

**Triton College**  
**Ophthalmic Technician Program**  
**Handbook**



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## **Program Contact**

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## **Mission Statement**

Consistent with the mission of Triton College, the Ophthalmic Technician Program is dedicated to providing a positive learning experience for its students that emphasize competent, compassionate patient care, professional behavior and the knowledge and skills necessary for certification through JCAHPO at the ophthalmic technician level, and to gain employment in the ophthalmic technician field.

## **Description of the Profession**

Ophthalmic medical technicians render supportive services to the ophthalmologist. They are employed primarily by ophthalmologists, but may be employed by hospitals, clinics or physician groups and are assigned to an ophthalmologist. The ophthalmic medical technician cannot replace the ophthalmologist in the decision-making process necessary to establish a diagnosis and a plan of treatment, but assist the physician by collecting data necessary to reach those decisions and by transmitting and executing the ophthalmologist's instructions.

Functions of the ophthalmic medical technician are to assist the ophthalmologist by performing delegable tasks such as collecting data, administering tests and treatments, assisting in ophthalmic surgical procedures, and supervising patients as deemed appropriate according the training level and supervising ophthalmologist.

## **Outcomes and Goals**

**The program will graduate students with the knowledge and skills necessary to perform at an entry level.**

- Students will demonstrate proper data collection for testing and treatment administration.
- Students will safely apply proper procedure of testing in order to obtain accurate results.
- Students will practice within OSHA regulations using universal precautions.

**The program will graduate students who demonstrate professional, ethical behavior that can effectively communicate.**

- Students will utilize effective communication skills and professionalism to accurately provide a complete patient history.
- Students will employ empathy and compassion while recognizing and complying with ethical and legal standards.

**The program will graduate students that effectively think critically to problem solve in the ophthalmic office.**

- Students will interpret the patient’s history of present illness in order to determine appropriate diagnostic testing.

**The program will graduate students to be eligible for the JCAHPO certified ophthalmic technician certification written and skill examinations.**

- Students will successfully illustrate skills performance through participation of the JCAHPO skills

### **Tuition**

Current tuition and fees can be found in the college catalog and on the college website. The responsibility for tuition and all fees lies solely with the student. Students will not be allowed to register for the next semester with an outstanding balance. Student’s not residing within Triton’s district will be able to obtain rates of an in-district through the *Cooperative Agreement*, as the Ophthalmic Technician Program is the only accredited program in the state. Please refer to the attached link for the procedure to obtain an in-district rate.

<https://www.triton.edu/students/records/>

All costs incurred as a result of travel, parking, drug testing, criminal background check and physical examination are the responsibility of the student.

### **Academic Policies**

To fulfill the Program requirements as well as the requirements for an Associate in Applied Science degree, the student must complete all general education, allied health and ophthalmic courses at the college with a “C” or better. The student must complete all assigned clinical hours and earn a grade of “P” for each clinical course. An incomplete grade must be completed prior to the start of the next semester as it is a prerequisite for the next course in the educational series. An incomplete grade will become an “F” on the student’s record if not completed, and the course will have to be repeated in order to continue the program. Additional information regarding this policy can be found in the college catalog.

### **Class Attendance**

In the health care field, arrival time is determined by patient scheduling. You are expected to arrive on time. This Program prepares you for a career as an ophthalmic technician, and you are expected to be on time in your seat by the start of class.

The Program policy in ALL OPH courses is promptness. The classroom door will be closed at the start of class. YOU WILL NOT BE LET IN ONCE THE DOOR IS CLOSED. Three absences will result in a 10% reduction in your grade. There are NO exceptions to this rule.

### **Classroom Behavior**

Access to higher education is a privilege. It is earned by one's prior academic achievement, one's demonstrated abilities and interests, and one's ability to benefit from instruction. Once gained by admittance to the college, the privilege needs to be guarded and maintained. Actions and behavior that violate the college's published administrative and academic policies and procedures, and academic records that do not meet the college's Standards of Academic Progress, may lead to student's suspension from class or from the college.

Students are especially reminded that appropriate classroom behavior is prescribed by the instructor. If an instructor determines that certain behaviors are disruptive or affect the instructional purposes of the classroom, the instructor may impose certain sanctions. These include suspension from the class for the day affected or a three-consecutive-school-day suspension. The latter sanction must be accompanied by a written statement of the incident which must be sent to the Dean of Student Services. The dean will conduct a hearing to resolve the case and may impose further sanctions, if warranted. In all cases, the student will be informed of all action taken on behalf of the college.

### **Accommodative Services**

Welcome to the Center for Access and Accommodative Services (CAAS). The mission of CAAS is to provide campus accessibility and accommodations that foster the development of students' abilities, preparing them to work to their fullest potential.

The CAAS can assess your needs as a student, make academic accommodations, coordinate access services and provide advocacy referral services. Students with medical, physical, sensory or learning disabilities who are participating in academic and continuing education programs at Triton can benefit from CAAS. CAAS is located in rooms A-125 and A-141, (708) 456-0300, Ext. 3854 or 3917, [caas@triton.edu](mailto:caas@triton.edu).

### **Title IX**

Title IX is a civil rights law passed in 1972, which prohibits gender discrimination in educational settings that receive federal funding. Sexual harassment, sexual assault, sexual misconduct, and other gender-based conduct violations are all considered discrimination, regardless of the gender and sexual orientation of the reporting party and the accused. Issues may relate to, but are not limited to:

- Sex or Gender-based Discrimination
- Students experiencing discrimination
- Discrimination in Athletics

- Discrimination due to Pregnancy and Parenting
- Discrimination against students identifying as transgender or gender-nonconforming

## **Pregnancy**

### **Excused Absences and Medical Leave Due to Pregnancy – This Program Will:**

- Excuse absences due to pregnancy or childbirth for as long as your doctor says it is necessary.
- Allow you to return to the same academic and extracurricular status as before your medical leave began, which should include giving you the opportunity to make up any work missed while you were out.
- Ensure that teachers understand the Title IX requirements related to excused absences/medical leave. Your teacher may not refuse to allow you to submit work after a deadline you missed because of pregnancy or childbirth. If your teacher's grading is based in part on class participation or attendance and you missed class because of pregnancy or childbirth, you should be allowed to make up the participation or attendance credits you didn't have the chance to earn.
- Provide pregnant students with the same special services it provides to students with temporary medical conditions. This includes homebound instruction/at-home tutoring/independent study.

## **Progression and Retention**

A grade-point average of 2.0 is required for progression in all programs.

A "C" grade or higher within the last five years is required for progression in **all required** Science and major Health Career courses to count towards graduation requirements.

All clinical components or clinical courses must be completed with a minimum grade of "P," "C" or "S," dependent on the grading system used for the program.

Students returning to the clinical following a major illness or maternity leave must provide written documentation from their physician stating that they may be involved in all clinical activities with no physical restrictions.

Requirements stated in the catalog at the time of admission or readmission to a Health Career program must be met for graduation.

## **Work Policy**

Students may not be substituted for regular staff, they may not take responsibility in place of qualified staff. After demonstrating proficiency, however, students may be permitted to undertake certain defined activities with appropriate supervision and direction outside assigned program hours. Class credit shall not be awarded for such activities.

Students may be employed after assigned clinical time for duties and responsibilities other than those directly related to the performance of technologies. Class credit shall not be awarded for such activities. The college is in no way responsible for the “employee” actions while working in this capacity.

## **Triton College Complaint Process**

Triton College, in its mission, is committed to student success through institutional and academic excellence, and providing a student-centered, lifelong learning environment for our diverse community. Our desire is for students to have a positive experience at Triton College. We recognize that at time situations may occur where students need to have the opportunity to voice a complaint.

The student complaint process governs any case in which a student has a complaint on an action that is deemed objectionable by the complainant against Triton College or a member of the faculty, administration, or employee of the institution. The student complaint process does not apply to grade appeals, complaints about sexual harassment or complaints of discrimination. Please refer to the student handbook regarding these types of complaints.

### **Procedure**

All complaints should be submitted in writing or email in complete detail promptly after the occurrence and must include the name and contact information for the student who is communicating the concern. In addition, the complaint should clearly and concisely describe the concern as well as the desired remedy. All complaints must be filed within thirty days of occurrence.

#### **Step 1.**

Student confers with the faculty involved and/or staff member in order to resolve the issue informally. If the complaint is not resolved, the student may submit a written complaint to the individual’s supervisor (Program Chairperson, Dean, Associate Vice President). The supervisor will attempt to reach a mutually acceptable resolution.

#### **Step 2.**

If the student feels that the issue is still unresolved, she/he may submit a written complaint to the appropriate Academic Dean who supervises the area. The Academic Dean discusses the complaint with the student and affected party and attempt to reach a mutually acceptable resolution.



### Step 3.

If a resolution presented to the Academic Dean is not reached, the student may appeal the resolution to the Associate Vice President of Academic Affairs. The Associate Vice President of Academic Affairs may:

- A. Offer a resolution to the complaint
- B. Dismiss the complaint
- C. Take appropriate action

### **Decision of the Associate Vice President in final.**

In the event that a student complaint should be brought forward to the office of the Vice President, Office of the President, or Board of Trustees, the complaint should be redirected in order to ensure the student complaint process is adhered.

## **Curriculum**

The Ophthalmic Technician Program at Triton College is a two-year, 5-semester program. The curriculum shown below is the suggested format to complete an Associate of Applied Science degree and fulfills the requirements of eligibility to sit for the ophthalmic technician level of the certification exam without additional requirements. Upon graduation, students can take this examination within one year without needing any additional requirements. Further information regarding certification requirements can be found on the JCAHPO website.

<http://www.jcahpo.org/certification/>

There are no prerequisites for entry into this program.

Allied health and general education courses can be transferred if completed with a “C” or better and within 5 years of course completion.

### **Semester 1 (FALL)**

AHL 100	Introduction to Patient Care	3
AHL 101	Essentials of Medical Terminology	1
AHL 109	Drug Calculation	1
<i>BIS 136</i>	<i>Human Biology</i>	4
<i>OR</i>		
<i>BIS 136</i>	<i>Functional Human Anatomy I</i>	
OPH 112	Ocular Anatomy and Physiology	3
OPH 114	Ophthalmic Optics	3
RHT 101	Freshman Rhetoric & Composition	3

### **Semester 2 (SPRING)**

AHL 102	Ethic and Law for Allied Health Professionals	1
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OPH 113	Spectacle Skills	3
OPH 130	Ophthalmic Pharmacology	2
OPH 140	Ophthalmic Procedures I	4
PSY 100	Introduction to Psychology	3

**Semester 3 (SUMMER)**

OPH 141	Refractometry	2
OPH 245	Clinical Practicum I	1

**Semester 4 (FALL)**

SPE 101	Principles of Effective Speaking	3
OPH 210	Ophthalmic Procedures II	4
OPH 231	Ophthalmic Seminar I	1
OPH 232	Contact Lenses	4
OPH 245	Clinical Practicum II	2

**Semester 5 (SPRING)**

OPH 225	Ocular Disease	3
OPH 241	Ophthalmic Seminar II	2
OPH 247	Clinical Practicum III	2
OPH 251	Ophthalmic Procedures III	4
General education/ Humanities		<u>3</u>

60 TOTAL CREDITS FOR GRADUATION

**OPH courses must be taken according to assigned sequence number and are only offered yearly, as listed above.**

## **Didactic Course Description and Objectives**

### **OPH 112 OPH Anatomy and Physiology**

**Course Description:** Structure and function of the orbit, ocular and visual system in health pathology.

**Objectives:**

- Identify the structures of the eye and orbit.
- Identify the function of each structure of the orbital, ocular, and visual system.
- Diagram the production and outflow of tears.
- Identify the blood supply of the ocular structures.
- Identify the two components of the conjunctiva and the function of each.
- List the layers of the cornea and identify the function of each layer.
- Describe the layers of the lens and its role in vision and accommodation.
- Diagram the anterior chamber, and the production and outflow of aqueous humor.
- Diagram the ocular angle, and describe its relationship to intraocular pressure and glaucoma.
- Identify and describe the structures of the uvea and their functions.
- List the signs and symptoms of anterior segment pathology.

