

University of Melbourne

Clinical Feedback System

Getting Started Guide For Students

Contents

Logging In – University of Melbourne Students.....	2
Logging In – External Students.....	3
Updating Your Password – External Students Only.....	5
Enter Consultation Details.....	6
Logging Out – Important.....	11

Logging In – University of Melbourne Students

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 and password are your normal UniMelb credentials which you use to login to access Melbourne University services such as Webmail and Canvas.
3. For the best viewing experience, it is recommended that you use Firefox or Chrome browsers.

Logging In – External Students

1. Navigate to the login page of the Clinical Teaching Resources' area –

<https://umeyecare.mdhs.unimelb.edu.au/resources/ocas.php>

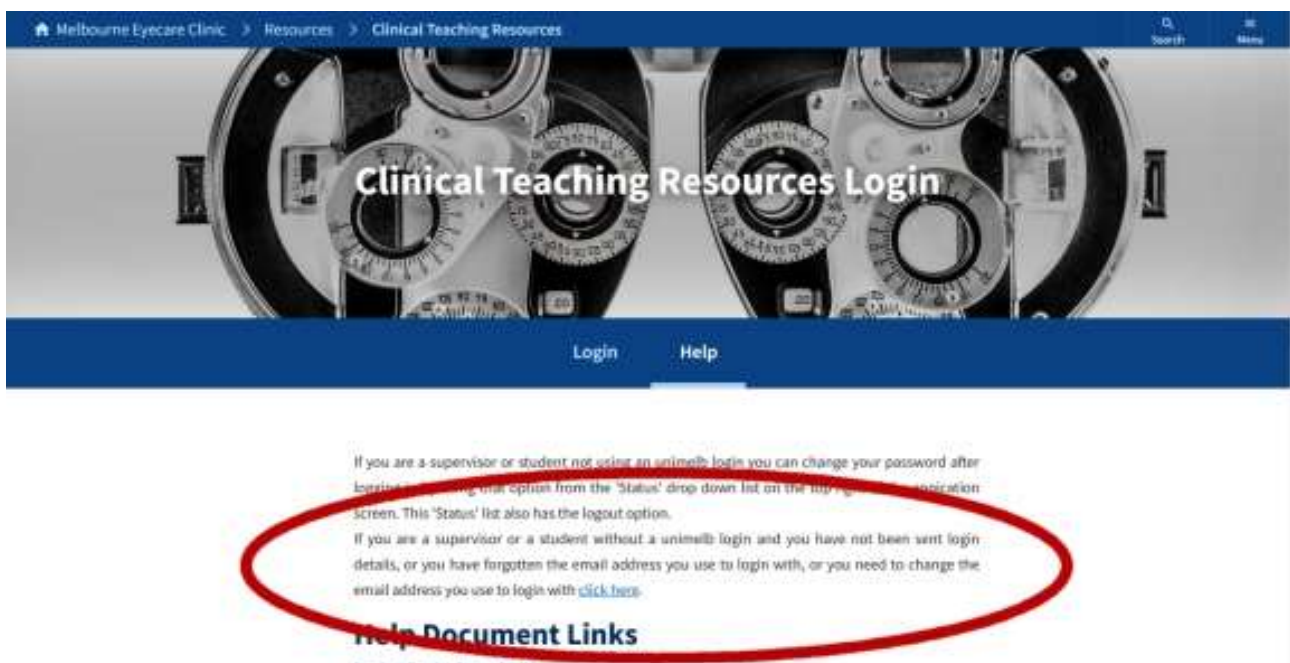
There are links here from the resources area of the Melbourne Eyecare Clinic website -

<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.



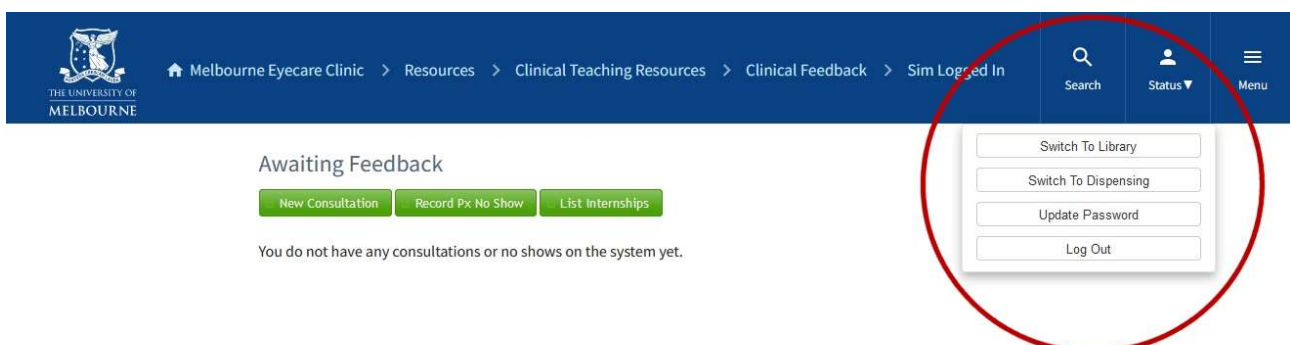
3. For the best viewing experience, it is recommended that you use Firefox or Chrome browsers.

