

# University of Melbourne

## Clinical Feedback System

### Guide For External Supervisors

#### **Contents**

Attaining Registration On The System.....	2
Logging In.....	3
Enter and View Feedback Details (by single consultation – OD3 up to mid-April).....	4
Enter and View Feedback Details (by grouped consultations – OD4 and OD3 from mid-April).....	9
Editing Consultation and Feedback Details.....	16
Removing Feedback.....	17
Logging Out – Important.....	21

## Attaining Registration On The System

1. Send your email details along with preferred title, first name and family name and a list of the ACO and/or DOVS clinics you expect to be attending to Chris Watt ([jcwatt@unimelb.edu.au](mailto:jcwatt@unimelb.edu.au)) or to A/Prof Anthea Cochrane ([antheac@unimelb.edu.au](mailto:antheac@unimelb.edu.au)).
2. You will receive an email confirming your registration and containing your username (the email address you have supplied) and your initial password (this can be changed to one of your own choice after logging in the first time by using the 'Update Password' option from the 'Status' drop-down menu top-right of the web page).

Melbourne Eyecare Clinic > Resources > Clinical Teaching Resources > Ava Logged In

Search Status Menu

Update Password  
Log Out

Clinical Teaching Resources

Clinical Library  
Clinical Feedback  
Dispensing Log

Melbourne Eyecare Clinic > Resources > Clinical Teaching Resources > Clinical Feedback > Ava Logged In

Search Status Menu

Switch To Library  
Switch To Dispensing  
Update Password  
Log Out

004 Students  
003 Consultations

Year All Awaiting Feedback, Cohort: All 003 004

Cohort	Student Name	Clinic	Patient Information	Category	Date	Assessment Supervisor
004	Alan Zheng	Melbourne Eyecare Clinic - General	RT	Primary Care (General)	12/09/2022	Ava Tai
004	Wenjie Zhu	Melbourne Eyecare Clinic - General	SB SK	Glasses	12/09/2022	Ava Tai
004	Wenjie Zhu	Melbourne Eyecare Clinic - General	RC	Block Vision / Nears	12/09/2022	Ava Tai
003	Andrew Wong	Melbourne Eyecare Clinic - General	HL	Primary Care (General)	12/09/2022	Ava Tai
003	Olivia Young	Melbourne Eyecare Clinic - General	TU	Primary Care (General)	12/09/2022	Ava Tai
003	Jackie Yip	Melbourne Eyecare Clinic - General	W	Block Vision / Nears	12/09/2022	Ava Tai
003	Quynh Nguyen	Melbourne Eyecare Clinic - General	HY	Primary Care (General)	12/09/2022	Ava Tai
003	Wenjie Zhu	Melbourne Eyecare Clinic - General	AH	Primary Care (General)	12/09/2022	Ava Tai

Your Summary

## Logging In

1. Navigate to the login page of the Clinical Teaching Resources' area – <https://umeyecare.mdhs.unimelb.edu.au/resources/ocas.php>  
There are links here from the resources area of the Melbourne Eyecare Clinic website - <https://healthsciences.unimelb.edu.au/eyecare-clinic/home#resources> or the Department of Optometry and Vision Sciences website – <https://healthsciences.unimelb.edu.au/departments/optometry-and-vision-sciences/study/facilities/resources>
2. Your username is the email address you supplied to us for your registration on the system. Your password is that which was sent to you in the email confirming your registration on the system, unless you have changed this to one of your choice at a previous login. If you have forgotten your password this can be reset and emailed to you by using the facility on the login page 'Login' section. If you have forgotten the email address to use, or need to change it, email the system administration via the link on the login page 'Help' section.



If you are a supervisor or student not using an unimelb login you can change your password after login by clicking the option from the 'Status' drop down list on the top right of the registration screen. This 'Status' list also has the logout option.

If you are a supervisor or a student without a unimelb login and you have not been sent login details, or you have forgotten the email address you use to login with, or you need to change the email address you use to login with [click here](#).

### Help Document Links

3. For the best viewing experience, it is recommended that you use Firefox or Chrome browsers.

## Enter and View Feedback Details (by single consultation – OD3 up to mid-April)

1. After successfully logging in and clicking on the opening dashboard page's 'Clinical Feedback' tile you will be presented with a list of consultations awaiting feedback for the clinics you have been entered on the system as working at. If you believe that you have consultations awaiting your feedback but they are not visible, try clicking the 'All' filter button to replace the 'Yours' option selected on page load in case the student has selected the wrong supervisor during their data entry process. As with nearly all tables on the CFS clicking on a column header will sort the table by that column's values, first click ascending order, second click descending order (as denoted by triangle icons in column header). This table also has cohort filter buttons.