- Describe the vitreous humor, floaters, and vitreous hemorrhages.
- Describe the sclera and its function.
- Label the layers of the retina and identify the function of each layer.
- List the cranial nerve innervation of each of the extraocular muscles.
- Describe the optic nerve, cupping and discuss the relationship between cupping, intraocular pressure, and the visual field.
- Label the visual pathway from the front of the eye to the visual cortex of the brain.
- Identify the signs and symptoms of posterior segment pathology.
- List the extraocular muscles and identify the action of each muscle.

### **OPH 113 Spectacle Skills**

**Course Description:** Learn about the types of frames, styles, materials and their parts. Learn the proper way to measure pupillary distance and multifocal heights, frame selection techniques and standard alignment and proper adjustment of plastic and metal frames. Learn how to use a lensometer to determine the power of a lens.

#### **Course objectives:**

- Identify and label the components of the lensometer. Demonstrate accurately what each component is used for during lensometry.
- Clean, calibrate, replace bulb and fuse in a manual lensometer.
- List the steps in performing spherical lensometer. Accurately measure and record the power of a spherical spectacle lens using a manual lensometer.
- List the steps in performing cylindrical lensometer. Accurately measure and record the power of a cylindrical spectacle lens using a manual lensometer.
- List the steps in performing lensometer on a spectacle lens with a bifocal, trifocal or progressive spectacle lens. Accurately measure and record the power of a spectacle add on a bifocal, trifocal and progressive spectacle lens.
- Accurately measure and record the power of a spherocylindrical spectacle lens on a manual lensometer.
- List the steps in performing lensometer on a spectacle lens with prism. Accurately measure and record the amount of prism and direction of prism in a spectacle lens using a manual lensometer
- Accurately measure and record the power of a spherical, cylindrical, and spherocylindrical spectacle lens, with and without an ADD or progressive on an automated lensometer.
- Identify commonly used lens materials and their benefits that are available in the U.S.
- List the OSHA requirements for a safety lens and frame.
- Identify common bifocal, trifocal and progressive lens materials available in the U.S.
- Accurately calculate the amount of induced prism created by errors in decentration.
- Define and accurately perform and record near, distance, monocular and binocular pupillary distance manually and with a digital pupilometer.
- Distinguish between the types of frame materials available and identify the advantages and disadvantages of each.
- Identify the factors that determine the correct frame for a given spectacle prescription.
- Design a flow chart to identify the steps to make repairs to metal and plastic frames. Demonstrate the ability to make repairs and adjustments on metal and plastic frames.
- Demonstrate the ability to properly fit a spectacle frame on a patient.
- Accurately list the importance of vertex distance and identify which prescriptions need to be adjusted. Accurately measure the vertex distance on a spectacle frame and phoropter.
- Identify where vertex distance is necessary and calculate the vertex distance prescription adjustment.

### **OPH 114 Ophthalmic Optics**

**Course description:** Basic optical principles of the human eye and ophthalmic lenses. Fundamental concepts of refractive errors and their corrections.

**Course objectives:**

- Basic optical principles of the human eye and ophthalmic lenses. Fundamental concepts of refractive errors and their corrections.
- Describe the basic theory of light.
- Explain the difference between refraction and reflection.
- Define the Index of Refraction and explain the relationship between the speed of light and the media through which it is traveling.
- Accurately calculate the following formulas: prism displacement, magnification and power of concave and convex mirrors, focal length.
- Describe the physical characteristics of a plus and minus spherical lens.
- Diagram the direction of light through a plus and minus spherical lens.
- Describe the physical characteristics of a cylindrical lens.
- Diagram the direction of light through a cylindrical lens.
- Transpose a spherocylindrical lens between the plus and minus cylinder formulas.
- Diagram a prescription on the optical cross and when shown a diagramed optical cross identify the prescription.
- Describe the effect of accommodation during the various stages of life.
- Describe the relationship between the axial length of the eye and refractive error.
- Describe the characteristics of the eye in myopia and hyperopia, and identify the type of lens used correct.
- Describe the presbyopic eye, explain the relationship between presbyopia and age, and state the type of lens used to correct.
- Identify the various components of the optical prescription.
- Accurately calculate the slab off prism.
- Accurately calculate the vertex distance measurement.

**OPH 130 Ophthalmic Pharmacology**

**Course description:** Classification, indications, action, dosage, complications, therapeutic implications, administration, side effects and contraindications of ophthalmic drugs.

**Course objectives:**

General Pharmacology

- List the sources for drug standards and identify unique characteristics of each source. List the important literature sources to obtain drug information for health care workers and discuss how to use them. Differentiate among the following drug names: generic name, official name, trade name, and chemical name. Describe the need for preservatives in eye medications and name two preservatives. Describe the differences between side effect, drug interactions, and adverse effect in ocular medications.
- Describe the need for preservatives in eye medications and name two preservatives. Briefly describe how drug interaction may occur.
- Components of a Medical Prescription
- Identify four types of drug orders, the component parts of a written prescription order and common abbreviations and symbols used for medication orders. Explain to the patient: how to take, what it is prescribed for, and possible side effects of the prescribed medication.
- Routes of Drug Administration
  - Define the following routes of drug administration: drops, ointments, gels, soluble drug inserts, subconjunctival injections, subtenon injections, retrobulbar injections, periorbital injections, intravitreal injections, intracameral injections, parental injections, oral, and intravenous. Explain the

- purpose, advantages and disadvantages of different routes of delivery, including drops, ointment, sustained release, injectable medications and systemic medications.
- Ocular Drug Administration
    - Describe and demonstrate the correct method of instilling drops and ointment. Explain the technique and rationale for using punctal occlusion. List factors that can affect local drug penetration as well as methods to improve bioavailability into ocular tissue. Explain how pregnancy and breastfeeding should be taken into consideration with drug therapy.
  - Autonomic Nervous System
    - Explain the basic pharmacology of the sympathetic and parasympathetic nervous system.
  - Diagnostic Pharmaceuticals: Cycloplegics, Mydriatics and Diagnostic Dyes
    - Explain the indications, actions, classification, contraindications and potential side effects of diagnostic pharmaceutical agents. List the dosage amounts, trade and generic name and cap color associated with this classification of medication.
  - Ocular Antibiotics and Antiviral Agents
    - Explain the indications, actions, classification, contraindications and potential side effects of ocular antibiotic and antiviral agents. List the dosage amounts, trade and generic name and cap color associated with this classification of medication.
  - Ocular Antifungal and Antiparasitic Agents
    - Explain the indications, actions, classification, contraindications and potential side effects of ocular antifungal and antiviral agents. List the dosage amounts, trade and generic name and cap color associated with this classification of medication.
  - Glaucoma Drugs: Beta Blockers, Alpha 2 Agonists, Miotics, Carbonic Anhydrase Inhibitors, and Prostaglandin Analogues
    - Explain the indications, actions, classification, contraindications and potential side effects of glaucoma agents. List the dosage amounts, trade name, generic name and cap color associated with this classification of medication.
  - Nonsteroidal Anti-Inflammatory Drugs (NSAIDS)
    - Explain the indications, actions, classification, contraindications and potential side effects of nonsteroidal anti-inflammatory agents. List the dosage amounts, trade name, generic name and cap color associated with this classification of medication.
  - Corticosteroids
    - Explain the indications, actions, classification, contraindications and potential side effects of corticosteroids. List the dosage amounts, trade name, generic name and cap color associated with this classification of medication.
  - Allergy Medications: Antihistamines, Vasoconstrictors, Mast Cell Stabilizers, Leukotriene Inhibitors, Combination Drugs
    - Explain the indications, actions, classification, contraindications, and potential side effects of ocular allergy medications. List the dosage amounts, trade name, generic name and cap color associated with this classification of medication.
  - Drugs for treating Dry Eyes: Ocular Lubricants, Artificial Tears, and Tear Producing Agents
    - Explain the indications, actions, classification, contraindications and potential side effects of dry eye ocular medications.
  - Anti-Neovascular Agents
    - Explain the indications, actions, classification, contraindications and potential side effects of anti-neovascular agents.
  - Ocular Over the Counter (OTC) Drugs
    - Explain the indications, actions, classification, contraindications and potential side effects of over the counter ocular medications.
  - Vitamins, Supplements and Homeopathic Agents, Cosmetic Agents

- Describe the clinical indications, side effects, mechanisms of action, and potential interactions of commonly used herbal products, vitamins, supplements, homeopathic remedies and cosmetic agents in ophthalmology.
- Local Anesthetics
  - Explain the indications, actions, classification, contraindications, and potential side effects of local anesthetics. List the dosage amounts, trade name, generic name and cap color associated with this classification.

### **OPH 140 Ophthalmic Procedures I**

**Course description:** Principles and procedures of the preliminary ophthalmic examination including patient interview, entrance testing, slit lamp, tonometry, visual pathway, and visual field testing.

