



Cardiff University

School of Optometry
& Vision Sciences

**UNDERGRADUATE
SURVIVAL GUIDE**

2010/11

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Introduction

This guide will provide you with a range of information and advice regarding being a student in the School of Optometry and Vision Sciences. In addition to this, you will also be given a Course Handbook, which focuses more on academic matters. You will also receive a copy of the University's academic regulations. It is important that you make reference to all of these information resources as **this booklet alone is not comprehensive; it is to be used as a guide.**

The information contained within this guide is **important**, and as such you must read it carefully. Although it may seem strict in places, we simply want to ensure that you are equipped with all the information that you will need to successfully progress along your studies in Optometry. We want to give you the best possible chance of succeeding in your studies, and following the advice in this booklet is a sure way of doing so. This guide is intended to help you and does not replace the official documents that you will have been given. As we stress many times throughout this guide, if you are unsure about anything, **please ask** a member of staff.

Please keep this information safe for the duration of your studies. Staff are always willing to help but this guide is intended to provide a quick answer to a query.

1.1 The School Website

The School has its own website, which can be accessed at www.cardiff.ac.uk/optom. It contains a wide range of information about the School. Connection to the School's learning web pages (Blackboard) can also be made from here.

1.2 Rules and Regulations

Being a student gives you a lot of freedom to study when it suits you but with the freedom comes responsibility. There are certain rules that must be followed whilst you are a student at Cardiff University. The Academic Regulations Handbook can be found at <http://www.cardiff.ac.uk/regis/sfs/regs/index.html>. You should also consult the Course Handbook for further advice on rules and regulations. If you have any queries, please see your Personal Tutor.

Attendance

Attendance at Clinics, Practical and Laboratory Classes is **compulsory**. All absences must be reported on the Absence Form available from the School Office. Absences on medical grounds may also require a note from your medical practitioner.

Failure to attend a laboratory or practical will result in the penalty of a 5% reduction in the final total mark for that module. Exemption can only be given by the Examining Board on submission of an absence form, a doctor's note or extenuating circumstances via the School Office (please see later notes on special circumstances).

Failure to attend any clinic (except for certified medical reasons), without prior permission from a tutor, will result in an automatic suspension from all clinics. In this period, the student must consult with the Head of School and the Director of Teaching.

The School has an attendance protocol which you **MUST** read. Please refer to Appendix B.

Dress Code

Please be aware that Optometry is a profession, and as such, it is important that you dress appropriately when representing the profession in clinical settings. It is also important that you dress appropriately for laboratory work to maintain your safety. The dress code for the BSc Optometry is included as Appendix A, which outlines the dress requirements for various activities. Every student **MUST** read and take note of the dress code as a matter of priority. There is a penalty for those who fail to attain the required standard.

Special Circumstances

None of us expect to have trouble with our studies, but if you have suffered circumstances that you feel have affected your performance during the year, or may affect your performance in examinations, these circumstances **MUST** be given in writing, including any medical notes and other supporting information, to the School Office **BEFORE** the examination takes place. Submissions after the event may be dismissed by the School. It is also advised that you talk to your Personal Tutor.

A receipt should be obtained from the School Office for any submission of special circumstances.

If the problem is ongoing, you **MUST** have a medical note.

Please refer to the Course Handbook for further details regarding special circumstances.

2. School of Optometry and Vision Sciences

2.1 The Optometry Building and Facilities

The contact details for the School are as follows:

School of Optometry and Vision Sciences
Cardiff University
Maindy Road
Cathays
Cardiff
CF24 4LU

Telephone: +44 (0)29 20 874374

Please note that Smoking is not permitted inside any of the University buildings. If you are smoking outside, please keep well clear of the doors to the main entrance and the front of the building.

Catering

There is a small coffee shop located within the atrium of the Optometry building, near to the main entrance. You can purchase a variety of snacks and hot and cold drinks from here. During semester time, the opening times are:

Monday, Tuesday & Thursday 8.30am to 4.00pm
Wednesday 8.30am to 3.30pm
Friday 9.00am to 3.00pm

A drinks vending machine can be found in the atrium near the lockers.

Car Parking

Please note that the car park that sits alongside the Optometry Building is for eye clinic patients and authorised staff only, and is not available for use by students.

Toilets

Toilets can be found on each floor of the building, including disabled toilets.

