



## UNSW Course Outline

# OPTM8512 Clinical Optometry 5A - 2024

Published on the 05 Jan 2024

## General Course Information

**Course Code :** OPTM8512

**Year :** 2024

**Term :** Term 1

**Teaching Period :** T1

**Is a multi-term course? :** No

**Faculty :** Faculty of Medicine and Health

**Academic Unit :** School of Optometry and Vision Science

**Delivery Mode :** In Person

**Delivery Format :** Standard

**Delivery Location :** Kensington

**Campus :** Sydney

**Study Level :** Undergraduate, Postgraduate

**Units of Credit :** 6

### Useful Links

[Handbook Class Timetable](#)

## Course Details & Outcomes

### Course Description

**Objectives:** Further development of the clinical skills needed to competently examine patients in optometric practice, and recommend appropriate treatment and strategies for patients presenting for primary eye care.

**Brief Curriculum:** To enhance clinical experience in providing primary eye care. The emphasis in this course is the diagnosis and management of visual problems. You will be required to attend compulsory clinical placements outside the standard teaching period. You will be required to attend external clinical placements which require additional costs to cover travel and accommodation.

## Course Aims

To develop the core technical, communication, and clinical decision-making skills required of a clinical optometrist through primary eye care clinical consultations performed under the supervision of clinical optometrists.

The key role of this course is to ensure that you will meet the core competency standards required for qualification as an optometrist in Australia and New Zealand. These competencies are set out by the Optometry Council of Australian and New Zealand (OCANZ), and can be found at <http://www.ncbi.nlm.nih.gov/pubmed/25545949> in Candidate Guide Appendix A. By the end of the year, you will be required to meet (and hopefully exceed) the core clinical competencies necessary to qualify for registration as an optometrist.

## Relationship to Other Courses

**Assistance with progression checking:**

If you are unsure how this course fits within your program, you can seek guidance on optimising your program structure from staff at the [Nucleus Student Hub](#).

Progression plans for UNSW Medicine and Health programs can be found on the [UNSW Medicine & Health website](#).

**Prerequisites:** OPTM6421 and OPTM6422(OPTM6412) and OPTM6423 and OPTM6424

**Assumed Knowledge:** 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 term and/or year will be required to demonstrate a sufficient level of clinical skills (similar to those expected of other students enrolling in the course). Just as the Optometry Board of Australia requires Optometrists to maintain their clinical skills to register as a clinical Optometrist, we require students to maintain their clinical skills to a suitable prerequisite level for enrolment.

## Course Learning Outcomes

Course Learning Outcomes	Optometry Australia competency standards
CLO1 : Independently conduct optometric examinations, with further exposure to primary care patients to enhance his/her wealth of clinical experience.	
CLO2 : Develop and explain an efficient and flexible clinical routine.	<ul style="list-style-type: none"> <li>• OPT1 : Clinical Care Provider</li> <li>• OPT2 : Professional and Ethical Practitioner</li> <li>• OPT5 : Quality and Risk Manager</li> </ul>
CLO3 : Evaluate and solve the presenting concerns of each patient and become an outcome-based practitioner	<ul style="list-style-type: none"> <li>• OPT1 : Clinical Care Provider</li> <li>• OPT2 : Professional and Ethical Practitioner</li> <li>• OPT5 : Quality and Risk Manager</li> </ul>
CLO4 : Prescribe commercially available spectacle frames and lenses to provide the best possible correction for each patient's refractive requirements	<ul style="list-style-type: none"> <li>• OPT1 : Clinical Care Provider</li> <li>• OPT2 : Professional and Ethical Practitioner</li> <li>• OPT4 : Scholar and Lifelong Learner</li> </ul>
CLO5 : Develop the skill set to construct a business plan to establish or acquire an optometric practice	<ul style="list-style-type: none"> <li>• OPT1 : Clinical Care Provider</li> <li>• OPT2 : Professional and Ethical Practitioner</li> <li>• OPT3 : Communicator and Collaborator</li> <li>• OPT5 : Quality and Risk Manager</li> </ul>