#### **Course objectives:**

- Describe the roles of each member of the eye care team and identify the scope of practice, training, and education of each member of the team.
- Specify procedures for ensuring the confidentiality of health information.
- Describe government and institutional rules and regulations for patient confidentiality and safety.
- Demonstrate how to properly greet patients, including those with special needs.
- Recognize and refer to ophthalmologist, clinical administrator, or supervisor to address patient dissatisfaction.
- Identify various methods of prescription transmission.
- Demonstrate ability to coordinate patient flow.
- Demonstrate ability to schedule appointments.
- Demonstrate ability to schedule appropriate tests as ordered by the physician.
- Demonstrate ability to properly document patient phone calls.
- Demonstrate ability to complete legal forms for patient benefits (motor vehicle, disability, workman's compensation, etc.)
- Demonstrate the ability to triage patients.
- Define hazardous and bio-hazardous waste and describe acceptable methods for waste disposal.
- Describe and follow universal precautions and infection control measures.
- Elicit and record chief complaint and patient symptoms.
- Elicit and record the history of the present eye problem and concern.
- Elicit and record medical, surgical, family, and social history.
- Elicit and record the review of physical systems.
- Identify the appropriate steps to take while measuring visual acuity on patients with all levels of visual acuity.
- Identify the appropriate visual acuity examination tool necessary for a variety of patients.
- Test and record visual acuity appropriately for patients with all levels of acuity (counting fingers, hand motion, light perception, no light perception).
- Test and record visual acuity using standard visual acuity charts (distance and near).
- Test and record visual acuity on preliterate, illiterate, non-verbal, or foreign language patients.
- Test and record visual acuity using the pinhole occluder
- Test and record visual acuity using Allen figures or picture tests.
- Test and record visual acuity for low vision patients.
- Troubleshoot non-working visual acuity chart, change bulbs and fuses.
- Calibrate the distance visual acuity chart.
- Differentiate between normal color vision and various color vision defects.
- Distinguish between various color vision testing tools to identify the appropriate test to be used on a particular patient.
- Perform and record color vision using the color plates.
- Perform and record color vision using the Farnsworth D-15.
- Clean and maintain the color plates and Farnsworth D-15.

- Define the signs and symptoms of near point disorders.
- Describe the various treatments for near point disorders.
- Perform and record the Near Point of Accommodation test.
- Perform and record the Near Point of Convergence test.
- Test and record the stereo vision using the Stereo Fly test.
- Test and record the Worth 4-Dot.
- Differentiate between the various pupil abnormalities.
- Describe the steps of the pupil examination.
- Measure, compare, and evaluate pupil function of the direct and consensual response.
- Accurately record the results of the pupil examination.
- Identify relative afferent pupillary defect using the swinging flashlight test and accurately record results.
- Demonstrate the ability to properly instill eye drops and ointment into the eye.
- Identify the various components of the slit-lamp.
- Identify the correct lights/filters of the slit-lamp.
- Demonstrate the ability to use a penlight to examine the external eye.
- Demonstrate the ability to use the slit-lamp to examine the external eye.
- Troubleshoot the non-working slit-lamp; change bulbs and fuses.
- List, in order, the layers of the tear film.
- Perform and records the results of the Schirmer tear test.
- Perform and record the results of the tear break up time test.
- Identify the steps to the anterior segment slit-lamp exam.
- Demonstrate the ability to use the slit lamp to visualize the anterior segment of the eye.
- Demonstrate the ability to measure the anterior chamber depth using a penlight.
- Demonstrate the ability to measure the anterior chamber depth using a slit-lamp.
- Differentiate between applanation and indentation tonometry.
- Recognize the difference between a normal and abnormal intraocular pressure reading (IOP).
- List the steps of an IOP measurement using the applanation tonometer.
- List the steps of an IOP measurement using the Tonopen.
- Accurately measure and record the IOP of the model eye using the applanation tonometer.
- Accurately measure and record the IOP of the model eye using the Tonopen.
- Calibrate the Goldmann applanation tonometer.
- Calibrate the Tonopen.
- Clean and disinfect the Goldmann applanation tonometer.
- Clean, disinfect, and maintain the Tonopen.
- Label the visual pathway.
- Classify various visual field defects according to pathology.
- Differentiate between visual field defects caused by artifact vs. pathology.
- Illustrate the visual field defect when shown the correlating lesion along the visual pathway.
- Illustrate central, secocentral, paracentral, hemianopic, arcuate scotoma.
- Describe the “island of vision in a sea of darkness” concept.
- Identify the visual field defects in glaucoma.
- Identify the visual field defects in neurological disease.
- Identify the visual field defects of retinal disease.
- Choose which Humphrey Vision Analyzer protocol is needed for a patient.
- Perform and record the Amsler Grid test.
- Perform and record the confrontation visual field test.
- Perform and record the visual field test using the Goldmann perimeter.
- Clean and calibrate the Goldmann perimeter.
- Perform and record the visual field test using the Humphrey Vision Analyzer.
- Clean and calibrate the Humphrey Vision Analyzer.
- Determine the proper correction needed for visual field testing.
- Change bulbs and fuses on the Goldmann perimeter and Humphrey Vision Analyzer.

## **OPH 141 Refractometry**

**Course description:** Theory and technique of refractometry with an emphasis on skill development.

### **Course Objectives:**

- Identify the various refractive errors and describe how they are corrected.
- Identify the various knobs and dials on the phoropter, and describe the application of each.
- Correctly align the phoropter with the patients face.
- Define refraction and refractometry, and distinguish between the two.
- Outline the steps of the refractometry process.
- Determine the accurate starting point of the refractometry process.
- Accurately set-up the phoropter for various patients.
- Describe fogging, and distinguish between patients who need to be fogged and those who don't.
- Describe the relationship between best visual acuity and refractometry, and identify how it is adjusted throughout the refractometry process.
- Accurately give patient instructions that allow for good communication between the technician and patient.
- Accurately perform spherical refractometry on a patient.
- Identify when the Jackson Cross Cylinder (JCC) is needed as part of the refractometry process, and list the step by step process for its use.
- Perform plus cylinder refractometry using the JCC on a patient with known cylindrical correction.
- Perform plus cylinder refractometry using the JCC on a patient without known cylinder.
- Describe the use of the Astigmatic Dial, and differentiate it from the JCC.
- Perform plus cylindrical refractometry using the Astigmatic Dial.
- Describe the relationship between accommodation and the refractometry process.
- List common ocular drugs used as a part of the refractometry process.
- Describe the difference between a cycloplegic and manifest refractometry process, and distinguish between patients to identify when each is indicated.
- Accurately perform plus spherocylindrical refractometry on a patient.
- Analyze the difference between plus and minus cylinder refractometry, and explain how to modify one from the other.
- Describe what an auto refractor does, and how it can be used as a part of the refractometry process.
- State the indications for use of the Duochrome test.
- List the steps to performing a Duochrome test.
- State the indications for use of binocular balance testing.
- List the steps to performing binocular balance testing.
- Perform Duochrome testing, and accurately modify the refractometry endpoint based on the results.
- Perform binocular balancing testing, and accurately modify the refractometry endpoint based on the results.
- Describe the indications for near refractometry, and list the steps to measuring the near add.
- Perform near add refractometry.
- Describe the indications for vertex distance measurement.
- Accurately measure the vertex distance.
- List the steps in performing a contact lens over-refraction.
- Identify common eyeglass complaints and problems, and match the symptoms to solutions.

## **OPH 245 Clinical Practicum I**

**Course Description:** The first of three supervised clinical experiences to develop competency in front office procedures, ophthalmic patient care, patient history, visual assessment and entrance testing.

### **Course objectives:**



- Consistently demonstrate reliability, cooperativeness, and professional deportment and demeanor in clinical activities, demonstrate the ability to communicate effectively in the clinic setting.
- Demonstrate the ability to manage patient records in compliance with Health Insurance Privacy and Portability Act (HIPPA).
- Demonstrate the ability to greet and check in the patient, including ability to obtain positive patient identification.
- Demonstrates the ability to follow scope of practice rules and regulations.
- Demonstrate the ability to greet and check in the patient, including ability to obtain positive patient identification
- Demonstrate the ability to schedule appointments according to clinic policy.
- Demonstrate the ability to document phone calls, triage phone calls and to appropriately schedule emergency patients.
- Coordinate patient flow.
- Follow emergency response procedure for acute ophthalmic drug reactions and emergency situations
- Demonstrate the ability to complete legal forms for patient benefits such as motor vehicle, disability, or workman's compensation
- Follow universal precautions and infection control measures.
- Establish and maintain clinical asepsis.
- Elicit and record the chief complaint.
- Elicit and record the history of present eye problem(s), and/or concerns.
- Elicit and record medical, surgical, family, and social history.
- Elicit and record the review of physical systems.
- Neutralize and record the spectacle lenses using the automated and manual lensometer.
- Measure and record spectacle prism using the automated and manual lensometer.
- Accurately test and record distance and near visual acuity for patients of all ages, and with all levels of acuity, using pinhole testing where indicated.
- Accurately test and record distance and near visual acuity on preliterate, illiterate, non-verbal, and foreign language patients.
- Demonstrate the ability to properly instill ophthalmic solutions and ointments.
- Accurately perform and record color vision.
- Accurately perform and record stereopsis.
- Accurately measure pupil diameter.
- Measure, compare, and evaluate the direct and consensual pupil function.
- Identify a relative afferent pupillary defect using the swinging flashlight test.
- Accurately test and record the central visual field using the Amsler Grid.
- Accurately measure confrontation fields.
- Perform automated visual fields according to physician order.
- Demonstrate the ability to maintain and calibrate ophthalmic equipment per manufacturer's recommendation, and according to clinic policy.

## **OPH 210 Ophthalmic Procedures II**

**Catalog Course Description:** Principles and procedures of ophthalmic diagnostic testing including retinoscopy and ultrasound. Some ophthalmic surgical procedures are included.

### **Course objectives:**

- List the procedure to prepare surgical tray set up for common ocular surgical procedures and counsel and provide patient education on ophthalmic conditions, preventions, compliance and acceptance.

- Describe the signs, symptoms and treatment modes for lid and lacrimal conditions and surgical procedures.
- Describe the signs, symptoms and treatment modes for corneal disease and corneal surgery.
- Accurately perform and record the pachymetry measurement.
- Describe the signs, symptoms and treatment modes for glaucoma surgery.
- Describe the signs, symptoms and treatment modes for retinal surgery.
- Prepare syringes and needles for use by an ophthalmologist.
- Set up and assist the ophthalmologist with office based minor procedures and properly apply and remove an eye patch and shield.
- Describe each laser procedure and differentiate between each procedure, including pre and post op care.
- Set up and assist with office based laser procedures.
- Accurately perform Potential Acuity Meter (PAM) and Brightness Acuity Measurements (BAT).
- Accurately perform spherical retinoscopy.
- Describe ocular manifestations of the following systemic diseases: diabetes, thyroid disease, nutritional deficiencies, autoimmune disease, Human Immunodeficiency virus (HIV), Acquired Immune Deficiency Syndrome (AIDS), Tuberculosis, cardiovascular disease, neurologic disorders, and cancer.
- Accurately perform cylindrical retinoscopy.
- Describe the different types of cataracts, surgical modes, and differentiate between intraocular lenses used for cataract surgery.
- Identify the various factors which affect axial eye length measurement and list the steps in performing axial eye length measurement (biometry). Measure and record axial eye length with an A-scan biometer and Optical Coherence Biometer
- List the indications for ocular diagnostic ultrasound. Accurately perform ophthalmic ultrasound and differentiate between uses of an A-scan or B-scan.
- Accurately perform ocular A-scan ultrasound and when shown an A-scan image of the eye, differentiate between a normal eye, and one with pathology. Calibrate and maintain the A-Scan, B-Scan and filters.
- When shown an A-scan image of the eye, identify vitreous hemorrhage, lesion or retinal detachment.
- Prepare gonioscopy lenses and accurately assist with. Describe when and why gonioscopy is needed.
- Calculate and record intraocular lens power.
- Identify the indication of use for the direct and indirect ophthalmoscope and differentiate between the direct and indirect ophthalmoscope.
- Explain the principles of electrophysiological testing and identify the indications for the use of electrophysiological testing. Prepare the patient and instrumentation for electroretinography.
- Accurately perform ocular B-scan ultrasound and when shown a B-scan image of the eye, differentiate between the normal eye and an eye with pathology. When shown a B-scan image of the eye, identify vitreous hemorrhage, lesion or retinal detachment.
- Accurately perform and interpret contrast sensitivity testing.
- Accurately perform and pass the 6 skill evaluations simulated on the JCAHPO learning systems software.

