

**DELGADO COMMUNITY COLLEGE  
PROGRAM IN OPHTHALMIC MEDICAL  
ASSISTING**

**STUDENT CLINICAL HANDBOOK**

**REVISED: August 2023**

## **Welcome**

Welcome to Delgado Community College Ophthalmic Medical Assisting Program!! It is our sincere hope that you will find our program a rewarding and challenging part of your life. As a part of the healthcare team, we are working toward one goal – to provide the best possible care to the patients we are privileged to serve.

We hope that this handbook will acquaint you with the DCC Ophthalmic Medical Assisting Program and provide you with an understanding of our policies. This handbook should help you realize what is expected of you as a student in a healthcare profession.

This Handbook is not designed to present the rules and regulations of the affiliated clinical education settings. It is the student's obligation to abide by the rules and regulations of their respective clinical education setting. These rules and regulations will be given to the students upon their assignments.

The information in this Handbook is subject to change due to changing circumstances; the policies as written may be modified, superseded or eliminated. You will be notified of such change through regular channels.

Not every eventuality can be foreseen and areas not covered in this handbook will be dealt with on an individual basis. In addition to this Student Handbook, we also call your attention to the DCC General Catalog and DCC Student Handbook at [www.dcc.edu](http://www.dcc.edu). We urge you to study these materials, as they contain considerable information about the day-to-day situations you may face.

## COLLEGE MISSION

### MISSION:

#### *Mission Statement*

Delgado Community College is a diverse, dynamic, open-admissions community college providing high-quality education through innovation and excellence in teaching and learning. The College offers a variety of academic and workforce programs through the Associate degree and is committed to nurturing and sustaining an inclusive culture to support student success.

#### *Our Vision*

Delgado Community College is a diverse, dynamic, comprehensive community college committed to student success through innovative leadership, to excellence in teaching and learning, and to the cultural enrichment of the community it serves.

### **CORE VALUES:**

We at Delgado Community College, respect and value:

- ❖ The worth of each individual
- ❖ Lifelong learning and the pursuit of knowledge
- ❖ The cultural diversity of our students, faculty, staff, and administration
- ❖ Excellence in teaching in an accessible learning-centered environment
- ❖ Meeting the needs of a changing workforce
- ❖ Public trust and personal and professional integrity and accountability
- ❖ Our responsibility to community, state, nation, and world

### **VISION:**

Delgado Community College will be nationally recognized as an exemplary, world-class institution of higher education. Delgado aspires to cultivate lifelong learners; become the academic and workforce catalyst that empowers the communities it serves; and develop transformative partnerships that foster growth, diversity, knowledge, and sustainability.

### **SPECIFIC EDUCATIONAL PURPOSES OF THE COLLEGE ARE TO OFFER:**

- ❖ Courses and associate degree programs that parallel those of four-year institutions, providing transfer credit toward the baccalaureate degree.

- ❖ Associate degrees and certificates in career programs that prepare students for immediate employment.
- ❖ Development education for students who need to strengthen their basic academic foundations.
- ❖ Specialized services to meet the individual needs of students in a changing society.
- ❖ Programs to meet the needs of business and industry for economic development.
- ❖ Continuing education to provide life-long learning opportunities.
- ❖ Services to the community that promotes cultural and civic interests.

## **DELGADO GENERAL POLICIES AND PROCEDURES**

Students are encouraged to become familiar with the policies contained in the Delgado Community College Catalog and the Student Handbook. The following are additional student policies. For more information on student policies, see Delgado Policies or contact your campus Office of Student Life.

**Delgado Policies Homepage:** <https://www.dcc.edu/administration/policies/default.aspx>

**Student Policies Homepage:**

<https://www.dcc.edu/student-services/forms-policies/forms/default.aspx>

<https://www.dcc.edu/student-services/forms-policies/policies/default.aspx>

**Safety Policies Homepage:** <https://www.dcc.edu/administration/policies/safety/default.aspx>

### **STUDENT JUDICIAL CODE**

The Code, including student rights and responsibilities, is located in the *DCC Student Handbook* and on the DCC website: current students

<http://docushare3.dcc.edu/docushare/dsweb/Get/Document-4958>

### **STUDENT GRIEVANCE PROCEDURE**

The procedure is located in the *DCC Student Handbook* and the DCC website: current students.

<https://www.dcc.edu/student-services/forms-policies/policies/grievance-procedures.aspx>

### **STUDENT ACADEMIC APPEAL POLICY**

Policy is located in the *College Catalog* and on the DCC website: current students

<http://docushare3.dcc.edu/docushare/dsweb/Get/Document-1730/1440-4A.pdf>

### **TUITION / FEES / REFUND PROCEDURE**

The procedure is located in the *DCC Student Handbook* and the DCC website: current students

<https://www.dcc.edu/administration/policies/business-financial/tuition-fees.aspx>

### **EMERGENCY PREPAREDNESS PLAN**

Policy is located on the DCC website: Safety Policies

<https://www.dcc.edu/administration/policies/safety/default.aspx>

### **COMPLAINTS ABOUT THE PROGRAM**

A complaint about the Ophthalmic Medical Assisting program that is not addressed with the various DCC grievance or appeals procedures should be written, signed, and addressed to the Dean of the School of Allied Health. Each complaint is handled on an individual basis. Harold Gaspard, Dean, School of Allied Health, Building 4, Room 131, [hgaspa@dcc.edu](mailto:hgaspa@dcc.edu) phone: (504) 671-6247.

### **Discrimination**

(1) Institutional Policy AD-1732.2:

<http://docushare3.dcc.edu/docushare/dsweb/Get/Document-67>

(2) Statement of Nondiscrimination as published in the catalog:

<https://www.dcc.edu/title-ix/annual-statement.aspx>

(3) Title IX policy

<https://www.dcc.edu/title-ix/default.aspx>

*“Delgado Community College assures equal opportunity for all qualified persons without regard to race, color, religious or political affiliation, gender, sexual orientation, citizenship, national origin, age, disability/handicap or marital status or veteran’s status, pregnancy, childbirth and related medical conditions, and the sickle cell trait in the admission to, participation in or employment in programs and activities of the College.”*

**Disability Statement:** It is the general policy of Delgado Community College to provide an equal opportunity for academic success to all students. Reasonable accommodations for a student with a disability will be made provided the student has self-identified with the Office of Disability Services and has provided the required documentation. Instructors will appropriately modify their methods of instruction, course and examination requirements and general procedures to accommodate the special needs of the student provided the academic integrity of the course or examination is not violated and the accommodation does not jeopardize the health and welfare of all students. Accommodations will not be made without the letter of accommodation from the Office of Disability Services.

Delgado Community College recognizes its responsibility for creating an institutional climate in which students with disabilities can succeed. In accordance with College Policy, if you have a documented disability, you may request accommodations to obtain equal access and to promote learning in this class. Students who need special support services are advised to see the Coordinator of Disability Services in Building 2, Room 102-W at City Park Campus or contact the City Park Campus office at (504) 671-5161. To review the Delgado Community College policy for Persons with Disabilities, **please refer to the following link: AD-1468.1 Persons with Disabilities**  
<https://www.dcc.edu/student-services/disability-services/default.aspx>

**Academic Honesty Statement:** Delgado Community College requires that students adhere to the highest standards of academic integrity. Students are entrusted to be honest in every phase of their academic life and to present as their own work only that which is genuinely theirs. Cheating, plagiarism, violation of test conditions, complicity in dishonest behavior, or other falsification of academic work is a serious breach of College standards. **Plagiarism** is defined as any attempt to represent the work of another as one's own original work. More specifically, plagiarism is the direct appropriation of the language, thoughts, or ideas of another--either literally or in paraphrase--without appropriate notation on the source and in such fashion as to imply that the work is one's own original work. Depending upon the nature of the case, a student guilty of academic dishonesty may receive penalties ranging from a grade of "F" for the work submitted to expulsion from the College. Such penalties may be of both an academic and disciplinary nature  
[http://docushare3.dcc.edu/docushare/dsweb/Get/Document-80/?\\_ga=2.202705297.1608213524.1680439611-203818244.1645670585&pk\\_vid=b1a3e527c6725f7816979943765bf3e0](http://docushare3.dcc.edu/docushare/dsweb/Get/Document-80/?_ga=2.202705297.1608213524.1680439611-203818244.1645670585&pk_vid=b1a3e527c6725f7816979943765bf3e0)

**Title IX Statement:** Delgado Community College is committed to creating and maintaining an environment in which sexual violence against men and women is not tolerated. Intervening in such instances helps to foster a safe environment for all, while sending a message that this kind of behavior will not be tolerated and is unacceptable in our community. As part of its commitment to providing an educational environment free from discrimination, Delgado Community College complies with Title IX of the Education Amendments, which prohibits discrimination and harassment based upon sex in an institution's education programs and activities. Title IX prohibits sexual harassment, including sexual violence, of students at Delgado Community College sponsored activities and programs whether occurring on-campus or off-campus.  
<https://www.dcc.edu/title-ix/annual-statement.aspx>  
<https://www.dcc.edu/title-ix/default.aspx>

**EQUAL ACCESS / EQUAL OPPORTUNITY STATEMENT:**

Delgado Community College assures equal opportunity for all qualified persons without regard to race, color, religious or political affiliation, gender, sexual orientation, citizenship, national origin, age, disability/handicap or marital status or veteran's status, pregnancy, childbirth, and related medical conditions, and the sickle cell trait in the admission to, participation in or employment in programs and activities of the College. Delgado Community College has designated a 504/ADA Coordinator who can be reached at **(504) 762-3004**. Delgado Community College provides academic adjustments and auxiliary aids to qualified students. Delgado Community College does not discriminate on the basis of race, color, gender, religion, national origin, age, or disability. Any student with concerns or complaints about services offered should contact the College's 504/ADA Coordinator.

<https://www.dcc.edu/title-ix/annual-statement.aspx>  
<https://www.dcc.edu/title-ix/non-discrimination.aspx>

## **PROGRAM PHILOSOPHY**

The mission of the Delgado Community College Ophthalmic Medical Assisting Program (OPHT) is to provide students with both academic and clinical instruction which will prepare them to function as competent, compassionate, entry-level ophthalmic medical assistants who respond professionally and ethically to patients and other team members of the ophthalmic practice and health care community

### **Program Goals:**

To uphold our mission, the following goals have been set to prepare graduates to enter the workforce

1. Students will be clinically competent
2. Students will demonstrate communication skills
3. Student will develop critical thinking skills
4. Students will model professionalism

## **OBJECTIVES OF THE OPHTHALMIC MEDICAL ASSISTING PROGRAM**

The objectives of the Ophthalmic Medical Assisting Program are to provide the technical and scientific background of Ophthalmic Medical Technology with the necessary communication techniques essential for the application of learned concepts. The program is fully approved by the International Council of Accreditation (ICA).

The program is organized according to the “Standards and Guidelines of Approved Educational Programs for the Ophthalmic Medical Assistant” adopted by the International Council of Accreditation.

Upon completion of the Certificate of Technical Studies program, the student is eligible to take the Certified Ophthalmic Medical Assistant examination administered by the International Joint Commission on Allied Health Personnel in Ophthalmology.



## **PROGRAM GOALS**

The Ophthalmic Medical Assisting program serves students seeking meaningful careers as ophthalmic medical assistants.

An ophthalmic medical assistant is a skilled person, qualified by academic and clinical training, who performs ophthalmic tests under the supervision of the physician licensed to practice medicine and surgery and qualified in ophthalmology. The ophthalmologist is responsible for the performance of the ophthalmic assistant.

Ophthalmic medical assistant render supportive services to the ophthalmologist. They are employed primarily by ophthalmologists but may be employed by medical institutions, clinics or physician groups. The ophthalmic medical assistant cannot supplant the physician in the decision making process necessary to establish diagnosis and a plan of treatment, but assists the physician by collecting data necessary to reach decisions and by transmitting and executing the ophthalmologist's orders.