Course Learning Outcomes	Assessment Item
CLO1 : Independently conduct optometric examinations, with further exposure to primary care patients to enhance his/her wealth of clinical experience.	<ul style="list-style-type: none"> <li>• Primary Care Clinic</li> <li>• Clinical Dispensing</li> <li>• Clinical Grand Rounds</li> </ul>
CLO2 : Develop and explain an efficient and flexible clinical routine.	<ul style="list-style-type: none"> <li>• Primary Care Clinic</li> <li>• Clinical Dispensing</li> </ul>
CLO3 : Evaluate and solve the presenting concerns of each patient and become an outcome-based practitioner	<ul style="list-style-type: none"> <li>• Clinical Grand Rounds</li> <li>• Primary Care Clinic</li> <li>• Clinical Dispensing</li> </ul>
CLO4 : Prescribe commercially available spectacle frames and lenses to provide the best possible correction for each patient's refractive requirements	<ul style="list-style-type: none"> <li>• Clinical Grand Rounds</li> <li>• Primary Care Clinic</li> <li>• Clinical Dispensing</li> </ul>
CLO5 : Develop the skill set to construct a business plan to establish or acquire an optometric practice	<ul style="list-style-type: none"> <li>• Establishing and Managing an Optometry Practice</li> </ul>

## Learning and Teaching Technologies

Moodle - Learning Management System | Microsoft Teams | Zoom

# Learning and Teaching in this course

All course materials and course announcements are provided on the course learning management system, Moodle (or Open Access).

By accessing and using the ICT resources provided by UNSW, you are agreeing to abide by the ['Acceptable Use of UNSW ICT Resources'](#) policy particularly on respect for intellectual property and copyright, legal and ethical use of ICT resources and security and privacy.

## Other Professional Outcomes

The key role of this course (in conjunction with other final year courses) is to ensure that you, by the end of the year, will meet the core competency standards required for qualification as an optometrist in Australia and New Zealand as set by the Optometry Council of Australian and New Zealand (OCANZ).

## Additional Course Information

Students will be required to attend compulsory clinical placements outside the standard teaching period. Teaching times and locations will vary according to rostered clinical rotations and placements

Students will be required to attend external clinical placements which require additional costs to cover travel and accommodation.

Students are required to complete the minimum required hours for the following placement in order to complete this course:

- Stage 5 Preceptorship placement and submit a satisfactory written report on this placement.
- Private Practice Placement and attend weekly tutorial while on placement.
- Placement at Australian College of Optometry

## SCHOOL OF OPTOMETRY AND VISION SCIENCE, UNSW SUPPLEMENTARY EXAMINATION INFORMATION, 2024

### 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. Submit the application (including supporting documentation) to UNSW Student Central.

## 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 Disability Services at <https://student.unsw.edu.au/disability-registration>

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](mailto: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 <http://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 2024 WILL BE HELD AS FOLLOWS: FOR TERM 1:

- **STAGE 1-4\* COURSES: WEDNESDAY, 15 MAY 2024 – FRIDAY, 17 MAY 2024**
- **THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN TERM 1 2024**

## FOR TERM 2:

- **STAGE 1-4 COURSES: WEDNESDAY, 28 AUGUST 2024 - FRIDAY, 30 AUGUST 2024**
- **THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN TERM 2**

**FOR TERM 3:**

- **STAGE 5 COURSES ONLY: DURING THE WEEK OF MONDAY, 9 DECEMBER 2024 – FRIDAY, 13 DECEMBER 2024**
- **STAGE 1-4\* COURSES: WEDNESDAY, 11 DECEMBER 2024 - FRIDAY, 13 DECEMBER 2024**

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, 3 August 2023

# Assessments

## Assessment Structure

Assessment Item	Weight	Relevant Dates
Primary Care Clinic Assessment Format: Individual	75%	Start Date: Not Applicable Due Date: Not Applicable
Clinical Dispensing Assessment Format: Individual	10%	Start Date: Not Applicable Due Date: Not Applicable
Clinical Grand Rounds Assessment Format: Individual	10%	Start Date: As per schedule on Moodle Due Date: As per schedule on Moodle
Establishing and Managing an Optometry Practice Assessment Format: Group	5%	Start Date: Not Applicable Due Date: Not Applicable