### **OPH 231 Ophthalmic Seminar I**

**Course description:** Correlates with the Clinical Practicum courses to prepare the student to best address the physical and psychological needs of the patient, improve communication skills, and serve as a member of the eye care team.

#### **Course objectives:**

- Describe the scope of practice, training, and education of members of the eye care team.
- Outline the government and institutional rules and regulations for patient confidentiality.

- Describe the law for the control, use, and release of health information including corrective lenses and contact lens prescriptions.
- Describe professional behavior, including what constitutes unprofessional behavior, and its consequences.
- In a mock work place setting, demonstrate the ability to communicate effectively with co-workers, supervisors, and physicians.
- In a mock patient setting, demonstrate the ability to communicate effectively with patients from diverse populations.
- In a mock patient setting, appropriately and effectively instruct and educate patients on ocular/systemic diseases, medications, tests, procedures, results, and treatments.
- In a mock patient setting, appropriately and effectively counsel and provide patient education on ocular conditions, prevention of eye disease and injury, and compliance with physician's treatment orders.
- In a mock patient setting, demonstrate the ability to show empathy for the patient.
- Identify the global and local causes of reversible and irreversible blindness and vision loss.
- Identify local resources available to assist visually impaired patients.
- Identify government, non-government, and community-based strategies and programs to improve utilization of eye care services.
- List the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) certification levels, criteria for certification, and required professional development in order to maintain certification.
- Describe the responsibilities for the supervision of technical staff.
- Describe the process of ocular organ procurement, and the role of the Eye Bank.
- Describe ways to resolve conflict in the workplace.
- In a mock setting, demonstrate ability to resolve conflict between a patient and a technician.
- In a mock setting, demonstrate ability to resolve conflict between co-workers.
- In a mock setting, demonstrate the ability to resolve conflict between a technician and a supervisor.
- Draft an effective resume for the entry level ophthalmic technician.

### **OPH 232 Contact lenses**

**Course description:** Contact lens dispensing, fitting, and evaluation.

#### **Course objectives:**

- Describe the relationship between the cornea and the contact lens.
- State the three layers of tear film, and the function of each layer.
- Describe the function of tear stability as it relates to contact lens wear.
- Describe the relationship between the lids and the contact lens.
- Calibrate the Keratometer.
- Accurately measure the corneal curvature using the manual keratometer, and record measurement.
- Accurately perform and record the findings of the Schirmer Tear test I and II.
- Accurately perform the Tear Break-up Time (TBUT) test.
- List the various types of soft contact lenses in common use.
- List the procedural steps to initial standard soft contact lens fitting technique.
- List the procedural steps to a monocular soft contact lens fit.
- List the signs and symptoms of an improper soft contact lens fit.
- Describe the relationship between the diameter and base curve of the soft contact lens.
- Explain the premise of the wearing schedule, and outline an appropriate wearing schedule for the new soft contact lens wearer, and a long-term soft contact lens wearer.
- Measure the corneal diameter using the Visible Iris Diameter method.
- Demonstrate the ability to insert and remove a soft contact lens on a mock patient.
- When given a mock patient, and a soft contact lens fitting set, fit a contact lens which meets minimal fitting criteria.
- Determine the fitting schedule for the mock contact lens patient.
- Evaluate fit of soft contact lens and correctly make changes to modify fit.

- Demonstrate the ability to clean and store soft contact lenses.
- Demonstrate the ability to instruct a mock patient on the care, cleaning, and insertion/removal of soft contact lenses.
- Demonstrate the ability to instruct a mock soft contact lens patient on the importance of follow-up visits, and wearing schedules.
- List and describe the Rigid Gas Permeable (RGP) materials available.
- Identify the zones of the RGP contact lens.
- Accurately measure the thickness of an RGP lens with the thickness gauge.
- Accurately measure the power of an RGP lens with the manual and automated lensometer.
- List the procedural steps to RGP lens fitting.
- List the signs and symptoms of an improper RGP contact lens fit.
- Explain the premise of the wearing schedule, and outline an appropriate wearing schedule for the new RGP contact lens wearer, and a long term RGP contact lens wearer.
- Measure the base curve of a RGP lens with the radiuscope.
- List the steps to cleaning and storage of a RGP lens.
- Properly clean and store a RGP lens.
- When shown a fluorescein pattern, evaluate the fit of the RGP contact lens and identify the way it can be improved.
- Demonstrate the ability to insert and remove a RGP lens on a mock patient.
- When given a mock patient, and a RGP fitting set, fit a lens which meets minimum fitting criteria.
- Demonstrate ability to insert fluorescein in the eye of a mock patient, and evaluate the fit of the RGP contact lens.
- Demonstrate the ability to modify the fit of a RGP contact lens based on the evaluation of the fluorescein pattern.
- List the procedural steps to fitting a toric RGP contact lens.
- List the procedural steps to fitting a multifocal RGP contact lens.
- List the modifications that can be made on a RGP contact lens.
- Describe the process for performing modifications on a RGP contact lens.
- Modify the power, base curve, and edge of a RGP contact lens.
- Correctly polish a RGP contact lens.
- List common RGP contact lens fit complications, and the way to correct or improve fit.
- Demonstrate the ability to instruct a mock patient on the care, cleaning, and insertion/removal of RGP contact lenses.
- Demonstrate the ability to instruct the RGP contact lens patient on the importance of follow-up visits, and wearing schedules.

## **OPH 246 Clinical Practicum II**

**Course description:** The second of three supervised clinical experiences to develop competency in front office procedures, ophthalmic patient care, patient history, visual assessment and entrance testing.

### **Course objectives:**

- Consistently demonstrate reliability, cooperativeness, and professional deportment and demeanor in clinical activities, demonstrate the ability to communicate effectively in the clinic setting.
- Demonstrate the ability to manage patient records in compliance with Health Insurance Privacy and Portability Act (HIPPA).
- Demonstrate the ability to greet and check in the patient, including ability to obtain positive patient identification.
- Demonstrates the ability to follow scope of practice rules and regulations.
- Demonstrate the ability to greet and check in the patient, including ability to obtain positive patient identification
- Demonstrate the ability to schedule appointments according to clinic policy.

- Demonstrate the ability to document phone calls, triage phone calls and to appropriately schedule emergency patients.
- Coordinate patient flow.
- Follow emergency response procedure for acute ophthalmic drug reactions and emergency situations
- Assist patients with special needs.
- Demonstrate the ability to complete legal forms for patient benefits such as motor vehicle, disability, or workman's compensation
- Follow universal precautions and infection control measures.
- Establish and maintain clinical asepsis.
- Elicit and record the chief complaint.
- Elicit and record the history of present eye problem(s), and/or concerns.
- Elicit and record medical, surgical, family, and social history.
- Elicit and record the review of physical systems.
- Neutralize and record the spectacle lenses using the automated and manual lensometer.
- Measure and record spectacle prism using the automated and manual lensometer.
- Accurately test and record distance and near visual acuity for patients of all ages, and with all levels of acuity, using pinhole testing where indicated.
- Accurately test and record distance and near visual acuity on preliterate, illiterate, non-verbal, and foreign language patients.
- Accurately measure refractive error using the automated refractor.
- Accurately refine refractive error (sphere and cylinder) using the manual and automated phoropter.
- Accurately measure the power of the reading add using near point card.
- Demonstrate the ability to accurately perform fogging, duochrome testing and binocular balance testing.
- Accurately measure vertex distance when indicated.
- Accurately measure the corneal curvature using the manual Keratometer.
- Demonstrate the ability to calculate the corneal astigmatism amount and orientation from the keratometer reading.
- Accurately measure the corneal curvature using the corneal topographer.
- Demonstrate the ability to properly instill ophthalmic solutions and ointments.
- Properly apply, insert and remove eye dressings, eye shields and bandage contact lenses.
- Accurately perform and record color vision using color plates and the Farnsworth D-15 test.
- Accurately perform and record stereopsis.
- Measure tear production using the Schirmer Tear Test Strip.
- Accurately measure pupil diameter.
- Measure, compare, and evaluate the direct and consensual pupil function.
- Identify a relative afferent pupillary defect using the swinging flashlight test.
- Accurately test and record the central visual field using the Amsler Grid.
- Accurately measure confrontation fields.
- Perform automated visual fields according to physician order.
- Measure the intraocular pressure using the non-contact tonometer.
- Measure the intraocular pressure using the applanation tonometer.
- Measure the intraocular pressure using the Tonopen or similar device.
- Clean and disinfect tonometers.
- Accurately measure the ocular axial length using the biometer or Optical Coherence Tomography (OCT).
- Accurately calculate the intraocular lens (IOL) power.
- Demonstrate the ability to maintain and calibrate ophthalmic equipment per manufacturer's recommendation, and according to clinic policy.

### **OPH 225 Ocular Disease**

**Course description:** Ocular disease diagnosis and treatment.

Course objectives:

- Diagram the structures of the eye, orbit, and adnexa.
- Identify the function of each of the structures of the eye, orbit, and adnexa.
- Identify the blood supply and nerve innervation of the eye.
- Diagram the visual pathway.
- Differentiate between inflammation and infection.
- Define ptosis, and list causes.
- Describe entropion and ectropion, and list the signs, symptoms, treatment modes.
- Describe blepharitis and list the signs, symptoms, and treatment modes.
- Describe chalazion and its treatment.
- Differentiate between basal cell, squamous and malignant melanoma carcinoma.
- List the signs and symptoms of conjunctivitis.
- Differentiate between bacterial, viral, and allergic conjunctivitis and describe the treatment modes of each.
- Define pterygium and describe its treatment.
- Describe the signs, symptoms, and treatment of chlamydial and gonococcal conjunctivitis.
- Describe the signs, symptoms, and treatment of giant papillary conjunctivitis.
- Describe keratoconus, and list its causes, incidence, risk factors, diagnostic testing, and treatment.
- Describe corneal ulcer, and list its signs, symptoms, and treatment.
- Describe dry eye syndrome, and list its causes, incidence, risk factors, diagnostic testing, and treatment.
- Describe Fuch's dystrophy, and list its signs, symptoms, and treatment.
- Describe Sjogren's disease, and its ocular manifestations.
- Describe and list the indications for a penetrating keratoplasty.
- Describe and list the indications for a lamellar keratoplasty.
- Differentiate between open and closed angle glaucoma.
- Describe the disease process in open and closed angle glaucoma, and list the medical and surgical treatments for each.
- Describe the disease process in secondary glaucoma; list the risk factors, and treatment.
- Differentiate between the various types of cataract.
- Describe the disease process of traumatic cataract, and list signs and symptoms.
- Describe the disease process of uveitis, and list signs and symptoms.
- Differentiate between uveitis and scleritis.
- List the treatment for uveitis and scleritis.
- Describe Posterior Vitreous Detachment (PVD).
- State the risk factors for PVD, and list signs and symptoms.
- State the risk factors for vitreous hemorrhage.
- Describe retinal detachment, and list signs and symptoms.
- List the risk factors for retinal detachment.
- Describe the treatment for retinal detachment.
- Describe the disease process of diabetic retinopathy.
- Describe the management of diabetic retinopathy.
- Describe the relationship between diabetes, blood sugar control, and diabetic retinopathy.
- Describe inflammatory retinal disease, and list the signs and symptoms.
- Describe the management of inflammatory retinal disease.
- Describe the disease process of retinitis pigmentosa, and list the signs and symptoms.
- Describe the Argus II retinal prosthesis.
- Describe retinoblastoma, and list the signs, symptoms, and management.
- Describe the disease process of macular degeneration.
- Differentiate between dry and wet macular degeneration, and the indications for intravitreal injection.
- Describe the management of ocular trauma.
- Describe the signs, symptoms, and management of optic neuritis, temporal arteritis, and ophthalmic migraine.
- Discuss the relationship between the eye and neurological disorders such as multiple sclerosis and myasthenia gravis.