It is the goal of the Ophthalmic Medical Assisting Program to:

- 1) offer courses leading to a Certificate of Technical Studies in Ophthalmic Medical Assisting, which prepares students for entry level positions in the field of Ophthalmic Medical Assisting.
- 2) have graduates who seek employment attain job placement rate greater than 75% within six months of graduation.
- 3) prepare and qualify students to sit for the Certified Ophthalmic Medical Assisting examination.
- 4) Average course completion/graduation rate of not less than 80% over the past 5 years.
- 6) Offer students the requisite scientific knowledge, practical skills, and general education to perform their job duties effectively and efficiently.
- 7) Encourage graduates to pursue advanced degrees or advanced certification and to instill the desire for lifelong learning.

To obtain these objectives, this program is organized according to the "Standards and Guidelines of International Council of Accreditation.

A copy of these standards is on file within the department and is available to a student upon request.

<b>OPHTHALMIC MEDICAL ASSISTING PROGRAM FACULTY</b>
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Program Director  
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Dr. Jonathan Nussdorf, Medical Director  
Ochsner Clinic, Department of Ophthalmology

**CODE OF ETHICS  
FOR OPHTHALMIC MEDICAL ASSISTING STUDENTS**

- Principle 1. The Student OMA exercises care, discretion and judgment in the practice of the profession.
- Principle 2. The Student OMA provides service to patients without discrimination.
- Principle 3. The Student OMA practices technology founded on scientific basis.
- Principle 4. The Student OMA respects confidence entrusted in the course of the professional practice.
- Principle 5. The Student OMA practices ethical conduct befitting the profession.
- Principle 6. The Student OMA is responsible for performing duties assigned by the ophthalmologist, but in no way should exceed the practices encompassed by the scope of the profession.
- Principle 7. The Student OMA provides the ophthalmologist with accurate, pertinent information related to diagnosis and treatment of the patient.
- Principle 8. The Student OMA functions efficiently and effectively, demonstrating conduct and attitudes reflecting the profession.
- Principle 9. The Student OMA acts to advance the principle objectives of the profession to provide the services to humanity with full respect for the dignity of life.
- Principle 10. The Student OMA recognizes the continuing education is vital to maintaining and advancing the profession.

## **OPHTHALMIC MEDICAL ASSISTING INFORMATION AND CURRICULUM**

**DEGREE:** Certificate of Technical Studies

**DIVISION:** ALLIED HEALTH (CP)

### **GRADUATION REQUIREMENTS**

The Ophthalmic Medical Assisting program is 11 months in length, with 35 credit hours earning upon completion of the program.

The student enrolled in the program may devote no more than 40 hours per week attending class at the college or clinical sites and obtaining clinical education in a affiliate hospital/clinic.

Graduates are awarded a Certificate of Technical Studies (CTS) upon completed by Delgado Community College and are qualified to sit for the certification examination for certified ophthalmic assistants administered by the International Joint Commission on Allied Health Personnel in Ophthalmology.

A final grade of "C" or better must be earned in each Ophthalmic Medical Assisting course.

### **Career Opportunities for Ophthalmic Assistants:**

An ophthalmic assistant has career opportunities in a variety of ways. Ophthalmic Assistants may be employed in hospital-based clinics, private clinics, public health facilities or in ophthalmic pharmaceutical or equipment sales. With more advanced training and education and/or certification, ophthalmic assistants can become Certified Ophthalmic Technicians (COT) or Certified Ophthalmic Medical Technologists (COMT).

## CURRICULUM

To be eligible to apply to the Ophthalmic Medical Assistant Program, the students must meet the following criteria:

1. Possess a high school diploma or equivalent
2. Earn an overall grade point average (GPA) of at least 2.0 in all college courses
3. Be able to meet the program's technical standards
4. Be able to comply with all Clinical Affiliate requirements

### Semester 1

Course Number	Course Name	Credit hours
OPHT 101	Introduction to Ophthalmic Assisting	1.0
OPHT 201	Ocular A & P	1.0
OPHT 202	Glaucoma & Tonometry	1.0
OPHT 203	Equipment Maintenance	1.0
OPHT 204	Practicum	2.0
OPHT 205	Skills Lab	3.0
OPHT 206	Ophthalmic Administrative Patient Care	3.0
HESC 111	Medical Terminology	3.0
Semester credit hours		15.0

### Semester 2

Course Number	Course Name	Credit Hours
OPHT 221	Pharmacology	2.0
OPHT 222	Patient Care	2.0
OPHT 223	Eye Disease	2.0
OPHT 224	OPTICS	2.0
OPHT 225	Practicum	4.0
OPHT 226	Skills Lab	2.0
Semester credit hours		14.0

**Semester 3**

Course Number	Course name	Credit Hours
OPHT 227	Practicum	4.0
		4.0

Total Program Credit Hours

33.0

**COURSE DESCRIPTION****OPHT 101 Introduction to Ophthalmic Medical Assisting**

Introduces role, scope and duties of the ophthalmic assistant, including medical history-taking, preliminary patient examination, visual fields, and adjunct testing.

**OPHT 201 Anatomy and Physiology for Ophthalmic Professionals**

Detailed study of normal anatomy and physiology with concentration on eye and orbit and systemic disease and affects on ocular health.

**OPHT 202 Principles of Tonometry/Glaucoma**

Introduces methods of checking intraocular pressure and causes and treatment of glaucoma

**OPHT 203 Maintenance of Ophthalmic Instruments**

Troubleshooting and minor repair of ophthalmic equipment. Proper and safe methods of changing fuses, bulbs, and batteries; sterilization of surgical instruments; other safety procedures to clinical housekeeping.

**OPHT 204 Ophthalmic Practicum I**

The student is assigned to a clinical education center to observe and perform basic Ophthalmic examination skills under direct supervision.

**OPHT 205 Ophthalmic Medical Assisting Skills Lab I**

Introduction to basic clinical skills used in ophthalmic examination. This course includes history taking, visual signs, visual assessment, visual fields, pupillary assessment, lensometry, tonometry, supplementary tests and maintenance of ophthalmic equipment.

### **OPHT 206 Ophthalmic medical Assisting Administrative Patient Care**

Introduction to health care delivery systems, community eye care, medical/legal issues and administrative functions of the Ophthalmic Medical Assistant

### **OPHT 221 Basic Ophthalmic Pharmacology**

Drug delivery systems, including the advantages and disadvantages of each. Administration, types of ocular pharmaceuticals and recording of specified topical and oral medication at the direction of the physician.

### **OPHT 222 Ophthalmic Patient Care**

Introduction to ocular triage, first aid treatment, control of infections and prevention of contamination in a medical facility, surgical assisting, patient care, contact lens and glasses fitting and dispensing and biometry principles

### **OPHT 223 Introduction to Diseases of the Eye**

Fundamentals of common external and internal disease of the eye and orbital region.

### **OPHT 224 Ophthalmic Optics and Basic Refractometry**

Introduction to basic theoretical and clinical optics, including physical and geometric optics, refractometry, retinoscopy techniques and low vision.

### **OPHT 225 Ophthalmic Practicum II**

Continuation of OPHT 204, Advanced skills under supervision of clinical instructors.

### **OPHT 226 Ophthalmic Medical Assisting Skills Lab II**

Introduction to advanced clinical skills used in ophthalmic examination. This course includes refractometry, retinoscopy, biomicroscopy, biometry, contact lens and spectacle skills.

### **OPHT 227 Ophthalmic Practicum III**

Continuation of OPHT 226, ophthalmic examination skills under direct supervision.

## TUITION AND FEES

All tuition and registration fees must be paid at the time of registration. Tuition is subject to change by the Board of Supervisors at any time.

Students will receive academic credit for courses taken in the Ophthalmic Medical Assisting Program. Please refer to the Delgado Community College webpage for a complete listing of tuition and fees.

[https://www.dcc.edu/future-students/how\\_to\\_pay\\_for\\_college.aspx](https://www.dcc.edu/future-students/how_to_pay_for_college.aspx)

<https://www.dcc.edu/administration/policies/business-financial/tuition-fees.aspx>

<https://www.dcc.edu/administration/offices/controller/bursar/tuition-adjustment.aspx>

<https://www.dcc.edu/administration/offices/controller/bursar/online-payments.aspx>

### OPHTHALMIC MEDICAL ASSISTING PROGRAM TUITION (approximate)

#### Semester 1

Course Number	Course Name	Credit hours
OPHT 101	Introduction to Ophthalmic Assisting	1.0 - \$194.96
OPHT 201	Ocular A & P	1.0 - \$194.96
OPHT 202	Glaucoma & Tonometry	1.0 - \$194.96
OPHT 203	Equipment Maintenance	1.0 - \$194.96
OPHT 204	Practicum	2.0 - \$389.92
OPHT 205	Skills Lab	3.0 - \$584.88
OPHT 206	Ophthalmic Administrative Patient Care	3.0 - \$584.88
*HESC 111	Medical Terminology	3.0 - \$584.88
Semester credit hours		15.0 - <b>\$2,924.40 Base</b>

\*May be taken prior to admittance

#### Semester 2

Course Number	Course Name	Credit Hours
OPHT 221	Pharmacology	2.0 - \$389.92
OPHT 222	Patient Care	2.0 - \$389.92
OPHT 223	Eye Disease	2.0 - \$389.92
OPHT 224	OPTICS	2.0 - \$389.92
OPHT 225	Practicum	4.0 - \$779.84
OPHT 226	Skills Lab	2.0 - \$389.92
Semester credit hours		14.0 - <b>\$2,729.44 Base</b>

#### Semester 3



Course Number	Course name	Credit Hours
OPHT 227	Practicum	4.0 - \$779.84
		4.0 - \$779.84

Total Program Credit Hours	33.0 - \$6,433.68 Base
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### **TUITION REFUNDS**

If a student voluntarily withdraws, is required to withdraw, or is dismissed from the college, a partial tuition reimbursement may or may not be made.

<https://www.dcc.edu/administration/offices/controller/bursar/tuition-adjustment.aspx>

### **PROGRAM EXPENSES**

In addition to tuition, Ophthalmic Medical Assisting students will incur the following expenses associated with the program.

**The following items are approximate expenses associated with the program.**

*\*These items are purchased at the beginning of the program.*

Uniform / shoes \$ 200*	<p><b>Students must have full uniforms by the start date of the program.</b></p> <p><b>Please note</b> – Students must wear navy blue scrubs to lectures, labs and clinicals</p>
Textbooks \$ 400*	<p><b>Textbooks are purchased at the beginning of the program only.</b></p> <p><b>The program uses multiple publishers. You may opt for Course Complete package, rental package and/or purchase. Please see College bookstore webpage</b> <a href="https://www.dcc.edu/student-services/course-complete.aspx">https://www.dcc.edu/student-services/course-complete.aspx</a></p>
Castle Branch \$110*	<p><b>Students are required to complete a drug screen and background check.</b></p> <p><b>Students are required to have a complete the following:</b> negative TB test, Hepatitis B positive titer, positive titers for MMR / Varicella**.</p> <p><b>Students attending clinicals must have a Flu vaccine by November 1<sup>st</sup>.</b></p> <p>* Delgado does NOT provide health screening.  ** Vaccination records are not sufficient to meet affiliate requirements – student must have positive titers. If Student has a negative titer, they must be re-vaccinated. <i>These costs are not included and may vary per personal provider.</i></p>

Trajecsys \$100*	Students are required to log-in and log-out their attendance in Trajecsys, as described in the program handbook. Students must attend all scheduled clinic days. Attendance must be verified in Trajecsys by the clinical preceptor/supervisor, in order to receive credit for having attended clinic.
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## ACADEMIC STANDARDS

Students must adhere to all policies and procedures set forth in the Delgado Community College Ophthalmic Assisting Program's student handbook, and to the instructions of the Program faculty.

Students must maintain a grade point average of over 2.0 (*on a four-point system*) in each course of academic and clinical training and successfully complete all the required clinical and academic training. The clinical evaluation includes satisfactory patient care and ethical standards in each affiliate hospital. Each student must attend for the entire academic year. Failure to meet any of the above requirements will result in termination from the Program.

The grading system is as follows:

<u>Numerical</u>	<u>Grade</u>	<u>Quality Point Average</u>
90 - 100	A	4
80 - 89	B	3
70 - 79	C	2
60 - 69	D	1
59 - Below	F	0

## Academic and Personal Counseling

Academic and personal counseling are handled by the Program Director. If a student is struggling academically in a course, the student is strongly encouraged to meet with the instructor in order to get academic tutoring or individual help in the course. Personal student issues are dealt with as they arise.

