



UNSW

UNSW Course Outline

OPTM6424 Professional Optometry - 2024

Published on the 25 Aug 2024

General Course Information

Course Code : OPTM6424

Year : 2024

Term : Term 3

Teaching Period : T3

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: A major focus in optometric education is to produce eye care professionals who offer complete patient care including a deep appreciation of cultural competency issues, especially related to healthcare. This course is designed to prepare future optometrists to

manage a private practice successfully as well as showcase other opportunities within the profession including those in industry, academia, research, government and public health.

Brief Curriculum:

The course will focus on providing the student with an understanding of the full scope of optometric practice including the needs of small business operators by providing a solid foundation in the key business disciplines. This will reflect issues that can arise in the strategic management and development of an optometric practice. Topics will include human resources management, ethics, business planning and development, accounting/finance administration, microeconomics, personal finance, marketing, operations management, entrepreneurial skills, leadership, personal development, business law and cultural competency in healthcare. The teaching approach will provide a stimulating and interactive environment for students to develop their professional, business, leadership and teamwork skills in order to become a successful optometrist within the profession. It will also help establish an appreciation for the wide range of opportunities offered within optometry.

Course Aims

A major focus in optometric education is to produce eye care professionals who offer complete patient care including a deep appreciation of cultural competency issues, especially related to healthcare. This course is designed to prepare future optometrists to manage a private practice successfully as well as showcase other opportunities within the profession including those in industry, academia, research, government and public health.

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](#).

Course Learning Outcomes

Course Learning Outcomes	Optometry Australia competency standards
CLO1 : Demonstrate the full scope of optometric practice including major business principles needed to successful run an optometric practice	<ul style="list-style-type: none"> • OPT1 : Clinical Care Provider • OPT3 : Communicator and Collaborator • OPT4 : Scholar and Lifelong Learner • OPT5 : Quality and Risk Manager
CLO2 : Identify opportunities offered within optometry including practice management and participation in a multidisciplinary team of eye-care practitioners	<ul style="list-style-type: none"> • OPT1 : Clinical Care Provider • OPT2 : Professional and Ethical Practitioner • OPT3 : Communicator and Collaborator • OPT4 : Scholar and Lifelong Learner • OPT5 : Quality and Risk Manager
CLO3 : Demonstrate oral and written communication skills to interact with patients and allied health professionals in a precise and informative way	<ul style="list-style-type: none"> • OPT1 : Clinical Care Provider • OPT2 : Professional and Ethical Practitioner • OPT3 : Communicator and Collaborator • OPT4 : Scholar and Lifelong Learner • OPT5 : Quality and Risk Manager
CLO4 : Identify cultural competency principles in order to deliver optometric care that considers cultural, religious, language and socio-economic diversity (Optometry Australia Entry-Level Competency Standards for Optometry 2014, Kiely et al Clin Exp Optom 2015; 98 65-89, page 75)	<ul style="list-style-type: none"> • OPT1 : Clinical Care Provider • OPT2 : Professional and Ethical Practitioner • OPT3 : Communicator and Collaborator • OPT4 : Scholar and Lifelong Learner • OPT5 : Quality and Risk Manager

Course Learning Outcomes	Assessment Item
CLO1 : Demonstrate the full scope of optometric practice including major business principles needed to successful run an optometric practice	<ul style="list-style-type: none"> • Task 1 • Task 2 • Task 3
CLO2 : Identify opportunities offered within optometry including practice management and participation in a multidisciplinary team of eye-care practitioners	<ul style="list-style-type: none"> • Task 3
CLO3 : Demonstrate oral and written communication skills to interact with patients and allied health professionals in a precise and informative way	<ul style="list-style-type: none"> • Task 3
CLO4 : Identify cultural competency principles in order to deliver optometric care that considers cultural, religious, language and socio-economic diversity (Optometry Australia Entry-Level Competency Standards for Optometry 2014, Kiely et al Clin Exp Optom 2015; 98 65-89, page 75)	<ul style="list-style-type: none"> • Task 1 • Task 2 • Task 3

Learning and Teaching Technologies

Moodle - Learning Management System

Learning and Teaching in this course

All course materials and course announcements are provided on the course learning management system, Moodle.

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 course will focus on providing an understanding of the full scope of optometric practice including the needs of small business operators by providing a solid foundation in the key business disciplines. This will reflect issues that can arise in the strategic management and development of an optometric practice. Topics will include human resources management, ethics, business planning and development, accounting/finance administration, microeconomics, personal finance, marketing, operations management, entrepreneurial skills, leadership, personal development, business law and cultural competency in healthcare. The teaching approach will provide a convenient platform for you to develop your professional, business, leadership and teamwork skills in order to become a successful optometrist within the profession. It will also help establish an appreciation for the wide range of opportunities offered within optometry.

