

UNSW Optometry Clinic Supervisor

Roles and Responsibilities

2016

Roles

To ensure through observation and the provision of appropriate optometric care that the student is;

- Performing and recording indicated examination procedures accurately and efficiently
- Becoming a critical observer
- Interpreting test results
- Understanding inter-test relationships
- Understanding the logic of arriving at a diagnosis, management plan, advice to patient and need for additional testing
- Writing a lens prescription, referral letter and report when necessary

Responsibilities

- Observe the student during clinical activities and demonstrate an appropriate model of optometric care
- Be certain that the patient signs and symptoms have been identified and appropriately managed
- Identify any ocular pathology and refer to the appropriate clinic for further examination and management when necessary
- Ensure that the patient record card clearly and accurately documents all findings
- Write on the record card the spectacle (or contact lens) prescription when finalised including lens recommendations and sign appropriately
- Ensure that the eye health, diagnosis and proposed action plan are accurately documented and then sign appropriately
- Ensure that the patient understands the final diagnosis and management plan
- Input the final patient prescription into the SUNIX database
- Create a billing for each consultation
- Sign issued patient prescriptions
- Discuss the patient case with the student with regard to diagnosis and recommendations
- Be readily available to students and patients throughout their assigned clinic times
- Assess the student's clinical performance using the appropriate assessment form and submit to the Clinic Director or other nominated staff member
- Provide relevant, effective and timely feedback to the student both verbally and by recording comments on the assessment form
- Ensure your students leave their consulting room in a clean and orderly state

In order to assess your performance as a supervisor the UNSW Optometry Clinic will:

- Routine review record cards as part of their clinical audit
- Conduct a Supervisor Questionnaire annually. Students are asked to rate their overall satisfaction with their supervisors and add any comments. Supervisor results are given to the individual supervisor, the Clinic Director and SOVS Head of School only. Group results are shared with the supervisors, and other SOVS staff
- Use formal and informal feedback from staff, students and patients

UNSW Optometry Clinic Key Clinician

Additional Roles and Responsibilities

2016

During each Primary Care Clinic a supervisor is designated as the Key Clinician by the Clinic Director. Key Clinicians have roles and responsibilities in addition to that of UNSW Optometry Clinic Supervisors. They are:

Roles

- Supervise the Clinic Supervisors rostered on their clinic during the clinic session
- Oversee all clinical business during the clinic
- Allocate patients to students

Responsibilities

- Ensure the clinic runs smoothly and efficiently in co-ordination with the reception staff. This includes distributing and collecting the diagnostic pharmaceutical agents from clinic supervisors, assigning patients to students, ensuring that quality control is maintained for each student-patient encounter and ensuring that the clinic runs to time. They are the key contact for any problem that may arise in the clinic
- Facilitate the clinic seminar
- Report to the Clinic Director or nominated course authority
- Ensure that any faulty equipment is reported to the Resident Optometrist or reception