- Discuss the relationship between the eye and autoimmune diseases such as Grave’s disease, lupus, and rheumatoid arthritis.
- Describe the disease process of retinopathy of maturity (ROP).
- Discuss the management and treatment of ROP.
- List the visual function changes in the geriatric patient, and discuss possible environment modifications to improve quality of life.

### **OPH 241 Ophthalmic Seminar II**

**Course Description:** Comprehensive review in preparation for the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) certification examination.

#### **Course objectives:**

- List the steps in performing entrance testing on a patient.
- List the components of a patient history, and outline the questions necessary to elicit information.
- List the steps in performing and recording the pupillary exam.
- Identify common soft and rigid contact lens materials, and list the steps in fitting and evaluating.
- List the steps in performing spherocylindrical lensometry.
- List the steps in performing tonometry, and describe the mires when set at the correct intraocular pressure.
- Describe the process of preparing the patient for tonometry, and cleaning and sterilizing the tonometer.
- Describe the advantages and disadvantages of various methods of drug delivery, including drops, ointments, sustained-release medications, injectable medications, and systemic medications.
- Describe the indications, contraindications, and potential side effects of various ocular diagnostic and therapeutic agents.
- Match visual field defects to pathology.
- Specify procedures and laws for maintaining confidentiality of health information.
- Describe the law for the control, use, and release of corrective lenses and contact lens prescriptions.
- Describe the process for measurement of corneal curvature.
- Describe the steps in fitting, ordering, adjusting, and repairing spectacle lenses.
- Identify procedures for educating patients on medications, testing, prevention of disease and injury, and compliance.
- Identify refractive errors and how to correct them.
- List the steps to performing refractometry and retinoscopy.
- Demonstrate the ability to troubleshoot eye glass and contact lens complaints.
- Describe process for cleaning, sterilizing, and preparing instruments for ocular surgery.
- Describe process for maintaining clinical asepsis and universal precautions.
- Complete mock practical evaluation using computer simulation software with a minimum score of 80%.

### **OPH 247 Clinical Practicum III**

**Course description:** The third of three supervised clinical experiences to develop competency in front office procedures, ophthalmic patient care, patient history, visual assessment and entrance testing.

#### **Course objectives:**

- Consistently demonstrate reliability, cooperativeness, and professional deportment and demeanor in clinical activities, demonstrate the ability to communicate effectively in the clinic setting.
- Counsel and provide patient education on ocular and systemic diseases, medications, tests, procedures, results and treatments.
- Demonstrate empathy for the patient.
- Demonstrate the ability to manage patient records in compliance with Health Insurance Privacy and Portability Act (HIPPA).
- Demonstrates the ability to follow scope of practice rules and regulations.

- Coordinate patient flow.
- Follow emergency response procedure for acute ophthalmic drug reactions and emergency situations
- Assist patients with special needs.
- Follow universal precautions and infection control measures.
- Establish and maintain clinical asepsis.
- Elicit and record the various aspects of the patient history in sub-specialty areas such as cornea, glaucoma and retina.
- Neutralize and record the spectacle lenses using the automated and manual lensometer.
- Measure and record spectacle prism using the automated and manual lensometer.
- Accurately test and record distance and near visual acuity for patients of all ages, and with all levels of acuity, using pinhole testing where indicated.
- Accurately test and record distance and near visual acuity on preliterate, illiterate, non-verbal, and foreign language patients.
- Accurately measure refractive error using the automated refractor.
- Accurately refine refractive error (sphere and cylinder) using the manual and automated phoropter.
- Accurately measure the power of the reading add using near point card.
- Demonstrate the ability to accurately perform fogging, duochrome testing and binocular balance testing.
- Accurately measure vertex distance when indicated.
- Measure the objective refractive error using the retinoscope.
- Accurately measure the corneal curvature using the manual Keratometer.
- Demonstrate the ability to calculate the corneal astigmatism amount and orientation from the keratometer reading.
- Accurately measure the corneal curvature using the corneal topographer.
- Accurately perform and record color vision using color plates and the Farnsworth D-15 test.
- Accurately perform and record stereopsis.
- Measure tear production using the Schirmer Tear Test Strip.
- Accurately test and record the central visual field using the Amsler Grid.
- Accurately measure confrontation fields.
- Perform automated visual fields according to physician order.
- Measure the intraocular pressure using the non-contact tonometer.
- Measure the intraocular pressure using the applanation tonometer.
- Measure the intraocular pressure using the Tonopen or similar device.
- Clean and disinfect tonometers.
- Accurately measure the ocular axial length using the biometer or Optical Coherence Tomography (OCT)
- Accurately calculate the intraocular lens (IOL) power.
- Accurately measure the corneal thickness using the pachymeter.
- Calculate the approximate magnification needed to read a target acuity level.
- Instruct the patient in the use of low vision devices.
- Clean, sterilize, and prepare instruments for minor and major surgical procedures.
- Apply proper sterile technique.
- Assist the surgeon in surgical procedures including laser surgery.
- Accurately measure brightness acuity.
- Accurately determine the potential visual acuity before cataract surgery.
- Instruct the patient on the insertion, removal and care of soft and rigid gas permeable (RGP) contact lenses.
- Properly fit and evaluate soft and RGP contact lenses.
- Assist the physician in obtaining and preparing ocular specimens for culture and staining.
- Evaluate the functions of the extraocular muscles.
- Perform ductions and versions.
- Identify and measure phoria and tropia with cover testing.
- Perform Krimsky and Hirshberg testing.
- Demonstrate the ability to maintain and calibrate ophthalmic equipment per manufacturer's recommendation, and according to clinic policy.



### **OPH 251 Ophthalmic Procedure III**

**Course Description:** Principles and techniques of advanced ophthalmic procedures including ocular imaging and ocular motility. Surgical assisting and ocular pathology are included.

#### **Course objectives:**

- Identify the primary, secondary and tertiary actions of each EOM.
- Perform the diagnostic positions of the gaze test, ductions and versions and accurately differentiate and record normal and abnormal actions.
- Accurately perform and record the Hirschberg and Krimsky test.
- Identify the insertion origin and nerve supply for each EOM.
- Accurately perform the Worth 4-Dot test. Accurately perform and record stereopsis testing.
- Accurately perform and record Maddox Rod testing.
- Discuss EOM function and differentiate between normal and abnormal function.
- Accurately perform and record the Red Glass test.
- Accurately, and in the correct sequence, differentiate between, perform and record the single cover and alternate cover test. Accurately describe and perform the head tilt test.
- Differentiate between the various types of strabismus based on signs, symptoms and EOM measurements. Differentiate between ortho, phoria, pseudo strabismus, and tropia.
- Accurately perform and record the amount of strabismus using prism and the Krimsky test.
- Differentiate between various strabismus caused by palsy and other neurologic conditions
- Accurately perform and record an exophthalmometry measurement as well as identifying when it is indicated.
- Accurately perform and interpret specular microscopy.
- List the indications for and accurately interpret Optical Coherence Tomography (OCT). Accurately perform OCT.
- List the indications for, and discuss interpretations of the images of the Nerve Fiber Analyzer testing (OCT). ). Accurately perform optic nerve fiber layer tomography.
- List the indications for, and discuss interpretations of the retinal tomography and images of the Heidelberg Retina Tomography (HRT) test. Accurately perform retinal tomography and the HRT test.
- List the indications for, and interpretation of ophthalmic photography. Accurately perform ophthalmic photography with the ocular camera. Calibrate and maintain the ocular camera, and OCT.
- Accurately perform external photography of the face and lids as well as slit lamp photography of the anterior segment.
- List the indications for, and the steps in performing fluorescein angiography. Differentiate between a normal and abnormal fluorescein angiogram. Accurately set-up the injectable, and patient for fluorescein angiography.
- Accurately perform fundus photography.
- List the indications for ocular microbiology testing, Identify the types of microorganisms; bacterium, virus, fungus and protozoan. Describe and perform the proper procedure for collecting, labeling, preserving, staining and culturing ocular specimens and properly label and process ocular specimens for culture or biopsy.
- Discuss and demonstrate proper calibration and maintenance of the ocular camera, OCT, and HRT.
- Accurately perform spherical and cylindrical retinoscopy.
- Demonstrate the duties and responsibilities of each member of the surgical team and effectively communicate within the OR environment as well as implement the emergency procedure according to policy.
- Prepare and properly handle sterile and non-sterile packs and supplies for the operating room (OR).

- Properly apply and remove an eye patch and eye shield.
- Differentiate between various types of anesthesia used for the ophthalmic surgical patient.
- Identify the safety factors required for patient and staff safety in the operating room, and demonstrate the ability to follow the safety protocol. Maintain clinical asepsis and universal precautions at all times during minor and major surgical and laser procedures. Sterilize and disinfect equipment, instruments, and supplies used in surgical procedures.
- Identify the pre-operative process for common ocular surgeries. State the emergency response for acute ophthalmic drug reactions and emergencies. List steps and prepare syringes and needles for use by the ophthalmologist.
- Maintain clinical asepsis and universal precautions at all times during minor and major ophthalmic surgical procedures.
- Perform the timed scrub, glove and gown self and others.
- Identify and list the steps to the informed consent process and show empathy to the patient.
- Identify various suture materials, and prepare suture and needle for a surgical procedure and prepare surgical tray set-up for common ocular surgical procedures. Perform sponge count, set up needles and instruments as required for the surgical procedure.
- Set up for and perform surgical skin preparation and draping.
- Accurately perform and pass the 6 skill evaluations simulated on the JCAHPO learning systems software.