Additional Course Information

Teaching strategies and rationale (Continued)

You will be required to attend the following 2 compulsory face-to-face sessions:

Week 1: Thursday 12th September 2pm to 4pm for my Introduction to this course. I will be going through everything that is required from you to pass this course, including assessments. It will also be a Q&A session for those of you who have already reviewed the Introductory presentation and have queries about the course.

Week 7: Thursday 24 October 2pm to 4pm Q&A session with representatives from the OA NSW, especially on the program topics from Weeks 3, 4 and 5.

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). 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 2024

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	Optometry Australia competency standards
Task 1 Assessment Format: Individual	30%	Start Date: 09/09/2024 11:59 PM Due Date: 02/10/2024 11:59 PM Post Date: 09/09/2024 12:00 AM	<ul style="list-style-type: none">OPT1 : Clinical Care ProviderOPT2 : Professional and Ethical PractitionerOPT3 : Communicator and CollaboratorOPT4 : Scholar and Lifelong Learner
Task 2 Assessment Format: Individual	30%	Start Date: 09/09/2024 12:00 AM Due Date: 16/10/2024 11:59 PM Post Date: 09/09/2024 12:00 AM	<ul style="list-style-type: none">OPT1 : Clinical Care ProviderOPT2 : Professional and Ethical PractitionerOPT3 : Communicator and CollaboratorOPT4 : Scholar and Lifelong Learner
Task 3 Assessment Format: Individual	40%	Start Date: 09/09/2024 12:00 AM Due Date: 10/11/2024 11:59 PM Post Date: 09/09/2024 12:00 AM	<ul style="list-style-type: none">OPT1 : Clinical Care ProviderOPT2 : Professional and Ethical PractitionerOPT3 : Communicator and CollaboratorOPT4 : Scholar and Lifelong LearnerOPT5 : Quality and Risk Manager

Assessment Details

Task 1

Assessment Overview

700 word commentary of a cultural competency publication of the student's choice (posted to a Discussion Forum)

Feedback will be given by the course convener ten days after the due date directly to students via the Moodle Discussion Forum. General comments will be provided via an online discussion session.

Course Learning Outcomes

- CLO1 : Demonstrate the full scope of optometric practice including major business principles needed to successfully run an optometric practice
- CLO4 : Identify cultural competency principles in order to deliver optometric care that

considers cultural, religious, language and socio-economic diversity (Optometry Australia Entry-Level Competency Standards for Optometry 2014, Kiely et al Clin Exp Optom 2015; 98 65-89, page 75)

Detailed Assessment Description

Assessment Task 1 Cultural Competency Module Commentary 1 = 30%

DUE: by 11:59pm Wednesday 02 October 2024:

What I am looking for Task 1:

- Choose one Module from the four posted on the Moodle site under the Week 8 Tab and write a 700 word commentary (excluding references where used and citation). I will accept no less than 680 words and no more than 720 words.
- Cite the document (along with the section if you choose this option) you are reviewing at the beginning of your post
- References to be used where needed
- Watch your grammar, punctuation, spelling
- Uniformity of references where used
- Remember to listen to the Week 1 Course Introduction presentation which gives some helpful information about these commentaries - also review the PDF file called Cultural Competency Review Examples_Redacted.PDF located under the Week 1 Tab and the two past student presentations located under the Week 10 Tab
- Submit to the Moodle Cultural Competency in Healthcare Discussion Forum located at the top of the Moodle site as a post under your name by 11:59pm Wednesday 02 October 2024

Assessment Length

700 word commentary (excluding references where used and citation). I will accept no less than 680 words and no more than 720 words.

Submission notes

Submit to the Moodle Cultural Competency in Healthcare Discussion Forum located at the top of the Moodle site as a post under your name by 11:59pm Wednesday 02 October 2024

Assessment information

None

Assignment submission Turnitin type

This is not a Turnitin assignment

Generative AI Permission Level

Simple Editing Assistance

In completing this assessment, you are permitted to use standard editing and referencing functions in the software you use to complete your assessment. These functions are described below. You must not use any functions that generate or paraphrase passages of text or other media, whether based on your own work or not.

If your Convenor has concerns that your submission contains passages of AI-generated text or media, you may be asked to account for your work. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

For more information on Generative AI and permitted use please see [here](#).