Personal Messages and the Undergraduate Pigeonholes

Personal messages will be left for you in the undergraduate pigeonholes found in the Undergraduate Computing Laboratory. The pigeonholes are arranged in alphabetical order, by surname, and any messages that arrive in the School for you, including letters from the library, will be placed there. Please check your pigeon holes regularly so that you do not miss out on any vital information.

2.2 Who's Who in Optometry

Professor Tim Wess	Head of School
Professor Rachel North	Deputy Head of School
Dr Paul Murphy	Director of Learning and Teaching
Dr Fergal Ennis	Deputy Director of Learning and Teaching
Mr Richard Earlam	Admissions Tutor
Dr Christine Purslow	Deputy Admissions Tutor
Dr Tom Margrain	Director of Clinics
Dr Maggie Woodhouse	Exams Convenor
Mrs Leanne Morrish	Secretary (Maternity leave until June 2011)
Mrs Sue Hobbs	Secretary
Ms Katrina Lougher	Clerical Assistant

For a comprehensive list of all staff in the School, please visit www.cardiff.ac.uk/optom/contactsandpeople.

3. Learning Resources

3.1 Library Facilities

The Optometry collection is located within the Bute Library, which can be found in the Bute Building (no. x on the map enclosed):

Arts and Social Studies Library
Column Drive
Cardiff
CF10 3EU

Telephone: 029 2087 4818

Email: buteliby@cardiff.ac.uk

You will be given an introduction to library and computing facilities during Freshers week at the beginning of term. Further information regarding use of the libraries can be found at <http://www.cardiff.ac.uk/insrv/libraries/index.html>.

3.2 Computing

The School has a computer room for Optometry students only, which can be found on the first floor of the building. You will require your University username and password to log on to the computers. This will be given to you during Fresher's week (please see enclosed Fresher's timetable). For details of other computing facilities around the University, please visit <http://www.cardiff.ac.uk/insrv/it/index.html>.

Access to the room is gained by holding your student ID card against the reader.

Please note that you must not use personal email addresses to communicate with the University, and must use the Cardiff University email address that you have been given.

Blackboard

Blackboard is Cardiff University's Virtual Learning Environment (VLE). This is a web-based application that enables lecturers to provide on-line support for teaching and learning by, for example:

- Providing on-line teaching resources (e.g. lecture notes);
- Structuring on-line class activities (e.g. using discussion groups);
- Conducting on-line assessments (e.g. creating multiple choice tests).

To access Blackboard, go to <http://cue.cf.ac.uk> and log-in using your standard Cardiff username and password. Your lecturers will give you further information about the resources that they post on Blackboard.

4. Student Support

4.1 Disclosing a Learning Difficulty, Disability or Medical Condition

Cardiff University is committed to providing support for disabled students to enable them to study and work alongside their non-disabled peers. In order to provide this support, members of the University may need to share information regarding your specific needs. You are therefore invited to disclose any learning difficulty, disability or medical condition to us at any time. The purpose of this is that it helps us to respond to your needs.

New students with a learning difficulty, disability or medical condition have already been invited to declare them when completing their UCAS application forms. However, where a new need has arisen (for example, through an accident) you are invited to report to the Director of Learning and Teaching so that we can, where possible, support you in the most appropriate manner. The School has also developed an *Inclusive Curriculum* document, which outlines the steps taken by the School to ensure that the BSc Optometry is available to all, regardless of disability, gender, sexual orientation, race or creed.

4.2 School Support

If you have any personal worries or problems which might affect your learning progress you should report these to your Personal Tutor. You can ask him/her to treat any information you give him/her as confidential and this confidentiality will be respected.

Personal Tutors

All students are allocated a Personal Tutor who will help and support you for the duration of your programme. It is important that you get to know your Personal Tutor, particularly if you encounter personal or academic challenges which can interfere with your studies. After all, your Personal Tutor speaks for you in an Exam Board. All students are urged to meet their personal tutor at the start of term as a matter of courtesy.

Module Leaders

Module Leaders are responsible for the organisation and administration of their respective part of the course. This will involve organising academic modules, collecting feedback from students and staff regarding an academic module and administration regarding students during that module, such as attendance records. You will be informed of the names of Module Leaders at the beginning of each academic year.