## Disclosures

All students are required to undergo a criminal background check with the Illinois State Police. Students with a positive background check that contains disqualifying conditions may be prohibited from attending clinical rotations and/or securing future employment. Students are responsible for the cost of performing the background check.

All students must provide proof that they carry health insurance and CPR Basic Life Support (BLS) for Healthcare Provider and first aid that is current for the duration of the Clinical Practicum I, II and III courses. Students are responsible for any costs to maintain these.

## Clinical Practicum

The clinical practicum portion of the Program is designed to ensure each student receives an equitable opportunity to reinforce skills that are learned either through didactic or laboratory instruction. Clinical education provides hands-on practice to gain accuracy and precision. Skills and didactic learned material are not introduced to clinical practicum until it has been taught and practiced during lab time.

Once skills are learned and experienced during lab, they are reinforced during clinical rotation, providing hands-on training with actual patients with direct supervision of a Certified Ophthalmic Technician and a Board-Certified Ophthalmologist.

***It is understood that each student progresses at their own pace and some students may need additional time and support to become proficient in their skills and knowledge. As private practice and hospital clinics are patient centered, when a student is challenged to keep pace with the practice, it is imperative that the student make use of the additional support offered by the instructors and College to help build their skill level and speed.***

The course names for the clinical rotations are Clinical Practicum I, II and III and are divided over three college semesters.

**OPH 245 Clinical Practicum I**, the first course occurs over the summer with students attending 3 days a week for a five-week period.

**OPH 246 Clinical Practicum II**, the second of three practicum courses is taken in the fall with students attending 3 days a week for a 15-week period. Students may attend one clinical site for the entirety or two clinical sites that are 7 weeks each.

**OPH 247 Clinical Practicum III**, the final practicum course is taken in the spring with students attending 3 days a week for a 15-week period. Students may attend one clinical site for the entirety or two clinical sites that are 7 weeks each.

The Ophthalmic Technician Chairperson or designated faculty will visit clinical sites during the semester to observe the student in the clinical environment. Students will have the opportunity to evaluate each clinical site attended, as each clinical site will evaluate the student's performance.

Students are required to fill out and turn in a clinical experience log for each week of attendance confirming arrival/departure times and the skills performed. Each log is required to have the signature of the clinical instructor from the assigned clinical site.

Clinical grades are Pass/Fail. The student needs to complete and hand in all clinical logs at the appropriate time. Students must have all required days of attendance made up from any absence by this time. Students that do not meet this requirement will be given an incomplete grade.

Clinical affiliates may deny access to any students who does not meet the center's standards for safety, health or ethical behavior. Students are subject to the actions listed in this handbook.

### **Clinical Education Student Performance Procedure**

These procedures were developed for the purpose of encouraging continuous interchange between clinical instructors and students to assist the student in meeting the expectations of clinical performance. Clinical education is an integral component of most health programs. In these programs, students learn in a combined format of classroom, laboratory and clinical practice designed to develop safe, effective practitioners. In the clinical setting, the client's (patient's) welfare and safety must be considered. Therefore, it is important for students and faculty to follow procedures which are objective, consistent and fair when the student's clinical performance is unsatisfactory. In the clinical setting, the instructor maintains anecdotal records which are used in teaching and grading the students. It is only at the end of the learning period designated for a particular clinical procedure that a student's performance can be labeled unsatisfactory. *Should unsatisfactory performance occur, these procedures must be followed:*

#### **I. Clinical Performance**

In the clinical setting, the normal teaching process includes considerable observation of the student's performance and feedback to students regarding the quality of their performance.

Therefore, it is the responsibility of the instructor to keep students informed about the quality of their performance.

A. Where a student does not meet approved standards of practice for a particular procedure within the designated time for the teaching-learning period as stated in the course syllabus, the instructor must inform the student of the unsatisfactory performance.

B. The student will be informed of unsatisfactory performance at a conference to be held before or during the instructor's next scheduled conference time. Documentation of the unsatisfactory clinical performance must be presented to the student at this conference. The Triton College Anecdotal Record – Clinical Performance Form must be used for this purpose.

C. At the same conference, a corrective plan for resolution of unsatisfactory clinical performance, developed by the instructor, must be presented to the student. The activities outlined in the corrective plan must be appropriate for correcting the procedure at issue. This could include, but is not necessarily limited to:

- 1) Additional hours in the college laboratory;
- 2) Specific assignments in the Learning Resource Center;
- 3) Content tutoring from instructors or laboratory staff.

The corrective plan will be signed by the student and the instructor.

D. After the "Date of Compliance with Plan," a conference with the student will be held by the instructor to inform the student verbally and in writing if the expectations of satisfactory performance – as specified in the corrective plan – has or has not been met. The Triton College Anecdotal Record – Clinical Performance Form must be completed for this purpose, documenting the outcome of the corrective plan.

E. In addition, a conference must be held to discuss the final evaluation and final course grade at the end of the grading period.

F. If the student's clinical performance does not meet the criterion specified in the clinical performance objectives or course syllabus, an "Incomplete" grade will be given for unsatisfactory clinical performance.

G. In the event that a student is not in agreement with the final grade, the student may follow the established grievance procedure in this student handbook (Student Disciplinary Procedures).

## **II. Unacceptable/Inappropriate Behavior in the Clinical Area**

The course syllabi for all clinical courses must include a statement that when a student is at a clinical site, the rules and regulations of that affiliating institution are to be followed in addition to those of Triton College. This is in accordance with the affiliation agreement signed by the representatives of Triton College and the affiliating agency. If a student does not comply, the following procedures should be observed:

#### A. Informal Resolution

1. When unacceptable/inappropriate behavior is observed in the clinical area by the instructor or is reported by agency staff, the instructor must immediately inform the student of the incident and inform the department chairperson and/or academic dean as soon as possible.
2. The instructor must review the student's past clinical records to determine if the unacceptable behavior is a first or repeated offense. If it is repeated, the instructor may invoke the formal procedure.
3. Documentation of the unacceptable/inappropriate behavior must be presented to the student at a conference, which must be held within the instructor's next scheduled conference time. The Triton College Anecdotal Report – Unacceptable Behavior Form must be used for this purpose.
4. At the same conference, a corrective plan for resolving the problem must be presented to the student. After the incident is discussed at the conference, the student will be expected to behave in an acceptable and appropriate manner as outlined in the corrective plan. If the student's unacceptable behavior persists, then the formal procedure will be followed.

#### B. Formal Resolution

1. When a student continues to demonstrate unacceptable/inappropriate behavior and a student's record indicates repeated non-compliance with rules and regulations of the agency and/or college, faculty must file a Triton College Incident Report. The faculty member must refer the Incident Report to the Academic Dean and Department Chairperson.
2. A formal report must be sent to the Vice President of student affairs at the earliest possible time, which shall include a copy of the Incident Report.
3. Formal disciplinary action may be invoked by the Vice President of student affairs in accordance with the student handbook.
4. A copy of the Incident Report must be filed in the student's records, both in the academic and student affairs areas.
5. The student may file a grievance and appeal the Vice President's decision by following the procedures in the student handbook, Section III, Student Rights and Responsibilities, Page 45-46

### **III. Critical Incident**

A critical incident refers to a situation where the behavior or performance of a student in the clinical agency presents an immediate threat to the safety of the client/patient, self or others as observed by the instructor or clinical staff.

- A. The student must be informed of the significance of the incident immediately and must be temporarily removed from the clinical site by the clinical instructor. The student may be suspended by the instructor up to three days or until a formal hearing occurs.

B. The Department Chairperson and Academic Dean must be notified verbally of the incident as soon as possible. They must review the Incident Report Form before it is submitted to the Vice President of Student Affairs.

C. The instructor must send, within a 24-hour period, a formal notification of the incident to the vice president of student affairs using the Triton College Incident Report Form. If the incident involved clinical staff, a report from the staff must be obtained using the clinical agency form. If an agency form is not available, the Triton College Incident Report Form may be completed by the agency staff.

D. The student must be scheduled for a hearing at the college with the Vice President of Student Affairs or designee as soon as possible, but in no case longer than three days so that the fewest possible days of instruction would be lost by the student if the ruling is to return the student to the clinical setting. The instructor involved, chairperson and dean will be notified of the scheduled hearing by the Vice President of Student Affairs and will be in attendance.

E. The decision of whether or not to readmit the student to the clinical area will be made after the hearing with the Vice President of Student Affairs or designee. In accordance with the student handbook, the Vice President of Student Affairs or designee will render a decision on the appropriate level of discipline.

F. If the student is allowed by the Vice President of Student Affairs or designee to return to the clinical site, the clinical affiliate may request that the involved student not be reassigned to the same agency, as stated in the contractual agreement with each clinical affiliate. In this case, all possible efforts will be made by the instructor and/or program chairperson to reassign the student to another facility. When a student cannot be reassigned because no affiliate is available or other affiliates refuse the student, the student is subject to termination from the course with an incomplete grade. Removal of the incomplete must be done the next time the course is offered. Should all clinical affiliates refuse to accept a student, the student must be terminated from the program.

G. The student may file a grievance and appeal the vice president's decision by following the procedures in the student handbook, Student Rights and Responsibilities, Student Disciplinary Procedures, E through H, Page 46.

H. If it is determined that the student is demonstrating evidence of a mental disorder, the Standards and Procedures for Voluntary and Involuntary Administrative Withdrawal in the student handbook must be followed.

## Unacceptable behavior

Please keep in mind, the clinical sites are actual Ophthalmic Practices and are businesses. Every student is expected to always act professional and respectful. Students are expected to report on time to the clinical site at the time specified by the clinical practice.

Inappropriate behavior includes but is not limited to:

- Failure to maintain proper dress and appearance
- Disrespect to supervisors or noncooperation in assigned duties
- Discourteous treatment of patients, visitors, or employees
- Incompetent, neglect of duties or poor performance
- Violation of safety rules
- Use of profane language within the hearing distance of patient or personnel
- Refusal to work in assigned areas
- Physically fighting on Clinical site property
- Not adhering to and following all ANSI, OSHA, and HIPPA regulations.
- Following procedures and policies set by each clinical affiliate you are placed with.
- An absence without calling in or without a reasonable explanation for not calling in
- Any disparaging social media, gossip, or conversation that implicates Triton College, Ophthalmic Technician Program, clinical affiliates, classmates, clinical physician, or staff.

Any student found to meet any of the following behaviors will be dismissed from the program and a grade of incomplete for the class.