The screenshot shows the 'Clinical Feedback' page for Melbourne Eyecare Clinic. The 'All' filter button is highlighted with a red circle. The table below lists consultations with the following columns: Cohort, Student Name, Clinic, Referral Reference, Category, Date, and Assessment Status.

Cohort	Student Name	Clinic	Referral Reference	Category	Date	Assessment Status
OD4	Yuan Zhang	Melbourne Eyecare Clinic General	RT	Primary Care (General)	12/09/2022	Avg Tar
OD4	Yuan Zhang	Melbourne Eyecare Clinic General	Mt St	Glaucoma	12/09/2022	Avg Tar
OD4	Yuan Zhang	Melbourne Eyecare Clinic General	RC	Spec Work / Refers	12/09/2022	Avg Tar
OD3	Yuan Zhang	Melbourne Eyecare Clinic General	RB	Primary Care (General)	12/09/2022	Avg Tar
OD3	Yuan Zhang	Melbourne Eyecare Clinic General	RL	Primary Care (General)	12/09/2022	Avg Tar
OD3	Yuan Zhang	Melbourne Eyecare Clinic General	RR	Spec Work / Refers	12/09/2022	Avg Tar
OD3	Yuan Zhang	Melbourne Eyecare Clinic General	RY	Primary Care (General)	12/09/2022	Avg Tar
OD3	Yuan Zhang	Melbourne Eyecare Clinic General	RH	Primary Care (General)	12/09/2022	Avg Tar
OD4	Yuan Zhang	Melbourne Eyecare Clinic General	MD	Paediatric Eye	12/09/2022	Avg Tar
OD4	Yuan Zhang	Melbourne Eyecare Clinic General	MTB	Primary Care (General)	12/09/2022	Avg Tar
OD4	Yuan Zhang	Melbourne Eyecare Clinic General	ETB	Primary Care (General)	12/09/2022	Avg Tar
OD4	Yuan Zhang	Melbourne Eyecare Clinic General	RY	Paediatric Eye	12/09/2022	Avg Tar
OD4	Yuan Zhang	Melbourne Eyecare Clinic General	RC	Primary Care (General)	12/09/2022	Avg Tar
OD4	Yuan Zhang	Melbourne Eyecare Clinic General	OT	Glaucoma	12/09/2022	Avg Tar

The 'Your Statistics Snapshot' panel on the right shows the following data:

- OD4 Consultations:**
  - Number Assessments: 362
  - Assessment With Cautions: 1
  - Assessments Graded Excellent: 22
- OD4 Students:**
  - Cautions Made: 0
  - Excellent Made: 0
- OD3 Consultations:**
  - Number Assessments: 103
  - Assessment With Cautions: 1
  - Assessments Graded Excellent: 5
- OD3 Students:**
  - Cautions Made: 0
  - Excellent Made: 0

- Select a consultation to assess by clicking on its row (row highlighting will assist you with this). Selecting a row will activate action buttons on the green button bar above the table. Then click on the 'Assess Consult' button.

The screenshot shows the Melbourne Eyecare Clinic dashboard. At the top, there is a navigation bar with the university logo and the text 'Melbourne Eyecare Clinic > Resources > Clinical Teaching Resources > Clinical Feedback > Ava Logged In'. On the right, there are search, status, and menu icons.

The main content area is titled 'Awaiting Feedback, Cohort: AA, OD3, OD4'. Below this is a table of consultations with columns for Consult, Student Name, Clinic, Patient Reference, Category, Date, and Estimated Satisfaction. The table has a green header bar with buttons for 'Assess Consult', 'View / Edit Consult', 'Mark Consult', and 'View Other Options'. The first row is highlighted in green.

To the right of the table is a 'Your Statistics Snapshot' section. It displays statistics for OD4 Consultations (Number Assessments: 101, Assessment With Cautions: 3, Assessments Graded Excellent: 11) and OD3 Consultations (Number Assessments: 102, Assessment With Cautions: 1, Assessments Graded Excellent: 3). There are also buttons for 'View Summary'.

- The consultation feedback form is displayed. Click on the green bar of the section headers to reveal or hide details. Sections can also be re-ordered by dragging with your mouse.

The screenshot shows the 'Assess Consultation By OD3 Student' form. The student's name is 'Sim Ulatio' and the consultation was at 'Melbourne Eyecare Clinic General On 20/03/2022'. There is a profile picture of the student.

At the top of the form, there are 'Submit Feedback' and 'Cancel' buttons. Below this is a 'Patient Details' section with the following fields:

- Patient Reference:  (Edit if incorrect - characters remaining: 38)
- Patient Survx Identifier:  (Edit if incorrect)
- Suburb:  (Edit if incorrect - characters remaining: 19)
- Age:  (Years Old, edit if incorrect)

Below the patient details is a 'Consultation Details' section.