# Assessment Details

## Primary Care Clinic

### Assessment Overview

Throughout the course, you will see patients in the Primary Care Clinic held at the UNSW Optometry Clinic under the direct supervision of qualified optometrists. You will be assessed on a variety of clinical competencies in the Primary Care Clinic, including professionalism, as well as given a global grade for each patient that you have examined. This is to ensure that you will meet the core competency standards required for qualification as an optometrist in Australia and New Zealand. These competencies are set out by the Optometry Council of Australian and New Zealand (OCANZ), and can be found at <http://www.ncbi.nlm.nih.gov/pubmed/25545949> in Candidate Guide Appendix A.

At the end of each Clinic, your supervisor will submit an assessment form and feedback will be provided throughout and following each clinical examination. You will be graded by different supervisors across the year.

Rosters are provided on Moodle prior to the start of each rotation. You are required to see patients (from the public) in the UNSW Optometry Clinic during each Clinic and see a comparable number of patients when compared to your peers.

It is a hurdle requirement to pass assessment of clinical competency in Primary Care Clinic. A pass will require you to satisfy ALL of the following requirements:

1. **a minimum average grade of C** in the full assessment period, which is 50%;
2. **No more than 20% unsatisfactory** in each of the 13 areas of core competency skill assessments in the full assessment period;
3. **No more than 20% of Grade E and/or Grade F** in the full assessment period;
4. Examine a comparable number of patients to your peers to during each of the clinical rotation;
5. Complete a log/self-reflection on each Primary Care Clinic encounter.

### Course Learning Outcomes

- CL01 : Independently conduct optometric examinations, with further exposure to primary care patients to enhance his/her wealth of clinical experience.
- CL02 : Develop and explain an efficient and flexible clinical routine.
- CL03 : Evaluate and solve the presenting concerns of each patient and become an outcome-based practitioner
- CL04 : Prescribe commercially available spectacle frames and lenses to provide the best possible correction for each patient's refractive requirements

### Detailed Assessment Description

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

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

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

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



each of the two internal clinic rotations.

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

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

#### **Assignment submission Turnitin type**

Not Applicable

#### **Hurdle rules**

The key role of this course (in conjunction with other final year courses) is to ensure that you, by the end of the year, will meet the core competency standards required for qualification as an optometrist in Australia and New Zealand as set by the Optometry Council of Australian and New Zealand (OCANZ). Passing this task is a requirement of the Optometry Council of Australia and New Zealand (OCANZ) to demonstrate competency in this area.

To ensure quality patient care, clinical competencies must be demonstrated prior to graduation. A pass in Clinical Optometry 5A & 5B requires you to not only reached a course aggregate of 50 or more, but to have passed the Primary Care Clinic component (see Primary Care Clinic section below for detail). Otherwise, you will be awarded a grade of 'unsatisfactory fail' (UF) despite the course aggregate being 50 or more.

## **Clinical Dispensing**

#### **Assessment Overview**

You will dispense spectacles within the clinical setting as part of your consultation with patients in Primary Care Clinics, and/or possibly by means of a case study or demonstration patient. Verbal feedback will be given immediately following dispensing in Primary Care Clinic by Clinical Dispensing Instructors

#### **Course Learning Outcomes**

- CL01 : Independently conduct optometric examinations, with further exposure to primary care patients to enhance his/her wealth of clinical experience.
- CL02 : Develop and explain an efficient and flexible clinical routine.

- CLO3 : Evaluate and solve the presenting concerns of each patient and become an outcome-based practitioner
- CLO4 : Prescribe commercially available spectacle frames and lenses to provide the best possible correction for each patient's refractive requirements

### **Detailed Assessment Description**

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

### **Component structure**

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

### **Assessment**

You will be graded by a Clinical Dispensing Instructor using the Stage 5 Clinical Dispensing Student Assessment Form (available on Moodle) when dispensing were completed for your own patients after the Primary Care Clinic consultations. Each dispense must be completed on the same date as the consultation. You are expected to be assessed for dispensing on at least 12 patients across the year. The average of the highest 12 marks will form the final mark for Clinical Dispensing.