Updating Your Password – External Students Only

1. After logging in, especially if this is the first login, you may wish to update your password. On the Clinical Teaching Resources dashboard landing page you can access an 'Update Password' option from the 'Status' drop-down menu.



2. This 'Update Password' option is also available from all screens once you have clicked on the 'Clinical Feedback' tile from this 'Status' drop-down menu.

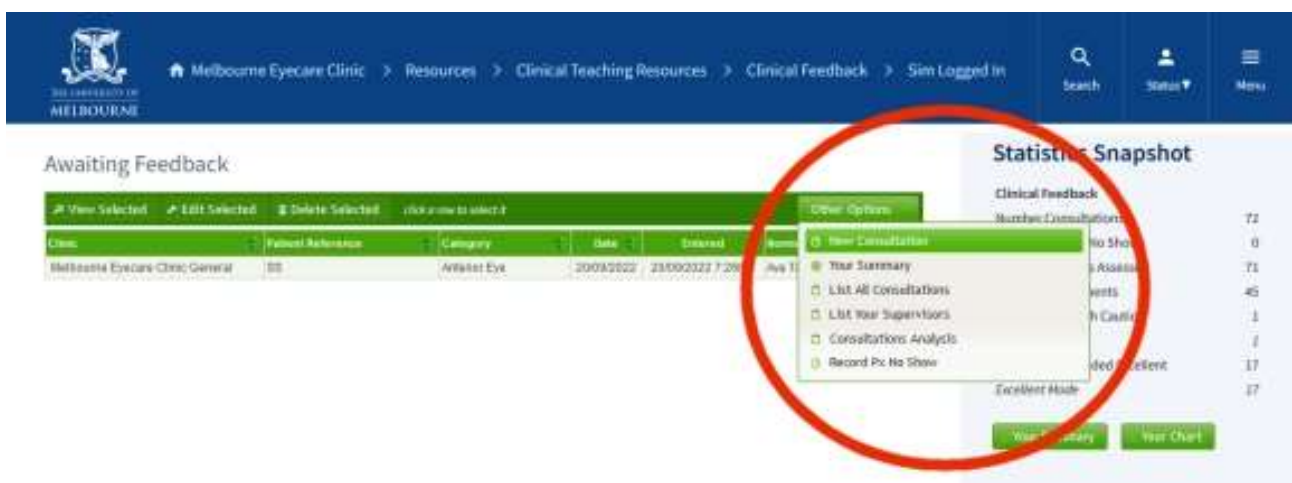


Enter Consultation Details

1. After successfully logging in and clicking on the opening dashboard page's 'Clinical Feedback' tile if you have not entered any consultation details yet you will be switched to the 'Awaiting Feedback' screen but only data entry option buttons will be available. To start entering a new consultation's details click on the 'New Consultation' button.



2. If you have entered consultation details you will be presented with a list of consultations awaiting feedback for the clinics you have attended. To start entering a new consultation's details click on the 'New Consultation' button on the 'Other Options' drop-down menu.



- You will be redirected to the 'New Consultation' screen where you will need to enter data for nearly all the fields. Whilst this can be done in any order the clinic location needs to be selected before you can then select the attending supervisor from a list relevant to that clinic.

The screenshot shows the 'New Consultation' form with the following details:

- Navigation:** The top bar includes the University of Melbourne logo, a breadcrumb trail 'Melbourne Eyecare Clinic > Resources > Clinical Teaching Resources', and icons for Search, Status, and Menu.
- Form Title:** 'New Consultation'.
- Buttons:** 'Submit Consultation' and 'Cancel'.
- Patient Details Section:**
 - Fields: Patient Reference, Patient Sunix Identifier, Suburb, Age.
 - A dropdown menu is open over the Suburb field, listing various clinic locations: Melbourne Eyecare Clinic General, Melbourne Eyecare Clinic Cornea, Melbourne Eyecare Clinic Glaucoma, Melbourne Eyecare Clinic Paediatrics, Melbourne Eyecare Clinic RMH, Melbourne Eyecare Clinic TRRRIC, ACO Carlton, ACO Broadmeadows, ACO Dandenong, ACO East Reservoir, ACO Knox, and ACO Low Vision.
- Consultation Details Section:**
 - Field: Location (dropdown menu, currently showing 'Select...').
 - Field: Consultation Date (value: 18/10/2022).
 - Field: Medicare Item # (text input field).
 - Text below Medicare Item #: 'Most appropriate number if any'.
- Clinical Details Section:**
 - Field: History (text input field).

