

Course guide

370037 - PRACTICUM - Practicum

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Unit in charge: Terrassa School of Optics and Optometry
Teaching unit: 731 - OO - Department of Optics and Optometry.

Degree: BACHELOR'S DEGREE IN OPTICS AND OPTOMETRY (Syllabus 2020). (Compulsory subject).

Academic year: 2024 **ECTS Credits:** 18.0 **Languages:** Catalan, Spanish

LECTURER

Coordinating lecturer: Marc Argilés Sans (<https://futur.upc.edu/MarcArgilesSans>)

Others: Montserrat Augé (<https://futur.upc.edu/MontserratAugeSerra>)
Genís Cardona (<https://futur.upc.edu/GenisCardonaTorradeplot>)
Laura Guisasola (<https://futur.upc.edu/LauraGuisasolaValencia>)
Marta Lupón (<https://futur.upc.edu/MartaLuponBas>)
Núria Tomàs (<https://futur.upc.edu/NuriaTomasCorominas>)
Núria Vila (<https://futur.upc.edu/NuriaVilaVidal>)

REQUIREMENTS

- To be able to enroll in the External Practicum it is essential to have taken all the subjects from the Q1 to Q6 semesters, and to have enrolled in Clinical Optometry II and Clinical Contactology II.
- Students on external internships will not be able to maintain any contractual relationship with the collaborating entity where the internships are carried out or with the UPC itself.

DEGREE COMPETENCES TO WHICH THE SUBJECT CONTRIBUTES

Specific:

CE26. (ENG) Pràctiques preprofessionals, amb una avaluació final de competències, i que permeti a l'alumne incorporar els valors professionals i competències dirigits a: aplicar els coneixements adquirits en els mòduls anteriors en establiments d'òptica, clíniques i hospitals, centres de salut, i empreses del sector. Realitzar activitats clíniques relacionades amb la refracció, exploració visual, adaptació de lents de contacte, entrenament visual i baixa visió. Aplicar les tècniques de muntatge de correccions o compensacions visuals en ulleres i possible retoc de lents de contacte. Prendre contacte amb la comercialització dels productes, aprovisionament, emmagatzematge, conservació i informació. Conèixer i aplicar les tècniques de fabricació d'ajudes visuals i instruments òptics i optomètrics. Conèixer els diferents protocols d'actuació en funció del pacient. Conèixer les indicacions i procediment de realització i interpretació de les proves complementàries necessàries en la consulta de visió. Realitzar el protocol d'atenció a pacients a la consulta/clínica optomètrica. Realitzar una història clínica adequada al perfil del pacient. Seleccionar i aplicar correctament en cada cas tots les destreses, habilitats i competències adquirides en optometria. Fomentar la col·laboració amb altres professionals sanitaris. Comunicar i informar al pacient de tots els actes i proves que es realitzaran i explicar clarament el resultat i seu diagnòstic



Generical:

CG1. Demonstrate knowledge of, design and apply prevention and maintenance programmes relating to the population's visual health.

CG2. Carry out each stage of visual examinations effectively: medical history, selection and implementation of diagnostic tests, establishment of a prognosis, selection and execution of treatment and, if necessary, preparation of referral reports that establish levels of collaboration with other professionals, to ensure the best possible care for the patient.

CG3. Advise and guide patients and relatives during the entire treatment.

CG4. Critically reflect on the clinical, scientific, ethical and social issues involved in the professional practice of optometry, understand the scientific foundations of optics and optometry and critically evaluate terminology, clinical trials and research methods related to optics and optometry.

CG5. Give opinions and produce reports and expert reports when necessary.

CG6. Assess and incorporate the technological improvements necessary to properly carry out professional activities.

CG7. (ENG) Ser capaç de dur a terme activitats de planificació i gestió en un servei o una petita empresa en el camp de l'òptica-optometria

CG9. Expand and update one's professional abilities through continuing education.

CG10. Communicate treatment indications of visual health and their conclusions to the patient, relatives and other professionals involved in the patient's care, adapting to the sociocultural characteristics of each person.

CG11. Locate new information and interpret it in context.

CG14. Demonstrate knowledge, skills and abilities in patient healthcare.

CG15. (ENG) Demostrar capacitat per actuar com a agent d'atenció primària visual.

CG16. Participate effectively in both single-discipline and multidisciplinary work groups on projects related to optometry.

CG17. (ENG) Incorporar els principis ètics i legals de la professió a la pràctica professional, respectant l'autonomia del pacient, els seus determinants genètics, demogràfics, culturals i socioeconòmics, integrant els aspectes socials i comunitaris en la presa de decisions, aplicant els principis de justícia social en la pràctica professional, en un context mundial en transformació.

CG18. (ENG) Adquirir la capacitat per a realitzar una gestió clínica centrada en el pacient, el l'economia de la salut i en l'ús eficient dels recursos sanitaris, així com la gestió eficaç de la documentació clínica amb especial atenció a la confidencialitat.

