

Practice Visit Guidance for Students & Supervisors

2015 Syllabus

Final Qualifying Examination

General Guidance

Before you can sit your Final Qualifying Examinations (FQE's) you must have successfully completed your practice visit.

This visit must take place in your primary registered practice with your principal supervisor present and available for discussion.

There are two parts of the practice visit. Part A to ensure that you are receiving adequate supervision and guidance from your practice and supervisor, to enable you to complete both your studies and Pre-Qualification Period (PQP) portfolio case records. Part B to assess some of your core competencies within your own practice environment contributing to your FQE results.

It is recommended that the practice visit occurs at the end of your second year of studies to ensure you have covered relevant areas of the syllabus. You must have completed your first 10 case records in order to apply for your practice visit.

You will need to complete the practice visit application form which is available through the ABDO website. The completed application form should be sent to the Examinations and Registration department.


Once the practice visit application form has been received, confirmation will be sent to you advising that an examiner will contact you to arrange a date and time suitable for both you and your principal supervisor.


The duration of the practice visit is approximately one day. Part A will involve the checks on your supervision, case records and practice equipment completed in the morning. The competency assessment element will be completed in the afternoon.

For Part B of the visit, your examiner will need to observe you working with patients on the practice floor. The visit will therefore need to be booked in on a clinic day to ensure the required competencies can be observed/assessed. Normal practice supervision rules will apply; the observing examiner will not be in place of your supervisor on the day.

Please make sure that all correct supervision guidelines are followed throughout your training period as well as being evident on the day of the visit – particularly when dealing with paediatric and low vision patients.

The cost of your initial practice visit is included in your FQE fee, however any subsequent visits will be charged at a re-visit rate. Please contact the Examination and Registration department for the current re-visit fee.

ABDO Practice Visit Application Form			
2015 Syllabus			
Trainee Details			
Full name: (*Delete as appropriate)		*Mr/Mrs/Miss/Ms/Other:	
ABDO membership number:		GOC Student number:	
Principal Supervisor Details			
Full Name: (*Delete as appropriate)		*Mr/Mrs/Miss/Ms/Other:	
GOC/CORU Registration number:			
Principal Practice Details			
Practice Name:			
Address:			
Telephone number:			

Trainee Declaration:			
This form is to confirm when you are ready for your practice visit to take place. It is recommended you apply towards the end of your second year of study to ensure you have covered certain areas of the 2015 syllabus.			
(Please tick each statement and sign/date below)			
I understand that my practice visit must be successfully completed prior to my sitting Unit 12 FQE practical. In the event that my practice visit has not been successfully completed, I understand that I will not be permitted to sit this examination until this has been rectified.			
I confirm that I have completed a minimum of 10 PQP case records and am prepared for an ABDO representative to check that these can be evidenced against the original patient records held at my practice/s and they contain the corresponding signed data protection forms			
I agree to organise a date with the practice visitor on a clinic day and confirm that time will be allocated for the visitor to talk to me, my principal supervisor and also to observe myself in communication with patients.			
I confirm that I am able to demonstrate each of the following competencies:			
1.1.3 Identifies and responds appropriately to patients' fears, anxieties and concerns about their visual welfare.	2.1.3 Shows respect for all patients	2.2.1 Is able to manage all patients including those who have additional clinical or social needs	2.2.2 Is able to work within a multi-disciplinary team
1.2.1 Understands the patient's expectations and aspirations and manages situations where these cannot be met.	2.2.3 Is able to work within the law and within the codes and guidelines set by the regulator and the profession.	9.1.1 Directs communication to the child in appropriate language and manner	9.1.2 Discusses with the carer as appropriate the factors influencing dispensing
1.2.2 Communicates with patients who have poor or non-verbal communication skills or those who are confused, reticent or who might mislead.	2.1.1 Adheres to Health and Safety policies in the practice including the ability to implement appropriate measures for infection control	2.1.2 Maintains confidentiality in all aspects of patient care	
1.2.3 Discusses with the patient the importance of systemic disease and its ocular impact, its treatment and the possible ocular side effects of medication.			
1.2.5 Communicates effectively with any other appropriate person involved in the care of the patient			
I understand the initial practice visit cost is included in my FQE fee, should I not be successful, ABDO will arrange a return visit to the practice at a re-sit cost of £200.			
Trainee Signature: _____		Date: _____	
Principal Supervisor Signature: _____		Date: _____	
Please return completed form to Mrs Sheila Taylor, ABDO Examinations and Registration Department, The Old Dairy, Godmersham Park, Godmersham, Canterbury, Kent, CT4 7D			
April 2020			

Dispensing Practice Visits



Recommended visit format

PRACTICE VISIT - PART A

- 10.00** Introductory meeting with both you and your primary supervisor
- 10.15** Meeting with candidate
 - Equipment check list
 - Discussion on supervision and support
- 10.45** Meeting with supervisor
 - Discussion on supervision and support
 - Discussion on candidate's progress
- 11.00** Meeting with both student and supervisor
 - Case record feedback
 - Audit trail verification
 - FQE preparation
 - Conclusion