If during a semester a student is not maintaining a 2.0 grade point average in any course, tests, or clinical evaluations, the student will be counseled by the Program Director and/or

Adjunct Instructor. The student will be advised as to how to correct deficiencies and will be given a written notice of unsatisfactory achievement. The notice will be placed in the student's file. The student will be offered additional instruction in the area of the deficiency.

## **ACADEMIC DEFICIENCY**

### **ACADEMIC PROBATION**

If either course or clinical grades continue to indicate unsatisfactory performance a second meeting with the Program Director will be arranged, and the student will be counseled again and given a second written notice of unsatisfactory achievement. Upon receipt of a second notice for academic or clinical deficiency, the student can be placed on academic probation for a period of not less than two weeks.

### **REQUIRED WITHDRAWAL FROM COLLEGE**

If after the probationary period a student still has unsatisfactory grades, and the Clinical and Program Director agree that the student either will not or cannot complete the academic and/or clinical aspects of the course successfully, the student will be issued a notice of required withdrawal from the College.

### **ACADEMIC DISMISSAL FROM THE PROGRAM**

If a student does not achieve the required Program grade point average of 2.0 in **ALL** Ophthalmic Assisting Program courses for each semester, the student may be dismissed from the Program. Each student who does not meet the 2.0 grade average requirement will be counseled by the Program Director and given a document that states the failure and provides the requirements for Re-applying to the Program. ***Any student not completing the first semester successfully, must re-apply to the program and retake all courses as stated in Option 1 below.***

### **PROGRAM RE-ENTRY**

The student has two options to re-enter into the Program:

**OPTION 1:** Re-apply and upon acceptance, start from the beginning of the Program and retake all courses.

**Or**

**OPTION 2:** Meet or exceed the established benchmark of 77% on a comprehensive academic and clinical competency exam reflecting all material covered up to point of dismissal.

***Any student out of program more than 12 months at the time of proposed re-entry, must re-apply to the program and retake all courses as stated in Option 1 above.***

### **VOLUNTARY WITHDRAWAL FROM PROGRAM**

Any student desiring to terminate enrollment should consult with the Program Director in advance of withdraw. The Delgado Community College Withdrawal Procedures will be followed. Depending upon when in the academic year a student withdraws, some tuition may be reimbursed. Please see tuition reimbursement section above.

### **RE-ENTRY AFTER WITHDRAWAL IN GOOD STANDING**

Should a student in good standing wishing to re-enter at the same course level within a one-year period, the following three (3) policies must be met.

1. The student must submit a letter to the Program Director that states his/her desire to re-enter the Program. This letter must be received at least 60 days prior to the semester they wish to re-enter.
2. A comprehensive academic and clinical competency exam that reflects all material covered up to the point of withdrawal will be administered. This is necessary in order to determine the student's academic and clinical knowledge retained during the absence. Should the student not meet the established benchmark of 77%, they will be placed in the appropriate course level. Admissions will be based on current admission requirements and space availability.
3. All technical standards and clinical requirements must be met upon re-entry.

### **RE-ADMISSION GUIDELINES**

Students are only allowed to apply for re-entry into the Ophthalmic Assisting program one time. If a student fails any course in the major after re-entry, they will not be granted permission to re-enter. If the student withdraws before the completion of the first semester, they will be required to re-apply and be considered as a new applicant.

### **INELIGIBILITY FOR RE-ADMISSION / RE-ENTRY**

Students dismissed from the program for severe disciplinary infractions/violations may not be eligible for re-entry. These infractions/violations include, but are not limited to:

- Academic dishonesty
- Falsification of documentation
- Confirmed substance abuse
- Change in criminal history
- Clinical, professional or ethical violations
- Student Code of Conduct violation

## **Academic Records**

### **RECORDS AND RELEASE OF INFORMATION**

Official records of each student's academic, clinical grades and evaluations are maintained and kept confidential by Delgado Community College. Copies of each student's academic, clinical grades, evaluations, attendance records and disciplinary actions are maintained by the Program Director for a total of 3 years and secured at the Delgado Community College Records Room. The student has the right to review, question and receive counseling of their own educational records. Upon successful completion of the Ophthalmic Medical Assisting Program, the student will earn a Certificate of Technical Studies in Ophthalmic Medical Assisting.

Student records are kept and maintained in compliance with the **Federal Family Educational Rights and Privacy Act of 1974**. Any information about a student other than the fact that they attended the College, the dates they attended, and whether they satisfactorily completed the Program is confidential. Only upon receipt of a signed authorization form from the student will any other information be released. (*See current College Catalog*)

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

The following statement concerning student records maintained by Delgado Community College is published in compliance with the Family Education Rights and Privacy Act of 1974. The release of information to the public without the consent of the student will be limited to that designated as directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in activities, dates of attendance, degrees, certificates and awards, name of the previous educational institution attended, student classification and enrollment status. Any student objecting to the release of all or any portion of such information must notify the Office of the Registrar in writing each semester within 10 days after the final day of registration. The restriction will remain in effect until revoked by the student.

[https://www.dcc.edu/student-services/financial-aid/resources/rights\\_and\\_responsibilities.aspx](https://www.dcc.edu/student-services/financial-aid/resources/rights_and_responsibilities.aspx)

## **ACADEMIC CONDUCT**

Academic conduct that will not be tolerated includes:

- ❖ Cheating on exercises, papers, and examinations.
- ❖ Plagiarism on written exercises, presentations, and papers.
- ❖ Facilitating plagiarism on written exercises, presentations, and papers.
- ❖ Disrespectful attitude towards didactic instructors and guest lecturers.
- ❖ Improper use of academic equipment (i.e. computers, internet access, video presentations, CD and DVD presentations, audio-visual equipment, library books and resources).

## **ACADEMIC DISMISSAL**

Grounds for dismissal from the Ophthalmic Medical Assisting Program

- ❖ Obtain a grade below a "C" in any OMA designated course
- ❖ Insubordination to clinical site staff or any faculty
- ❖ Academic dishonesty in any class, clinical site, or competency
- ❖ Falsification of records
- ❖ Conviction or known use or distribution or possession of a controlled substance or illegal drug
- ❖ Possession and/or use of alcohol before or during classroom or clinical site activities
- ❖ If a student is refused entry to a clinical site for violations including but not limited to such things as poor performance, theft, or misconduct, will not be permitted to continue in the program. Students will not be reassigned to another clinical site.

## **ESSENTIAL FUNCTIONS FOR OPHTHALMIC MEDICAL ASSISTANT STUDENTS DELGADO COMMUNITY COLLEGE**

### **Essential Functions for Employment**

To establish civil rights for individuals with disabilities, the ADA established the concept of essential functions. Essential functions, also called technical standards or functional expectations, are task-based criteria that define jobs and enable employers to match employees with positions. The ADA requires that employers list the essential functions of all jobs in their institutions and identify reasonable accommodations to the disabilities of qualified individuals in order that they may perform these functions. Essential functions are the basis for all personnel actions.

#### **In employment, essential functions are job-related capabilities and tasks...**

- \* That constitute the fundamental reasons a position exists.
- \* Whose completion demands a substantial portion of the employee's time.
- \* Whose removal would fundamentally alter the position.
- \* That require specialized employee expertise.
- \* That can be distributed to a limited number of fellow employees.

### **Essential Functions for Education**

Like employers, all educational institutions must provide access to people with disabilities and must not exclude program candidates on the basis of their disabilities alone. Educators are compelled to review admissions criteria, academic progress standards, course requirements, and graduation requirements to develop the essential functions required for students.

Applicants are then evaluated against the essential functions and admitted or denied on that basis. Academic progress and program completions are also measured against the essential functions.

#### **In education, essential functions are course-related capabilities and tasks...**

- \* That enable a student to learn in an educational program.
- \* That a student must be able to achieve to complete an educational program.
- \* Whose deficiency results in denial of enrollment or academic failure.

### **Essential Functions in Professional Education Programs...**

- \* Combine the attributes of educational and employment-based functions.
- \* Reflect the necessity for clinical practice components.
- \* Define the profession at its entry level.

## **LIST OF ESSENTIAL FUNCTIONS FOR OPHTHALMIC MEDICAL ASSISTANT STUDENTS**

Students enrolling in and graduating from the Ophthalmic Medical Assistant program must meet the essential function requirements of the academic program and of the corresponding profession. This

program consists of academic study, as well as, supervised clinical experience. Students must be able to complete academic study, perform assigned tasks, and, above all, render services that contribute to the well-being of patients. The Ophthalmic Medical Assistant student must possess the following essential functions:

### **Observation**

#### **The OMA student must be able to...**

- \* Identify possible ocular emergencies.
- \* Recognize possible medical emergencies and initiate appropriate procedures.
- \* Read and comprehend text and numbers displayed in print (i.e., documentation in patient records, patient billing information).

### **Movement**

#### **The OMA student must be able to...**

- \* Travel to numerous clinical sites for practical experience.
- \* Control clinical instruments/equipment and adjust instruments/equipment to perform clinical functions.
- ! measure distance and near vision
- ! perform Amsler grid testing
- ! check and test pupils
- ! measure interpupillary distance at far and near
- ! perform basic color vision testing
- ! make adjustments and simple repairs of spectacles
- ! perform applanation tonometry
- ! perform lensometry
- ! perform keratometry
- \* Record appropriate information derived from clinical testing and patient communication.
- \* Move freely and safely about a clinical facility.
- \* Perform CPR and implement emergency procedures.
- \* Reach instruments/equipment in a clinical site in order to perform clinical functions.
- \* Administer and record specified topical and oral medications at the direction of the physician.
- \* Apply and remove eye dressings and shields.
- \* Care for contact lenses and ocular prosthetics.
- \* Maintain clean and orderly examination lanes.
- \* Clean, sterilize, calibrate, and provide maintenance (i.e., change batteries and bulbs) to ophthalmic clinical instruments/equipment.

- \* Cover and store ophthalmic equipment.

### Communication

#### **The OMA student must be able to...**

- \* Read and comprehend technical and professional materials (i.e., textbooks, magazine and journal articles, handbooks, and instruction manuals).
- \* Follow oral and written instructions in order to correctly perform clinical functions.
- \* Demonstrate proficiency in both written and spoken communication.
- \* Effectively, confidentially, and sensitively converse with patients.
- \* Utilize appropriate medical terminology.
- \* Communicate with faculty members, student colleagues, staff, and other health care professionals orally and in a recorded format (i.e., writing, typing, etc).

### Intellect

#### **The OMA student must...**

- \* Possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, and self-expression.
- \* Be able to exercise sufficient judgment to recognize and correct performance deviations.

### Behavior

#### **The OMA student must...**

- \* Maintain confidentiality and ethical and legal standards, and perform within the scope of training and education.
- \* Consistently demonstrate reliability, self-discipline, cooperation, and professional demeanor in clinical activities.
- \* Be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks within realistic constraints.
- \* Possess the emotional health necessary to effectively use his/her intellect and to exercise appropriate judgment.
- \* Provide professional and technical services while experiencing the stresses of busy schedules, emergent demands, and a distracting environment.
- \* Be flexible and adapt to professional and technical change.
- \* Critically evaluate his/her own performance, accept constructive criticism, and look for ways to improve (i.e., participate in continuing education activities.).
- \* Be capable of supporting the activities of colleagues. Promotion of peers helps encourage a team approach to learning, task completion, problem solving, and patient care.



- \* Have the ability to mediate in a potentially confrontational situation and maintain composure while reassuring the individuals involved.