Buddies

To help you integrate into University life and the ways of the School, you will be allocated two buddies, one from each of the second and third years, who you should try to meet during Fresher's week.

4.3 The Student Support Centre

The Student Support Centre offers a full range of confidential help, advice and support from trained professional staff on a range of issues. There is a centre at 50 Park Place and at Cardigan House at the Heath Park Campus. For further information about what the Student Support Centre offers, please visit <http://www.cardiff.ac.uk/studentsupport/index.html>.

5. Studying for the BSc Optometry

5.1 Study Skills

Well done, you have made it to Optometry! Now you plan to fly your way through the course, enjoying University life, emerging with an Optometry degree. But, have you thought about how you will actually do all of this? The challenge before you has many facets; you need time to study and time to relax. Have you considered how you will balance all of these demands?

The first thing required is to plan your study time, making the best use of the opportunities available. The School will give you lectures/practicals, labs and clinics, but in the end, it is your responsibility. To help you, we have arranged a series of lectures in the first semester on study skills.

5.2 Equipment

Clinical Equipment and Laboratory Coats

You will need a long laboratory coat for use in practical classes and a short white coat for clinics. You should remember that the wearing of your laboratory/white coat is compulsory when in the lab/clinic. You will also need to buy some equipment and instruments during your three years of study, and the Optometry Society (OPSOC) and the School work together to help you with this.

Start of 1st Year (By end of Week 2)

White lab + clinic coats – short with long sleeves, large pockets and name badge.

Trial frame

Starter pack including:

- Cross-cyls (± 0.25 and ± 0.50)
- Sphere twirls ($\pm 0.25/\pm 0.50/\pm 1.00$)
- Pen Torch
- Tape Measure
- Budgie Stick
- Black opaque occluder
- Frosted occluder

- City or ABDO rule
- Microfibre lens cloth
- Gross perimetry target (5mm white/15mm red)

The School has made arrangements with a local company to supply these starter packs at the beginning of the semester. There is no need for you to source this kit before you arrive.

End of 1st Year / Start 2nd Year

Ophthalmoscope

Retinoscope

There is an instrument fair usually in the second semester of your first year so that these can be purchased in preparation for your second year.

2nd Semester 2nd Year

Volk lens

Advice on ordering equipment

Optometry is a highly specialised profession and so suppliers do not generally keep a large amount of stock on hand – this can mean that orders take a long time to arrive, especially at peak times of the year. Therefore, it is very important to order your equipment well before you are likely to need it.

Though many trial frames look the same at first, there is a vast difference in quality. Please remember that “you get what you pay for”, so avoid ordering frames at “too good to be true” prices from the internet – these can be poor quality imitations of well known brands. A list of recommended frames and reputable suppliers will be circulated in class at the beginning of term to help you choose the right trial frame for you. It is your responsibility to ensure that the cubicle is left tidy and this will be checked before you leave.

5.3 Fitness to Practice and the General Optical Council (GOC)

All optometry students must register with the UK’s General Optical Council (GOC) – this is a legal requirement. Not only do you have to do this when you start the course, but you will also need to renew your registration in July every year. The penalty for not maintaining registration is not just financial - it can have serious consequences for your training, as you would not be able to carry out any clinical work.

One of the conditions of this registration is that you must declare all criminal convictions, cautions and disciplinary proceedings on your registration and

annual retention form. This includes minor misdemeanours, but not road traffic offences dealt with by way of a fixed penalty notice.

In line with this requirement, students from 2010 onwards are subject to the condition that remaining on the degree programme is subject to a satisfactory *Enhanced Criminal Records Bureau Disclosure (CRB Check)* when you start, or, if you join us from overseas, a *Certificate of Good Conduct*.

Throughout your time with us, you are expected to disclose anything that may affect your fitness to practice as soon as it arises. The School is willing to advise you if you are unsure about whether you have relevant convictions or conditions that may affect your fitness to practise – in the first instance please contact Richard Earlam or Christine Purslow. Administrative support for CRBs is provided by Katrina Lougher in the School Office.

5.4 Safety Policy

The University and School alike consider the safety of its students, staff and patients to be of prime importance. The measures taken to ensure safety are described in the School Safety Policy document. A copy for viewing by any student or staff member is kept in the School Office. The document is prepared and maintained by the School Safety Committee. Any queries regarding safety should be addressed to one of the members of this committee. Dr Gill Smith is the School's Safety Officer (SmithGM@Cardiff.ac.uk), and Chair of the School's Safety Committee.

