

Placement Provider Guidance

BSc (Hons) Optometry

Community Optometry Placements

Information to Support Optometry Placements

Thank you for taking a UWE Optometry student on placement. This document has been prepared to provide placement providers with the information needed to support optometry students on practice placements. The guidance along with relevant placement documentation can be found on the Practice Support Net (PSN):

<https://www1.uwe.ac.uk/students/practicesupportnet/guidancebyprogramme.aspx>

Each placement provider will have an allocated placement liaison link, who will conduct an annual review or visit to the placements to ensure effective communication between placements and UWE. If you have any questions, feedback or are not sure who to contact do get in touch with us. If you experience problems whilst you have a student on placement with you, please speak to the Practice Support Line (PSL) in the first instance.

Programme Team:

Mary-Ann Sherratt (Clinical Lead Optometry) Mary-Ann.Sherratt@uwe.ac.uk
Rebekah Stevens (Programme Lead Optometry) Rebekah.stevens@uwe.ac.uk

Professional Practice Office:

The Professional Practice Office (PPO) allocates students to professional practice placement across health, social work and education programmes at UWE. It provides a dedicated Practice Support Line (PSL) to deal with student and placement provider issues while the students are on placement.

Practice Support Line (PSL):

A confidential helpline for placement providers and students

Telephone: +44 (0) 117 3281152

Email: hscpsl@uwe.ac.uk

Jessica Coggins (Professional Practice Office) Jessica.Coggins@uwe.ac.uk

If you experience problems whilst you have a student on placement with you, please speak to the Practice Support Line in the first instance.

Placement Overview

The placements are structured periods of learning and experience, and sit within various teaching modules in the undergraduate programme. The learning outcomes are designed to ensure that students are carrying out tasks that are appropriate to their level of knowledge and understanding. No competencies or assessments are signed off within the placement periods, however the placements are timed with module assessments in mind.

Learning Objectives

Placement weeks are placed within modules during the programme so the placement can support the students knowledge and understanding of the area of practice the placement relates to. Each week of placement in the undergraduate optometry programme is focused on an area of optometry, ophthalmology or eye health practice. This is set out in the Learning Objectives for each placement week.

Learning Contract

Prior to each placement, students should make contact with placement provider(s) to introduce themselves to the provider(s) and discuss the Learning Objectives for the placement. During their initial contact with placement providers, students should discuss how they plan to meet the placement Learning Objectives with the provider, and this will then be set out within the Learning Contract for that placement.

We ask students to complete a Learning Contract with their providers prior to going out on placement. The Learning Contract must incorporate the Learning Objectives for that placement, and any personal goals identified by the student. How the learning objectives are to be met and completed is down to communication and agreement between you and the student during their initial contact with you as a Placement Provider.

- The 'criteria for evaluation' in the Learning Contract provides the the student and the practice provider with the benchmarks for success or failure of the student to achieve the Learning Objectives.

Once the placement has been completed, the Learning Contract will be placed within the student's Portfolio of Clinical Competence.

Further details on the Learning Contracts are provided on Practice Support net.

Supervision

Supervision of the Optometry Students during their placement should be in line with the level of observation and/or interaction the students have with patients to fulfil the Learning Objectives. Supervision levels are expected to be according to current GOC Standards for Optical Students and the College of Optometrists Guidance for Professional Practice:

https://www.optical.org/filemanager/root/site_assets/standards/new_standards_documents/standards_for_optical_students_web.pdf

<http://guidance.college-optometrists.org/home/>

Placement Hours

The placement circuit has been developed to provide the optometry students with varied experiences gained through a variety of practice settings. Students will be placed in as wide a variety of settings as is possible so they can achieve the best overall experience during their undergraduate studies. Placement locations are not chosen by the student but are managed through the Professional Practice Office (PPO).

Start and finish times are to be arranged at the discretion of the Placement Provider and in negotiation with the student during their initial contact. The time the student has during their placement should include time for reflection and study, and we recommend they have around 1/2 a day a week, throughout the week to enable them to do this.

Placement Feedback

Following each placement students will complete feedback on the placement within the Portfolio of Clinical Competence. This provides information for the programme team to review the placement period in regards to the placement within the programme structure.

Placement Reflection

Following each placement students will complete reflections on what they have learned and experience during each placement period. Reflections on the placement are kept within the Portfolio of Clinical Competence on PebblePad. This information is to enable the student to set their placement into context within their clinical education, and to provide them with the skills to reflect on their own clinical practice and clinical education needs.

Community Optometry Placement Processes

Placements are weeks of clinical exposure placed within modules to support the students knowledge and understanding of the area of practice the placement relates to. All assessment and formal training will be undertaken at UWE. There is no work based assessment during the placement periods, and no competencies are signed off during the placements.

Placement providers will have a Work Placement Agreement in place prior to becoming a Placement Provider.

Prior to students being placed with a provider, the Optometry programme team will make an initial visit to the placement provider to ensure the information about the provider which is to be included on the Practice Environment Profile (PEP) is up to date. During this initial visit, UWE will also undertake quality assurance which will be based around Quality in Optometry (QiO) and NHS England provider requirements for General Ophthalmic Services (GOS). Once the initial visit has been completed the Business Systems team will contact Placement Providers with their PEP login details so they can edit the information about the practice.

Quality assurance visits will then taken place as frequently as the placements require, typically a face to face visit every two years, with a self assessed quality assurance process in between.

The Professional Practice Office will liaise between placement provider and student to allocate and administer placements. This includes changes in placements and placement providers at short notice and student absences.

Providers will have the opportunity to provide feedback to the programme team regarding the Learning Objectives during placement visits, and by contacting the programme team involved in placements. Providers have access to the Learning Objectives for the placement related to their area of practice via Practice Support Net.

Students will have Student Registration with the GOC, and have undergone a DBS check upon entering the Optometry Programme. Students will undertake Skills for Health training prior to their placements within the secondary care environment.

Professional Practice Office (PPO)

The Professional Practice Office (PPO) provides the support and coordination for placements at UWE. PPO and the Business Systems team support the Optometry programme team in arranging placements and providing the link between placement providers and students. They provide the main communications regarding student placements, and are the main point of contact for the logistical elements of the optometry placement processes.

<https://www1.uwe.ac.uk/students/practicesupportnet/contacts.aspx>

Additional Support

In addition to contacts above within the Professional Practice Office and Optometry programme team there are the following teams who may be able to answer your queries while the students are on placement with you:

Practice Support Line

A confidential helpline for placement providers and students

Telephone: +44 (0) 117 3281152

Email: hscpsl@uwe.ac.uk

Practice Absence Reporting Line (PSL):

A telephone answer service for optometry students on placement to record their sickness and absence.

Telephone: +44 (0) 117 3283283

Email: practiceabsence@uwe.ac.uk

Harassment and Bullying

We believe that all people, whether staff, students, service user or visitors, are entitled to an environment in which the dignity of the individual is respected.

If you have any concerns about this please refer to:

<http://www1.uwe.ac.uk/about/corporateinformation/equalityanddiversity/hateincidentreporting.aspx>

Access Needs

Students who have disclosed access needs will have an access plan detailing recommendations for reasonable adjustments. This access plan is the student's property. The students are encouraged to share this with their Placement Providers so that reasonable adjustments can be discussed and implemented. Please do ask the student if they have any access or support needs at your initial meeting, this will support them in learning how to manage their needs in a professional setting.

If the student chooses not to disclose their access needs there is no expectation to implement reasonable adjustments. Students with specific learning disabilities such as dyslexia will not necessarily have a personalised access plan, but will be expected to discuss more general reasonable adjustments that will support them in practice.