University of Melbourne Clinical Feedback System Getting Started Guide For Students

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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-andvision-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.



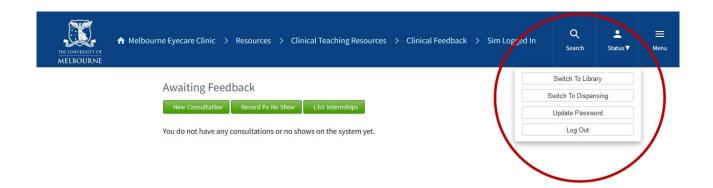
screen. This 'Status' list also has the logout option. If you are a supervisor or a student without a unimelib login and you have not been sent login details, or you have forgotten the email address you use to login with, or you need to change the email address you use to login with <u>click here</u>. 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.

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Awaiting Feedback The constitutions or no shows for the systemi yet.			

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.

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3. 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.

MELBOURNE				
ew Consultation				
- Patient Details	Select		_	
Patient Reference : Patient Sunix Identifier :	Melbourne Eyecare Clinic General Melbourne Eyecare Clinic Cornea Melbourne Eyecare Clinic Glaucoma Melbourne Eyecare Clinic Paediatrics Melbourne Eyecare Clinic RMH			
Suburb : Age :	Melbourne Eyecare Clinic TRRRIC ACO Cariton ACO Broadmeadows ACO Dandenong			
Consultation Details	ACO East Reservoir ACO Knux		_	
Location :	ACO Low Vision Select.			
Consultation Date	18/10/2022	1		
Medicare Item # :	Most appropriate number if any	J		
- Clinical Details				

♠ Melbourne Eyecare Clinic > Resources	> Clinical Teaching Resources > Clinical F	ieerba Q. Search	± Status▼	a Menu
Age	Years Old			
- Consultation Details				
Location	Melbourne Eyecare Clinic General	×		
Supervisor	Select	× 1		
Consultation Date :	Select Dr Lany Abel	Î		
Medicare Item # :	A/Professor Andrew Anderson Ms Erica Barciay			
	Mr Kyle Bartlett Dr Phillip Bedggood			
- Clinical Details	Ms Prema Bhatia			
History	A/Professor Bang Bui Ms Maria Bui Ms Jillian Campbell Ms Filippa Catallamo Dr Kwang Cham			
Select All Tests Performed :	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.

	Characters remaining: 160	A
Letter Required, Completed	No	

5. 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.

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6. 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.

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7. Nearly all tables on the CFS can be sorted by a column's values by clicking on it's 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.

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