Transversal:

CT1. (ENG) Emprenedoria i innovació. Conèixer i entendre la organització d'una empresa i les ciències que regeixen la seva activitat; tenir capacitat per entendre les normes laborals i les relacions entre la planificació, les estratègies industrials i comercials, la qualitat i el benefici.

CT6. Independent learning. Identify and overcome gaps in one's knowledge by thinking critically and choosing the best approach to extending one's knowledge.

CT7. Foreign language. Demonstrate knowledge of a foreign language, preferably English, at an oral and written level that is consistent with graduates' future needs.

CT4. (ENG) Teamwork. The ability to work as a member of an interdisciplinary team, as just another member or in a leadership role, who can contribute to developing projects pragmatically and with a sense of responsibility and make commitments that take into account the resources that are available.

CT2. SUSTAINABILITY AND SOCIAL COMMITMENT: Being aware of and understanding the complexity of the economic and social phenomena typical of a welfare society, and being able to relate social welfare to globalisation and sustainability and to use technique, technology, economics and sustainability in a balanced and compatible manner.

CT3. Teamwork. To be able to work as a member of a multidisciplinary team, either as a base member or undertaking managerial decisions aiming at developing projects from a practical and responsible standpoint, adopting commitments given the available resources

CT5. Efficient use of information resources. To manage data and technical and scientific information acquisition, organization, analysis and visualization and to provide a critical appraisal of the results of this management

CT9. (ENG) Pràctica basada en evidència

TEACHING METHODOLOGY

- Reading teaching material, texts and articles related to the contents of the subject.
- Tutoring
- Resolution of cases with real patients in health establishments.

LEARNING OBJECTIVES OF THE SUBJECT

- External academic internships constitute an activity of a formative nature carried out by university students and supervised by the University, whose objective is to allow them to apply and complement the knowledge acquired in their academic training, and thus promote the acquisition of skills that prepare them for the exercise of professional activities, facilitate their employability and promote their entrepreneurial capacity.
- The internships will have to guarantee that the training received by the students is related to the skills and knowledge to be acquired in the studies completed, in relation to the field of knowledge of the studies. In no case can they refer only to transversal skills.

STUDY LOAD

Type	Hours	Percentage
Guided activities	500,0	92.59
Self study	40,0	7.41

Total learning time: 540 h

CONTENTS

<p>.</p> <p>Description:</p> <p>.</p>
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ACTIVITIES

<p>Assistance to external internships at the collaborating entity</p> <p>Description:</p> <p>The student must attend the collaborating entity, where they will carry out the 500 hours of internship indicated in the corresponding training project.</p> <p>At the end of the Practicum, each student must have a minimum of 150 cases registered in the RAC Clinical Activity Registry application with the role of responsible. These 150 cases include all those carried out during the degree studies (in subjects developed at the CUV, at the FOOT and at the collaborating entity). In addition, 20 of these 150 cases will have to be presented to the RAC in a more complete way, following guidelines that will be indicated in the subjects of Clinical Optometry I and II, Clinical Contactology I and II and Dispensing and assembly of glasses I and II.</p> <p>The collaborating entities will preferably be members of the FOOT Board of Trustees, although these practices may also be carried out in other entities, as long as there is an educational cooperation agreement, and the corresponding training project is signed.</p> <p>Full-or-part-time: 500h Self study: 500h</p>
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Report/Report halfway through the internship

Description:

The student, when he has completed half of the practicals (250 hours), must deliver a report or memory of the practicals carried out up to that point, according to the model proposed by the FOOT.

Full-or-part-time: 5h

Self study: 5h

Final report of external internships

Description:

The student, at the time he has completed the practices (500 hours), must fill out a report on the practices carried out during the entire period of the project format to the collaborative entity, according to the model proposed by the FOOT.

This final report includes, among others, these aspects:

- to. Personal details of the student.
- b. Entitat col·laboradora has carried out the practices and the location.
- c. Concrete and detailed description of the tasks, tasks carried out and departments of the entities that have been assigned.
- d. Assessment of the tasks developed with the knowledge and competencies acquired in relation to the university studies.
- and. Relation of the problems raised and the procedure followed to resolve them.
- F. Identification of the contributions that, in terms of learning, have involved the practices.
- g. Evaluation of reports of practices and suggestions.

Full-or-part-time: 10h

Self study: 10h

Clinical Portfolio

Description:

All students must complete a portfolio that records their patient experience, with at least 150 cases in which they have had the role of person responsible for them.

