



**THE UNIVERSITY
OF AUCKLAND**

**FACULTY OF MEDICAL
AND HEALTH SCIENCES**

Optometry and Vision Science

Externship Training Programme Information 2015

OPTOM 560: Optometry in Practice

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Key Information

2015 Dates

Externship Period One **Monday 1 June – Friday 19 June**

Externship Period Two **Monday 22 June – Friday 10 July**

Contact Details

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Background

The Externship programme allows students to spend a period of time in private practices and other clinics, primarily in New Zealand.

An important element of this programme is the experience the student can obtain in private practice under the supervision of experienced optometrists. While the experience from the University clinics provides the knowledge and skills necessary for optometric practice, this occurs in a sheltered, closely supervised environment. A period in private practice will allow a broader view of optometry, and hopefully give students more freedom to exercise clinical judgement in a supervised setting prior to graduation.

As a side benefit, extern training can be used to develop potential employment opportunities through a close working relationship between student and optometrist that allows each to evaluate the potential for employment. Participation in this programme can also allow the practitioner to evaluate the possible effect of an employee or partner on the practice through the student's ability to absorb part of the workload and potentially bring new techniques and skills to the practice.

Practices participating in the Externship Programme will be provided with a certificate recognising their training contribution to the University of Auckland BOptom programme.

Guidelines

It is expected that the students engaged in this programme will be involved in direct, supervised patient care. Our expectation is that students will attend the practice for three weeks, five days in each week, for at least seven hours each day. The optometrist and student can negotiate a mutually agreeable time schedule.

After an initial period of orientation to the practice and observation of clinical skills, the student optometrist can be assigned patients on a regular schedule, with the practitioner acting as a supervisor and advisor to the student. It is hoped that students be assigned at least ten general patient examinations per week, along with other types of patient encounters that would be expected in the normal course of optometric practice. It is expected that student optometrists will take longer to complete their consultation than an experienced practitioner.

Other aims of the extern programme, in addition to further developing their clinical and decision-making skills, are to further develop the students' skills in the time management aspect of clinical practice and to expose them to patient management in its broadest sense. It is hoped that every patient encounter aids the student's learning.

Student optometrists are required to wear their University name badges and should be identified to patients as student optometrists. The programme and its purpose should be explained to patients. It is important that students are supervised by a registered optometrist, and that the extern period has been formally approved by the OPTOM560 Course Coordinator.

Students will already have in place their own professional indemnity insurance covering Externships in New Zealand **but not for overseas locations**. For Externship locations in Australia and other overseas countries, students **must** obtain additional PI cover, which can be arranged through the NZAO. Any overseas PI cover not arranged through the NZAO must be to the satisfaction of the OPTOM560 Course Coordinator.

For Externship locations beyond NZ and Australia, students must also ensure they comply with local regulations, laws and requirements that cover the ability of NZ students to examine patients in that country.

Specific Guidelines

1. Before their Externship, students will have signed a confidentiality agreement, a copy of which is included at the end of this document.
2. Student optometrists are expected to dress appropriately and act in a professional manner. Student optometrists should have their own hand instruments in accordance with the University's Optometry Clinic Manual.
3. It would be useful if the supervising optometrist and student optometrist have an initial meeting prior to the start of the externship so that the supervising optometrist can discuss the operation of the practice in order to prepare the student for involvement in the practice. This might include topics such as record-keeping formats, use of practice software and the roles of ancillary staff within the practice.
4. Student optometrists should accept responsibility for the patients assigned to them. Student optometrists should gather accurate clinical information and develop a management plan for the patient in conjunction with the supervising optometrist. Management plans should be discussed with the supervising optometrist prior to the student discussing this with the patient. Student optometrists should be expected to perform any further testing the supervising optometrist feels necessary for the management of the patient.
5. As the supervising optometrist is responsible for the care of each patient, it is expected that the supervising optometrist check the student's findings in relation to ocular health. Other clinical findings should be rechecked at the supervising optometrist's discretion.
6. If possible, it would be beneficial if the student optometrists undertake frame and lens selections, as well as delivery of optical appliances for their patients. This would help the student by allowing continuity of care and reinforcing the student's management plan for the patient.
7. It is anticipated that student optometrists will write draft referrals and reports for their patients for discussion with the supervising optometrist. Referrals and reports may be sent under the signature of both the supervising optometrist and student optometrist.

8. In order to maximise the learning benefit for student optometrists, it is useful that time for discussion and case review, in addition to that required for each patient encounter, is incorporated into the student optometrist's timetable within the practice.
9. Student optometrists will be required to maintain a log of the patients they see. The log should be signed, as a verification of accuracy, by the supervising optometrist at the end of the externship. It will be submitted to the OPTOM560 Course Coordinator by the student optometrist at the end of the externship.
10. At the completion of the extern programme, the supervising optometrist is asked to forward a student optometrist Evaluation Form to the OPTOM560 Course Coordinator. A copy of the evaluation form is included at the end of these guidelines. This form should be forwarded directly to the Course Coordinator.

General Information for Supervising Optometrists

Role of the Clinical Supervisor

The role of the clinical supervisor is three-fold, firstly bearing the legal and ethical responsibility for the care given to the patient, secondly as teacher by assisting the student in learning the practice of optometry by example, and thirdly, as examiner to ensure competency standards are met. The following represent the supervisor's obligations in teaching and patient care.

