.

Shoes

Shoes must be sensible, clean, polished and non-slip. Sports shoes, clogs, slingbacks and open-toed shoes such as flipflops are considered inappropriate.

Jewellery

Jewellery should be kept to a minimum; one pair of stud earrings, one plain ring with no sharp edges as these could injure the patient and a close fitting watch are acceptable. Bracelets that could get in the way of working with the patient should be removed during the clinic. Friendship bracelets, festival bands and other fabric bracelets are not permitted due to germ transferral unless they are worn for religious or cultural purposes, in which case they must be pushed up the arm.

Name Badges

These must be clean, unaltered with drawings or stickers and worn at all times within the clinic.

Make-up and Body Art

Professional/minimal make-up can be worn. Large and potentially offensive tattoos must be covered up with clothing or make-up.

Personal Hygiene (VERY IMPORTANT)

Students must maintain a good standard of personal hygiene as this ultimately prevents the spread and development of germs, infections, illnesses and bad odours. Ensuring that you are clean and well-presented projects a positive and professional image to the patients who will be more relaxed and have more confidence in you as a practitioner.

Hand Washing

Washing your hands before attending to a patient is essential to ensuring good hygiene standards. Nails must be clean and clipped short as long fingernails can injure the patient. Due to the harbouring of bacteria on and under artificial nails and untidiness of chipped nail polish; the wearing of either false nails or nail varnish is not permitted.

Food

No eating or drinking is permitted during the clinic with the exception of water.

Clinical Behaviour

You are expected to conduct yourselves professionally whilst within the clinic. This includes but is not limited to:

1. Punctuality
2. Respect of other people
3. Good manners
4. Respect of property
5. The right to learn

As the university aims for an inclusive culture the clinic is expected to be free from discrimination and based upon values of dignity, courtesy and respect.

It must also be highlighted that all information regarding the patient is confidential and that their records are a legal document which must not under any circumstance be removed from the clinic. Permission to copy anything must be gained from a member of the clinical staff to ensure the patient's rights are fully respected.

Discussions about patients must not be conducted in the presence of others within or outside of the clinic.

APPENDIX 4: COLLEGE OF OPTOMETRISTS SUPERVISION GUIDELINE

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THE COLLEGE
OF OPTOMETRISTS

Guidance for professional practice

Communication, partnership and teamwork

Working with colleagues

Supervision

- C178** This section covers general principles of supervision. If you supervise pre-registration optometrists you should follow the guidance in the College's Pre-registration Scheme Supervisor Handbook.
- C179** If you are in a practice where colleagues need supervising, you must ensure that a named practitioner is responsible for supervising them each day and that everyone is clear who the supervising practitioner is.
- C180** If you supervise colleagues, you should:
- ensure that you have the necessary skills to supervise them
 - observe their work
 - schedule in regular meetings to plan a programme of work that will build their knowledge, skills and experience, and
 - give them regular constructive feedback on their performance.
- C181** You remain responsible for the patients under the care of anyone you supervise.
- C182** You must be in a position to give advice and support or delegate supervision to someone who can do so.
- C183** You must supervise dispensing to patients under the age of 16 or to those who are registered sight impaired unless this is done by another optometrist, dispensing optician or doctor.
- C184** You must supervise an optometry or medical student or a dispensing optician training to be a contact lens optician if they are fitting contact lenses, unless they are being supervised by another optometrist, a doctor or a contact lens optician. You must make a judgement about their capability and how closely they need to be supervised. At the very least you must be on the premises when the fitting is taking place so you are in a position to intervene if necessary.
- C185** If you supervise a colleague who is returning to work, or is undergoing additional training, you must assess their capability so that you can tailor their supervision to their level of competence.

Additional information

Good Surgical Practice, The Royal College of Surgeons of England 2008

www.rcseng.ac.uk/publications/docs/good-surgical-practice-1 Accessed 26/8/09

Information about the College's Scheme for Registration, including the supervisor's handbook can be found at

<http://www.college-optometrists.org/en/utilities/document-summary.cfm?docid=372C642B-6393-454D-A3C4ED3FD8116B95>

References

¹ The Testing of Sight by Persons Training as Optometrists Rules 1993, Rule 3(b)

² Supervision of a pre-registration trainee – undertaking by supervisors. Found on the College of Optometrists enrolment form Terms and Conditions

– www.college-optometrists.org