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

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

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

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

#### **Assignment submission Turnitin type**

Not Applicable

## **Clinical Grand Rounds**

#### **Assessment Overview**

You will give one clinical case presentation during Clinical Grand Rounds, as well as being designated (on a separate date) the role of class Student Facilitator. You will be expected to attend Clinical Grand Round, unless if you are on an external placement away from Sydney. Verbal feedback will be given immediately during and following presentation by Staff Facilitator(s), Student Facilitator(s) and audience.

#### **Course Learning Outcomes**

- CL01 : Independently conduct optometric examinations, with further exposure to primary care patients to enhance his/her wealth of clinical experience.
- CL03 : Evaluate and solve the presenting concerns of each patient and become an outcome-based practitioner
- CL04 : Prescribe commercially available spectacle frames and lenses to provide the best possible correction for each patient's refractive requirements

#### **Detailed Assessment Description**

You will give one clinical case presentation during Clinical Grand Rounds. All Stage 4 students, and Stage 5 students are expected to attend. Clinical Grand Rounds forms part of Stage 4 Clinical Optometry (OPTM6412/OPTM6422) and Stage 5 Clinical Optometry (OPTM8512/OPTM8522).

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

- Refraction
- Binocular Vision (from Primary Care Clinic only)
- Contact lenses
- Optical dispensing

(Please note Myopic Control Cases are NOT included in the above topics for Grand Round).

If you wish to present on any topics other than those listed above, it must be approved by the Course Convenor by email 2 weeks prior to the presentation date.

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

Presentations should be no longer than **5-minutes** in length, to be followed by **5-minutes** of discussion and questions from the audience and class facilitator(s). A maximum of **three** PowerPoint slides should be used to present the pertinent details of the case.

Presenters must forward a copy of their PowerPoint presentation to the Course Convenor with your student number as the file name no later than 12noon Monday, one week prior to the allocated presentation date. The patient **SUNIX reference number** should be included in the email.

Each presentation should address:

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

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

## **Schedule**

The schedule of presenters and Student Facilitators will be available on Moodle prior to Grand Round commencement.

## **Assessment**

You will be required to attend each Clinical Grand Round session, as well as satisfactorily complete a marking form to be submitted at the end of each Clinical Grand Rounds attended.

To complete the Clinical Grand Rounds component, satisfactory contributions in class facilitation is required when you are the designated Student Facilitator, as judged by the Staff Facilitator(s). You must be present and facilitate discussions during the allocated Clinical Grand

Round. Failure to do so will result in 50% penalty on the mark awarded for Clinical Grand Round. Each presentation will be graded by Staff Facilitator(s) (composed of Staff Optometrists, Clinic Supervisors, and Visiting Clinical Supervisors) which will form 100% of the final mark for Clinical Grand Round component. Grades from Stage 4 and 5 students will not contribute to the mark for Clinical Grand Round. The marking form used to grade presentations will become available on Moodle.

Sessions of international Grand Round may be scheduled and your attendance is expected.

#### **Assignment submission Turnitin type**

Not Applicable

## **Establishing and Managing an Optometry Practice**

#### **Assessment Overview**

You will be allocated into groups to develop a business plan to establish a hypothetical optometry practice. Each group will give a presentation outlining the business plans for the practice they have developed, which will be graded.

Verbal feedback will be given immediately during and following presentation by Strand Tutor and staff in audience.

#### **Course Learning Outcomes**

- CLO5 : Develop the skill set to construct a business plan to establish or acquire an optometric practice

#### **Detailed Assessment Description**

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

#### **Component structure**

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

#### **Assessment**

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

1. Attendance - full attendance will be required of all students to pass Clinical Optometry 5A & 5B.
2. Group Presentation - Students will be allocated into groups and will be required to 'develop their own practice'. Each group will give a group presentation in the final tutorial and create handouts outlining their plans for the practice they have developed across the course. Students will be encouraged to be as creative as possible. Formal assessment will be in the form of a mark given by each of the School staff present at the presentations.

