

Master of Optometry

Year 2

Placement

Workbook

2024/25

Semester 1

Name:

Student Number:

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Placement Details (Semester 1):

Name of Practice	
Address	
Contact telephone number	
Email address	
Hours (unless advised otherwise)	9am - 5pm

Record of attendance:

Date	Hours	Student Engaged	Supervisor Name	Supervisor Signature	Supervisor GOC number.

School of Optometry and Vision Sciences Placement Email

For any questions regarding placements, or feedback about placements, please email:

Email: optomplacements@cardiff.ac.uk

Telephone: 02920 874 374

General Guidance

Students will be attending 3 separate days in practice throughout semester 1, and a further 3 days in semester 2. The placement in Semester 1 will be with the same practice for the 3 days.

Each student will attend a single day approximately once every 3 weeks.

Placements in Semester 1 are scheduled for weeks 2 – 9 (8 Oct – 5 Dec) on Tuesdays and Thursdays. 15 – 20 students will attend placement at practices each day, with a maximum of two students per practice.

A GOC-registered clinician MUST sign-off the attendance after each placement day

At the beginning of your placement please establish with your supervisor what you will be able to experience during your placement.

Under supervision, it would be beneficial to observe the following activities:

- Pre-screening, including visual fields, OCT, photos and NCT
- Basic single vision dispensing
- Spectacle verification
- Observing contact lens interactions, which could include fit, aftercare or teach
- Routine eye examinations, including pre-presbyopes and presbyopes
- Where possible, observations of other types of clinics, such as low vision and EHEW
- Slit lamps, OCT or photos involving pathology

The aim is for you to undertake all of the following activities under appropriate supervision at least once during placements 1 - 3. We recognise, however, that this may not be possible in some circumstances due to availability of equipment or groups of patients and if you are unable to undertake an activity during these placements for this reason you will not be penalised.

Required activities: at least once, each of the following pre-screening techniques and additional tests on a range of patients under appropriate supervision; OCT, photography, NCT and visual fields; focimetry, single vision dispense, collection.

Please record your experience in the appropriate table in the workbook.

Introduction

Please ensure that you have read and understood the Handbook before you embark on any placement.

Placements are hugely important in aiding students to understand how the knowledge they will gain at university is applied in practice.

It is the student's responsibility to ensure full and accurate completion of the workbook by both the student and the practice staff.

The Master of Optometry degree programme incorporates an innovative approach by giving you early exposure to real life clinical practice, as part of a spiral curriculum. Used properly, this will facilitate the integration of your scientific knowledge, practical evidence and practise.

The Practice Placement Programme provides several short external placements, as well as several internal placements.

For Year 2 the external placements are six single days in total, attending 3 in each semester.

During your practice visits you will develop and consolidate your knowledge, communication, and clinical skills. You will have the opportunity to observe, as well as actively participate, the management of a wide range of patients.

All practice placements will take place on regular working days. Your learning experience will largely depend on your initiative, enthusiasm, and professionalism. You will represent Cardiff University during your visits, and in return, we ask the practices to welcome and supervise your placement effectively, ensuring minimal disruption to their daily operations. Please be mindful of the relationships we have built with these practices.

We hope you have both enjoyable and productive placements.

Organisation of your Placement

All placements are a compulsory part of your degree and you must attend as instructed. Failure to do so may result in failure of module(s) and/or withdrawal from the programme.

Start Times

Unless stated you should arrive no later than 9am. If you are delayed and unlikely to arrive on time, it is your responsibility to contact the practice to let them know.

Usually, the practice manager will oversee your placement but this may be delegated to another person. On arrival at the practice please report to the practice manager and they will introduce you to your mentor(s) for the day.

Workbooks

The workbook provided is intended as a foundation for your learning. It is not an exhaustive list of what you can learn during the day, but rather a tool to help focus your visit and record your experience. Be sure to bring your workbook to each placement and submit it as evidence afterward, so keep it safe!

We encourage you to engage with the practice team and observe as many day-to-day activities as possible. The more proactive you are in participating in practice activities, the more you will benefit from the experience.

Working Hours

Each placement day is a full working day. Please ensure that you are punctual, aim to arrive earlier than your start time. You are expected to gain experience from a full day. You are not permitted to leave early even if your workbook is completed.

The General Optical Council expects all students to complete a minimum number of hours of clinical learning and experience, which must increase in volume and complexity as a student progress through a programme. These placements contribute to the learning hours and failure to attend for the stipulated hours may prevent you from graduating.

Absence

Arrangement of the placements is a complex procedure and not easily rescheduled. In the event of serious illness, you must inform the manager of the practice before your scheduled start time. You must also email optomplacements@cardiff.ac.uk to explain your absence. Any unacceptable or unprofessional conduct will be investigated and may be referred to the Student Conduct and Fitness to Practise procedures of the University.

We have legal agreements in place for all placement providers and are unable to place students in placements where these arrangements are not in place.

Professionalism

You are expected to conduct yourself in a professional manner, both in behaviour and appearance. As you will be in a professional setting, it is essential to act and dress appropriately.

After your placement, you will be asked to provide feedback on your experience. The provider will use the criteria outlined in this handbook as a standard to evaluate your professionalism.

Approaching your experience with a positive attitude, a readiness to learn, and a willingness to ask questions will enhance your overall experience and garner positive feedback from the practice.

Maintain a demeanor that is polite, friendly, enthusiastic, and professional at all times, whether interacting with staff members or customers/patients.

Your placement offers a unique opportunity to observe how a practice operates, understand the skills needed for success, and watch clinicians perform techniques you are learning about.