You are advised to note carefully any specific information you receive on safety matters, for example the hazard signs on doors to laboratories and clinics and particularly the safety information in your laboratory and clinic manuals. You are also advised to remember the position of safety devices; eye-washes, fire blankets, fire extinguishers, fire alarms etc. so you can access them quickly in an emergency.

You should also note the fire exits from the building and that in the event of a fire alarm (a continuous ringing of the alarm bell) you should exit the building **IMMEDIATELY** and assemble outside the main entrance of the Optometry Building - please do not block the doors.

The University Health Centre is available to you on matters of personal health, although you are still required to register with a local GP.

Please remember that you are responsible for the safety of others and others are responsible for your safety, and you should always behave in a manner that does not compromise the safety of either yourself or others. It should be noted that in matters of Health and Safety, (legal) responsibility lies with the individual.

A presentation on Safety Matters will be given to you early in the Semester – your attendance is **compulsory**.

5.5 Lockers

Lockers are available for all students to store their bags and valuables whilst in the building. A returnable deposit is required. You will be given more information about locker keys during Fresher's week. No bags or coats should be taken to labs/practicals.



5.6 OPSOC – Optometry Society

OPSOC is the Cardiff optometry society, run by a committee of third years and social secretaries from second year. We run the social end of things within the course, organising all nights out and trips within Wales and abroad, and the cheese and wine evenings where optical companies come in to chat about their jobs or equipment-and most importantly-the free wine and pizza!

OPSOC is a huge part of the scene while doing a degree in optometry at Cardiff and we pride ourselves on being the best opsoc out of all the optometry universities in the UK. Through the fun that we have, it gives a great basis to build friendships within the course and there is never a dull moment. We run our own fresher's week to complement that of the main university and this involves challenge days, fancy dress socials and walks around the beautiful areas in Cardiff.

All students are advised to sign up, and membership for one year is paid at the start of term and gives free access to all socials and massive discounts to annual Christmas and Eye Balls, along with discounts on opsoc hoodies and t-shirts throughout the year.

Please see our facebook group and the society noticeboard in the optometry building for all news and events 😊

6. What to do when...

You have a personal problem	Speak to your Personal Tutor as soon as is conveniently possible, who can talk things through with you. The Student Support Centre is also available to help support you with personal problems, as mentioned earlier.
You have a problem with your studies	In the first instance, talk to the module leader. You can also talk to your Personal Tutor, Director of Learning and Teaching, or the Head of School.
You need to be absent from the course	You must contact the School Office as soon as possible to record the absence and explain the reason.
You are ill	<p>(i) During Examinations: it is important that if you are ill, or have any other reason why your performance during examinations may be affected, you obtain a Doctor's certificate and submit it to the School Office preferably before the exams or as soon as possible after.</p> <p>(ii) During Semester Time: if you are absent from the course during semester time due to illness you need to complete a 'Personal Absence Certificate'. This must be completed and submitted on the first day you return to the School. Forms are available from beside the student pigeonholes or from the School Office. For absences seven consecutive calendar days or longer, you must also produce a doctor's certificate. Should you be absent due to illness in excess of twenty-eight days, the School is required to notify the Director of Registry. It is also important that, for circumstances of prolonged illness, you maintain good communication with your Personal Tutor. You must obtain a receipt upon submission of special circumstances.</p>
You have financial difficulties	The financial support team within the University manage a variety of funds which can help students who are having financial difficulties, budgeting or covering specific costs during their time at university. Further details can be found at http://www.cardiff.ac.uk/financialsupport/index.html .

<p>You change your name or address</p>	<p>You must inform one of the Senior Tutors (Mr Richard Earlam or Dr Fergal Ennis) and the School Office if you change your term time address or home address. There is a standard form to complete and copies of the form can be found beside the student pigeonholes or obtained from the School Office. Completed forms should be handed in to the Undergraduate Secretary.</p> <p>Occasionally, a student will change their name. If you do, you must complete the same change of name/address form and hand it in to the School Office, who will then inform the Academic Registry.</p>
<p>You want to withdraw from the degree</p>	<p>If, for any reason, you wish to withdraw from the degree or need to interrupt your studies, you must see your Personal Tutor and/or one of the Senior Tutors (Mr Richard Earlam or Dr Fergal Ennis). You may also need to speak with the Head of School or Director of Teaching. It is important to do this as it could have a bearing on any future opportunities you may wish to take in Higher Education. Advice is also available from the Student Support Centre.</p>

Please do not suffer in silence! If you have any kind of problem, please come and tell us. We can only help if we are fully informed.

