

APPENDIX 1

**Placement Operational Agreement**

**To be completed by the Placement Provider and return to [optomplacements@cardiff.ac.uk](mailto:optomplacements@cardiff.ac.uk) :**

See 2024-25 Academic Year Timetable for Placement slots will be detailed in Appendix A attached. This Agreement will be updated by *Cardiff University* on an annual basis.

Name of Placement Provider	Maximum number of students that can be placed in each Placement Location	Placement Dates Selected (to and from)	Placement Location/s (please include full address and highlight any domiciliary working/experiential learning sites that a student can attend)	Any specific details required of the placement not contained below

**Information relating to Clinical Placements:** Period of Placement/s and Activities to be undertaken by Cardiff University Students. All placement activities must be appropriate to the role of a student optometrist. Any activities to be undertaken by the Student not contained in this Placement Operational Agreement should be agreed in advance with the Placement Co-ordinator or nominee (email: [optomplacements@cardiff.ac.uk](mailto:optomplacements@cardiff.ac.uk))

<b>Year 1</b>
<p><b>Practice-based placements.</b></p> <ul style="list-style-type: none"> <li>▪ Weekly practice placements, 2 days/week (different days to Year 2 during January to March only). The specific placement dates available will be available in Appendix A.</li> <li>▪ It is expected that the Practice will take a minimum of 1 student. <i>The Practice may wish to accommodate more than 1 student per day, depending on capacity. Practices will be able to indicate the dates they have available once the placement dates (Appendix A) have been published.</i></li> <li>▪ Placement locations will normally be located within 1 hour travel of Cardiff and should be accessible to public transport. <i>Placements located further than 1 hour travel of Cardiff will be considered, however, such placements must be viable for students to return to on-campus teaching following the placement and will require accessible public transport.</i></li> <li>▪ <i>For note**: the Placement Supervisor/s is the responsible person for the Student who must be appropriately qualified and registered by the GOC, such as an Optometrist, Dispensing Optician, Contact Lens Optician. Any Practice staff member may oversee individual tasks of the Student on a day-to-day basis but the Student’s Workbook must be signed, dated by the Placement Supervisor/s at the end of the day. However, the Supervisor must be on the premises and be in a position to oversee the work undertaken</i></li> </ul>

*and ready to intervene if necessary. The Placement Supervisor/s will be requested by Cardiff University to provide brief feedback regarding the placement at the end of the placement year.*

- Observations/shadowing in key areas of practice; Reception (e.g. meet and greet, phone calls, making appointments, taking payments), Pre-screening, Testing room, Dispensing, Contact lenses.
- Undertake, under supervision, pre-screening techniques and additional tests on a range of patients; NCT, visual fields and autorefracton/OCT/photography (where available).
- Observe a range of preliminary techniques with real patients as part of a real eye examination. In suitable situations, a student should be able to attempt one of these tests on a patient during an examination under supervision (e.g. cover test on a patient with strabismus, viewing pathology that presents, etc.).
- Undertake basic dispensing under supervision (see above *note\*\**) e.g. PD, single vision dispenses of simple Rx, support collections.
- Undertake basic contact lens activities under supervision (see above *note\*\**) e.g. CL teach.
- Students will be asked to reflect on various aspects of communication, teamworking, data protection, safety and hygiene or any additional exposure/experience that the tutor feels is beneficial to learning development.
- Students will not require their own testing room.

## **Year 2**

### **Practice-based placements.**

- Weekly practice placements, 3 days/week (different days to Year 1). The placement dates available will be contained in Appendix A.
- *It is expected that the Practice will take a minimum of 1 student. The Practice may wish to accommodate more than 1 student per day, depending on capacity. Practices will be able to indicate the dates they have available once the placement dates (Appendix A) have been published.*
- Placement locations will normally be located within 1 hour travel of Cardiff and should be accessible to public transport. *Placements located further than 1 hour travel of Cardiff will be considered, however, such placements must be viable for students to return to on-campus teaching following the placement and will require accessible public transport.*
- *For note\*\*: the Placement Supervisor/s is the responsible person for the Student who must be appropriately qualified and registered by the GOC, such as an Optometrist, Dispensing Optician, Contact Lens Optician. Any Practice staff member may oversee individual tasks of the Student on a day-to-day basis but the Student's Workbook must be signed, dated by the Placement Supervisor/s at the end of the day. However, the Supervisor must be on the premises and be in a position to oversee the work undertaken*

*and ready to intervene if necessary. The Placement Supervisor/s will be requested by Cardiff University to provide brief feedback regarding the placement at the end of the placement year.*

- Refresh of key areas in practice, see Year 1 experience above.
- Undertake at least once each of the following pre-screening techniques and additional tests on a range of patients under appropriate supervision; NCT, visual fields, focimetry, CL teach, single vision dispense, collection and OCT/ photography/ autorefractometry (where available).
- Desirable to 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. Participation could include ophthalmoscopy, volk, anterior eye, cover test.
- Desirable if offered by practice, opportunity to observe specialist examinations, e.g. WGOS 2, low vision, etc.
- Students will not require their own testing room.

#### **Year 3 (TBC, proposed activities)**

- One week of practice placement (starting in 2026) – to be decided.
- Each student would have 1 external placement in the year.

#### **Year 4**

Clinical Learning in Practice (CLiP) work-based learning.

## **1. Placement Assessment**

An effective feedback mechanism must be in place to record the Student's patient experience gained during their work-based placement, through a portfolio/record of all patients and conditions, supported by a reflective commentary, seen by the Student. This portfolio/record will be signed and dated by the Supervisor/s along with feedback that will be provided by the Supervisor/s at the end of the placement block/year. This portfolio/record (see example attached - Appendix B) will be issued by *Cardiff University* to each Student before the commencement of the placement, a copy of which will be provided by *Cardiff University* to the *Placement Provider*.

### **Terms and Conditions:**

- 1.1 All Terms and Conditions of this 'Placement Operational Agreement' will be in accordance with the 'Undergraduate Optometry Clinical Placement Agreement (short-placements)', which has been agreed and signed in writing between the *Placement Provider* and *Cardiff University*.

- 1.2 Please note the period of placement and activities, required of *Cardiff University* Students, and as contained in this *Operational Placement Agreement*, are subject to change by *Cardiff University*. In accordance with University Academic Regulations, all academic and experiential learning and teaching (including placements) are reviewed by *Cardiff University* on a regular basis, but as a minimum on an annual basis through an Annual Review and Enhancement process. Any changes to the period and/or the activities of Placements, as detailed in this 'Operational Placement Agreement' will be communicated in reasonable time to the *Placement Provider*. Any changes to *the period and/or activities after this 'Operational Placement Agreement' has been agreed and signed by the Placement Provider*, will be agreed in writing by the *Placement Provider*.
- 1.3 *Cardiff University* will inform the *Placement Provider* of the names and personal details of Students, in reasonable time and prior to the commencement of the Clinical Placement.

## 5. Signatures

As witness whereof the parties hereto have executed this Operational Placement Agreement:

Signed on behalf of: School of Optometry and Vision Sciences, Cardiff University	Signed on behalf of: <b>[Placement Provider]</b>
Name: Job Title:	Name: Job Title:
Date:     //	Date:     //

## Appendix A

Placement Timetable:

TBC

## Appendix B

Example: Student Workbook

TBC