## Schedule

5 weekly 1-hour tutorials will be held with the final tutorial dedicated to the group presentations. Class schedules will be according to the Stage 5 Clinical Rotation Schedule available on Moodle.

### Assignment submission Turnitin type

Not Applicable

## General Assessment Information

Detailed instructions regarding assessments for this course are provided on the course Moodle page (or Open Learning).

For student information on results, grades, and guides to assessment see: <https://student.unsw.edu.au/assessment>

### Grading Basis

Standard

### Requirements to pass course

In order to pass this course students must:

- Achieve a composite grade of at least 50 out of 100
- Meet any additional requirements specified in the assessment details section and on Moodle.
- Student must attend all Clinics and placements as scheduled, including the related tasks.

## Course Schedule

### Attendance Requirements

*Students are expected to attend all scheduled clinic, laboratory and tutorial classes. An*

*Unsatisfactory Fail (UF) may be recorded as the final grade for the course if students fail to meet the requirement of attendance for clinics, tutorials and placements (unless otherwise specified on Moodle). Course attendance expectations are determined by the requirements of the program accrediting body, OCANZ. Where a student is unable to attend, they are advised to inform the course convenor as soon as possible. This should be prior to the scheduled clinics, tutorials or placements, and student should provide written documentation (e.g. medical certificate) to support their absence. Students may submit a request for special consideration in the case of prolonged or multiple absences. Please note that there are severe consequences for fraudulent medical certificates. Such cases will be referred to the Student Conduct and Integrity Unit (SCIU) for investigation.*

## General Schedule Information

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

- The Stage 5 Clinic Planner, which demonstrates the dates of the clinical rotations throughout 2024,
- The Stage 5 Group Allocations, which assigns each student into groups,
- The Stage 5 Clinical Rotation Schedule.

It is the students' responsibility to check the most up-to-date Stage 5 Clinical Rotation Schedule to ensure they know when they are required to attend each class/clinic.

### Special Note:

- Students are expected to arrive 15 minutes before each scheduled clinic to organise their consultation room.
- All scheduled clinics, placements and classes are compulsory.
- No swapping of clinics and classes is allowed unless prior approval from the Course Convenor is given. All requests must be made in writing by email to the Course Convenor.
- Punctuality is expected. Lateness for clinic and classes may be recorded as an absence and unsatisfactory grade in Clinic including professionalism.

## Course Resources

### Prescribed Resources

None

# Recommended Resources

Recommended resources for this course are provided on the course Moodle page.

# Additional Costs

Some SOVS courses have additional costs. Please check the course Moodle page for information about additional costs for this course.

# Course Evaluation and Development

Student feedback is taken seriously, and continual improvements are made to the course based, in part, on such feedback.

We use student feedback from myExperience surveys to develop and make improvements to the course each year. We do this by identifying areas of the course that require development from both the rating responses and written comments. Please spare a few minutes to complete the myExperience surveys for this course posted at the top of the Moodle page at the end of term.

# Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Lily Ho		UNSW Optometry Clinic	(02) 9585 4624	Monday to Friday, 9am-5pm.	Yes	Yes

# Other Useful Information

## Academic Information

As a student of UNSW Medicine & Health you are expected to familiarise yourself with the contents of this course outline and the UNSW Student Code and policies and procedures related to your studies.

## Student Code of Conduct

Throughout your time studying at UNSW Medicine & Health, you share a responsibility with us for maintaining a safe, harmonious and tolerant University environment. This includes within the courses you undertake during your degree and your interactions with the UNSW community, both on campus and online.



The [UNSW Student Code of Conduct](#) website provides a framework for the standard of conduct expected of UNSW students with respect to both academic integrity and your responsibility as a UNSW citizen.

