

## **Getting Started With The Clinical Feedback System – External Supervisors**

### **Attaining Registration On The System**

1. Send your email details along with preferred title, first name and family name to A/Prof Daryl Guest ([daryl.guest@unimelb.edu.au](mailto:daryl.guest@unimelb.edu.au)) or Chris Watt ([jcwatt@unimelb.edu.au](mailto:jcwatt@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).

### **Logging In**

1. Navigate to the clinical feedback system –  
<https://umeyecare.mdhs.unimelb.edu.au/resources/ocas.php>  
There are links here from the resources area of the UM Eyecare website -  
<http://healthsciences.unimelb.edu.au/eyecare-clinic#resources>  
or the Department of Optometry and Vision Sciences website –  
<http://healthsciences.unimelb.edu.au/departments/optometry-and-vision-sciences/study/facilities/resources>
2. Your user name is the email address you supplied to us for your registration on the system. Your password is that 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. 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.
3. For the best viewing experience it is recommended that you use Firefox or Chrome rather than Internet Explorer.

### **Enter And View Assessment Details**

1. After successfully logging in you will be presented with a list of consultations awaiting assessment for the clinics you have been entered on the system as working at.
2. Select a consultation to assess by clicking on its row (row highlighting will assist with this). Then click on the "Assess Selected" button.
3. The assessment 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.
4. Feedback rating is given by clicking at the appropriate point of the slider controls in the 'Clinician Summary' section. For advice on feedback see the document 'Feedback Grades and Red Flags'. When completed click on the 'Submit Assessment' button.
5. You will be shown a listing of all the assessments you have entered with the new assessment amongst them. A message box will also be displayed in the top left corner giving confirmation of the action performed.
6. The assessment can be viewed by clicking on its row in the table (row highlighting will assist with this) and then clicking the 'View Selected' button to change to the 'Assessment Details' screen.
7. If any errors are noted in the data entry they can be corrected by clicking on the 'Edit' button in the 'Assessment Details' screen or by selecting the appropriate row and clicking on the 'Edit Selected' button in the assessments' listing screen.

### **Logging Out - IMPORTANT**

1. When you have finished using the system log out before leaving the computer by clicking on the 'Log Out' link on the green bar of the web page header on the left hand side.