

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.
4. The .csv file should then be forwarded on to the BIOS administrative team (bios@orthoptics.org.uk).
5. 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.
6. Universities have also been provided with a disclaimer that covers use of PERL as well as accessing live streamed assessments via Microsoft Teams (see Appendix 2). 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 1 – PERL disclaimer

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

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

Appendix 2

Student Disclaimer for Viewing Live/Recorded Patient Orthoptic Assessments

The opportunity to view live or recorded orthoptic assessments, either during live sessions or through the Placement Expansion Resource Area (PERL), is provided to enhance your learning. It is essential that you approach these sessions with the same respect and professionalism expected during clinical placements.

Please note that access to view live or recorded assessments will not be granted unless you have successfully completed the annual Data and Security Mandatory Training.

Disclaimer Agreement

By proceeding to view these consultations, I acknowledge and agree to the following:

1. I understand and will fully comply with the Data Protection Act (2018) and always maintain the confidentiality of patient records and data.
2. I will not share or distribute Microsoft Teams meeting details or links with anyone who is not authorised to attend, nor on any public-facing media or platform.
3. I will not download, create, capture, or store any images, videos, or audio of the live patient assessment for personal use or distribution.
4. I will ensure that my Microsoft Teams username is appropriate and professional.
5. I will join all live-streamed patient assessments punctually.
6. I will participate in the live patient assessment from a private, secure location where the screen content and audio cannot be viewed or overheard by others.
7. My camera and microphone will remain off throughout the consultation unless otherwise instructed by the Clinical Tutor conducting the session.
8. I will follow the instructions provided by the Clinical Tutor regarding how and when to ask questions during the consultation.
9. I will not download, create, capture, or store any images, videos, or audio from BIOS PERL for personal use or distribution.
10. I confirm that I am using my university login credentials and that I have completed the "e-Learning for Healthcare Data Security Awareness" online module.
11. I understand that my activity within the PERL will be monitored and audited through the use of cookies.
12. I acknowledge that any breach of these terms and conditions may result in an investigation by the university, which could lead to disciplinary action, including the potential termination of my studies.

Signature: _____

Date: _____

Print Name: _____