Lunch Break

PRACTICE VISIT - PART B

- 13.00** Explanation of the observation process and set up within the practice
- 13.15** Observations begin
- 15.15** The examiner will take a 15-minute break to evaluate what has been observed and decide upon further observation or appropriate questions to cover any competencies not observed
- 16.00** Viva elements if required
- 16.30** Conclusion of observations - provision of feedback form and advise that results will be sent within 4 weeks

The image shows a sample of the 'ABDO Practice Visit Feedback Form'. The form is titled 'ABDO Practice Visit Feedback Form' and features the ABDO logo. It includes a preface stating that the form is for candidates and/or supervisors to share their practice visit experience. It requests that completed questionnaires be returned to the Examinations and Registration Department within a month. The form is divided into four numbered sections, each with a 'Yes/No' response line and a space for comments if 'No'. The sections are: 1. You were contacted within 4 weeks of submitting your request; 2. It was easy to arrange a suitable date; 3. Did you contact your practice visitor prior to your visit with any questions?; 4. Your practice visitor arrived at the arranged time. At the bottom, there is a thank you message and a statement that the feedback has no bearing on final results.

ABDO Practice Visit
Feedback Form

We would be very grateful to candidates and/or supervisors who would be willing to share their practice visit experience with us in order that we can reflect and improve our procedures for the future. If you prefer, please email me directly mchandler@abdo.org.uk

Please can you ensure completed questionnaires are returned to the Examinations and Registration Department within a month of your practice visit

Many thanks
Mark Chandler
Head of Examinations

1. You were contacted within 4 weeks of submitting your request
Delete as appropriate: _____ **Yes/No**
If no, please comment: _____

2. It was easy to arrange a suitable date
Delete as appropriate: _____ **Yes/No**
If no, please comment: _____

3. Did you contact your practice visitor prior to your visit with any questions?
Delete as appropriate: _____ **Yes/No**
If yes, please comment: _____

4. Your practice visitor arrived at the arranged time
Delete as appropriate: _____ **Yes/No**
If no, please comment: _____

Thank you very much for taking the time to fill out this questionnaire. Your comments have no bearing whatsoever on your final results. We value your comments and wish you every success with your examination results

Practice Visit - Part A

During the morning of your practice visit, your visitor will introduce themselves to both you and your supervisor and advise on the structure of the day, answering any questions you may have at this point.

The visitor will then need to evidence all of the compulsory equipment that both you and your supervisor signed in the initial declaration form. This was to confirm that all equipment is in place and accessible at your practice. (A copy of the compulsory equipment list can be found on page 4 of this guide).

Ensure you have checked the location of all items on this list and can present them to the examiner on the day.

Once the examiners checklist has been completed, a discussion around your supervision levels and support from your practice will take place in a private meeting, without your supervisor present. This is to ensure you are free to discuss the level of support you are receiving and any concerns you may have.

A private meeting will then take place between your visiting examiner and your supervisor. This is to ensure they are aware of their responsibilities and to answer any queries they may have as well as to provide guidance and support if required.

The visiting examiner will then review your case records and provide feedback where required to both you and your supervisor, on how these may be improved – or if they are complete in their current format. Your visitor will also check the authenticity of three randomly selected case records. You will need to provide an audit trail of these cases to your practice records and the visitor will check the practice record against your completed case record. It is therefore important that you ensure all your practice records used for your case records have corresponding signed consent forms.

Finally, your practice visitor will run through what is expected of you during your FQE's, with both you and your supervisor present. Use this time to discuss any queries you may have regarding the portfolio case records, the impending FQE's and anything else the visitor may be able to help you with.

You will then be informed of the outcome for this element of the visit:

a) If the practice is to be approved by ABDO, or

b) If conditional approval is to be granted pending conditions to be met.

Please note if any of the compulsory equipment is missing, or the supervisory standards are reported as not satisfactory, then the practice will not be approved for the purpose of training dispensing opticians. Should any discrepancies be found during the visit, the practice and supervisor will be awarded 'conditional approval' and a date will be given by which time the deficiencies should be corrected.

If the deadline is met, then full approval will be given. If the deadline is not met, then any hours or case records cannot be counted after the deadline, until the problem has been rectified and a date of re-commencement issued.

Compulsory equipment checklist



Below is a list of **compulsory** equipment and documentation required within the Practice. The Trainee/ Supervisor is advised to check this list and obtain any missing items prior to the Practice Visit. Please tick to confirm evidence of each item listed.