None

Task 2

Assessment Overview

700 word commentary of a second cultural competency publication of the student's choice (posted to a Discussion Forum).

Feedback will be given by the course convener ten days after the due date directly to students via the Moodle Discussion Forum. General comments will be provided via an online discussion session.

Course Learning Outcomes

- CLO1 : Demonstrate the full scope of optometric practice including major business principles needed to successfully run an optometric practice
- CLO4 : Identify cultural competency principles in order to deliver optometric care that considers cultural, religious, language and socio-economic diversity (Optometry Australia Entry-Level Competency Standards for Optometry 2014, Kiely et al Clin Exp Optom 2015; 98 65-89, page 75)

Detailed Assessment Description

Assessment Task 2 Cultural Competency Module Commentary 2 = 30%

DUE: by 11:59pm Wednesday 16 October 2024:

What I am looking for Task 2:

- Choose a second Module from the four posted on the Moodle site under the Week 8 Tab and write a 700 word commentary (excluding references where used and citation). I will accept no less than 680 words and no more than 720 words.
- Cite the document (along with the section if you choose this option) you are reviewing at the

- beginning of your post
- References to be used where needed
 - Watch your grammar, punctuation, spelling
 - Uniformity of references where used
 - Remember to listen to the Week 1 Course Introduction presentation which gives some helpful information about these commentaries - also review the PDF file called Cultural Competency Review Examples_Redacted.PDF located under the Week 1 Tab and the two past student presentations located under the Week 10 Tab
 - Submit to the Moodle Cultural Competency in Healthcare Discussion Forum located at the top of the Moodle site as a response to your first post for Task 1 by 11:59pm Wednesday 16 October 2024

Assessment Length

700 word commentary (excluding references where used and citation). I will accept no less than 680 words and no more than 720 words.

Submission notes

Submit to the Moodle Cultural Competency in Healthcare Discussion Forum located at the top of the Moodle site as a response to your first post for Task 1 by 11:59pm Wednesday 16 October 2024

Assessment information

None

Assignment submission Turnitin type

This is not a Turnitin assignment

Generative AI Permission Level

Simple Editing Assistance

In completing this assessment, you are permitted to use standard editing and referencing functions in the software you use to complete your assessment. These functions are described below. You must not use any functions that generate or paraphrase passages of text or other media, whether based on your own work or not.

If your Convenor has concerns that your submission contains passages of AI-generated text or media, you may be asked to account for your work. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

For more information on Generative AI and permitted use please see [here](#).

None

Task 3

Assessment Overview

1500 word essay on a topic chosen by the student from a supplied list.

Course Learning Outcomes

- CLO1 : Demonstrate the full scope of optometric practice including major business principles needed to successfully run an optometric practice
- CLO2 : Identify opportunities offered within optometry including practice management and participation in a multidisciplinary team of eye-care practitioners
- CLO3 : Demonstrate oral and written communication skills to interact with patients and allied health professionals in a precise and informative way
- CLO4 : Identify cultural competency principles in order to deliver optometric care that considers cultural, religious, language and socio-economic diversity (Optometry Australia Entry-Level Competency Standards for Optometry 2014, Kiely et al Clin Exp Optom 2015; 98 65-89, page 75)

Detailed Assessment Description

Assessment Task 3: Essay = 40%

DUE: by 11:59pm Sunday 10 November 2024:

What I am looking for Task 3:

- Choose one topic from the Task 3 Assignment Topics file posted at the top of the OPTM6424 Moodle Site as well as under the Assessments Hub Tab for Task 3.
- Write an essay on this chosen topic
- It must be an evidence based, coherent, in-depth written 'essay' of your chosen topic (no bullet points)
- References essential for this Task 3
- Headings and sub-headings throughout the 'essay' are essential
- 1500 words (excluding references, in-text citations where used and tables/captions but including headings and sub-headings) - watch grammar, punctuation, spelling. I will accept not less than 1450 words and no more than 1550 words.
- Uniformity of reference and table caption formats
- Submit as a Word document, with the chosen Topic stated at the beginning of the essay, under the Assessments Hub Tab for Task 3 (via Turnitin) (filename Task 3_student ZID.docx) by 11:59pm Sunday 10 November 2024

Assessment Length

1500 words (excluding references, in-text citations where used and tables/captions but including headings and sub-headings). Not less than 1450 words and no more than 1550 words.