### Hours of Training

1. Students report to their assignments as scheduled for the clinical component and attends classes as scheduled at Delgado Community College. The students may be rotated through the Ophthalmology Department at Ochsner Hospital and Clinic, Tulane University Department of Ophthalmology, Veterans Affairs Department of Ophthalmology, LSU/UMC Ophthalmology for periods of time to obtain a complete range of experiences. Students may also be rotated through other institutions and/or private practices for specialized clinical education.
2. Clinical hours of training are from 8:00am to 4:30pm

## ABSENCE FROM CLINICAL ROTATION

### Policy:

The student's total number of absences, regardless of cause, will be reviewed by the Program Director monthly and at the completion of the program. **Clinical hours are tracked through the Trajecsus system.**

1. The Program Director/clinical instructor **and** the clinical coordinator/supervisor must be notified by telephone (a message must be left on voice mail if Program Director/clinical instructor or clinical coordinator are not available at the time the phone call is placed and a follow-up email must also be sent) before on-duty shift time when illness/circumstance prevents the student from reporting to the clinic. Text messages are not acceptable for notification.
2. Anyone who will be late arriving (tardy) for their scheduled clinical time must also notify the clinical coordinator/supervisor or designate. Tardiness is defined as arriving to the department later than 15 minutes. Students who become ill while on duty are to report to the clinical coordinator/supervisor.
3. The student is allowed two (2) absences/leave days per semester. Students must complete **400 hours of clinical practicum**. Any student who misses more than the two leave days per semester **may** be dismissed from the program upon review by the Program Director. If a student needs to schedule make-up time, the make-up time will be scheduled by the Program and/or other program or clinical personnel. This make-up time will be scheduled either during the Christmas break or Spring break or summer Mini semester. An exception to this policy will be any extended illness or one involving hospitalization. This exception will be evaluated on an individual basis by the Program Director.
4. A student who experiences an extended illness (more than 2 days) or a hospitalization the student will be required to bring a note from the treating physician upon return to the program. Circumstances such as these will be evaluated by the Program Director and/or clinical personnel with regard to make-up time.
5. It must be duly noted that attendance and punctuality is part of attitude and performance and as such will affect the clinical grades

## **Student Employment in Ophthalmic Practices and Clinical Sites**

Students enrolled in the Ophthalmic Medical Assisting program may be employed in ophthalmic practices or clinics under the following conditions:

- The employment is a relationship between the employer and the student.
- The college will not act as an intermediary between the employer and the student.
- Employment is to take place **ONLY** at a time considered outside the scheduled college class or clinical times (i.e. weekends, Spring Break, etc.).
- PAID working hours cannot be substituted for clinical hours.

## **Student Employment in Other Settings**

There is not a set limit on the time that students while enrolled in the OMA program. However, the time demands of this program should be taken into consideration when a student accepts employment. In addition to the lecture, lab and clinical hours, students should factor in study time needed in order to be successful in the program into their decision.

## **EMERGENCY LEAVE**

Time off will be allowed in the event of the death of a close relative (father, mother, sister, brother, spouse) upon arrangement with the clinical supervisor and college clinical instructor. The time allowed will be granted on the individual basis.

## UNSCHEDULED CLASS CANCELLATION OF COLLEGE CLOSING

In the event of Delgado Community College closing due to unforeseen circumstances; i.e. weather, civil disaster, etc., the students will be excused from their clinical rotation until the college reopens. When the college reopens for classes the students will resume their normal schedule.

To get current information regarding the status of the college, students can check the website [www.dcc.edu](http://www.dcc.edu). The college also updates the local news media and information can be obtained over the radio or television. Students are responsible for getting information about college closing and openings and are expected to return to class/clinical when the college re-opens. Students are expected to sign up for Delgado Alerts.

If there is a closing of the college due to a facility related circumstance (i.e., electrical outage at the college), students **SHOULD FOLLOW THEIR NORMAL CLINICAL SCHEDULE**. Classes missed at the college during such an event will be made up once the college reopens. Students will be notified by the instructor about additional class days or extended class days required to cover the missed material.

## Appropriate Use of Social Networking Websites

Social networking websites provide unique opportunities for students to get to know one another, share experiences, and keep in contact. As with any public forum, it is important that users of these sites are aware of the associated risks and act in a manner that does not embarrass the students, faculty, the Ophthalmic Medical Assisting Program, the School of Allied Health, and Delgado Community College. It is also important to ensure patient information is not publicly available. The Ophthalmic Medical Assisting program has adopted the following guidelines to assist students in safely using these sites.

### A. Personal Privacy

1. We recommend setting your profiles on social networking sites so that only those individuals whom you have provided access may see your personal information. We recommend evaluating photos of yourself that are posted to these sites and “untagging” photos that depict you in what may be construed as compromising situations.

2. Be sure you are aware of the security and privacy options available to you at any sites where you post personal information. Keep in mind that privacy settings are not impervious, and information can be shared willingly or unwillingly with others, even with “Friends Only” access.

### **B. Protection of Patient Information**

1. Comments made on social networking sites should be considered the same as if they were made in a public place.

2. HIPAA rules apply online, and students may be held criminally liable for comments that violate HIPAA.

3. Remember that simply removing the name of a patient does not make them anonymous. Family members or friends of that patient or of other patients you are caring for may be able to determine whom you are referring to based on the context.

### **C. Professionalism**

1. Use of these sites can have legal ramifications. Comments made regarding care of patients or that portray you or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings.

2. Statements made under your profile are attributable to you and are treated as if you verbally made the statement in a public place.

3. Keep in mind that photographs and statements made are potentially viewable by future employers.

4. Students may be subject to disciplinary actions within the College for comments that are either unprofessional or violate patient

## **PROFESSIONAL ETHICS - CONDUCT**

The Student Will:

1. address patients, their relatives, and hospital personnel by their proper title (Miss, Mrs., Mr., Dr.)
2. not discuss the patient's ailments or diagnosis with the patient, his relatives, or the

public. This information is confidential.

3. practice proper patient care and safety practices.
4. not conduct any patient examination, testing, etc. without direct orders from a physician or clinical ophthalmic staff personnel.
5. refrain from discussing the personalities of staff members with the patients.
6. be responsible to the clinical supervisor and/or designated personnel while in the clinic.
7. not congregate or be boisterous in the halls or patient area.
8. not eat or drink except in the designated area, and never within sight of the patient.
9. abide with department regulations governing smoking.
10. except in emergencies and with the permission of the department, not receive or make personal telephone calls from the department. All cell phones and other electronic devices are to be put on vibrate or turned off while you are in a clinical area.
11. **inform the clinical supervisor and/or designated personnel, before leaving the department at any time.**

*\*All of these things come into play when the Clinical Staff are grading you on your performance in their department.*

## HEALTH AND MEDICAL CARE

### **HEALTH REQUIREMENTS**

Accepted students must document compliance with the Clinical Affiliates requirements of the DCC Ophthalmic Medical Assisting Program prior in order to remain enrolled in the program. Failure to document proof of compliance will result in loss of placement. The Ophthalmic Assisting program utilizes Castle Branch to serve as a portal for students to upload and maintain their admission and health requirement documentation, along with background check and drug screening. Health admission requirements are mandated by requirements of the clinical education centers. See below, in this section, for more detailed information pertaining to requirements.

Applicants must present evidence of good health and be able to perform the physical requirements of the Program Technical Standards listed in this document.

Students who appear too ill to function may be dismissed from the clinical area. The student must call someone for transportation. Students may not consult a physician in the clinical area. Faculty may request medical clearance from the health care provider so that the student can return to the Program and perform in the clinical area without restrictions. In order to be in compliance with contractual agreements with facilities that provide student clinical experience and Federal Guidelines, the Delgado Community College School of Allied Health will require students to meet all health requirements and provide proof. **As a student of the Delgado Community College – Ophthalmic Medical Assisting program, the following immunizations and screenings are required(\*):**

### **SEASONAL INFLUENZA VACCINATION\***

Annual flu vaccinations are required. Students who decline the vaccination must sign a declination form and follow the clinical affiliate's policy regarding patient care.

***\*Clinical placement of students who are unable to receive vaccinations is not guaranteed and the student's progression in the program may be affected.***

### **TITERS\***

Students must demonstrate positive titers confirming immunity from:

Varicella (IgG blood titers)\*

Rubella, Rubeola, Mumps (MMR) (IgG blood titers)\*

Hepatitis B (Surface Antibody titer)\*\*

\*If the titer is reported as equivocal or negative, two (2) booster vaccines, 30 days apart is required.  
**Submit copy of the vaccination records to Castle Branch.**

\*\*If the Hepatitis B titer is reported as equivocal or negative, you will need to complete the series  
(3



vaccinations) again, plus repeat titer one month after final dose. Submit proof of each vaccination to Castle Branch as they are completed **OR** Hepatitis B Booster vaccine, plus titer one-month post injection. Students who have not completed the series (3 vaccinations) must have the series done and a titer drawn one month after completion of the series. As each vaccination is completed, submit verification to Castle Branch.

### **TUBERCULOSIS SCREENING \* (Required Annually)**

For Fall admission, TB tests must be completed prior to the beginning of the Program.

Tuberculosis Tests acceptable for the Sonography Program are QuantiFERON TB Gold blood test, T-Spot blood test or Two-step skin test.

The Two-step process requires two skin tests to be done 1 month apart. Two-step skin testing is required only for the initial TB screening.

If you have had a positive TB test in the past, you would need to submit clearance from the physician, along with proof.

- Students who have a positive TB test must submit a copy of the Chest X-Ray (CXR) report following conversion and complete the TB Questionnaire. Both documents will need to be uploaded to Castle Branch.
- Annually after that, if a blood test was performed initially, the student must submit a TB Questionnaire which is on the Castle Branch site. If the skin test was performed initially (positive), a blood test must be performed. If that blood test result is positive, then a TB questionnaire must be completed and submitted to Castle Branch.

Any student who has received the Two-step TB skin test, within 6 months of the start of the Program may submit those results upon Admission. Annually after that, they will need to submit QuantiFERON TB Gold blood test, T-Spot blood test or TB skin test results.

### **BACKGROUND CHECKS\***

Students must undergo background testing provided through the Castle Branch portal system used by the OMA Program. A positive background check may impact the ability to place a student in the clinical setting.

### **DRUG SCREENING\***

Drug screening must be performed provided through the Castle Branch portal system used by the OMA Program. Final acceptance into the program is dependent upon a negative drug screen report.

***ANY OF THE ABOVE MAY NEED TO BE REPEATED PER CLINICAL SITE REQUEST***

### **CPR\***

Students must maintain CPR certification throughout the program. Level of certification is the American Heart Association: Basic Life Support (BLS). If a student does not have CPR certification, a certification course will be offered during the first semester in the program.

### **COVID-19 VACCINATION**

It is mandated by the affiliated clinical education centers that students receive the Covid-19 Vaccination prior to the start of the Program. Students must provide current immunization record, inclusive of all booster shots. Anyone not able to comply with the clinical mandate must be counseled and advised by the Program Director.

### **MEDICAL INSURANCE**

All students accepted to the Delgado Community College Ophthalmic Assisting Program are **required to obtain and furnish proof that they have their own medical insurance.** Students enrolled in the Delgado Community College OMA Program are responsible for all personal health care expenses, including expenses resulting from accident or sickness, illness or injury while engaged in learning experiences required by the DMS Program. Neither the College, nor the clinical agency is responsible for these expenses. Therefore, students are encouraged to maintain a personal health care insurance policy.

### **LIABILITY AND MALPRACTICE INSURANCE**

Students are covered under a blanket policy for students enrolled in Louisiana State Educational Programs. However, it is advised that students purchase their own malpractice insurance. Information about insurance is available at the Sonography Program office.

## **COMMUNICABLE DISEASE**

### **EXPOSURE TO COMMUNICABLE DISEASES**

Students are responsible for adhering to "Standard Precautions" when handling patients in the clinical setting. Universal Precautions are as follows:

1. Gloves
  - ❖ When touching blood or other body fluids, mucus membranes and non-intact skin.
  - ❖ When handling items or surfaces soiled with blood or body fluids.
  - ❖ When performing venipuncture and other vascular access procedures.
  - ❖ Whenever you have non-intact skin and are in contact with patients.
2. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure to mucus membranes of the mouth, nose, and eyes.
3. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
4. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or body fluids. Hands should be washed thoroughly after every contact with a patient and after gloves are removed.
5. All instrumentation that has been in contact with a patient and all parts of instrumentation that you touch while performing a procedure should be cleaned with an appropriate disinfectant before starting another procedure.
6. Handle and dispose of needles and sharp implements properly. Never bend, break, or recap needles. Use puncture resistant containers for needle and sharp disposal.
7. Minimize the need for emergency mouth to mouth resuscitation, have available mouth pieces, Ambo bags or other ventilation devices for use in areas which the need for resuscitation is predictable.