4. Feedback rating is given by clicking at the appropriate point of the 'Feedback' slider control or dragging its handle in the 'Feedback Summary' section towards the bottom of the screen. There is a rich-text input area for your feedback. For advice on giving feedback see the help document 'Feedback Grades and Cautions'.

Melbourne Eyecare Clinic > Resources > Clinical Teaching Resources > Clinical Feedback

- Pediatrics
- Binocular Vision / Neuro-Optometry
- ✓ Anterior Eye
- Glaucoma
- Posterior Eye
- Low Vision
- Dispensing
- Clinician Failed To Attend

Self Reflection - Done Well : Nothing suspicious w PC, but refraction identified NIPH in LE when VA deteriorated from 6/9 in 2020 to 6/19 today

Self Reflection - To Improve : To look at dry eye signs before instillation of drops - px may have allergic reaction to our drops and not simply from preserved ocular lubricants

Student's Letter Approved :  No

*There is a letter for this consultation awaiting approval*

**Feedback Summary**

The student has flagged a letter for your approval

Feedback :  Not Progressing Progressing

Cautions :

General Comments :

Characters remaining: 500

5. There is also the option to signal a caution in three areas: 'Professionalism', 'Technique/Observation' and 'Management'. This 'Cautions' area has its own dedicated rich-text input field. For advice on adding cautions see the help document 'Feedback Grades and Cautions'.

Student's Letter Approved:

*There is a letter for this consultation awaiting approval*

**Feedback Summary**

The student has flagged a letter for your approval

Feedback:  Not Progressing Progressing

Cautions:  Professionalism  
 Technique / Observation  
 Management

Select at least one category or click the 'Clear Cautions' button

Caution(s) Comments:

Characters remaining: 500

General Comments:

Characters remaining: 500

6. Some fields that the student has entered are editable by a supervisor. Maybe the student has made an inferior choice of consultation category or added or missed procedures or need for a letter for example.
7. If a letter is required for this patient, it should be checked and approved by the supervisor, and the form field switched to 'Yes' to indicate this approved status. When all feedback tasks are completed click on the 'Submit Feedback' button.

- You will be shown a listing of all the consultations that you have entered feedback for this student. A message box will also be displayed in the top left corner giving confirmation of the success of the feedback submission.

**Result:** Consultation successfully assessed

Melbourne Eyecare Clinic > Resources > Clinical Teaching Resources > Clinical Feedback > / / / /

Feedback For OD3 Student  
Sim Ulatio

Clinic	Patient Reference	Sunix ID	PS	ICD	Consult Date	Submitted	Updated	Feedback
Melbourne Eyecare Clinic General	SS	35481			20/03/2022	29/09/2022		Progressing

**This Student's Statistics Snapshot**

All Consultations  
Number Consultations: T2

- The consultation with its feedback can be viewed by clicking on its row in the table (row highlighting will assist with this) and then clicking the 'View Consult' button to change to the feedback details screen.

Melbourne Eyecare Clinic > Resources > Clinical Teaching Resources > Clinical Feedback >

Details Of Consultation By OD3 Student  
Sim Ulatio

Printer Friendly Version | Edit | Remove Feedback | Delete | View Other Options

**Patient Details**

Patient Reference: SS  
 Patient Sunix Identifier: 35481  
 Suburb: Broadmeadows  
 Age: 68

**Consultation Details**

Location: Melbourne Eyecare Clinic General  
 Consultation Date: 20/03/2022

## Enter and View Feedback Details (by grouped consultations – OD4 and OD3 from mid-April)

1. OD4 students always and OD3 students from around the middle of April by default are given feedback as a group of the consultations carried out at a clinic on a particular day rather than singly. The system supports this grouping to be done consultation by consultation or by the supervisor providing feedback once all consultations are finished by the student.
2. After selecting a consultation on the 'Awaiting Feedback' screen and choosing to give it feedback by clicking the 'Assess Consult' button the system will check whether that student has already received feedback for consultations on that day at that clinic, even if the feedback was given by another supervisor; and whether there are any other consultations by that student at that clinic on that day awaiting feedback, even if another supervisor has been nominated to provide the feedback (in case the student selected the wrong supervisor).

The screenshot shows the 'Awaiting Feedback, Cohort: AF 003 004' screen. It features a table of consultations and a 'Your Statistics Snapshot' panel on the right.