## Requirements prior to clinical attendance

Students admitted to the program must complete and submit a medical history and physical examination that certifies their health status prior to entrance to the clinical sites. The physical examination must also include QuantiFERON, tetanus, Varicella or MMR, Rubeola, Tdap, seasonal flu shot and Hepatitis B screening to determine immunity. If no immunity exists, the student must obtain appropriate vaccinations. *The Covid-19 vaccination is STRONGLY encouraged as many clinical sites are requiring attending students to be fully Covid- 19 vaccinated. Students that have not received the Covid-19 vaccination will have a compromised clinical experience as you can only be placed at clinical sites that do not require the vaccination.* After ALL health requirements are completed the Health Services of Triton College will issue a completed checklist. A copy of the checklist is on file in the Program Chairperson's office. **All health examination, inoculations and titers are the responsibility of the student. Failure to maintain current health status throughout the clinical rotation is cause for removal from clinical site.**

### **Drug testing**

Mandatory drug testing is completed prior to the start date of the summer semester. Securing the required 10 panel drug testing is the responsibility of the student and test results should be forwarded to the Program Chairperson prior to the start of the summer semester clinical rotation. It is to be understood that attendance at ALL clinical sites, classroom, and lab are drug and alcohol free. Attending any of the above “under the influence” is cause for termination from clinical site and/or the program.

### **Background Check**

All students are required to undergo a criminal background check with the Illinois State Police. Students with a positive background check that contain disqualifying conditions may be prohibited from attending clinical rotations and future employment. Students are responsible for the cost of performing the background check.

### **Health Insurance**

Students are not considered employees of the hospital and clinics and are NOT covered under any of the clinical education site’s Employee Health services. If a student sustains an injury while performing at any clinical site or becomes sick while in the clinical setting, the student will need to use their own personal health insurance and assume responsibility for any and all costs associated with any treatment provided. Students must provide proof they carry health insurance and it must be maintained while they are in attendance in the clinical sites as stipulated by the contracts of the clinical sites.

### **Professional Liability Insurance**

Professional liability insurance is required while the students is in attendance at the clinical affiliate. This is included in the tuition for the Ophthalmic Technician courses. Students must be officially registered and the college must be open on days of attendance in order to be covered by this insurance.

### **Extended Illness**

Students with an extended illness, who incur an injury during the course of the Program, or with extenuating circumstances that may limit their ability to fully perform the functions required in the clinical education course, meet the attendance requirements and/or accomplish the semester objectives have two options:

1. Receive an Incomplete (I) grade in the clinical education course for the semester in which the illness/injury occurred. All course requirements, objectives and absences must be made up by the end of the subsequent semester. Keep in mind that all requirements, objectives and time for the clinical education course in the new semester must be satisfied in addition to the completion of the prior semester’s requirements, objectives and time. Failure to complete all requirements, objectives and time may result in failure of BOTH clinical education courses, in addition, a



physician's complete release of the student must be granted in order for the student to return and continue the Program. Light duty release is not considered acceptable for the ophthalmic technician.

2. Withdraw from the Program and re-enter at a later date. Students considering this option should be aware the voluntary withdrawal from the Program holds no guarantee for re-entry or former clinical assignment.

### **Attendance and Tardiness Policy**

Clinical education can only be provided at the clinical site. In order for a student to gain the appropriate level of knowledge in order to perform the skill necessary in ophthalmic technology, they must be in attendance at each of their clinical rotations.

**If a student must be absent, it is their responsibility to notify the Clinical Supervisor and the Program Chairperson by email at [lisamaas@triton.edu](mailto:lisamaas@triton.edu) or by contacting 708- 456-0300 ext. 3934. Notification of absence or tardiness should take place before the student's scheduled start time.**

Make up time must be scheduled on days with comparable experiences as the day of absence occurred and must be completed within the semester during which they occurred. This time must meet with the approval of the Clinical Supervisor and must not infringe upon the rights of other students. Students are not allowed to be in attendance at clinical sites on days when the college is closed.

Make up time not completed prior to the end of the semester will result in an incomplete grade. Time must be made up at the clinical site where it was missed. Failure to complete make-up time within the first 30 calendar days of the next semester will result in the grade of "I" being changed to an "F". In cases where the summer semester is the next semester, the student has 15 calendar days to make up the time.

It is the student's responsibility to notify the Clinical Site Supervisor and Program Chairperson of their absence prior to their regular start time. All missed clinical time will need to be made up. Students making up missed time on nonscheduled days can do so with the permission of the Clinical Supervisor and notification the Program Chairperson. This includes illness, personal days, funerals and career days. All required clinical days must be accounted for.

Failure to notify the clinical site of absence:

1<sup>st</sup> time- verbal warning

2<sup>nd</sup> time- written warning

3<sup>rd</sup> time- 1-week suspension

4<sup>th</sup> time- program dismissal

All absence of 3 consecutive clinical days due to illness requires a physician's release in writing upon return to the clinical site.

## **Excessive Absence Policy**

Absences in clinical education course shall not exceed the days the course meets per week in the semester. In semester clinical courses that meets 3 clinical days per week, three absences will be considered excessive. It will be the responsibility of the student to contact the Clinical Supervisor to make up missed days if allowed to continue in the Program.

Disciplinary Policy for Excessive Absences:

- a. Verbal warning (documented) when student reaches day of occurrence of first excessive absence.
- b. Written warning of impending suspension on next absence.
- c. One-day suspension on next occurrence.
- d. Termination from clinical course on next occurrence.

## **Excessive Tardiness Policy**

Tardiness in clinical education course shall not exceed the days the course meets per week in the semester. In semester clinical courses that meets 3 clinical days per week, three late occurrences will be considered excessive.

Disciplinary Policy for Excessive Tardiness:

- a. Verbal warning (documented) when student reaches day of occurrence of first excessive tardy.
- b. Written warning of impending suspension on next day tardy.
- c. One-day suspension on next occurrence.
- d. Termination from clinical course on next occurrence.

## **Readmission into the Ophthalmic Technician Program**

### **Previous withdrawal**

Readmission into the Ophthalmic Technician Program may be considered on a case-by-case basis. Students that withdraw may be readmitted within 2 years of the withdraw only after successfully completing ALL course competencies and final exams for courses that were completed while in the Program. This will allow the student to re-enter the Program and focus on current course load, without having to review previous course work for success.

### **Failing a course**

Students may re-enroll in a previously failed course one time only, keeping in mind OPH Program courses are only offered once per year. All students re-enrolling in a course post 1st semester may be asked to complete previous course competencies and/or final exams to demonstrate retention of preceding coursework and skills.

### **Clinical withdrawal or postponement**

Any student that withdraws from Clinical Practicum will be given the opportunity to complete the required hours for that course within an extension date set by the course instructor. Once

completed, a Grade Change Form will be issued to show course completion on the student record.

A student will be given the opportunity to postpone Clinical Practicum I, II, or III due to personal, medical, or financial reasons. Enrollment MUST be done within one academic year of the postponed Clinical Practicum course start date to ensure retention of knowledge and skills. All students may be asked to complete competencies and exam(s) to demonstrate the appropriate comprehension and ability to attend any Practicum course.

A student that is removed/terminated from a Clinical Practicum course may be allowed to retake that course the following semester or year on a case-by-case basis. This will be discussed with the Program Chairperson and Health Career Dean to determine if the student is eligible and if so, what steps are necessary.

### **Cell Phone and Electronic Devices**

The use of cell phones or other electronic devices is prohibited while the student is working in the clinical setting, use is only permitted during breaks and lunch periods. Students should respect others while using these devices. If any emergency occurs where the student must be in contact with their family, cell phones may be left on silent or vibrate mode only and any emergency calls must be taken away from patient areas. If an emergency situation occurs, the student should notify the Clinical Supervisor of such situations beforehand. Students who disrespect this policy can be sent home by the clinical supervisor and any time missed will be the responsibility of the student to make up.

### **Dress Code**

The dress code put forth by the Ophthalmic Technician Program is instituted to provide a professional appearance so the student will gain the public's confidence and generate an image of an individual who takes pride in their profession, as well as adhering to safety standards. Students are required to adhere to the following dress code. It is the Clinical Supervisor's discretion if a student's appearance is inappropriate. Non-compliance can result in the loss of clinical time as a result of being sent home. Continued non-compliance can result in dismissal from the program.

#### **Uniform**

Ciel blue scrubs must be worn to the clinical site unless otherwise specified by the clinical supervisor.

White lab coat over business casual may be worn when specified by the clinical supervisor. Scrubs and/or white lab coat MUST have visible identification alerting patients that you are Triton ophthalmic student, with your first name.

Scrubs and/or the white lab coat must be clean, unwrinkled and in good condition.

#### **Name Tag**

An identifying badge or patch stating your name and Triton College Ophthalmic Student MUST be worn at all times while in the clinical setting, to make patients aware that you are a student and not an employed technician.

### Shoes and socks

Shoes must be non-slip, clean and in good condition.

Sandals and open toed shoes are not permitted.

Please check prior to arrival at each clinical site as to what is acceptable, most will accept clean gym shoes (limited colors) or crocks.

### Hair

Hair must be clean, neat and should not fall into your or the patient's face.

Hair should be a **natural color**.

Beards and mustaches must be kept trimmed, clean and neat.

### Cosmetics and nails

Makeup is to be moderate and professional.

Limited perfume/cologne and lotions should be worn sparingly in consideration of patients and coworker. Strong scents can be offensive to others, especially because of the close proximity in which we work to the patient.

Wearing artificial nails is not encouraged. Nails should be trimmed short and kept clean.

Long nails can be a source of injury and infection to the patient, as we are touching their eyelids and face.

### **Jewelry and Accessories**

Items should complement the uniform in a conservative way, no large and/or brightly colored accessories. Examples include one **small** set of earrings, one or two **small** hair accessories.

**Please remove any nose rings, tongue piercings or any other piercing that may be considered to be unprofessional.**

### **Tattoos**

Tattoos which might be considered offensive are prohibited and it is the discretion of the clinical site if the students must cover tattoos while at their rotation. To be professional, cover ALL tattoos that are visible before arriving to the clinical site to prevent the clinical director from having to make the decision, you may be asked to leave if tattoos are visible and you do not have the means to cover them.

Some clinical sites require that there are no tattoos visible at all.

## Triton College OPH Clinical Affiliates

Irene Bakos, MD  
Chicago Cornea Consultants  
John Stroger, Jr. Hospital of Cook County-Department of Ophthalmology  
Provident Hospital of Cook County- Ophthalmology  
Eye Specialist Center  
Glavin Eye Center  
Hines VA Hospital Eye Clinic  
Jackson Eye  
Kirk Eye Center  
Kovach Eye Institute  
Kraff Eye Institute  
Loyola University Medical Center  
Midwest Retina Consultants  
North Shore Glaucoma  
Mack Eye Center  
Premier Eye Care  
Mark Rosanova, MD  
DuPage Ophthalmology  
Sunil Raichand, MD  
Rush University Medical Center  
Sure Vision  
UIC Eye and Ear Infirmary  
Chicagoland Eye Consultants

Students are placed at clinical affiliates that will provide an opportunity to work in a hospital, private and group practice setting with an ophthalmic subspecialty. This is intended to offer a wide variety of experiences to each student in order to reinforce learned material and skills, gain accuracy and precision while observing several specialties and types of ophthalmic settings.