8. Health care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the conditions resolves.

For any significant exposure to a communicable disease, the student should report the exposure according to the policy at the clinical affiliate hospital where the exposure occurs. The procedure for recognition of and reporting a significant exposure is included in the course on Ultrasound Patient Care.

*For the most current list of communicable diseases, please visit [www.CDC.org](http://www.CDC.org)*

A significant exposure is one in which a person is subjected to an infectious agent in a way considered likely to lead to acquisition of disease. Whether an exposure to an infectious agent is important depends on various factors, including:

- ❖ The mechanism of transmission of the agent involved and the person's infective potential. For example, a non-coughing patient with pulmonary infection poses little threat.
- ❖ The type and duration of contact.
- ❖ Host susceptibility.
- ❖ Whether or not suggested precautions were used. The office of Hospital Infection Control, in consultation with others who may be involved, will have to determine whether an important exposure has occurred and if some intervention is needed after the exposure.

It is the responsibility of the student to report to the faculty or clinical instructor any illness, communicable disease, or any other physical or emotional problem that may adversely affect other students, faculty, or patients.

A student must immediately report any signs or symptoms of a communicable disease to his clinical instructor/supervisor, and Program Director.

The student must report to their private physician for proper diagnosis of the problem.

Depending upon the severity of the health problem, the student may be asked not to attend the classroom or clinical educational assignment during the period of resolvment, and to complete makeup work at a later time as scheduled by the instructor. The student may be requested to withdraw from the course if the number of absences affects his/her overall performance.

If the student fails to report such health problems, they are responsible for any injury or other health problem caused by their negligence.

### **COVID – 19 GUIDELINES**

The health and welfare of the faculty, staff and students remains the College's highest priority. In returning students to the campus, specific safety measures, in compliance with the recommendations from the CDC, must be implemented to ensure that we continue our efforts to decrease the spread of Covid-19. All students must adhere to the safety guidelines during an active pandemic status as listed below.

- Self-Assessment – Stay home if feeling sick or if you are sick.
- Facial Coverings – Masks / face coverings must be worn upon entering and leaving all Delgado facilities.
- Physical Distancing
- Hand Washing / Hand Sanitizer
- Coughing / Sneezing Etiquette
- Cleaning – Classrooms / Labs must be cleaned after use.

**COVID-19 / CORONA VIRUS STUDENT GUIDELINES\*** Delgado Community College Covid-19 Guidelines are mandated by the State of Louisiana's Department of Health, Louisiana's Community & Technical College System (LCTCS), and the CDC.

### **COVID-19 VACCINE**

Due to Covid-19 vaccine availability, students who are not vaccinated must follow current guidelines set forth by each clinical education center and the CDC. **Any time missed from clinical, due to exposure , will be counted as an absence.**

For more information contact Delgado Health Services: [HealthServices@dcc.edu](mailto:HealthServices@dcc.edu) or **504.671.5620**

## **MEDICAL EMERGENCY / ACCIDENTS**

### **FIRST AID POLICY ON CAMPUS**

When medical emergencies (accidents and/or injuries) occur on the campus, it the responsibility of the faculty, staff, and students to notify the Campus Police officer and Assistant Dean.

### **ACCIDENTS ON CAMPUS**

Person who are injured on campus or employees assisting the injured/ill person will, to the best of their ability, adhere to the following guidelines:

- Report all injuries and accidents to Campus Police, Assistant Dean and Program Director.
- Seek advice and emergency care from the Campus Police Officer.
- **Do Not** move an injured person, unless the victim is exposed to further danger at the accident site and until the full extent of the injury is known.

### **ACCIDENTS AND/OR INCIDENTS IN CLINICAL FACILITIES**

Students are to immediately report all injuries and accidents to the departmental student supervisor (CI) in charge at the time of the incident. Following the facilities protocol, the student and departmental student supervisor should complete the appropriate documentation. Students must inform the Program Director as soon as safely possible. The Program Director will inform the Dean of any incidents / accidents that occur at the clinical education centers.

Students are advised to never move, release stretcher restraints (*side guards*), or tamper with life support apparatus (*including IV's*) without permission and direct assistance of the physician in charge of the examination or the sonographer performing the exam. Affiliate hospital and/or clinic policy for accidents and incidents must be strictly followed.

**Students are not to perform Endovaginal exams without another medical professional in the exam room during the entire exam.**

## **SUBSTANCE ABUSE**

### **SUBSTANCE ABUSE**

Substance abuse is defined as using any chemical agent which can impair the students' mental status and reasoning ability, without regard to whether the said substance is legal, illegal or a prescribed medication. Delgado Community College prohibits the abuse of drugs including alcohol. It is unlawful to possess, use, or distribute illicit drugs on Delgado property, hospital property, or at any College-sponsored event whether or not the event occurs on campus.

Any student who has medications prescribed which may alter mental status and reasoning ability must have a written statement from the prescribing physician that he is able to perform the duties expected of a Sonography student. If any at, time a student must take a prescribed medication which may impair the student's status and reasoning ability the Program director should be notified immediately.

Any student who is suspected of substance abuse will be counseled by the Program Director. If this group concurs that substance abuse is a problem to the student's physical or emotional well-being or potential hazard to the protection and safety of patients, other students, faculty, hospital staff and property, the student must be willing to submit to appropriate testing and counseling. The college provides counseling, referral services and other assistance to students who seek help with substance abuse problems through the Student Health Service (671-5620).

All reports of alleged illegal use of any controlled substance by students should be treated as confidential and handled in accordance with the provisions of this issuance to protect the privacy of the individual

Delgado Community College, as a recipient of federal grants and contracts, is required to adhere to the provisions of the Drug Free Workplace Act of 1988. As an educational institution, Delgado Community College is committed to the good health and well-being of all of its students and is concerned about the personal problems of any student that could arise from the illegal use or abuse of any controlled substance.

Be advised: ALL our affiliate hospitals REQUIRE drug testing. If the hospital you are sent to for the clinical education portion of the Program requires such tests, you will be required to submit to them. Refusal to take this test or failure of a drug test will result in dismissal from the Ophthalmic Medical Assisting Program.

## **SEXUAL HARASSMENT POLICY**

Sexual harassment is a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Elementary/Secondary Education Act of 1972 for students.

Sexual harassment may be unwelcome sexual advances, requests for sexual favors, and other physical and expressive behavior of a sexual nature whereby: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or demeaning educational environment. No student – either male or female – should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

The educational mission of Delgado Community College is to foster an open learning environment. The ethical obligation to provide an environment that is free from sexual harassment and from the fear that it may occur is implicit in the College policy on *Discrimination, Sexual Harassment and Human Relations* (1990).

Students may report cases of alleged sexual harassment to one of the Confidential Advisors on campus: Coordinator of Student Affairs, Student Health Nurse or Coordinator of Audio-Visual. The established policy and procedures for faculty, staff, and students can be found in the **Delgado Community College Policy & Procedures Memorandum (PR-1732.1)**.

**Title IX Statement:** Delgado Community College is committed to creating and maintaining an environment in which sexual violence against men and women is not tolerated. Intervening in such instances helps to foster a safe environment for all, while sending a message that his kind of behavior will not be tolerated and is unacceptable in our community. As part of its commitment to providing an educational environment free from discrimination, Delgado Community College complies with Title IX of the Education Amendments, which prohibits discrimination and harassment based upon sex in an institution's education programs and activities. Title IX prohibits sexual harassment, including sexual violence, of students at Delgado Community College sponsored activities and programs whether occurring on-campus or off-campus.

For more information, please visit: <https://www.dcc.edu/title-ix/default.aspx>

## ENVIRONMENTAL SAFETY & BUILDING REGULATIONS

### **EMERGENCY PLAN**

Safety is of the utmost importance at DCC. In the event of an emergency, the student should monitor the DCC website, [www.dcc.edu](http://www.dcc.edu) or call the information line at 504-671-5000. Each student is encouraged to subscribe to the Delgado Alert Email & Text Alert System (*see website*). Students must register for the alert system each semester. The Delgado Emergency Preparedness Plan and the Delgado Hurricane Emergency Plan are located on the website under "Emergency Preparedness".

### **CAMPUS POLICE**

To ensure a safe environment conducive to gaining a college education. Delgado Community College employs police officers who are responsible for maintaining campus security. Emphasis is given to proactive and preventive measures through educational activities and the enforcement of parking permit and student identification card policies. **The Campus Police Non-Emergency desk number is 504-671-6112, and the weekend number is 504-818-6254. The DCC City Park Campus Police Emergency number is 504-671-6111.**

### **EMERGENCY EQUIPMENT**

Emergency resuscitation equipment, (one-way valve, mask, bag and gloves), and an Automatic External Defibrillator (AED) is located in the fire extinguisher box on each floor at the entrance to the restrooms in the Ochsner Center for Nursing and Allied Health.

### **DRUG FREE CAMPUS POLICY**

Delgado Community College prohibits the abuse of drugs, including alcohol. It is unlawful to possess, use, or distribute illicit drugs on Delgado property or at any college-sponsored event, whether or not the event occurs on campus. In addition, Delgado prohibits the use of alcohol on campus.

<https://www.dcc.edu/student-life/health-services/drug-alcohol-prevention/faculty-staff/policies-regulations.aspx>

### **TOBACCO-FREE COLLEGE POLICY**

In accordance with Louisiana Community and Technical College System **Policy #6.024 Smoke-Free Environment**, Delgado Community College operates in compliance with Louisiana Revised Statute 40:1300.251-263 to provide a tobacco-free environment. Therefore, student, faculty, staff, and visitor use of tobacco derived or containing products is prohibited on all College premises, including all facilities and within its vehicles. These products include but are not limited to cigarettes, cigars, cigarillos, pipes, hookah-smoked products, oral and smokeless tobacco products, electronic cigarettes, and any additional products that meet the definition of a tobacco product as defined by the U.S. Food and Drug Administration (FDA).

<https://www.dcc.edu/student-life/health-services/tobacco-free/default.aspx>

### **FIRE REGULATIONS**

Students should be aware of the Emergency Exit Plans that are posted on the wall by the elevator on each floor. When a fire alarm occurs, all students must leave the building using the most convenient, least congested exit. After exiting the building, proceed to a safe distance from the building. Elevators must **never** be used during a fire alarm, and **no one may remain** in the building during an alarm. The building may be re-entered only after the all clear notice is given. Fire drills are held on a routine basis.

### **GENERAL REGULATIONS**

The Ochsner Center for Nursing & Allied Health opens at 7:00 a.m. The hours open vary each semester depending upon need. Holiday and summer hours also vary. Please check for postings.

Weapons are forbidden on campus; these include but are not limited to, guns and/or knives.

Identification Badges must be worn while on the Delgado Community College campus

### **CHILDREN ON CAMPUS**

Students are not allowed to bring children to the campus while they attend class. Issues of safety, noise, and insurance require this policy. "Guests" for Sonography students are not allowed to bring children on campus nor the Sonography Classroom and Labs.

### **PARKING**

Students must have a parking permit to park on all Delgado campuses at all times. You should complete your vehicle registration online, then take it to the Bursar's office to receive your decal. Please review the DCC parking regulations at <https://www.dcc.edu/administration/offices/police/parking/regulations.aspx> Most of the affiliate institutions offer free on-site parking, but some offer private pay parking lots near the institution.

### **ELEVATORS**

Self-service elevators are located in the main lobby of the Ochsner Center for Nursing & Allied Health. Please call campus police at the emergency number, 504-671-6111, if elevators do not work properly. Stairways only provide exits from the building.

## **FIRE SAFETY**

It is the responsibility of every student to become familiar with the fire rules and regulations of DCC and

affiliated clinical education centers through which they rotate.

The greatest danger in a hospital is the panic caused by the fire and smoke. You can prevent such panic by remaining calm, reassuring the patient, and by quick and appropriate action.