Clinical Dress and Behaviour

Introduction

Laboratory Dress and Behaviour

Introduction

Guidelines for Laboratory Dress and Behaviour should follow those set out for Clinical Dress and Behaviour above. The importance of health and safety whilst attending a practical session within the laboratory cannot be understated. All our students are representatives of the School and the University and are therefore responsible for the health and safety of themselves and everyone else they come into contact.

In order to meet the requirements of the Health and Safety at Work Act, and the COSHH regulations, a number of rules regarding laboratory practice **MUST** be adhered to. You must always remember that your safety is the responsibility of those sharing your work environment. Likewise, you are responsible for their safety. Even in your status as students, you can be prosecuted for negligence.

Laboratory Dress Code

Please read guidelines carefully as students not wearing appropriate clothing will be asked to leave the laboratory.

Long sleeved, long length laboratory coats must be worn at all times: buttoned/zipped up to cover other clothing. Safety spectacles and gloves must be worn when appropriate, and always if stated by lab supervisors.

Long hair should be tied back. Outside hats or scarves should not be worn in the laboratory. Headscarves should not be worn outside of lab coats, but enclosed within the lab coat for safety reasons. Any jewellery, such as watches or necklaces, must be worn beneath the lab coat to avoid contamination. Bracelets and any jewellery that cannot be covered by the lab coat are not recommended as they are likely to be a source for potential contamination of hazardous materials.

All bags and coats must be left in your lockers. Bring only items you needed for the session into the laboratory. Remember, no food or drink can be brought into the laboratory. Shoes should be practical and should not be open-toed e.g. sandals, flip flops.

Conduct whilst in the laboratory:

As in the clinics, you should conduct yourself in a professional manner whilst attending laboratory sessions. You should work safely whilst in the laboratory and follow health and safety guidelines associated with each practical session you are conducting. Your attention is drawn to the hazard warning signs on

laboratory doors; you must obey their instructions. If you are unsure of their meanings, please ask.

Whilst carrying out experiments all hazardous materials must be handled with care and disposed of appropriately. Your lab supervisors and practical handbooks will provide guidance for this. When working with animal tissue, every precaution must be taken to minimise risk. Wear gloves which must be disposed of in the Bio-Hazard bags. All areas must be cleaned and disinfected after your use and all materials, tissues etc. must be placed in the appropriate BIO-Hazard containers. Mouth pipetting in the laboratory is forbidden.

At the end of the experiment, clean up after yourselves. Ask your lab supervisor if you are unsure how to do this.

All accidents, however minor, must be reported to the staff member in charge of the class at the time of the incident.

Food

In all sessions, there must be NO smoking, NO eating and NO drinking, including chewing gum or drinking bottled water!

Drug Taking

In order to provide a safe environment for patients, the staff of the School, and the other students, the misuse of drugs is prohibited. This includes over the counter medicines, alcohol and illegal drugs. Students must present themselves to all clinical experiences in both a mentally and physically fit condition.

Hand washing

If collecting samples or taking readings from fellow students, please follow guidelines for 'Hand Washing as set out above.

At the end of each laboratory session, hands should be thoroughly washed with the solutions provided in the laboratory for hand washing, before leaving the laboratory. Please let the lab supervisors know if you think you are allergic or may be sensitive to this hand wash.

THEFT

Removal of any item from the laboratory (or anywhere else), i.e. needles, syringes, tissues, or equipment, will constitute a theft and may lead to your expulsion from the University.

Attendance and Absence

These procedures apply to all undergraduate students registered in the School of Optometry and Vision Sciences, and should be read in conjunction with the Student Absence Procedures for Cardiff University.

Short Term Absence:

<http://www.cardiff.ac.uk/schoolsanddivisions/divisions/regs/sfs/regs/absence.html>

Interruption to Studies:

<http://www.cardiff.ac.uk/for/current/study/index.html>

The School of Optometry and Vision Sciences expects all students to comply with University procedures regarding absence, and with these supplementary regulations and procedures.