This experience will help ground the knowledge you are gaining, but it is your responsibility to engage appropriately with the staff to ensure they engage with you in return.

Data Protection

Do not document any patient names or personal details. A patient must not be identifiable from your workbook.

If the practice uses patient reference numbers, please use this as the identifier. If it does not, please use the optometrist's initials and the appointment time, e.g. KM1045.

Dress

You must dress appropriately for your placement. Smart business dress is expected unless directed otherwise. If your hair is below shoulder length, then it must be tied back. Fingernails must be short and clean with NO nail polish or false nails.

The Practice Manager or mentor will ask you to leave the premises if you are not dressed appropriately, and you will not achieve this compulsory requirement.

Additional guidance to your appearance:

- You must wear your Cardiff University student badge
- You must be clean and neat
- Footwear should be comfortable, high heels and trainers are not acceptable
- No chewing gum
- Poor personal hygiene is unacceptable
- Tattoos that could offend some people should not be visible
- Heavily applied make-up is not appropriate in a clinical environment
- The use of mobile phones is prohibited in the practice– do not use your mobile phone at any time during your visit, unless on your break within a designated area.

Evidence

These placements form part of your mandatory GOC requirements. You will be expected to gather actual evidence of specific activities to demonstrate engagement with the practice. It is essential that you obtain all of the evidence.

Use the tables below to record the activities observed during your placement.

It is also desirable that you observe and participate where appropriate in a range of patient experiences, for example, patients with known pathology, children below 10 years of age, contact lens appointments, multifocal dispenses, etc. If permitted, you should also attempt participate in different tests e.g. ophthalmoscopy, Volk, anterior eye, cover test.

If the practice offers try and observe specialist examinations e.g. EHEW, low vision, etc.

You should complete the boxes below for each different experience:

Example:

<i>Activity</i>	<i>Low Vision Dispense</i>
<i>Px Identifier</i>	<i>JG28041928</i>
<i>Why is the test/procedure being performed</i>	<i>Px has come to collect a stand magnifier</i>
<i>Description</i>	<i>The magnifier was a 6X LED illuminated made by Eschenbach The DO showed the patient how to use the magnifier, and how to change the batteries and look after it</i>
<i>Interesting Details</i>	<i>The patient had arthritis and had trouble holding the magnifier. The patient had bilateral ARMD and was registered SSI</i>
<i>Student Reflection</i>	<i>I had not seen this type of dispense before. I was able to talk to the patient about his visual impairment</i>
<i>Date</i>	<i>01.04.2024</i>
<i>Supervisor Initials</i>	<i>TG</i>

Record of activities

1 Type of activity	
Px Identifier	
Instrument Used	
Why is the test being performed?	
Scans taken	
Interesting Findings	

Student Reflection	
Date	
Supervisor Initials	

2 Type of activity		
Px Identifier		
Instrument Used		
Why is the test being performed?		
Scans taken		
Interesting Findings		

Student Reflection	
Date	
Supervisor Initials	

3 Type of activity		
Px Identifier		
Instrument Used		
Why is the test being performed?		
Scans taken		
Interesting Findings		

Student Reflection	
Date	
Supervisor Initials	

4 Type of activity	
Px Identifier	
Instrument Used	
Why is the test being performed?	
Scans taken	
Interesting Findings	

Student Reflection	
Date	
Supervisor Initials	

5 Type of activity	
Px Identifier	
Instrument Used	
Why is the test being performed?	
Scans taken	
Interesting Findings	

Student Reflection	
Date	
Supervisor Initials	

6 Type of activity	
Px Identifier	
Instrument Used	
Why is the test being performed?	
Scans taken	
Interesting Findings	

Student Reflection	
Date	
Supervisor Initials	

7 Type of activity	
Px Identifier	
Instrument Used	
Why is the test being performed?	
Scans taken	
Interesting Findings	

Student Reflection	
Date	
Supervisor Initials	

8 Type of activity	
Px Identifier	
Instrument Used	
Why is the test being performed?	
Scans taken	
Interesting Findings	

Student Reflection	
Date	
Supervisor Initials	

9 Type of activity	
Px Identifier	
Instrument Used	
Why is the test being performed?	
Scans taken	
Interesting Findings	

Student Reflection	
Date	
Supervisor Initials	

10 Type of activity		
Px Identifier		
Instrument Used		
Why is the test being performed?		
Scans taken		
Interesting Findings		

Student Reflection	
Date	
Supervisor Initials	

11 Type of activity		
Px Identifier		
Instrument Used		
Why is the test being performed?		
Scans taken		
Interesting Findings		

Student Reflection	
Date	
Supervisor Initials	

12 Type of activity	
Px Identifier	
Instrument Used	
Why is the test being performed?	
Scans taken	
Interesting Findings	

Student Reflection	
Date	
Supervisor Initials	

13: Observation of eye examination

Px Identifier	
Patient History	
Tests conducted	
Interesting Findings	

Advice/ Outcome	
Student Reflection	
Date	
Supervisor Initials	

14: Observation of eye examination

Px Identifier	
Patient History	
Tests conducted	
Interesting Findings	

Advice/ Outcome	
Student Reflection	
Date	
Supervisor Initials	

15: Observation of eye examination

Px Identifier	
Patient History	
Tests conducted	
Interesting Findings	

Advice/ Outcome	
Student Reflection	
Date	
Supervisor Initials	

Additional activities

Placement 1 (Date):

Summary of activities: (Use this section to list activities you did not record elsewhere in the workbook).

Placement 2 (Date):

Summary of activities: (Use this section to list activities you did not record elsewhere in the workbook).

Placement 3 (Date):

Summary of activities: (Use this section to list activities you did not record elsewhere in the workbook).



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