Submission notes

Submit as a Word document, with the chosen Topic stated at the beginning of the essay, under the Assessments Hub Tab for Task 3 (via Turnitin) (filename Task 3_student ZID.docx) by 11:59pm Sunday 10 November 2024

Assessment information

None

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

Generative AI Permission Level

Simple Editing Assistance

In completing this assessment, you are permitted to use standard editing and referencing functions in the software you use to complete your assessment. These functions are described below. You must not use any functions that generate or paraphrase passages of text or other media, whether based on your own work or not.

If your Convenor has concerns that your submission contains passages of AI-generated text or media, you may be asked to account for your work. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

For more information on Generative AI and permitted use please see [here](#).

None

General Assessment Information

Assessment Task 1 Cultural Competency Module Commentary 1 = 30%

DUE: by 11:59pm Wednesday 02 October 2024:

What I am looking for Task 1:

- Choose one Module from the four posted on the Moodle site under the Week 8 Tab and write a 700 word commentary (excluding references where used and citation). I will accept no less than 680 words and no more than 720 words.
- Cite the document (along with the section if you choose this option) you are reviewing at the beginning of your post
- References to be used where needed

- Watch your grammar, punctuation, spelling
- Uniformity of references where used
- Remember to listen to the Week 1 Course Introduction presentation which gives some helpful information about these commentaries - also review the PDF file called Cultural Competency Review Examples_Redacted.PDF located under the Week 1 Tab and the two past student presentations located under the Week 10 Tab
- Submit to the Moodle Cultural Competency in Healthcare Discussion Forum located at the top of the Moodle site as a post under your name by 11:59pm Wednesday 02 October 2024

Assessment Task 2 Cultural Competency Module Commentary 2 = 30%

DUE: by 11:59pm Wednesday 16 October 2024:

What I am looking for Task 2:

- Choose a second Module from the four posted on the Moodle site under the Week 8 Tab and write a 700 word commentary (excluding references where used and citation). I will accept no less than 680 words and no more than 720 words.
- Cite the document (along with the section if you choose this option) you are reviewing at the beginning of your post
- References to be used where needed
- Watch your grammar, punctuation, spelling
- Uniformity of references where used
- Remember to listen to the Week 1 Course Introduction presentation which gives some helpful information about these commentaries - also review the PDF file called Cultural Competency Review Examples_Redacted.PDF located under the Week 1 Tab and the two past student presentations located under the Week 10 Tab
- Submit to the Moodle Cultural Competency in Healthcare Discussion Forum located at the top of the Moodle site as a response to your first post for Task 1 by 11:59pm Wednesday 16 October 2024

Assessment Task 3: Essay = 40%

DUE: by 11:59pm Sunday 10 November 2024:

What I am looking for Task 3:

- Choose one topic from the Task 3 Assignment Topics file posted at the top of the OPTM6424 Moodle Site as well as under the Assessments Hub Tab for Task 3.
- Write an essay on this chosen topic
- It must be an evidence based, coherent, in-depth written 'essay' of your chosen topic (no bullet points)
- References essential for this Task 3
- Headings and sub-headings throughout the 'essay' are essential
- 1500 words (excluding references, in-text citations where used and tables/captions but

including headings and sub-headings) - watch grammar, punctuation, spelling. I will accept not less than 1450 words and no more than 1550 words.

- Uniformity of reference and table caption formats
- Submit as a Word document, with the chosen Topic stated at the beginning of the essay, under the Assessments Hub Tab for Task 3 (via Turnitin) (filename Task 3_student ZID.docx) by 11:59pm Sunday 10 November 2024

Grading Basis

Standard

Requirements to pass course

Submission of all 3 assignments and a total grade above 50%.