Student Absence Procedures

General Expectations

The School of Optometry and Vision Sciences requires all students to attend for the full duration of the published session dates. Students must return from annual leave in time for the first official day of study and must not arrange to take leave prior to the end of term.

Specific School of Optometry and Vision Sciences Expectations

Students are required to attend all practical sessions. This also includes the clinical activity within the University Eye Clinics, and the seminars arranged immediately prior to or following clinical sessions. Student attendance is routinely monitored.

If there are absences without explanation, students will be invited to meet with the Director of Teaching and/or the Head of School.

Students experiencing difficulties with attendance are strongly advised to discuss their personal circumstances with their Tutor or the Director of Teaching. (Do not wait until disciplinary procedures take place).

Absence due to illness/medical circumstances

Completed Student Absence Forms for illness or other medical conditions should be given to the **Optometry School Office**. Forms can be collected from the School Office or student noticeboards. Self-certification of illness is permitted for absences up to seven consecutive days, but a medical note should be provided, when possible, to support the paperwork. Applications for illness as an extenuating circumstance for examinations must include a medical note.

Unexpected sickness must be reported to the **Optometry School Office** immediately – 029 2087 9048 or 029 2087 4374. It is expected that, unless there are extenuating circumstances, students should contact the Office

themselves. If you have an Eye Clinic session scheduled, then it is required that you also contact the Clinic Reception – 029 2087 4357 – since there will be a patient booked in for you.

Should the illness be prolonged beyond three days duration, the student must inform the School Office.

Anticipated absence must be agreed beforehand with the Director of Teaching using the Personal Absence Form and countersigned by the Module Leader. It is essential that the Eye Clinic Reception be informed of your absence when a clinical session will be missed, as soon as the School has agreed the absence.

Records of Attendance

The Optometry School office and the Module leaders keep records of student attendance at practicals/clinics. Module Leaders maintain comprehensive and accurate records of student attendance and forward the information to the Director of Teaching who co-ordinates the management of student absence and leave.

Student attendance will be considered by the Examination Board when reviewing student awards and progression.

Responsibilities of Staff

All staff (full and part-time) have a duty to attend their scheduled sessions on time and be properly prepared.

Staff should treat students with politeness and respect. This includes informing the students if they have to leave or are unable to attend a teaching session. Professional courtesy also requires that students know how long they anticipate being away, where possible.

Students may report staff absences to the Optometry School Office; the School Office will then inform the Director of Teaching.

If staff anticipate being absent from a scheduled session in advance, they should make arrangements for appropriate cover, or re-schedule the session (via the Optometry School Office) at a time that is convenient for the students. Students must be made aware when teaching is re-scheduled. The Module Leader, the Optometry School Office and, where relevant the Director of Teaching, should be informed when such changes to the scheduled timetable are planned. On occasion, a staff member may be absent at short-notice and early warning to students will not be possible. Students will be informed of any changes to their timetable as soon as possible. In the event that no cover can be arranged for a clinical session, the Eye Clinic Reception must be informed that there will be no clinical cover for that particular discipline and approval sought from the Clinic Director/Director of Teaching. An appropriate number of clinical staff should remain in the clinic at all times.

Personal Tutor

As the purpose of your personal tutor is to support you in your studies and to represent you at the Examination Board, it is desirable that you maintain communication with your tutor about your circumstances. Your personal tutor will always maintain strict confidentiality, unless you wish otherwise.

**School of Optometry and Vision Sciences
Personal Absence Form**

Session 2010/2011

This form is to be completed and handed in to the School Office for an approved absence or immediately on return from absence due to illness or another unavoidable cause.

STUDENT DETAILS

Student name:

Student number:

Year of study: **1** **2** **3**
(Circle as appropriate)

Reason for submission:
(Circle as appropriate)

- a) **Self-certification of absence due to illness**
- b) **Certification of absence due to illness requiring a medical note**
(Longer than 7 days)
- c) **Director of Teaching approved absence**
- d) **Director of Teaching approved late submission**

MODULE AFFECTED

(To be completed in advance where the request is for an approved absence)

Module Number/Title:

Component/Assessment affected:

Date of absence:

Member of Staff responsible:

Applying for Student Absence Procedure

The Student Absence Form should be completed for all situations where students are absent from the course - planned or unplanned. This process will certify administrative acknowledgement of your absence.