## **DELGADO RESOURCES**

### **LIBRARY**

The Library is located in building 7 on the City Park Campus and is available to all students. Access to print and electronic resources are available through the Delgado Community College's library home page. An online catalog (*called ISAAC*) is available for searching for resources in the physical and electronic collections. All currently enrolled students have on campus and remote access to library resources. To access electronic content remotely, the patron must be in good standing with the College; to check out books or AV materials, the patron must be in good standing with the Library (*i.e., no overdue materials or outstanding fines*). Group study rooms, study spaces, reserve materials, and computers are available in the library for student use. Patrons must present a valid photo identification card to use study rooms, reserve materials and computers. Library hours: Monday through Thursday 8am to 8pm, Friday 8am – 5pm, and Saturday 10am-2pm.

For more information concerning check-out periods, fines, and fees, please visit the Delgado Library or the Delgado Library Website.

For the safety of the library materials and computer equipment, the following is not allowed in the library:

- No Eating and Drinking
- Cell phones should be used outside the library and lobby
- Downloading outside programs or computer games
- Tampering, modifying, or replicating software (this is a copyright violation)

Inappropriate or disruptive behavior may result in patrons being asked to leave the Library or referred to campus police and the Executive Dean.

Removing or damaging library materials, equipment, or furniture is a violation of state law. Violators will be referred to the Executive Dean and to Campus Police for disciplinary action which may include dismissal from the program.

### **EMAIL ACCOUNT USAGE & MAINTENANCE**

As a student, Delgado provides you with an email account. Email services are primarily intended to allow students to conduct college business. Delete unnecessary emails from your account on a regular basis and make sure to empty the "Deleted Items" folder too. Failure to do this will result in your email box being closed, rendering you unable to send or receive emails. If you find that this has happened to your account, which would be evidenced by receiving an email from the "system administrator" stating your mailbox is full, you can remedy this problem by deleting unwanted email from your box, thus freeing space in your account. Folders you should check include inbox, sent items, deleted items, and drafts.

### **BOOKSTORE**

The college maintains a bookstore on the City Park Campus which is operated as a service to the students, faculty, and staff. Textbooks, supplies, and other course-related materials are available, as well as software and gift items.



## **HEALTH SERVICES**

Delgado Community College Health Service provides emergency and first aid care for students while they are attending assigned classes at the City Park Campus. Health counseling is available, with referral to appropriate agencies. This health service is staffed by a registered nurse, in accordance with the Louisiana State Nurse Practice Act, R.S. 37:913(3), and Pharmacy Law R.S. 37:1194. Affiliate institutions will offer immediate first aid. Delgado Community College Office of Health Services is located on the City Park Campus, Building 11, Room 105A. For immediate assistance, please call 504.671.6111.

Information about Delgado Health and Safety policies can be found **Health and Safety**

(1) Institutional Policy on Comprehensive Safety Program SF-1370.2: (includes Health Safety): <http://docushare3.dcc.edu/docushare/dsweb/Get/Document-3529/1370-2%20Comprehensive%20Safety%20Program%20title%20update%2010-3-11%20with%20LCTCS%20Policy%202.015%20Reference%20for%20web%20distribution.pdf>

(2) Safety Policies Webpage (includes all Safety and Health Policies):

<https://www.dcc.edu/administration/policies/safety/default.aspx>

## **CAREER AND COUNSELING CENTER**

The Career and Counseling Center of Delgado Community College is open to all students and provides services and programs that help the student enrich the quality of their lives as they achieve progress toward academic and vocational goals. Experienced counselors are available to work with students to help them with both academic decisions and any personal and social pressures encountered while enrolled at Delgado. enough to the Greater New Orleans area to travel to the campus / clinical sites in less than one hour.

## **MEALS**

Students are responsible for their own meals. Students can bring their own lunch and have access to the break areas.

## Disciplinary Action

### STUDENT CORRECTIVE ACTION

To maintain the high standards of health care professionals, all students are subjective to the following disciplinary actions.

#### Disciplinary Actions

- **Warning**
  - **First offense** - A formal verbal warning will be given and documented.
  - **Second offense** - A formal written warning will be given and documented.
  - **Third offense** - Disciplinary action will be taken (probation, suspension, or dismissal)
- **Probation**
  - Probation involves a set of expectations and a list of corrective actions that must occur over a set period of time.
  - If the student fails to meet these expectations, they may be dismissed from the program.
  - If a student's grade falls below 70% at any given time during the program, the student will be placed on academic probation and counseled.
- **Suspension**
  - Students may be suspended from the clinical education center or from campus activities for investigatory purposes following a breach or an alleged breach of the programs, colleges, or clinical sites policies.
  - Temporary suspension from a clinical education center may be imposed as a disciplinary measure for failure to meet proper standards of conduct.
  - Suspension from a clinical education center may result in the inability of the student to complete the course objective and/or mandatory competencies.
  - The Dean of Allied Health will review all suspensions.
- **Dismissal**

A student may be dismissed from the program for violating any of the policies in this handbook or any of the following:

  - Disclosure of confidential information.
  - Falsification of records.
  - Excessive warnings (any combination of 3 verbal and/or written warning).
  - Repetitive tardiness or excessive absences.
  - Insubordination.
  - Conviction of a crime.
  - Possession of a firearm while on institutional grounds or in a clinical education center.
  - Malicious damage or theft of DCC equipment.
    - Unethical, immoral, or unprofessional behavior or conduct.
    - Any incident deemed critical by the Program Director

## Grievance Policy

Differences of opinion may arise from time to time. If a student has issue with a faculty member or clinical instructor, the student is expected to follow the chain of command. Resolving these differences fairly and quickly is obtained by the following procedure.

- a. If the situation involves a didactic course, the student shall discuss the matter with the faculty member teaching the course within three working days of occurrence. Faculty member required to give answer within three working days.
- b. If the situation is an academic matter and not resolved after the student first discuss with the faculty member, the student may request a meeting with the program director.
  - State your concerns in writing
  - Program director is required to respond within four working days
- c. If the situation is a clinical matter, state your concern to the clinical instructor within three working days of the occurrence. The clinical instructor is required to give a response within three working days. If the situation is not resolved, the student may request a meeting with the clinical coordinator.
  - State your concerns in writing
  - The clinical coordinator is required to give a response within three working days after this meeting.
- d. If the clinical matter is not resolved after meeting with the clinical coordinator, the student may request a meeting with the program director.
  - State your concerns in writing
  - Program director required to respond within four working days
- e. If the situation is not resolved at the meeting with the program director, the student may take the grievance to the Dean of Allied Health. The Dean shall screen the evidence presented by the student and determine whether the grievance warrants further investigation.
- f. Students have available information regarding the college's student grievance policy. This information is found on the college's web site, [www.dcc.edu](http://www.dcc.edu). click on "current students" then on "student policies" then on "student grievance procedures". This policy number is SA-2530.2A. <https://www.dcc.edu/student-procedures>

[services/forms-policies/policies/grievance-procedures.aspx](http://www.dcc.edu/services/forms-policies/policies/grievance-procedures.aspx)

Students can also find other important student policies on the college's website, [www.dcc.edu](http://www.dcc.edu), click on "current student" then on "student policies" then on: "Academic Appeals" policy

<https://www.dcc.edu/student-services/advising/academic-status/appeals.aspx>;  
<http://docushare3.dcc.edu/docushare/dsweb/Get/Document-1730/1440-4A.pdf>

Judicial Code- Rights, Responsibilities, & Disciplinary Procedures  
policy number SA-1448.1C

<http://docushare3.dcc.edu/docushare/dsweb/Get/Document-80/>

Sexual Harassment policy number AD-1732.1; <https://www.dcc.edu/title-ix/definitions.aspx>

Student Records- FERPA" policy number SA-1442.2B [https://www.dcc.edu/student-services/financial-aid/resources/rights\\_and\\_responsibilities.aspx](https://www.dcc.edu/student-services/financial-aid/resources/rights_and_responsibilities.aspx)

## **Clinical Education**

The following is to acquaint the student with the different phases of their clinical responsibilities and the grading systems involved with their clinical education. The student is expected to uphold the responsibilities associated with the health care profession they are pursuing to the best of their abilities and perform the duties as mature intelligent adults.

The ethical standards that have been set and given to you must be practiced by each and every student. It is important that Delgado Community College and each clinical affiliate work together as a team to provide the best educational opportunities in both the didactic and clinical aspects of the Ophthalmic Medical Assisting Program.

The Clinical component is one of the most important aspects of the Ophthalmic Medical Assisting program. Throughout the clinical education, the students apply, the clinical setting, what they have learned throughout the didactic portion of the OPHT curriculum. The courses required in the OPHT curriculum meet the International Council on Accreditation (ICA) standards. Students are required to complete 400 clinical practicum hours. Students will be assigned to a variety of clinical education affiliates for completion of practicum hours.

## COMPETENCY BASED CLINICAL EDUCATION PLAN

### INTRODUCTION:

A Clinical Competency based program has been established for the students enrolled in the Ophthalmic Medical Assisting program. It is designed to evaluate the knowledge, skills, and abilities required of students within the clinical education component of the program.

Students will participate in clinical practicum rotations where diagnostic tests and procedures will be demonstrated, practiced, and evaluated. The student will be required to perform clinical competency evaluations on specific examinations as determined by the clinical instructor. Students will be permitted more than one chance to perform each competency evaluation if the competency is not completed successfully.

There will be circumstances where the professional expertise of the faculty will prevail. Under these circumstances, a student will be interrupted or removed from a procedure to ensure safety of the patient and the student.

### Rationale

The main purpose of the clinical education component in the OPHT program is to affect a transfer of knowledge from theory to the actual acquisition of skills in clinical diagnostic radiography.

This transfer is accomplished by a continuation of clinical assignments in all aspects of ophthalmic medical assisting procedures, with their correlation as close as possible to classroom and laboratory experience.

Students must realize that a patient examination and the observation of the student during the performance portion of that particular diagnostic procedure are, by no means, the only aspects of clinical education that must be evaluated. In addition, the following play an important role in the overall performance of a student in clinical education courses.

- 1, Attitude
2. Enthusiasm

3. Attendance is required for all clinical assignments
4. Punctuality
5. Personal appearance
6. Interpersonal relationships with:
  - a. Patients
  - b. Other health care professionals
  - c. Fellow students
7. Communication
8. Cooperation
9. Judgment/decision making
10. Initiative
11. Flexibility/Adaptability
12. Growth and Development
13. Intellectual Curiosity

The above will be evaluated continuously during the semester.

## CLINICAL SKILLS EVALUATIONS

The student will be required to perform certain approved clinical skills evaluations each semester. The following is a list of the schedule for completion:

<b>Skill</b>	<b>Semester</b>
Identify and explain use of Instruments/Equipment	Fall
Demonstrate maintenance/calibration of Instruments/Equipment	Fall
Demonstrate proper Exam Room Maintenance	Fall
History Taking	Fall
Visual acuity measurement	Fall
Topical Medication Administration and Education	Fall
Amsler Grid test	Fall
Pupil examination	Fall
Use of Pen light/Anterior chamber estimation	Fall
Basic Color vision	Fall
Brightness acuity testing	Fall
Confrontational Fields	Fall
Ocular Motility	Fall
Stereo Vision	Fall
Lensometry	Fall
Goldmann Applanation	Fall
Humphrey Visual Field	Fall
Tonometry by Tonopen	Fall
Pachymetry	Fall
OCT	Fall
Vital signs	Fall
Use of slit lamp	Fall/Spring
Eye Patching	Spring
Sterilization and Aseptic Technique Skills	Spring
Optical Skills	Spring
Contact Lens Skills	Spring
Emergency Procedures	Spring
A-scan ultrasound	Spring
IOL Master	Spring
Shirmer test	Spring
Subjective Refraction	Spring
Keratometry	Spring
Communication skills	Fall, Spring, Summer



Written skills	Fall, Spring, Summer
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## Graduation Competency Requirements

Candidates for graduation must demonstrate performance competency in the clinical activities as mandated by the International Commission of Accreditation of Ophthalmic Medical Programs (Co-OMP). Demonstration of clinical competence means that the clinical coordinator or the program director has personally observed the candidate performing the procedure and that the candidate performed the procedure independently, consistently and effectively. Candidates must demonstrate competency in the following areas:

- Relate tactfully and sympathetically to patients
- Communicate effectively with: co-workers, family of patients, doctors and patients,
- Consistently demonstrate reliability, self-discipline and cooperation and professional department and demeanor in clinical activities
- Demonstrate proficiency in both written and spoken communication
- Utilize appropriate medical terminology
- Maintain confidentiality and ethical and legal standards, and perform within the scope of training and evaluation
- Perform CPR and implement emergency procedures
- Identify possible ocular emergencies and take appropriate action at the direction of the physician
- Test and record visual acuity appropriately for patient with all levels of acuity (e.g. count fingers, hand motion, light perception , no light perception)
- Test and record visual acuity using a distance visual acuity chart
- 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
- Test and record visual acuity for low vision patients
- Test and record near vision
- Perform patient history
- Perform vital signs testing
- Use conversion tables to record visual acuity (Snellen chart or metric system)
- Perform Amsler grid
- Perform ocular motility, stereo vision, confrontational fields
- Measure, compare and evaluate pupil function (direct and consensual response)
- Identify relative afferent pupillary defect using swinging flashlight test
- Measure interpupillary distance at far and near
- Perform basic color vision testing
- Perform visual field testing
- Make adjustments and simple repairs of spectacles

- Measure interpupillary distance
- Care for contact lenses and ocular prosthetics
- Administer and record specified topical and oral medications at the direction of the physician
- Apply and remove eye dressings and shields
- Clean and sterilize tonometers
- Care for, maintaining and sterilizing surgical equipment
- Assist in the fitting of contact lenses
- Perform applanation tonometry
- Maintain and calibrate ophthalmic clinical equipment
- Change bulbs and batteries of ophthalmic clinical equipment
- Apply safety/security procedures
- Cover and store ophthalmic equipment
- Maintain clean and orderly examination rooms
- Maintain and operate emergency equipment
- Use of computerized ophthalmic equipment: OCT and/or HRT
- Perform subjective refraction
- Perform lensometry
- Perform keratometry
- Perform slit lamp exam
- Perform anterior chamber estimation
- Completion of 400 clinical practicum hours
- Complete all didactic, lab and practicum courses with a 2.0 or better

## **GRADING SYSTEM FOR CLINICAL ROTATIONS**

The clinical grade is comprised of both technical skills and professional attributes. Each student will be evaluated by their clinical coordinator and clinical instructor/supervisor. Each mark that the student receives has a predetermined value assigned to it. The total of these values results in the students' evaluation grade. Performance Evaluations determine 45% of the students' final semester grade; Clinical Skills Checklist/Evaluation is worth 40% of the students' final semester grade, Work Attitude/Supervisor Evaluations is worth 10% and the remaining 5% of the semester grade is based on case studies and projects.

## **CLINICAL SUPERVISION OF STUDENTS**

Clinical assignments will be *primarily* monitored and graded by the clinical coordinator, however, daily monitoring and oversight of student clinical work will be performed by under the direction of the clinical supervisor/technician to which the student is assigned.

## **CLINICAL SUPERVISOR**

The clinical supervisor has the overall responsibility for the students while they are in a particular sub-clinic at the Clinical Affiliate. This person monitors student attendance, provides supplemental instruction in departmental requirement for patient examination and assists students while in the clinical education setting, evaluates student's overall performance, and makes minor modifications in clinical assignments to assure each student a full range of clinical experiences. Additionally, staff technicians assigned to each clinical area supervises students on a one-to-one basis, instruct students on departmental requirements for ophthalmic exam procedures and evaluate students' overall clinical performance, Staff technicians or supervisors evaluate the students work/performance, and participate in the decision concerning the students' readiness for competency evaluation. Students are directly supervised.

## **STUDENT EXPLOITATION**

1. Affiliated ophthalmology departments are required to have the inherent capacity for operating without relying on student manpower.
2. The primary objective of clinical education is strictly for educational purposes.
3. During the course of clinical education, students will be required to perform the duties of ophthalmic medical assistants, after he/she meets proper competency requirements. These activities are considered essential for the education of competent ophthalmic medical assistant. Students are not to consider such activities as student exploitation.
4. If the student can demonstrate that he/she has been exploited during clinical education, the student is advised to bring all relevant information and documentation to the attention of the DCC clinical coordinator and the program director.
5. Students are required to attend regularly scheduled clinical education rotations.

## **CHANNEL OF COMMUNICATION**

The channels of communication are always open and the student should always feel free to discuss a perceived, potential or actual problem with the appropriate instructor/supervisor.

If a problem relates to a didactic course, the student should first speak with the faculty member teaching the course. If the problem is not resolved to the student's satisfaction then the student should make an appointment to meet with the Assistant to the Dean and/or the Dean of Allied Health.

If the problem relates to the clinical setting, the student should first speak to the person with whom they are having the problem. If the problem is not resolved to the student's satisfaction, then the student should speak to the clinical supervisor and/or coordinator. If still not resolved to the student's satisfaction then the student should speak with the program director.

It is important that the student use this communication flow in order to be able to practice conflict resolution in the workplace and to not allow problems to linger or go unresolved.

## **Personal Grooming and Hygiene**

Styling hair neatly so that it does not interfere with appropriate hygienic practices and medical asepsis, patient care or the performance of the job.

- ❖ Hair clean, neat, well-groomed and long hair pulled back.
- ❖ No excessive hairstyles/sculpturing (e.g. spiked), hair colors (e.g. purple, blue, orange) or hair accessories (e.g. flowers, etc.) are prohibited.
- ❖ For males, beards and mustaches are permitted if clean, as well as closely and neatly trimmed. If facial hair interferes with fitting of masks for isolation patients, students will be asked to trim or shave it to ensure a tight seal.

Fingernails should be clean and cut short. Artificial nails, overlays, acrylics, gels, nail jewelry are prohibited by the clinical education centers for anyone having direct patient care or coming into contact with a patient's environment for infection control reasons. The natural fingernail tip length will be less than 1/4 inch long.

Make-up must be natural-appearing and in moderation.

Must maintain high level of personal hygiene and appropriate attire at all times.

No heavy fragrance/cologne can be used since it may be unpleasant to ill patients. Effective deodorant is required.

Chewing gum is not permitted at any time in patient care areas. The use of tobacco products and electronic cigarette devices are not permitted in any clinical education facilities.

Jewelry regulations:

- ❖ No more than one (1) earring may be worn in each ear. No excessively large or dangling earrings or hoops. No noisy jewelry allowed.
- ❖ Any other areas of the body that are pierced must not have pierced jewelry that is visible. A pierced tongue is not permitted in the Clinical setting.
- ❖ Wrist watch with second hand is recommended.
- ❖ Wedding bands or engagement rings or other rings allowed but no more than two per hand.
- ❖ Lanyards are not suggested due to hygiene and safety issues.

Students are required to completely cover visible tattoos at all times while in the clinical setting.

Items that are not part of a uniform are not to be worn or visible. Examples of items that

should not be visible on the person are: hats, sunglasses, blue-tooth headsets, earbuds, and video glasses etc.

### STUDENT CODE OF CONDUCT IN THE CLINICAL ENVIRONMENT

Clinical Sites associated with the Delgado Community College Ophthalmic Medical Assisting Program reserve the right to remove or refuse admission to students who are involved in any behavior that is considered unprofessional, unethical, or not conducive to appropriate patient care. Any student removed from or denied admission to a clinical site may be immediately dismissed from the Diagnostic Medical Sonography Program. Students not adhering to the following guidelines may be removed from the Diagnostic Medical Sonography Program. The published guidelines below are meant to guide the student in deciding appropriate conduct for a student sonographer.

### ETHICS AND CONDUCT IN THE CLINICAL ENVIRONMENT

Students share the responsibility of observing the code of ethics that regulates activities of physicians and the rules and policies of the institution in which they are training. While it is very difficult to define comprehensive ethical behavior and tenets, the following is offered to the student as a guideline.

1. It is the student's responsibility to arrive for practicum on time and ready to begin at the designated start time.
  - *Attending clinical and arriving on time is imperative just as your future employer will expect that you report for work on time and remain throughout the shift.*
2. Arrive in a condition where they can remain alert and attentive.
3. Students should always wear the proper uniform and Delgado ID badge in a manner that it is visible to patients and employees.
4. Students must inform the clinical supervisor and/or designated personnel, before leaving the department at any time.
5. Students are responsible to the clinical supervisor and/or designated personnel while they are in an affiliate hospital or clinic.
6. Eating, drinking, and smoking are not allowed anywhere except in designated areas. *(Especially in front of a patient)*
7. **Communication devices are prohibited in the clinical setting.** Inappropriate use of communication devices in the clinical setting will result in disciplinary action and will be reflected on the professional behavior on the clinical assessment form. *(The exception to this policy is for emergencies only with approval. Students must also abide by the institutions policy.*
8. Accessing social media (*i.e., Facebook, Twitter, etc.*) is prohibited while in the clinical setting.

9. Except in emergencies, personal telephone calls should not be made from or received in the department.
10. Students are required to follow HIPAA patient confidentiality laws.
11. The taking of any photograph or digital image in a clinical institution or a photo, audio, or videotaping of any patient / client / record is **strictly forbidden**.
12. Students should not willfully violate any safety regulations.
13. Students should address patients, the patient's relatives, and hospital personnel by their proper title and their last name.
14. All information concerning patients is to be held in strict confidence and must not be discussed with anyone except medical personnel directly involved with the patient's health care. This includes the patient's family.
15. Students are not to burden patients or employees with their personal problems. If a student has a personal problem which is impeding the progress of their studies, the student is advised to consult with the Program Director.
16. Students should refrain from discussing personalities of staff members and other students.
17. Students should not congregate in halls, or any work area except where they are assigned. They should not be boisterous or use distasteful language.
18. A student is never to take the total responsibility and workload to replace regular staff at a clinical affiliate.
19. A student is never to administer any medication or tamper with any patient's health support apparatus unless under direct supervision of the physician in charge.
20. Students are expected to perform any duty assigned to them.
21. Doctors alone have the professional and legal right to diagnose and treat illness and injury. The OMA student must be very careful not to infringe upon this area. It is advisable that students reserve comment and questions until such time that the physician and supervising are away from the patient, the patient's family and other medical personnel.
22. Chewing gum in the clinical setting is prohibited.
23. Students must follow the Clinical Education Center's protocol of patient identification. (*name, DOB, MR # etc.*)
- 24. STUDENTS THAT ARE ASSIGNED TO AFFILIATE HOSPITALS ARE REQUIRED TO ADHERE TO THE SPECIFIC RULES AND REGULATIONS OF THAT INSTITUTION.**

**The following are examples of some, but not limited to, behavior in the clinical environment, which may cause an immediate disciplinary procedure to be implemented.**

1. Clinical Site asks for the removal of a student from that site because of unsafe practices or unprofessional behavior.
2. Abusive treatment of patients, staff, or visitors.

3. Discrimination against anyone associated within the hospital or Delgado because of race, color, or national origin.
4. Willful damage to state, hospital, or faculty personal property.
5. Threatening, intimidating, or coercing students, patients, or hospital personnel.
6. Unauthorized possession of any type of weapon, explosive or dangerous substance on hospital or Delgado premises.
7. Being under the influence of or in possession of non-prescribed drugs, narcotics, intoxicants, or abusive use of prescribed drugs while in a clinical area or on hospital or state property.
8. Theft, pilfering, fraud, or deceit while in class, on Delgado property, or in clinical assignment.
9. Disorderly, loud, or obscene conduct or expression or fighting while on hospital or state premises
10. Intentional unauthorized disclosure of confidential information (*including patient information*).
11. Falsifying of hospital records.
12. Plagiarism, stealing or passing off the ideas or words of another as one's own, without crediting the source.
13. Dishonesty, such as cheating or knowingly furnishing false information to the Program.
14. Conviction of a felony.
15. Insubordination.
16. Affliction with any problem, disability, or addiction which, would impair student professional performance.
17. Intentional violation of the code of ethics established and found in this document.
18. Engagement in any practice in the clinical setting beyond the scope of duties permitted a student sonography student.
19. Excessive absences and or tardiness
20. Intentional obstruction or disruption of teaching, administrative, or disciplinary procedures.
21. Forgery, alteration or misuse of documents, records, or identification.
22. Gambling in any form on college or hospital property.
23. HIPAA violation of any kind, including but not limited to social network.