Cohort	Student Name	Date	Referral Reference	Category	Date	Nominating Supervisor
004	John Wong	Melbourne Eyecare Clinic General	RT	Primary Care (General)	20090022	Ava Tan
004	John Wong	Melbourne Eyecare Clinic General	LH	Low Vision	20090022	Ava Tan
003	John Wu	Melbourne Eyecare Clinic General	RR	Block Vision / History	13090022	Ava Tan
004	John Wong	Melbourne Eyecare Clinic General	TD	Primary Care (General)	20090022	Ava Tan
004	John Wong	Melbourne Eyecare Clinic General	EA	Primary Care (General)	20090022	Ava Tan
004	John Wong	Melbourne Eyecare Clinic General	ON	Dispensing	20090022	Ava Tan
004	John Wong	Melbourne Eyecare Clinic General	SM	Low Vision	20090022	Ava Tan
004	John Wong	Melbourne Eyecare Clinic General	SS	Reflex Eye	20090022	Ava Tan
003	John Wong	Melbourne Eyecare Clinic General	RU	Primary Care (General)	13090022	Ava Tan
004	John Wong	Melbourne Eyecare Clinic General	EN	Primary Care (General)	13090022	Ava Tan
004	John Wong	Melbourne Eyecare Clinic General	MD	PostMdx Eye	13090022	Ava Tan
003	John Wong	Melbourne Eyecare Clinic General	AR9	Primary Care (General)	20090022	Ava Tan
004	John Wong	Melbourne Eyecare Clinic General	M 26	Glaucoma	12090022	Ava Tan
004	John Wong	Melbourne Eyecare Clinic General	RC	Block Vision / History	12090022	Ava Tan

**Your Statistics Snapshot**

- 004 Consultations**
  - Number Assessments: 80
  - Assessment With Cautions: 3
  - Assessments Graded Excellent: 11
- 004 Students**
  - Cautions Made: 0
  - Excellent Made: 0
- 003 Consultations**
  - Number Assessments: 10
  - Assessment With Cautions: 1
  - Assessments Graded Excellent: 1
- 003 Students**
  - Cautions Made: 0
  - Excellent Made: 0

[View Summary](#)

3. If there is no feedback given for that student at that clinic on that day you will be transferred directly to the grouped feedback screen.

4. If there is already feedback given for that student at that clinic on that day a dialog window will be displayed giving the option to add the consultation(s) without feedback to an existing feedback group or start a new feedback group. Normally the consultation(s) will be added to the existing group unless
  - the other feedback group is that of another supervisor and the feedback is appropriately to be kept separate
  - this is an OD3 one-on-one consultation or equivalent situation where the feedback is to be given individually
  - you wish to differentiate the feedback grading between consultations- excellent work on one consultation whilst unsatisfactory performance with a caution for another for example. Note however this would be done only in exceptional circumstances as you are recommended to still give feedback to all consultations together as a group with an 'Unsatisfactory' rating in this situation (see the help document 'Feedback Grades and Cautions').

The screenshot shows a web interface for Melbourne Eyecare Clinic. A central dialog box titled "Session Feedback Options" is displayed. The dialog contains the following text:

Sim Uliato has already been assessed at Melbourne Eyecare Clinic General on 20/09/2022 as shown in the table below.

Do you wish to add the new consultation(s) to this session group or start a new session group?

Start a new session group if you want to give feedback separate from the existing session group.

Examples of reasons to start a new group are to set a different grade for the new consultation(s), this is a 'one on one' consultation or if the other session group is the feedback from another supervisor.

Group	Pa Ref	Age	Consultation Selected	Supervisor	Assessment
1	DM	66	20/09/2022 19:01	Ava Tier	Satisfactory
1	DM	36	20/09/2022 18:13	Ava Tier	Satisfactory

If you do not choose to start a new group, session group 1 will be used

At the bottom of the dialog are three buttons: "Start New Session Group", "Add To Existing Session Group", and "Don't Know".

The background shows a list of students with columns for ID, Name, and Supervisor. A "Your Statistics Snapshot" panel is visible on the right side of the interface.

- Once transferred to the grouped feedback screen all consultations awaiting feedback by that student at that clinic on that day will be visible on a tabbed interface, along with the other consultations already given feedback if previously the option to add to an existing feedback group was chosen. Before giving feedback, check that all consultations grouped on the screen are appropriate for this feedback group. Use the option control at the top of each tab to deselect any consultations not to be included in this feedback group. The system will not allow an OD3 one-on-one consultation to be given feedback grouped with another consultation.