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

Age: Years Old

Consultation Details

Location: Melbourne Eyecare Clinic General

Supervisor: Select

Consultation Date: Select...

Medicare Item #: Select...

Clinical Details

History:

Select All Tests Performed:

- Dr Larry Abel
- A/Professor Andrew Anderson
- Ms Erica Barclay
- Mr Kyle Bartlett
- Dr Phillip Bedggood
- Ms Prema Bhatia
- A/Professor Bang Bui
- Ms Maria Bui
- Ms Jillian Campbell
- Ms Filippa Catafamo
- Dr Kwang Cham
- Mr Eric Cheng
- Mr Danny Chew
- Ms Jessica Chi
- A/Professor Anthea Cochrane
- Ms Samantha Day
- Ms Laura Deinema
- Ms Amanda Douglass

4. If a letter is required for this patient, the relevant data entry switch should be checked signalling to the supervisor the need for it to be approved during their feedback process.

Self Reflection - To Improve:

Characters remaining: 160

Letter Required, Completed: No

Submit Consultation Cancel

- After you have finished your data entry click on the 'Submit Consultation' button and you will then be returned to the 'Awaiting Feedback' screen, and this new consultation will be visible in the list.

- By selecting the 'List All Consultations' button in the 'Other Options' drop-down menu you can swap to a screen to view all consultations including those that have been given feedback.

- Nearly all tables on the CFS can be sorted by a column's values by clicking on its header, first click for ascending order and second click descending order (as denoted by triangle icons in the column header).

8. Clicking on a row of a table activates action buttons in the bar above the table allowing the selected consultation to be viewed (any time) and edited or deleted (prior to feedback being given only).

9. OD3 student consultations up to around the middle of April are given feedback per consultation, initially with a 'Progressing' or 'Not Progressing' assessment, before transitioning to 'Unsatisfactory', "Satisfactory' or 'Good to Excellent' assessment. Normally OD4 students and OD3 students from the middle of April will have a single feedback given for all of their consultations grouped together for the clinic attendance session.

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.

The screenshot shows the Melbourne Eyecare Clinic web application. The header includes the clinic logo, navigation links (Resources, Clinical Teaching Resources, Clinical Feedback), and a 'Sim Logged In' status. A search and status dropdown menu are visible in the top right corner, with the status dropdown highlighted by a red circle. The main content area displays a table of consultations and a summary of performance metrics.

Client	Consult Category	Referral Reference	Booked At	Consult Date	Pres. Iss.	Wait To (Status)	Supervisor	Unit Status	Feedback
Melbourne Eyecare Clinic General	Primary Care (General)	TT	123456	18/10/2022			Dr Ava Tari		Awful
Melbourne Eyecare Clinic General	Referral Eye	SS	35481	20/09/2022			Dr Ava Tari		Awful
Melbourne Eyecare Clinic General	Low Vision	BM	15256	20/09/2022			Dr Ava Tari	04/10/2022	Progressing
Melbourne Eyecare Clinic General	Dispensing	OH	26238	20/09/2022			Dr Ava Tari	04/10/2022	Progressing
Melbourne Eyecare Clinic Paediatrics	Blind Vision /Hears	ED	41419	07/09/2022			Ms Tim Madie	08/09/2022	Progressing
Melbourne Eyecare Clinic Paediatrics	Blind Vision /Hears	SN	38385	07/09/2022			Ms Tim Madie	08/09/2022	Progressing
Melbourne Eyecare Clinic General	Low Vision	AP	32422	06/09/2022			Ms Hana Bui	08/09/2022	Excellent

The 'Status' dropdown menu is open, showing options: 'Switch To Library', 'Switch To Dispensing', and 'Log Out'. The 'Log Out' option is highlighted with a red circle.

Summary Metrics:

- Number Patient No Shows: 11
- Number Consults Assessed: 45
- Number Assessments: 1
- Assessments Good: 1
- Consults Made: 1
- Assessments Good/Excellent: 17
- Excellent Made: 17

Buttons: 'View Summary', 'View Chart'