Where the University believes a student may have breached the code, the University may take disciplinary action in accordance with the [Student Misconduct Procedure](#).

The [Student Conduct and Integrity Office](#) provides further resources to assist you to understand your conduct obligations as a student at UNSW.

## Academic Honesty and Plagiarism

### Academic integrity

UNSW has an ongoing commitment to fostering a culture of learning informed by academic integrity. All UNSW staff and students have a responsibility to adhere to the principle of academic integrity, and ethical scholarship of learning is fundamental to your success at UNSW Medicine & Health.

Plagiarism, contract cheating, and inappropriate use of generative AI undermine academic integrity and are not tolerated at UNSW. For more information see the [Academic Integrity and Plagiarism toolkit](#).

In addition to the information you are required to review in your [ELISE training](#), UNSW Medicine & Health strongly recommends that you complete the [Working with Academic Integrity](#) module before submitting your first assessment task.

### Referencing

Referencing is a way of acknowledging the sources of information that you use to research your assignments. Preferred referencing styles vary among UNSW Medicine & Health disciplines, so check your course Learning Management System (e.g. Moodle or Open Learning) page for information on preferred referencing styles.

For further information on referencing support and styles, see the Current Student [Referencing page](#).

### Academic misconduct and plagiarism

At UNSW, academic misconduct is managed in accordance with the [Student Misconduct Procedure](#). Allegations of plagiarism are generally handled according to the [UNSW Plagiarism Management Procedure](#). Plagiarism is defined in the [UNSW Plagiarism Policy](#) and is not tolerated at UNSW.

## **Use of Generative AI and other tools in your assessment**

UNSW has provided guiding statements for the [use of Generative AI in assessments](#). This will differ, depending on the individual assessment task, your course requirements, and the course stage within your program.

Your course convenor will outline if and how you can use Generative AI in each your assessment tasks. Options for the use of generative AI include: (1) no assistance; (2) simple editing assistance; (3) planning assistance; and (4) full assistance with attribution.

You may be required to submit the original generative AI responses, or drafts of your original work. Inappropriate use of generative AI is considered academic misconduct.

See your course Moodle (or Open Learning) page for the full instructions for individual assessment tasks for your course.

## **Submission of Assessment Tasks**

### **Short extensions and special consideration**

#### *Short extension*

Commencing in Term 1, 2024, UNSW has introduced a short extension procedure for submission of assessment tasks. Not all tasks are eligible, and eligible tasks have a predetermined extension length. UNSW Medicine and Health have set School-level extension lengths for eligible assessment tasks. See your course assessment descriptions for more information.

Students must check the availability of a short extension in the individual assessment task information for their courses.

Short extensions do not require supporting documentation. They must be submitted before the assessment task deadline. No late applications will be accepted.

Late penalties apply to submission of assessment tasks without approved extension.

## *Special consideration*

In cases where short term events beyond your control affect your performance in a specific assessment task you may formally apply for [Special Consideration](#) through myUNSW.

UNSW has a **Fit to Sit rule**, which means that by sitting an examination on the scheduled date, you are declaring that you are fit to do so and cannot later apply for Special Consideration. Examinations include centrally timetabled examinations and scheduled, timed examinations and tests managed by your School.

Important information relating to Short Extension and Special Consideration is available [here](#), including eligibility for Special Consideration, circumstances where students with Equitable Learning Plans can apply for Short Extensions and Special Consideration, and the appeals process.

## **Examinations**

Information about the conduct of examinations in your course is provided on your course Moodle page.

## **Timed online assessment tasks**

If you experience a technical or connection problem during a timed online assessment, such as a timed quiz, you can apply for Special Consideration. To be eligible to apply you need to contact the Course Convenor and advise them of the issue immediately. You will need to submit an application for Special Consideration immediately, and upload screenshots, error messages or other evidence of the technical issue as supporting documentation. Additional information can be found on: <https://student.unsw.edu.au/special-consideration>

## **Other assessment tasks**

### ***Late submission of assessment tasks***

UNSW has standard late submission penalties as outlined in the [UNSW Assessment Implementation Procedure](#), with no permitted variation. All late assignments (unless extension or exemption previously agreed) will be penalised by 5% of the maximum mark per calendar day (including Saturday, Sunday and public holidays).