For 130 cases, the information that usually appears in the Clinical Activity Registry (RAC) will be sufficient. However, the remaining 20 cases must be presented in sufficient detail to demonstrate that the student has provided complete optometric care and is competent in several areas. These 20 detailed cases will have to be of the following types:

- 5 primary care eye exams that include at least:
 - 2 abnormalities of binocular vision
 - 1 case of low vision
 - 1 case of pediatric optometry (< 12 years)
- 5 abnormal eye conditions, where at least 3 of them include referral reports.
- 5 contact lens fittings, where at least one is an RGP lens fitting.
- 5 glasses dispensers (with a range of different frame and lens types).

In the subjects of Clinical Optometry I and II, Clinical Contactology I and II and Dispensing and assembly of glasses I and II, the guidelines to correctly resolve these cases will be explained and some of them will be done, supervised by the teaching staff. For the rest of the cases until the 20 are completed, the student will be autonomous when choosing them, writing them and posting them in the RAC. The teaching staff of the Practicum subject will carry out a random control of some of these cases to guarantee that they are well resolved.

Full-or-part-time: 20h

Self study: 20h

GRADING SYSTEM

- The academic tutor is the FOOT professor responsible for validating the suitability of the content of the training project with the studies taken by the student and for monitoring performance and academic evaluation. It coordinates and communicates directly with the student and with the tutor of the collaborating institution.

- The tutor of the collaborating entity will issue a follow-up report as established in article 13 of Royal Decree 592/2014, and will have to send it to the academic tutor of the FOOT. This report will include the number of hours completed by the student and will include assessments both in reference to the generic and specific skills provided for in the corresponding training project. Assessments may refer to aspects such as technical ability, learning ability, oral and written communication skills, personal involvement, punctuality, etc.

- The conditions listed below are necessary in order to be evaluated for the External Practical course:

1- To have completed the 500 hours of external practices indicated in the training project.

2- Having handed in the Report/Report halfway through the internship period.

3- Having delivered the Final Report of the external practices.

4- Have a minimum of 150 cases registered in the RAC with the role of manager (between FOOT and company), 20 of which have been uploaded with sufficient detail, as specified in the teaching guides for the clinical subjects of the degree.

If each and every one of these requirements is not met, the rest of the qualifications will not be taken into account.

- The final grade of the External Practice will be the result of applying the following evaluation criteria:

1- Report of the business tutor: 70% of the overall weight of the subject

2- Qualification of the FOOT academic tutor: 30% of the overall weight of the subject. This rating will be based on:

a) Student communication with the FOOT tutor at the beginning of the process and whenever required.

b) Report/Report in the middle of the internship period.

c) Final Report of the external practices.

- Due to its specific characteristics, the reassessment of these practices will only be possible if the failure to pass the subject is a consequence of one of the following situations:

1-- Not having completed all the hours of external practice indicated in the training project.

2-Not having completed the 150 cases in the RAC with the role of manager and/or not having 20 of these with sufficient detail.

3- Not having delivered the Report/Memoir halfway through the internship period, or having a very low grade, so that the final grade of the subject does not reach pass.

4- Not having delivered the Final Report of the external practices, or having a very low qualification, so that the final qualification of the subject does not reach the pass.

In these cases, the re-evaluation will consist of correcting, before the deadline for entering notes in Prisma, all these deficiencies.

In any other case not described in the previous section, it will not be possible to re-evaluate the External Practice.

EXAMINATION RULES.

At the middle and at the end of the Practicum, a random control will be carried out on some of the cases validated in the RAC to guarantee the validity of the information (quality control). For this reason, a pair of patient medical records will be randomly requested from the company tutor at two different times during the stay. This control will consist of verifying that the patient's data and the diagnosis coincide in the RAC and in the medical history of the health establishment.

A random control will also be carried out on 2-3 detailed cases of the 20 necessary in the Clinical Portfolio of the European Diploma in Optometry, to verify that they have the structure indicated in the clinical sessions of the subjects Clinical Optometry I and II, Dispensing and Assembly of Glasses I and II and Clinical Contactology I and II, and that they are well written.

If the RAC medical records analyzed randomly do not match the medical records of the health centers, the company tutor, the student and the head of undergraduate studies at the FOOT will be notified so that corrective measures can be taken.

If the Practicum faculty considers that the randomly analyzed Clinical Portfolio cases are not well resolved, it will be communicated to the student and the head of undergraduate studies at FOOT so that corrective measures can be taken.

BIBLIOGRAPHY

Basic:

- "Modificació de la Normativa de pràctiques acadèmiques externes de la UPC". Normativa UPC [on line]. [Consultation: 20/04/2023]. Available on: <https://www.upc.edu/cce/ca/normativa/ActualitzaciNormativapractiquesexternesUPC.pdf>.- "Real Decreto 592/2014, de 11 de julio, por el que se regulan las prácticas académicas externas de los estudiantes universitarios". BOE [on line]. [Consultation: 20/04/2023]. Available on: <https://www.boe.es/eli/es/rd/2014/07/11/592>.