Melbourne Eyecare Clinic > Resources > Clinical Teaching Resources > Clinical Feedback > Ava Logged In

Assess Consultation Group By OD4 Student  
Sim Ulatio  
At Melbourne Eyecare Clinic General On 20/09/2022

Submit Feedback Cancel

CM BM SS

**Important! Do you want to include this consultation for 'CM' in this Feedback Group or give feedback separately :**

Include in This Group

**- Patient Details**

Patient Reference:   
Edit if incorrect

Patient Sunix Identifier:   
Edit if incorrect

Suburb:   
Edit if incorrect

Age:   
Years Old, edit if incorrect

**- Consultation Details**

Nominated Supervisor:

Peer Supervision:

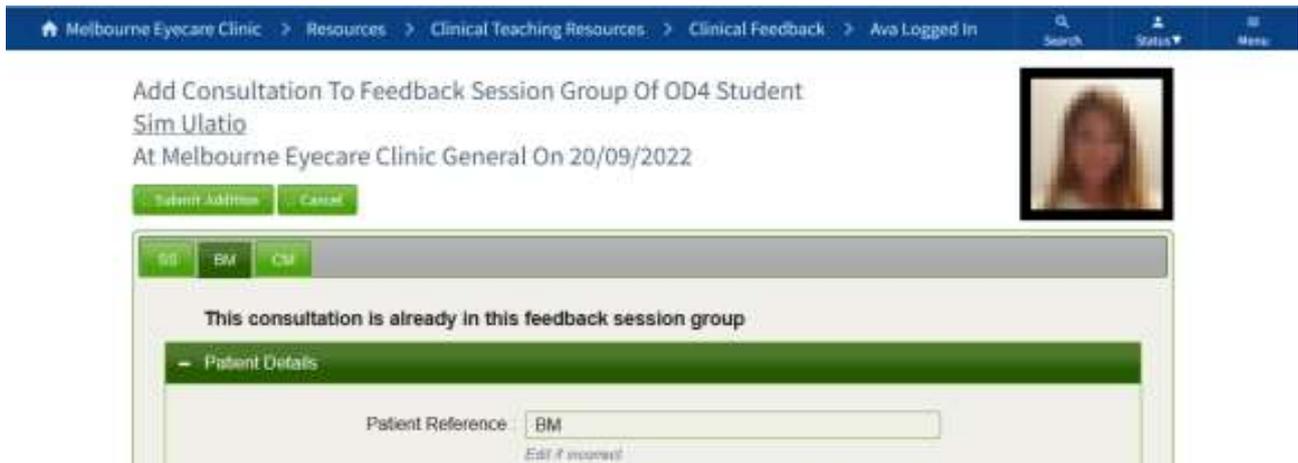
Staff To Student:

Medicare Item #:

**- Clinical Details**



6. If this is a new group of consultations any consultation can be deselected from receiving feedback. When adding consultation(s) to an existing group of consultation(s) however those already given feedback in this group cannot be deselected (see 'Removing Feedback Details' section for instructions on how to deselect a consultation from an existing feedback group).



7. Checking of details entered by the student, approving letters as necessary, providing feedback and adding optional cautions can then be supplied as for single consultations. Each consultation will have this common feedback applied to it.



**- Feedback Summary**

The student has flagged a letter requiring your approval

Feedback : 

Cautions :  Professionalism  
 Technique / Observation  
 Management

*Select at least one category or click the 'Clear Cautions' button*

Caution(s) Comments :

Characters remaining: 500

General Comments :

8. If one or more letters requiring approval have been flagged by the student, the 'Supervisors Summary' section will have a warning message to that effect and the consultation tab(s) for patient(s) needing a letter approved will be individually annotated under the 'Students Letter Approved' field.

Student's Letter Approved :

*There is a letter for this consultation awaiting approval*

**- Feedback Summary**

The student has flagged a letter requiring your approval

Feedback : 

Cautions :

General Comments :

Characters remaining: 500

- If a letter is required for this patient, it should be checked and approved by the supervisor, and the form field switched to 'Yes' to indicate this approved status.

Student's Letter Approved: **Yes**  
This is a letter for the consultation ending approval

**Feedback Summary**

The student has flagged a letter requiring your approval

Feedback: 

Cautions: [Add Cautions to Feedback Group](#)

General Comments: Good consultation plan. Good time management.  
 Refraction done well. Good posterior and anterior eye examination.  
 Good communication with **px** and providing reassurance.  
Character remaining: 334

[Submit Feedback](#) [Cancel](#)

- When all feedback tasks are completed click on the 'Submit Feedback' button. You will be switched to a listing of all the consultations to which you have entered feedback for this student. A message box will also be displayed in the top left corner giving confirmation of the success of the feedback submission.