Late submissions penalties are capped at five calendar days (120 hours). This means that a

student is not permitted to submit an assessment more than 5 calendar days (120 hours) after the due date for that assessment (unless extension or exemption previously agreed).

### ***Failure to complete an assessment task***

You are expected to complete all assessment tasks for your courses. In some courses, there will be a minimum pass mark required on a specific assessment task (a “hurdle task”) due to the need to assure clinical competency.

Where a hurdle task is applicable, additional information is provided in the assessment information on your course Moodle page.

### **Feedback on assessments**

Feedback on your performance in assessment tasks will be provided to you in a timely manner. For assessment tasks completed within the teaching period of a course, other than a final assessment, feedback will be provided within 10 working days of submission, under normal circumstances.

Feedback on continuous assessment tasks (e.g. laboratory and studio-based, workplace-based, weekly quizzes) will be provided prior to the midpoint of the course.

Any variation from the above information that is specific to an assessment task will be clearly indicated in the course and assessment information provided to you on your course Moodle (or Open Learning) page.

## **Faculty-specific Information**

### **Additional support for students**

The university offers a wide range of support services that are available for students. Here are some links for you to explore.

- The Current Students Gateway: <https://student.unsw.edu.au>
- Academic Skills and Support: <https://student.unsw.edu.au/academic-skills>
- Student support: <https://www.student.unsw.edu.au/support>

- Student Wellbeing, Health and Safety: <https://student.unsw.edu.au/wellbeing>

Mind Smart Guides are a series of mental health self-help resources designed to give you the psychological flexibility, resilience and self-management skills you need to thrive at university and at work.

- Mind Smart Guides: <https://student.unsw.edu.au/mindsmart>
- Equitable Learning Services: <https://student.unsw.edu.au/els>
- Guide to studying online: <https://www.student.unsw.edu.au/online-study>

Most courses in UNSW Medicine & Health use Moodle as your Learning Management System. Guidance for using UNSW Moodle can be found on the Current Student page. Difficulties with Moodle should be logged with the IT Service Centre.

- Moodle Support: <https://student.unsw.edu.au/moodle-support>

The IT Service Desk is your central point of contact for assistance and support with remote and on-campus study.

- UNSW IT Service Centre: <https://www.myit.unsw.edu.au/services/students>

## Course evaluation and development

At UNSW Medicine & Health, students take an active role in designing their courses and their overall student experience. We regularly seek feedback from students, and continuous improvements are made based on your input. Towards the end of the term, you will be asked to participate in the [myExperience survey](#), which serves as a source of evaluative feedback from students. Your input to this quality enhancement process is valuable in helping us meet your learning needs and deliver an effective and enriching learning experience. Student responses are carefully considered, and the action taken to enhance educational quality is documented in the myFeedback Matters section of your Moodle (or Open Learning) course page.

## School Contact Information

School guidelines on contacting staff:

## Course questions

All questions related to course content should be posted on Moodle or as directed by your Course Convenor.

In cases where email communication with course convenors is necessary, we kindly request the following:

- Use your official email address for any correspondence with teaching staff.
- We expect a high standard of communication. All communication should avoid using short-hand or texting language.
- Include your full name, student ID, and your course code and name in all communication.

Our course convenors are expected to respond to emails during standard working hours of Monday to Friday, 9am-5pm.

## Administrative questions

If you have an administrative question about your program of study at the School please submit your enquiry online at [UNSW Ask Us](#).

## Complaints and appeals

Student complaints and appeals: <https://student.unsw.edu.au/complaints>

If you have any grievances about your studies, we invite you to address these initially to the Course Convenor. If the response does not meet your expectations, you may then contact the School Grievance Officer, A/Prof Sean Kennedy ([sean.kennedy@unsw.edu.au](mailto:sean.kennedy@unsw.edu.au)).