REQUIRED DOCUMENTATION	
<input type="checkbox"/> Copy of the Practice Health & Safety Act	<input type="checkbox"/> Access demonstrated to or copy of the ABDO Publication – Protective Eyewear (<i>BSEN166/ BSEN167 available on the ABDO website</i>)
<input type="checkbox"/> Practice Public Liability Certificate	<input type="checkbox"/> Access demonstrated to or copy of the Data Protection Act (<i>available at www.legislation.gov.uk</i>)
<input type="checkbox"/> Supervisor's current professional indemnity insurance	<input type="checkbox"/> Copy of BS/ISO tolerances for finished spectacles (Also available on the ABDO website)

REQUIRED EQUIPMENT	
<input type="checkbox"/> Files suitable for increasing angle of let back	<input type="checkbox"/> Access to manual focimeter (automated focimeters are not accepted) <input type="checkbox"/> Appropriate rules to measure frames and faces <input type="checkbox"/> A means of measuring Vertex distance (<i>Vertex distance calipers or ruler</i>)
<input type="checkbox"/> Frame heater	
<input type="checkbox"/> Progressive power templates	
<input type="checkbox"/> Lens measure	
<input type="checkbox"/> Facilities for supra cord replacement	<input type="checkbox"/> Facilities for compression plug replacement
<input type="checkbox"/> Facilities to demonstrate (<i>including electronic demonstration</i>): <ul style="list-style-type: none"> • Progressive power lenses and degressive lenses • Tinted lenses • High index lenses to for comparable thickness • Aspheric Lenses • Coated Lenses – MAR and hard coatings 	<input type="checkbox"/> Range of pliers for adjustments to include all the following: <ul style="list-style-type: none"> • Round snipe nose pliers • Flat nose pliers • Rimless mount bracing pliers • Rim-forming pliers • Parallel jaw pliers • Side cutters

REASONABLE ACCESS EQUIPMENT CHECKLIST	
Trainees should have reasonable access during their training to the following equipment:	
<input type="checkbox"/> Corneal reflex pupilometer	<input type="checkbox"/> Strain tester
<input type="checkbox"/> Photochromic demonstrator	<input type="checkbox"/> Lens thickness calipers
<input type="checkbox"/> Head calipers	<input type="checkbox"/> Trial case lenses

Practice Visit - Part B

Competency Assessment

The second half of your practice visit should be conducted in the afternoon, after a recommended break for both yourself and your visiting examiner. This element of the visit is to assess some of your core competencies and will contribute to your FQE results.

Your examiner will spend approximately two hours observing you dealing with patients. This is to enable them to obtain the required evidence of your competence in the areas indicated in the chart below

Please note that the examiner is not there to supervise you, but in an examination role only. You must ensure that all restricted duties carried out are under the correct supervision requirements by a GOC registrant.

As this practice-based assessment forms part of your FQE examinations, results will not be given on the day, but will be posted out to you within four weeks of your visit.

<input type="checkbox"/> 1.1.3 Identifies and responds appropriately to patients' fears, anxieties and concerns about their visual welfare.	<input type="checkbox"/> 2.1.3 Shows respect for all patients
<input type="checkbox"/> 1.2.1 Understands the patient's expectations and aspirations and manages situations where these cannot be met.	<input type="checkbox"/> 2.2.1 is able to manage all patients including those who have additional clinical or social needs.
<input type="checkbox"/> 1.2.2 Communicates with patients who have poor or non-verbal communication skills or those who are confused, reticent or who might mislead.	<input type="checkbox"/> 2.2.2 Is able to work within a multi-disciplinary team.
<input type="checkbox"/> 1.2.3 Discusses with the patient the importance of systemic disease and its ocular impact, its treatment and the possible ocular side effects of medication.	<input type="checkbox"/> 2.2.3 Is able to work within the law and within the codes and guidelines set by the regulator and the profession.
<input type="checkbox"/> 1.2.5 Communicates effectively with any other appropriate person involved in the care of the patient.	<input type="checkbox"/> 9.1.1 Directs communication to the child in appropriate language and manner.
<input type="checkbox"/> 2.1.1 Adheres to Health and Safety policies in the practice including the ability to implement appropriate measures for infection control.	<input type="checkbox"/> 9.1.2 Discusses with the carer as appropriate the factors influencing dispensing.
<input type="checkbox"/> 2.1.2 Maintains confidentiality in all aspects of patient care.	

It is advisable to make sure you have sufficient patients booked in to allow observation of all areas. Should it not be possible to observe on the day the examiner will carry out a viva on any missed competencies at the end of your session.

You will need to ensure you inform all patients that you are being observed and gain their consent. Should they wish not to be involved, your examiner will step away until you have finished.

A large rectangular area filled with a light gray grid of small squares, typical of graph paper for taking notes or drawing.



abdo

abdo | Examinations

ABDO Examinations and Registration

The Old Dairy, Godmersham Park
Godmersham, Canterbury, Kent CT4 7DT

Telephone 01227 732 921

Email examinations@abdo.org.uk

website www.abdo.org.uk

Association of British Dispensing Opticians

April 2020