### Clinical Logs

Clinical logs MUST be filled in for each day of attendance, detailing what skills were observed and practiced. Date and time of arrival and departure must be filled in and approved (signature) by the clinical supervisor. Weekly logs must be turned in each week. **These are considered legal documents and therefore must be accurate.**

#### **Disciplinary policy of falsifying a clinical log:**

- a. *Termination from the clinical course on the first occurrence.*
  - *The practicum course during which the offence occurred will be forfeited and must be repeated if space is available the following semester.*
- b. *Termination from the Program on the next occurrence.*

### **Student Evaluation of Clinical Site**

An evaluation of your clinical experience is required after each site. This will be reviewed by the Ophthalmic Technician Chairperson to ensure proper supervision and support have been given to become proficient in the skills and knowledge set by the objectives for each course.

### **Clinical Evaluation of the Student**

Each clinical site must evaluate the student's performance and skill level during their clinical rotation. This will be reviewed by the Ophthalmic Technician Chairperson to ensure that each student is keeping up with the objectives set for each course.

Skill objectives for clinical practicum courses are set after they have been taught, learned and practiced in the didactic and lab environment at the College and are reinforced in the clinical setting. Students should be able to observe and perform the set course objectives outside of the college at their clinical affiliate.

If a student has not met the set objectives, the Chairperson will make the student aware and will offer extra lab time for practice in order to gain accuracy and precision.

**It is the student's responsibility to utilize the extra lab time provided by the chairperson and college in order to become proficient in any deficiency noted by the clinical affiliate.**

### **Ophthalmic Technician Program Clinical Attendance and Experience Log**

<b>Name:</b>
<b>Clinical Site:</b>

A Clinical Attendance and Experience Log sheet **MUST** be complete for each week of the Clinical Practicum. The student and the Clinical Instructor, or designee, must sign each log sheet each week. **Log sheets must be submitted in class every week.**

<b>Date:</b>	<b>Time in:</b>	<b>Time out:</b>
<b>Activity:</b>		
Student signature: I hereby certify that the information on this form is true to the best of my knowledge. _____		
Clinical Instructure Signature:		
<b>Date:</b>	<b>Time in:</b>	<b>Time out:</b>
<b>Activity:</b>		
Student signature: I hereby certify that the information on this form is true to the best of my knowledge. _____		
Clinical Instructor Signature:		
<b>Date:</b>	<b>Time in:</b>	<b>Time out:</b>
<b>Activity:</b>		
Student signature: I hereby certify that the information on this form is true to the best of my knowledge. _____		
Clinical Instructor Signature:		

### Clinical Practicum Skill Checklist

The Clinical Practicum Skill Checklist is provided to each student on the course syllabus which can be found on Blackboard. This is provided to ensure the minimum set course objectives are met during each rotation. Each clinical site also receives this with the attending student's name.

This is the minimum requirement for each course, additional testing can be observed and performed under the supervision of the certified ophthalmic technician or ophthalmologist and listed on the log.

<b>OPH 245 Summer (1st rotation)</b>	<b>Observed</b>	<b>Performed</b>
Communication skills	_____	_____
Medical ethics, regulatory and legal issues	_____	_____
Administrative front office skills	_____	_____
Ophthalmic patient services and triage	_____	_____
Workplace safety, universal precautions	_____	_____
History taking	_____	_____
Lensometry	_____	_____
Visual assessment	_____	_____
Installation of drops	_____	_____
Entrance testing	_____	_____
Pupil assessment	_____	_____
Visual field testing	_____	_____
Clinical equipment and supplies maintenance	_____	_____

<b>OPH 256 Fall (2<sup>nd</sup> rotation)</b>	<b>Observed</b>	<b>Performed</b>
Communication skills	_____	_____
Refractometry	_____	_____
Medical ethics, regulatory and legal issues	_____	_____
Retinoscopy	_____	_____
Ophthalmic patient services and triage	_____	_____
Workplace safety, universal precautions	_____	_____
History taking	_____	_____
Visual assessment	_____	_____
Keratometry	_____	_____
Entrance testing	_____	_____



Tear testing	_____	_____
Visual field testing	_____	_____
Lensometry	_____	_____
Pachymetry	_____	_____
Low vision	_____	_____
Contact lenses	_____	_____
Clinical equipment and supplies maintenance	_____	_____

**OPH 247 Spring (3rd rotation)**

**Observed**

**Performed**

Medical ethics, regulatory and legal issues	_____	_____
Ophthalmic patient services and triage	_____	_____
Workplace safety, universal precautions	_____	_____
History taking	_____	_____
Lensometry manual	_____	_____
Lensometry, automated	_____	_____
Visual assessment	_____	_____
Refractometry	_____	_____
Retinoscopy	_____	_____
Keratometry, manual	_____	_____
Keratometry, automated	_____	_____
Entrance testing	_____	_____
Tear testing	_____	_____
Visual field testing	_____	_____
Low vision	_____	_____
Surgical assisting	_____	_____
BAT, Glare testing	_____	_____
Potential acuity meter	_____	_____
Tonometry, applanation	_____	_____

Tonometry, tonopen	_____	_____
Biometry A scan	_____	_____
Biometry, B scan	_____	_____
Pachymetry	_____	_____
Contact Lenses, over Rx	_____	_____
Contact lens, check fitting	_____	_____
Microbiology	_____	_____
Ocular Motility, cover	_____	_____
Ocular motility, cross cover	_____	_____
OCT, macular	_____	_____
OCT, optic nerve	_____	_____
HRT	_____	_____
Fundus photography, disc photos	_____	_____
Fundus photography, fundus	_____	_____
Fluorescein Angiography, set up	_____	_____
Clinical equipment and supplies maintenance	_____	_____

## Clinical Practicum Agreement

As a student in the Ophthalmic Technician Program, I agree to the following conditions regarding my responsibilities and attendance during the program.

\_\_\_\_\_ I understand the program nor the clinical affiliate hold any responsibility to accommodate my personal schedule for work, child care, or any other scheduling issues that may arise. I also understand the transportation to the clinical site is my responsibility, and assignments cannot be made based on my transportation issues.

\_\_\_\_\_ I understand that I have made a commitment to my education and will follow the assigned hours of the department during my clinical rotations.

\_\_\_\_\_ I understand that there is one absence allowed during the semester, and any additional absences must be made up at the clinical site. I understand that I will be issued a grade of incomplete for the Practicum course until that time is made up. I understand that I will not be allowed to begin the next clinical course until the time is made up. I understand that I must accommodate the clinical facility schedule in order to make up any absences or missed time.

\_\_\_\_\_ I understand that it is my responsibility to notify the clinical instructor and Lisa Maas of any absences, and the scheduled make-up date and time.

\_\_\_\_\_ I understand that I am not allowed to bank time for use at a future date.

\_\_\_\_\_ I understand that it is my responsibility to report to clinical on time, clean and appropriately dresses in the approved program uniform, and prepared for the learning opportunity.

\_\_\_\_\_ I understand that I must complete the required medical clearance process, and submit the paperwork from Health Services to Lisa Maas **before** the start of the Summer semester.

\_\_\_\_\_ I understand that I must have a valid CPR card (Health Care Provider) in order to participate in the clinical practicum.

\_\_\_\_\_ I understand that failure to follow these rules jeopardizes my enrollment in the Ophthalmic Technician Program.

---

Printed Name

\_\_\_\_\_  
Signature and date

## **Social Networking and Blogging Policy**

Students enrolled in the Triton College Ophthalmic Technician Program are expected to practice the professionalism set forth by the program and the field of ophthalmology. As an extension of those professional ethics, a policy on social networking and blogging has been established. Students should avoid all discussion on any social network concerning any physician, hospital staff or patient, or any incidents either positive or negative encountered during their experience at the clinical affiliate.

Consideration of these policies includes postings on any of the following forms of social networking; e.g. Facebook, Snapchat, Twitter, Pinterest, Instagram any professional profiles such as LinkedIn and any other message boards, as well as creating or contributing to any blogs.

These forms of communication contain opinions and views from the student's perspective which are not necessarily that of the Ophthalmic Technician Department, clinical affiliate or of Triton College. Readers of this material may not understand this and it may lead to negative outcomes for any of the stakeholders. Students are discouraged from discussing or posing pictures of clinical experiences while using social network sites.

Confidentiality for all involved stakeholder must be protected and maintained. Students posting on any social network or blog must refrain from revealing any proprietary or trade secret information. Hines VA hospital operates under Homeland Security clearance, any pictures taken of badges, patients, employees, records or the facility is a federal offence.

The Ophthalmic Technician Program will decide if a social networking use or blog violates this policy set forth. As with all other policies of the Ophthalmic Technician Program, discipline measures can follow and violation of this policy.

### ACKNOWLEDGEMENT OF UNDERSTANDING

*I have read and agree to comply with the terms of this policy that outline my responsibility to the Triton College Ophthalmic Technician Program with regards to social networking and blogs. I understand that violation of this policy may result in disciplinary action that could include dismissal from the program.*

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Student Signature

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Date

---

Printed Name

## Clinical site student information

Name: \_\_\_\_\_

Start and end dates: \_\_\_\_\_

School closing dates: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_

Emergency contact and number: \_\_\_\_\_

Any medical conditions or allergies: \_\_\_\_\_

Type of vehicle \* (for parking): \_\_\_\_\_

\*Only if required

Students must fill this out and give to your clinical supervisor the 1<sup>st</sup> day of EACH rotation. Please call your clinical supervisor 7-10 days prior to starting to let them know the date you are starting. Ask them where and what time to report along with what the expected attire will be.

## **JCAHPO Certified Ophthalmic Technician Certification**

The Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) was established in 1969 by 6 physician ophthalmology organizations to offer certification and continuing education opportunities to ophthalmic health personnel.

JCAHPO has designed the certification process to serve important public needs as well as those of the ophthalmic assisting community by:

- Setting specific and measurable standards for Ophthalmic Medical Technician knowledge and skills.
- Formally recognizing individuals who have met those standards.
- Providing official confirmation of certificant's qualifications to employers and the public.

Although certification is NOT mandatory in the state of Illinois, it is a tremendous advantage once one becomes certified. Many states and hospital groups require certification for employment. JCAHPO is an International certification and is valid across the US, Canada and 32 additional countries.

Once graduated from the Triton College Ophthalmic Technician Program, you are eligible to sit for the COT level certification exam with no additional work experience requirements (within 12 months). All content areas for the COT level of certification will have been taught throughout this Program, including course OPH 241, specifically designed to prepare you for the certification test.

The Ophthalmic Technician Chairperson, Lisa Maas, and OPH faculty highly encourage you to become certified after graduation. Some employers may not encourage certification as it will cost more to employ you but becoming certified will only help to advance your career, ensure higher pay and maximize the employment opportunities available to you.

You can find more information regarding JCAHPO, certification process, different certification subspecialties and testing criteria on their website.

<http://www.jcahpo.org/certification-recertification/>

## Acknowledgement of Content Contained in the Ophthalmic Technician Program Handbook

I, \_\_\_\_\_ acknowledge that I have read  
Name printed  
the Ophthalmic Technician Program Handbook. Having read the contents, I affirm that I understand the contents, policies and requirements in this document and will follow and enforce the policies.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date