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 9 September - 15 September	Blended	<ul style="list-style-type: none">• Week 1 2024_Course Introduction• Week 1 2024_Cultural Competency Introduction Available online and at the compulsory face-to-face session on Thursday 12 September at 2pm Assignments 1, 2 and 3 issued
Week 2 : 16 September - 22 September	Online Activity	<ul style="list-style-type: none">• Week 2 2024_Practice Models Franchising Specsavers and Corporate Laubman and Pank• Week 2 2024_Practice Models Independent Optometry and Business in Optometry Assignments 1, 2 and 3 issued in Week 1
Week 3 : 23 September - 29 September	Online Activity	<ul style="list-style-type: none">• Week 3 2024_Legal Responsibilities and Medicare• Week 3 2024_Ethics Assignments 1, 2 and 3 issued in Week 1
Week 4 : 30 September - 6 October	Online Activity	<ul style="list-style-type: none">• Week 4 2024_Ethics in Practice Jack Phu• Week 4 2024_Ethics in Practice William Trinh• Week 4 2024_Fraud Awareness Optometrists HCF Assignments 1, 2 and 3 issued in Week 1 Assignment 1 due by 11:59pm Wednesday 02 October 2024
Week 5 : 7 October - 13 October	Online Activity	<ul style="list-style-type: none">• Week 5 2024_Startling a Practice ODMA 1• Week 5 2024_Startling a Practice ODMA 2• Week 5 2024_Staying Out of Trouble Assignments 2 and 3 issued in Week 1
Week 6 : 14 October - 20 October	Online Activity	<ul style="list-style-type: none">• Week 6 2024_Lifecycle of an Optometrist Margaret Lam• Week 6 2024_Job Choice Chris Pooley• Week 6 2024_An Optometrist Experience• Week 6 2024_New Graduate Experience and An Optometrist's Journey Assignments 2 and 3 issued in Week 1 Assignment 2 due by 11:59pm Wednesday 16 October 2024
Week 7 : 21 October - 27 October	Blended	<ul style="list-style-type: none">• Week 7 2024_Regional Practice 1• Week 7 2024_Regional Practice 2• Week 7 2024_Special Interests in Optometry Compulsory face-to-face session on Thursday 24 October at 2pm (OAA NSW Guest Q&A session) Assignments 2 and 3 issued in Week 1
Week 8 : 28 October - 3 November	Online Activity	<ul style="list-style-type: none">• Week 8 2024_Module 1 Aboriginal & Torres Strait Islander History• Week 8 2024_Module 2: Cultural competence in Aboriginal & Torres Strait Islander Health Care• Week 8 2024_Module 3: Research with Aboriginal & Torres Strait Islander Peoples• Week 8 2024_Module 4: Indigenous Eye and Health Care in Australia Assignments 2 and 3 issued in Week 1
Week 9 : 4 November - 10 November	Online Activity	<ul style="list-style-type: none">• Week 9 2024_Shared Care Katherine Masselos and Michael Yapp• Week 9 2024_Shared Care Michael Hennessy Assignments 2 and 3 issued in Week 1
Week 10 : 11 November - 17 November	Online Activity	Catch Up Week: Use this week to catch up on reviewing presentations. Assignment 3 due by 11:59pm Sunday 10 November 2024

Attendance Requirements

Students are strongly encouraged to attend all classes and review lecture recordings.

General Schedule Information

The times and locations of classes can be found on [myUNSW](#) under Class Timetable.

The expected engagement for all UNSW 6UOC courses is 150 hours per term. This includes lectures, tutorials, readings, and completion of assessments and exam preparation (if relevant).

Swapping practicals

Swapping between practical groups, including practicals that involve cycloplegia or dilation, is not permitted.

Additional attendance requirements for practical classes

All practical classes are compulsory because they act to reinforce theoretical components of the course, while teaching critical practical clinical skills prior to use in the clinic in the final years of the program and are linked to clinical competencies.

Attendance will be monitored by taking the roll. Any absences due to illness must be accounted for by a medical certificate presented to your Course Convenor. Submission to Special Consideration may be required pending the number of absences.

Punctuality is expected. Lateness for practical classes may be recorded as an absence.

Contact the Laboratory Supervisor Dale Larden d.larden@unsw.edu.au if you are running late so your partner can be allocated to alternate work.

Course Resources

Prescribed Resources

Prescribed resources for this course are provided on the course Moodle site.

Recommended Resources

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

Additional Costs

None.

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	Donna La Hood		NA	NA	By Appintment	No	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 of your assessment tasks. Inappropriate use of generative AI is considered academic misconduct.

Options for the use of generative AI include: (1) no assistance (for invigilated assessments); (2)

simple editing assistance; (3) drafting assistance; and (4) full assistance with attribution; and (5) Generative AI software-based assessments. See your individual assessment descriptions for the level of permitted use of generative AI for each task and see your course Moodle (or Open Learning) page for the full instructions on permitted use of generative AI in your assessment tasks for this course.

Instructions may include a requirement to submit the original generative AI responses, or drafts of your original work, or provide on request.

Submission of Assessment Tasks

Short extensions and special consideration

Short extension

UNSW has 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 through [Special Consideration](#) 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 illness, misadventure or other circumstances beyond your control will prevent you from submitting your assessment by the due date and you require an extension, you need to formally apply for [Special Consideration](#) through myUNSW.

UNSW has a **Fit to Sit/Submit rule**, which means that by sitting or submitting an assessment on the scheduled assessment 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 Sieu Khuu (s.khuu@unsw.edu.au).