**Result:** All consultations successfully assessed

Teaching Resources > Clinical Feedback > Ava Logged In

Feedback For OD4 Student **Sim Uliatio**

Clinic	Patient Reference	Acuity RT - PS - OS	Consult Date	Submitted	Updated	Feedback
Wellsome Eyecare Clinic General	DD	35401	28/09/2022	28/09/2022		Satisfactory
Wellsome Eyecare Clinic General	DBI	13295	28/09/2022	28/09/2022		Satisfactory
Wellsome Eyecare Clinic General	CM	26230	28/09/2022	28/09/2022		Satisfactory
Wellsome Eyecare Clinic General	HR	38620	04/07/2022	05/07/2022		Satisfactory
Wellsome Eyecare Clinic General	YF	41417	04/07/2022	05/07/2022		Excellent
Wellsome Eyecare Clinic General	SC	214	09/05/2022	09/05/2022		Satisfactory
Wellsome Eyecare Clinic General	EB	48018	19/02/2022	18/02/2022		Satisfactory

**This Student's Statistics Snapshot**



**All Consultations**

- Number Consultations: 72
- Number Assessed: 72
- Number Assessments: 49
- Number Caution: 1
- DD4 Caution Mode: 1
- Number Graded Excellent: 17
- DD4 Excellent Mode: 9

**Your Assessments**

- Number Assessments: 5
- Number Caution: 0
- Number Graded Excellent: 1

[Full Summary](#)

11. The consultation with its feedback can be viewed by clicking on its row in the table (row highlighting will assist with this) and then clicking the 'View Consult' button to change to the feedback details screen. The consultation will be displayed on its own with its group feedback.

Melbourne Eyecare Clinic > Resources > Clinical Teaching Resources > Clinical Feedback

Details Of Consultation By OD4 Student Sim Ulatio

Printer Friendly Version View Session Edit Remove Feedback Delete View Other Options

– Patient Details

Patient Reference: SS  
Patient Sunix Identifier: 35481  
Suburb: Broadmedows  
Age: 68

– Consultation Details

Location: Melbourne Eyecare Clinic General

12. There is a 'View Session' button that allows viewing of all consultations of the group together on a tabbed panel along with their common feedback.

Melbourne Eyecare Clinic > Resources > Clinical Teaching Resources > Clinical Feedback

View Session Of Consultations By OD4 Student Sim Ulatio  
At Melbourne Eyecare Clinic General On 20/09/2022

View Selected Consultation Alone Remove Assessment View Other Options

CM BM SS

– Patient Details

Patient Reference: CM  
Patient Sunix Identifier: 26230

## Editing Consultation and Feedback Details

1. If any errors are noted or alterations required edits can be made by clicking on the 'Edit' button in the 'Feedback Details' screen or additionally by selecting the appropriate row and clicking on the 'Edit Consult' button on the student's feedback listing or the general 'Students' Consultations You Have Provided Feedback' listing screen.

The screenshot shows the 'Students' Consultations You Have Provided Feedback' interface. At the top, there is a navigation bar with the University of Melbourne logo and breadcrumb: Melbourne Eyecare Clinic > Resources > Clinical Teaching Resources > Clinical Feedback > Ava Logged In. Below the navigation, there are tabs for 'All', 'OD1', 'OD2', 'OD3', and 'OD4'. The 'OD4' tab is selected. A table lists consultations with columns: 'Consultation ID', 'Clinic', 'Name', 'Consult Category', 'Staff In Marking', 'Service ID', 'Date', 'Submitted', 'Updated', and 'Feedback'. The 'Edit Consult' button is circled in red. To the right, there is a 'Your Statistics Snapshot' panel showing 'OD4 Clinical Feedback' with metrics like 'Number Assessments: 302', 'Assessments With Caution: 5', 'Assessments Graded Excellent: 27', 'OD4 Students', and 'Cautions Made: 0'.

2. If this consultation was given feedback in a group, along with the common feedback, all consultations of that group will be displayed in a tabbed pane.

The screenshot shows the 'Edit Feedback For Consultation Group By OD4 Student Sim Ulatio' screen. The breadcrumb is: Melbourne Eyecare Clinic > Resources > Clinical Teaching Resources > Clinical Feedback. The student's name 'Sim Ulatio' and the location 'At Melbourne Eyecare Clinic General On 20/09/2022' are displayed. There are 'Submit Edit' and 'Cancel / Return' buttons. Below, there are tabs for 'CM', 'BM', and 'SS'. A 'Patient Details' section is visible, with a 'Patient Reference' field containing 'CM' and a note 'Edit if incorrect'.

3. Along with some of the student data entry fields the letters approval field and the 'Feedback Summary' pane can be edited.

## Removing Feedback

1. Feedback can be removed from a consultation removing the supervisor's feedback including comments, cautions and caution comments, OD3 one-on-one marking and any letter approval. Edits made to student data entry fields that were made during the feedback process will not however be reverted.
2. Like 'Edit Consult' buttons, 'Remove Feedback' action buttons can be found on consultation detail and feedback list screens.