Teaching:

Supervisors are to ensure by the observation of students and by the demonstration of appropriate models of optometric care that the student is:

- Performing and recording indicated examination procedures accurately and efficiently.
- Becoming a critical observer.
- Understanding the relationships between optometric techniques and is using a flexible approach.
- Interpreting clinical findings correctly.
- Understanding the methods and logic of arriving at a diagnosis and treatment plan and is understanding the need for further examination or referral, etc., (i.e. a problem solving approach).
- Designing and writing prescriptions, referral or reports when necessary.

To this end, supervisors need to:

- Make every patient encounter a learning experience for the student.
- Help the student integrate past knowledge into clinical experience.
- Teach applied problem solving - for example, when thinking about the patients, think out loud.
- Encourage the student to make clinical decisions and judgement.
- Discuss the case with the student with regards to procedures, diagnosis and management.
- Assist both technical and communication skills.
- Stress preparation for the scheduled patient – read through past records.
- Be friendly, helpful, honest, professional, available, and consistent.

Patient Care:

The patient is legally and ethically the responsibility of the supervisor.

Supervisors should:

- Review the case history.
- Ensure no pathology is left undetected, check fundoscopy and biomicroscopy.
- Review the record for consistency of the findings and for completeness.
- Personally repeat or have the student repeat findings or tests that appear inconsistent or unusual.
- Directly observe procedures which are potentially invasive (e.g. tonometry, gonioscopy) until satisfied as to student competence with these procedures.
- Perform or have the student perform those tests that give the information needed for **the supervisor** to feel comfortable with the management of the patient's problems.
- Ensure records are completed accurately.
- Ensure all recommendations and advice given to the patient is fully recorded. Where a patient is to return for a subsequent review, reasons for the review and/or tentative diagnoses and recommended tests should be indicated on the record of the initial consultation.
- Ensure the patient understands the diagnoses, advice and treatment.

Externship Evaluation

Thank you for participating in our Externship Programme.

Please complete this evaluation form and return to us within 1 week of the Externship period ending.

Student Name

Externship Start Date

Externship End Date

Supervisor's Name

Contact E-mail

Practice Name and Location

Please Indicate as appropriate, using the following scoring levels:

Unacceptable = Student exhibits an unacceptable level of skills, performance or behaviour

Acceptable = Student exhibits an acceptable level of skill, performance or behaviour

High = Student exhibits a high level of skill, performance or behaviour

Very = Student exhibits a very high level or exemplary level of skill, performance or behaviour

	Very High	High	Acceptable	Unacceptable
Technical Skills Is technically able to perform clinical tests: Careful case history, performs tests competently, in a logical and structured routine, keeps accurate and complete records.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Diagnostic Skills Understands inter-relationships of clinical tests, makes clinical decisions based on available evidence, relates clinical decisions to patient history and findings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Management Skills Able to justify clinical decisions, addresses management to patients problems, proposes alternative management plans where appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication Skills Communicates effectively with patients, peers, other health professionals and staff, able to write letters and other communications effectively, shows confidence in interpersonal relations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professionalism Presents a professional attitude and appearance, is willing to accept advice, responds positively to criticism, exhibits a caring manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Taking all factors into account, what overall grade would you allocate this student on the performance during the Externship?

	A+	A	A- (75)	B+	B	B- (60)	C+	C	C- (50)	D (37)
Grade	<input type="radio"/>									

Please comment on the skills or behaviour of the student in the following categories:

Technical Skills

Diagnostic Skills

Management Skills

Communication Skills

Professionalism

Please provide any additional comments about this student

Supervisor Signature

Date

Thank you for completing this evaluation.

Please save a copy for your records and email this to Julie Bishop ja.bishop@auckland.ac.nz

Alternatively, please mail your printed copy to:

*Department of Optometry and Vision Science
The University of Auckland
Private Bag 92019
Auckland 1142*



Confidentiality requirement for students enrolled in OPTOM 510, OPTOM 520, OPTOM 560

Within the Final Year of the BOptom Clinical Courses a significant amount of time is spent interacting with patients in various clinics and settings, including Optometry, Ophthalmology, Hospital and other Clinics in the community. This also occurs while on Placements and Externships. This could be when providing direct patient care or in observational or other teaching situations. There will also be times when cases are discussed or written up as part of these clinical courses.

It is essential that students treat as confidential any patient information they receive in the course of their studies, clinical examination or observation of patients.

Students must not disclose information about patients or clients they examine or observe during the course of their clinical training and must treat as confidential any personal or identifying information about individuals or families/whanau that people share in this context.

All cases that are written up or used in teaching must be de-identified such that any information cannot be traced back to the patient.

While on Placement or Externship, students will be exposed to potentially commercially sensitive information, for example pricing, business processes, sale campaigns etc. Any and all information of this type must not be shared with others outside of the business.

All students enrolled in OPTOM 510, OPTOM 520 and OPTOM 560 must complete the following declaration:

I agree to maintain the confidentiality of patients/clients, including when their treatment and care has ended.

I will only discuss patient information with peers and professional staff who are directly involved in the care of that patient, and on occasion in a setting where confidentiality is protected.

I will not remove or copy patient-related material without specific permission to do so. I will ensure that any and all of my documents and images containing patient information are de-identified, kept in a secure place in a way that prevents unauthorised access and securely destroyed when they are no longer required.

I will not access patient information unless I am directly involved in their care or have a legitimate reason and permission from those authorised to do so.

I will not share with others any potentially commercially sensitive information I am exposed to while on any Placement, Externship or from any other teaching situation

Student Name: _____

Student Signature: _____ Date: _____

Clinic Director: Dr Geraint Phillips

Director Signature: _____ Date: _____