(i) Students can collect this form from the School Office or from the student pigeonholes in the undergraduate computing room.

(ii) For planned absences, the student must first contact the relevant Module Leaders and confirm that suitable alternative arrangements for the missed period can be made. The Module Leader's signature must be appended to the form. The form must then be given to the Director of Teaching or his deputy for final approval. Subject to the Director of Teaching considering that your request is reasonable, the form will be signed.

(iii) For unplanned absences, the student must complete the self-certification of illness and, where possible, provide a medical note or other supporting documentation. The student must then speak with the relevant Module Leaders of the missed periods to arrange appropriate catch-up sessions, where possible. Finally, the completed form, with signatures from the Module Leaders, must be handed in to the School Office.

IMPORTANT: Please remember that students must ensure that the School Office, Eye Clinic Reception and Module Leaders are informed of the leave requested as soon as the form is completed.

Optometry School Office

The main source of programme information and guidance is located within the Optometry School Office on the 1st Floor.

School Office
School of Optometry and Vision Sciences
Maindy Road
Cardiff
CF24 4LU

Tel: 029 2087 9048
Fax: 029 2087 4859

Changes of Address or Personal Circumstances

It is vital that you inform the University of changes of address (home or term-time), telephone numbers, name, next of kin etc. This will be recorded centrally on the University Student Information Management System. You can notify the University of any changes via the following website: <http://www.cardiff.ac.uk/regis/sfs/records/coadd/index.html>

Change your address on-line by using SIMS on-line at <http://sims.cf.ac.uk/> Complete Sections A and B of the 'Notification of Change to Personal Details Form'. The form is available from the Optometry School Office; alternatively you may download a copy of the Notification of Change to Personal Details Form (9.3 Kb) in pdf format from this link <http://www.cardiff.ac.uk/regis/sfs/records/coadd/index.html>

GOC Code of Conduct

**CODE OF CONDUCT FOR INDIVIDUAL REGISTRANTS
INTRODUCTION**

Patients (including customers) must be able to trust optometrists and dispensing opticians with their well being. To justify that trust, professionals have a duty to maintain a good standard of practice and care and to show respect for all aspects of human life.

In all matters, a practitioner must never discriminate unfairly against patients or colleagues and must always be prepared to justify his or her actions.

This document describes principles of good practice in professional conduct and standards and sets out the framework of conduct expected in all aspects of professional work. The principles are linked to the values which have been agreed by healthcare professionals to be common to each profession.

Failure to comply with the duties and responsibilities set out in the Code may put registration at risk.

The GOC recognises that other bodies have issued detailed guidance with regard to the matters covered in this Code. Practitioners are expected therefore to be familiar with the relevant guidance and advice issued by other organisations and, in particular, that of the professional and representative bodies. Reference may be made by the GOC to the guidance and advice of other bodies in the exercise of its functions. In addition, the GOC may from time to time supplement the Code with guidance on specific matters.

THE CODE

A registered optometrist or dispensing optician must:

1. make the care of the patient his or her first and continuing concern;
2. treat every patient politely and considerately;
3. respect patients' dignity and privacy;
4. listen to patients and respect their views;
5. give patients information in a way they can understand and make them aware of the options available;
6. maintain adequate patients' records;
7. respect the rights of patients to be fully involved in decisions about their care;
8. keep professional knowledge and skills up to date;

9. recognise the limits of his or her professional competence;
10. be honest and trustworthy;
11. ensure that financial and commercial dealings do not compromise the interests of the patient;
12. respect and protect confidential information;
13. make sure that personal beliefs do not prejudice patient care;
14. act quickly to protect patients from risk where there is good reason to believe that he or she, or a colleague, may not be fit to practise;
15. avoid abusing his or her position as an optometrist or a dispensing optician;
16. work with colleagues in the ways that best serve patients' interests;
17. register with and maintain registration with the GOC.
18. be covered by adequate and appropriate insurance for practice in the United Kingdom throughout the period of your registration.
19. ensure your conduct, whether or not connected to your professional practice, does not damage public confidence in you or your profession.

Dated the 30 day of June 2005