Melbourne Eyecare Clinic > Resources > Clinical Teaching Resources > Clinical Feedback > Ava Logged In

004 - 004 Students' Consultations You Have Provided Feedback

View Consult | Edit Consult | **Remove Feedback** | Make Consult | add rows to select & flow by phone, add student name to filter email | View Other Options

Consult	Class	Name	Consult Category	Staff To Mark	Session ID	Ref	Submission	Marked	Feedback
004	Melbourne Eyecare Clinic General	Sim Ulatio	Dispensing		29236	20190202	20190202		Satisfactory
004	Melbourne Eyecare Clinic General	Sim Ulatio	Anterior Eye		35481	20190202	20190202		Satisfactory
004	Melbourne Eyecare Clinic General	Sim Ulatio	Low Vision		13228	20190202	20190202		Satisfactory

Your Statistics Snapshot

- 004 Clinical Feedback
- Number Assessments: 303
- Assessments With Cautions: 3
- Assessments Graded Excellent: 22
- 004 Students
- Cautions Made: 0
- Feedback Made: 0



Melbourne Eyecare Clinic > Resources > Clinical Teaching Resources > Clinical Feedback > Ava Logged In

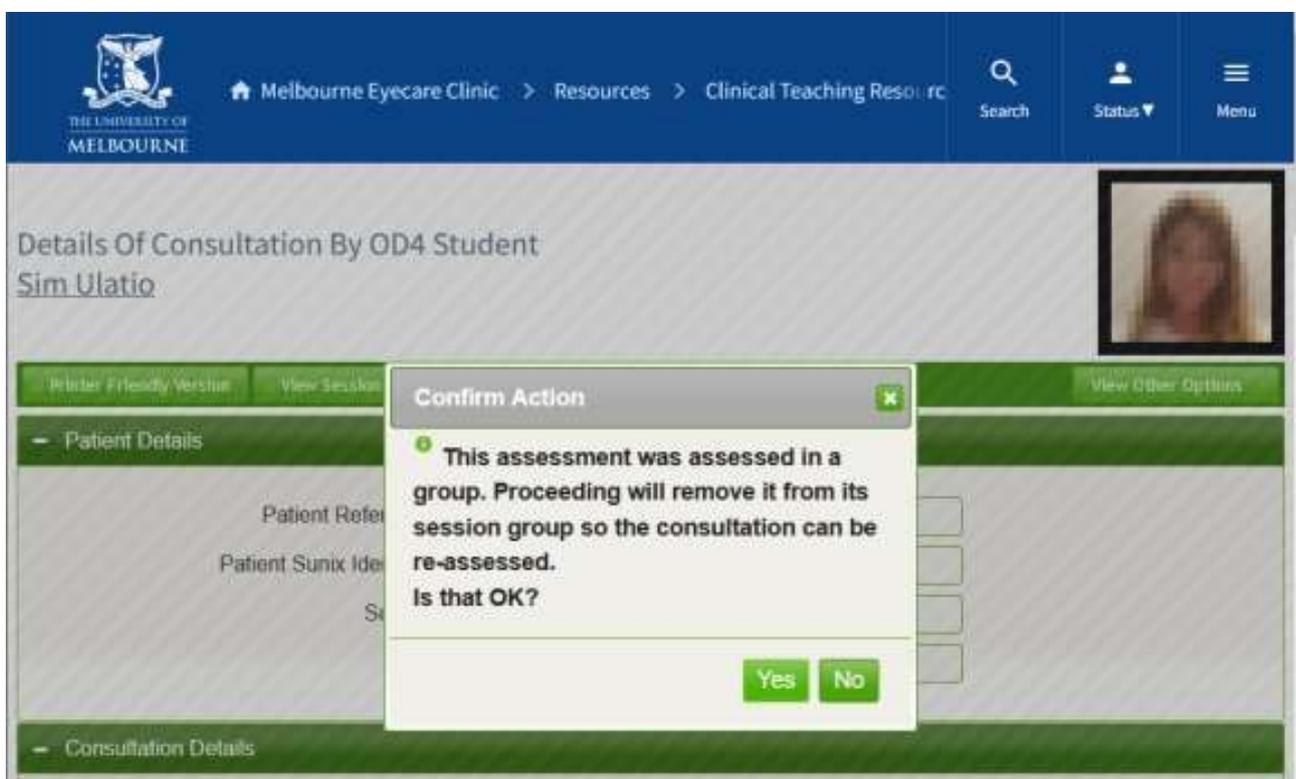
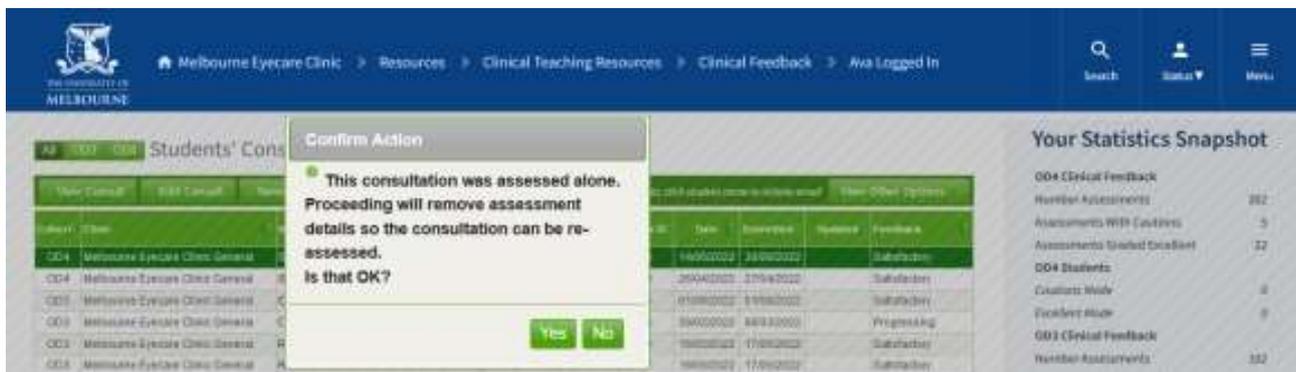
Details Of Consultation By OD4 Student Sim Ulatio

