**Guidance for Universities**

**1. Getting students access to the Placement Expansion Resource Library (PERL)**

Orthoptic undergraduate students will need to complete the online module ‘Data Security Awareness (NHSD)’ on the e-Learning for Healthcare Website (e-lfh.org.uk). The BIOS administrative team will require a record of their electronic certificate before allowing the students access to the PERL.

1. In the first few weeks of their academic year, students should be prompted to create a BIOS membership and an e-Learning for Healthcare account, using their university email address.
2. Students must then complete the e-lfh.org.uk online module titled ‘Data Security Awareness (NHSD) – Level one’. The module consists of seven short chapters (totalling 45 minutes of learning) and one e-assessment which should take under 15 minutes to complete. On passing the assessment with a score of 80% or more, the student will receive an e-certificate which will be linked to their e-LfH.org.uk account.
3. The University team should log in to the e-LfH website to download a .CSV file of all the students who have successfully completed their Data Awareness Training.

*Please note - The students should be given adequate time and reminders to complete the online module, to reduce the input required by the BIOS administrative team.*

1. The .csv file should then be forwarded on to the BIOS administrative team ([bios@orthoptics.org.uk](mailto:bios@orthoptics.org.uk)).
2. Once the individual accounts have been given approval to access the PERL by the BIOS team, the students will be able to access the PERL from the members area of the BIOS website. On opening the PERL, students will be made to sign an electronic disclaimer (see Appendix 1) to confirm they have completed the Data Security Awareness Module. Once this disclaimer has been accepted, they will be able to access content within the PERL.
3. Universities have also been provided with the disclaimer wording that will be used on The PERL (see appendix A). We recommend that a paper/digital copy of the Disclaimer is completed by the students as part of their onboarding paperwork, and a local copy is kept by the University, until the student has graduated.

**Student access to the PERL will expire after 1 year, so the above process must be repeated for all years of training, at the start of each academic year.**

**NB. In the event that a student undergoes disciplinary proceedings, the University must inform BIOS that the account needs to be suspended until the investigation is complete.  If the student drops out of the course, then BIOS will need to be notified to permanently remove the account.  If the student re-joins the course, then the University will need to notify BIOS that access needs to be reinstated.**

**2. Organising live streamed Orthoptic assessments via the HoloLens2**

The initial process:

1. A minimum of 6 weeks before the proposed live streaming session, the Universities will request a virtual clinic session via the Clinical Tutors group email.
2. If there are suitable patients booked during the proposed time (who have not previously opted-out of live streaming), the orthoptist will post out patient information leaflets and consent forms for the patient to review.
3. Two weeks before the proposed session, the Orthoptist should contact the patient to discuss the proposal with them, and see if they consent to the live stream.
4. If the patient(s) DO NOT consent, the Orthoptist must contact the University to withdraw from the live streaming session.
5. If the patient(s) DO consent, the Orthoptist must confirm the by sending a calendar invite with a Microsoft teams link to the University's generic email address for the same time and date as the patients(s) appointment.
6. The University can then book a lecture room to host the session in, OR share the Microsoft Teams link with the students to join individually.
7. If the patient cancels/reschedules the appointment or withdraws their consent, the orthoptist must notify the University and cancel the Microsoft Teams meeting as soon as possible. (If there are multiple patients attending the clinic who have consented to live streaming, this step may not be required as there will likely be another patient whose assessment can be livestreamed instead)

Alternatively – if a suitable patient for live streaming is identified to be a good learning opportunity and the patient DOES consent, this can be offered to University tutors on an ad hoc basis for any student to log into voluntarily.

In this circumstance the site clinical tutor creates a Microsoft teams meeting at the appointment time and shares this with Universities with a short description of the case if available. The Universities can share this with students as appropriate.

**3. Using the PERL to enhance academic learning**

We encourage the Universities to direct students towards the PERL, in order to enhance their clinical experience where in-person placements may not be possible.

*Please note - Universities can access the PERL during lectures to use the resources within to teach, however these lectures should not be recorded for access as at a later date.*

**Appendix 1A**

**Live streaming/recorded orthoptic assessments - Best practice guidance for students**

The opportunity to view these orthoptic assessments (either live or on the Placement Expansion Resource Area (PERL)) has been provided to you to enhance your learning- please ensure you are respectful and professional as you interact with them as you would be on clinical placement.

**You will not be able to participate in viewing live/recorded orthoptic assessments if you have not undertaken the annual Data and Security Mandatory Training.**

You are required to agree to the following disclaimer in order to view these consultations:

*I understand, accept and agree to be bound by the requirements of the Data Protection Act (2018) and the principle of confidentiality of patient records and patient data. I will not make copies (including photographs, recording or screen-grabs) of the images or recordings of patients during the live stream consultation or within the BIOS PERL.*

*I will not share or distribute the Microsoft teams meeting information to anyone else.*

*I will not share or distribute the images on the BIOS PERL with anyone else. I confirm that I am using my own log-in details, that I have completed the e-Learning for Healthcare Data Security Awareness online module, and I understand that my activity within the PERL will be monitored and analysed using cookies.*

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please adhere to the following NHS best practice guidance:**

* You should not share the invite with anyone else, only people invited by the host should attend.
* You should join the consultation from a private space, and the screen must not be visible to anyone else
* Your camera and microphone must remain off throughout the consultation.
* Your Teams username will be visible, so make sure this is appropriate and professional.
* Join the meeting on time.
* Do not record the meeting on your personal device, or take photos or screen-grabs of at any time.
* Use the chat box if you wish to ask any questions to the Orthoptist performing the consultation