



UNSW Optometry Clinic Visiting Clinical 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
- Provide formative assessment on the student's clinical performance using the appropriate assessment form and submit to the Clinic Director or other nominated staff member – Visiting Clinical supervisor assessment will NOT count towards a student's final grade
- 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
- Use formal and informal feedback from staff, students and patients

UNSW Optometry Clinic Key Clinician

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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