Printer Friendly Version | View Session | Edit | **Remove Feedback** | Delete | View Other Options

– Patient Details

Patient Reference: SS

3. Before feedback is removed from the consultation a warning confirmation dialog window will be displayed.



- Once feedback has been removed from the consultation a success dialog will be displayed and if you were in the consultation details screen the 'Feedback Summary' Pane will now be gone and any letter approval reversed.

**Result:** Assessment successfully removed.  
Consultation will now be transferred to the Awaiting Assessment listing.

Resources > Clinical Teaching Resources

Search

Status

Menu

### Details Of Consultation By OD4 Student Sim Ulatio



Print Friendly Version | View Session | Edit | Remove Feedback | Delete | View Other Options

**- Patient Details**

Patient Reference :

Self Reflection - To Improve :

Letter Required, Approved :

**- Submission Details**

Student Entry Date :

- If feedback was removed from your list of consultations for this student to which you have given feedback, or the list of all consultations to which you have given feedback, a success dialog will be displayed and after about five seconds the page will automatically refresh and the consultation will no longer be listed as it now belongs in the list of consultations awaiting feedback.

The screenshot shows a web application interface. At the top, a yellow notification box displays the message: "Result: Assessment successfully removed. Consultation will now be transferred to the Awaiting Assessment listing." Below this, a blue navigation bar contains the breadcrumb "Clinical Teaching Resources > Clinical Feedback" and icons for search, status, and menu. The main content area is titled "Feedback For OD4 Student Sim Ulatio". It features a table with columns: "View Consult", "Edit Consult", "Remove Feedback", "Delete Consult", "click here to select 1", and "View Other Options". Below these are columns for "Class", "Feedback Reference", "Times @ FS - SZ", "Consult Date", "Submitted", "Updated", and "Feedback". A single row is visible with the following data: "Melbourne Eye Care Clinic General", "88", "35481", "20/09/2022", "04/10/2022", and "Satisfactory". To the right of the table is a "This Student's Statistics Snapshot" section with a profile picture and the text "All Consultations Number Consultations 72".

- Once feedback has been removed the consultation will again be visible and available in the 'Awaiting Feedback' list screen.
- If the consultation was given feedback in a group with other consultations those other consultations will still have the feedback attached and it will have to be removed consultation by consultation if required.

## Logging Out – Important

To prevent continued use by another person under your login, when you have finished using the system, log out before leaving the computer by clicking on the 'Log Out' link on the 'Status' tile drop-down menu accessed on the web page header on the right-hand side.

Melbourne Eyecare Clinic > Resources > Clinical Teaching Resources > Clinical Feedback > Awaiting Feedback > Ir

Search Status Menu

Year: All Awaiting Feedback, Cohort: All DD3 DD4

Access Consult View / Edit Consult Delete Consult click to view to select it, hover-over for student photo View Other Options

Cohort	Student Name	Class	Patient Reference	Category	Sex	Nominated Supervisor
DD4	Davidson, David	Melbourne Eyecare Clinic General	Py	Anterior Eye	13/08/2022	Ava Tan
DD4	Sim, Liaba	Melbourne Eyecare Clinic General	BS	Anterior Eye	20/08/2022	Ava Tan
DD4	Wong, Christopher	Melbourne Eyecare Clinic General	RC	Basic Vision / Neuro	12/08/2022	Ava Tan

Switch To Library

Switch To Dispensing

Update Password

Log Out

004 Students

Caution Mode 0

Alert Mode 0

003 Consultations