## CONFIDENTIALITY INFORMATION

### **PATIENT INFORMATION**

When a patient enters the health care facility, the OMA students assume an obligation to keep in confidence all that pertains to that person and to that person's affairs. All employees in a clinical facility and all those who have any direct/indirect care-giving relationship share this responsibility. All parts of a medical record are absolutely confidential and must be respected as such. Request for information concerning a patient should be referred to the clinical supervisor or the clinical instructor. Students are expected to maintain confidentiality in a professional manner.

In accordance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996, all patient information will be confidential. Students are "guests" in each health care facility and will maintain the privacy of protected health information by: limiting discussions of protected health information to private areas and conference rooms; not discussing health information outside the healthcare facility unless such discussion is with an appropriate faculty member and in private; not discussing protected health information with other students; refraining from copying any part of the protected health information for use outside of the healthcare facility; refrain from putting any personal identifier on any paperwork associated with the DMS Program; patient identification numbers may be used as an identifier, however, no patient name, room number, or healthcare facility name. Any breach of confidentiality may involve students in legal proceedings including possible fines.

Each healthcare agency/facility has policies related to HIPAA regulations. DCC students are required to abide by these policies. Students are not allowed to access own medical record. Any violation of these policies will result in disciplinary action.

## DISMISSAL FROM CLINICAL EDUCATION

A student may be dismissed from clinical education immediately *with recommendations for advising or charges of misconduct forwarded to the Program Director and the Clinical Director* by any clinical education center authority for any of the following reasons but not limited to:

- Insubordination to institutional or college personnel.
- Failure to comply with the policies, rules, and regulations of the institution or college.
- Unprofessional conduct.
- Unauthorized schedule changes.

Dismissal from clinical education for misconduct is an unexcused absence and cannot be

made up.

Students may not return to a clinical education center until they have received written permission from the Clinical Instructor, the Clinical Director, and the Program Director.

## Student Clinical Practicum Hours and Guidelines

**You are required to complete 400 hours of a clinical practicum.** You will be assigned to Ochsner Hospital and Clinic, Department of Ophthalmology, Tulane University Department of Ophthalmology, Veterans Affairs, Department of Ophthalmology and LSU Department of Ophthalmology. You will have an assigned schedule which will be given to you at the beginning of the clinical practicum rotations.

All clinical sites will have an assigned Clinical Supervisor who will work with the Program Director to assure you learn and complete all of the tasks in the Performance Evaluations, Skills Evaluation and Competencies for Graduation checklists. You will be teamed up with technicians or other approved staff members at each facility and will shadow and assist those persons during your practicum. Once you are comfortable enough with a skill you will perform it for the Clinical Instructor, Program Director or other assigned clinical staff, and once all of the skills on the checklist are completed, you will turn it in to the Program Director. The Program Director will make checks at the clinical sites periodically to make sure you are learning and performing tasks. If you are having difficulty with a specific task, it is your responsibility to let the Program faculty and/or Program Director know. The Program Director and Program faculty will set aside additional time to work with you on your skills whenever needed. Please remember, we want and expect you to ask for help. Asking for help does not negatively affect your clinical practicum grade not gaining the appropriate competencies will affect your grade, so please ask for help.

### **Case Studies:**

Each student is required to submit in writing a minimum of 1 case study by the end of the Fall semester and 2 case studies by the end of the Spring semester. The student is also required to orally present their project to the class.

**Clinical Performance Evaluations:** Candidates for certification are required to meet the “Clinical Competencies” set forth by the International Commission on Accreditation of Ophthalmic medical Programs. As part of their education program, candidates must demonstrate competence in the clinical activities identified in this document. (***Refer to Performance Evaluation” checklists***) Demonstration of clinical competence means that the program director, program faculty or designee has observed the candidate performing the procedure, and that the candidate performed the procedure independently, consistently and effectively. Students will practice these competency skills in the clinic and will request a performance evaluation when they feel confident that they have mastered the skill. Students must pass the competency evaluations with a minimum level of 85%. If the student fails to master the 85% level he/she will be

counseled and evaluated again at a later date. If the student is ultimately unable to pass the Performance evaluation, he/she will be dismissed from the program. All assigned performance evaluations must be completed in the semester in which they are assigned. **Performance evaluations represent 45% of the student's Practicum grade.**

**Clinical Skills Evaluation:** Candidates for a Certificate in Technical Studies from Delgado Community College are required in addition to the above, to demonstrate competence in the clinical skills identified in the "Clinical Skills Checklist/Evaluations". Demonstration of competence means that the program director, program faculty or other designee has observed the candidate performing the procedure and that the student demonstrated the procedure independently, consistently and effectively. Students will practice these clinical skills in the clinic and will request a "Clinical Skills" evaluation when they feel confident that they have mastered the skill. Students are given trial of each of these skills. Students must pass the clinical skills evaluations with a minimum level of 85%. If the student fails to master the 85% level he/she will be counseled and evaluated again at a later date. If the student is ultimately unable to pass, he/she will be dismissed from the program. All assigned clinical skills must be completed in the semester in which they are assigned. **Clinical Skills Evaluations represent 40% of the student's Practicum grade.**

## CLINICAL SKILLS EVALUATIONS

The student will be required to perform certain approved clinical skills evaluations each semester. The following is a list of the schedule for completion:

<b>Skill</b>	<b>Semester</b>
Identify and explain use of Instruments/Equipment	Fall
Demonstrate maintenance/calibration of Instruments/Equipment	Fall
Demonstrate proper Exam Room Maintenance	Fall
History Taking	Fall
Visual acuity measurement	Fall
Topical Medication Administration and Education	Fall
Amsler Grid test	Fall
Pupil examination	Fall
Basic Color vision	Fall
Brightness acuity testing	Fall
Confrontational Fields	Fall
Ocular Motility	Fall
Stereo Vision	Fall
Lensometry	Fall
Goldmann Applanation	Fall
Humphrey Visual Field	Fall
Tonometry by Tonopen	Fall
Pachymetry tests	Fall
OCT	Fall
Vital signs	Fall
Use of slit lamp	Spring
Eye Patching	Spring
Sterilization and Aseptic Technique Skills	Spring
Optical Skills	Spring
Contact Lens Skills	Spring
Emergency Procedures	Spring
A-scan ultrasound	Spring
IOL Master	Spring
Shirmer test	Spring
Subjective Refraction	Spring
Keratometry	Spring
Communication skills	Fall & Spring
Written skills	Fall & Spring

Performance Evaluation  
Ophthalmic Medical Equipment

**Identify and explain the use of the following Instruments and/or Equipment**

	S	US	NI
Direct ophthalmoscope			
Indirect ophthalmoscope			
Transilluminator			
Slit Lamp			
Keratometer			
Autorefractor			
Pachymeter			
Goldmann Applanator			
Tonopen			
Lensometer			
Phoropter			
A-scan			

**Student's Comprehension of Tasks (*Select only one*)**

- ☐ The student demonstrates comprehensive knowledge of basic concepts. Demonstrates knowledge beyond requirements of task
- ☐ The student demonstrates an adequate knowledge of the essential elements of the tasks that were performed
- ☐ The student has inadequate knowledge of even the most basic concepts related to the tasks.

**Student's Behavioral Traits (*Select only one*)**

- ☐ The student was slow and hesitant
- ☐ The student proceeded rapidly, skillfully and confidently
- ☐ The student exhibited overt carelessness and lack of attention to detail

Comments:

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Evaluator: \_\_\_\_\_

**Demonstrate or describe maintenance and calibration of the following Instruments/Equipment**

	<b>S</b>	<b>US</b>	<b>NI</b>
Goldman applanator disinfection/sterilization			
Goldmann applanator calibration			
Tonopen – calibration			
Tonopen – storage			
Phoropter (maintenance)			
Projector (maintenance and storage)			
Slit Lamp (maintenance and storage)			
Procedure to change bulb in projector			
Procedure to change bulb in slit lamp			
Procedure to change battery in tonopen			

**Student's Comprehension of Tasks (*Select only one*)**

- ☐ The student demonstrates comprehensive knowledge of basic concepts. Demonstrates knowledge beyond requirements of task
- ☐ The student demonstrates an adequate knowledge of the essential elements of the tasks that were performed
- ☐ The student has inadequate knowledge of even the most basic concepts related to the tasks.

**Student's Behavioral Traits (*Select only one*)**

- ☐ The student was slow and deliberate in carrying out designated steps
- ☐ The student proceeded rapidly, skillfully and confidently
- ☐ The student exhibited overt carelessness and lack of attention to detail

Comments:

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Evaluator: \_\_\_\_\_

Performance Evaluation Ophthalmic Exam Room Maintenance
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	S	US	NI
Identifies the equipment that is usually covered in the evening			
Properly cleans and covers equipment			
Checks for adequate supplies in rooms; tissues, diagnostic drops, et.			
Properly opens exam room and turns on equipment			
Properly stores equipment dust covers			
Demonstrates procedure to disinfect contaminated exam room			

**Student's Comprehension of Tasks (*Select only one*)**

- ☐ The student demonstrates comprehensive knowledge of basic concepts. Demonstrates knowledge beyond requirements of task
- ☐ The student demonstrates an adequate knowledge of the essential elements of the tasks that were performed
- ☐ The student has inadequate knowledge of even the most basic concepts related to the tasks.

**Student's Behavioral Traits (*Select only one*)**

- ☐ The student was slow and hesitant
- ☐ The student proceeded rapidly, skillfully and confidently
- ☐ The student exhibited overt carelessness and lack of attention to detail

Comments:

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Evaluator: \_\_\_\_\_



Performance Evaluation  
Visual acuity

**Visual Acuity Measurement**

	S	US	NI
Measure and record distance visual acuity			
Measure and record pinhole acuity			
Measure and record near vision			
Measure and record Count Fingers acuity			
Measure and record Light Perception			
Measure and record Light Perception with Projection acuity			
Measure and record No Light Perception			

**Patient Communication**

Speaks in appropriate volume and tone making sure that patient understands testing			
Explains activity (i.e. how to hold occluder)			
Ensures patient comfort and displays empathy			
Uses proper terminology			

**Student's Comprehension of Tasks (*Select only one*)**

- ☐ The student demonstrates comprehensive knowledge of basic concepts. Demonstrates knowledge beyond requirements of task
- ☐ The student demonstrates an adequate knowledge of the essential elements of the tasks that were performed
- ☐ The student has inadequate knowledge of even the most basic concepts related to the tasks.

**Student's Behavioral Traits (*Select only one*)**

- ☐ The student was slow and hesitant
- ☐ The student proceeded rapidly, skillfully and confidently
- ☐ The student exhibited overt carelessness and lack of attention to detail

Comments:

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Evaluator: \_\_\_\_\_

Performance Evaluation Topical Medication
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**Administer and record specified topical and oral medications at the direction of the physician**

	S	US	NI
Verifies drops before administration			
Properly instills drops			
Properly stores drops after administration			
Properly records administration of drops			

**Patient Communication**

Speaks in appropriate volume and tone			
Properly instructs patient about anesthetic drops			
Properly instructs patient about dilating drops			
Properly instructs patient about diagnostic drops			
Explains activities prior to instillation			
Ensures patient comfort			

**Student's Comprehension of Tasks (*Select only one*)**

- ☐ The student demonstrates comprehensive knowledge of basic concepts. Demonstrates knowledge beyond requirements of task
- ☐ The student demonstrates an adequate knowledge of the essential elements of the tasks that were performed
- ☐ The student has inadequate knowledge of even the most basic concepts related to the tasks.

**Student's Behavioral Traits (*Select only one*)**

- ☐ The student was slow and hesitant
- ☐ The student proceeded rapidly, skillfully and confidently
- ☐ The student exhibited overt carelessness and lack of attention to detail

Comments:

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Evaluator: \_\_\_\_\_

Performance Evaluation  
Adjunct Testing

**Perform the following adjunct tests and record test results**

	S	US	NI
Amsler Grid			
Pupil examination			
Basic color vision			
D-15 Color vision			
Brightness Acuity test			
Confrontational Fields			
Ocular Motility			
Stereo Vision			
Use of pen light			

**Patient Communication**

Speaks in appropriate volume and tone			
Uses correct terminology			
Explains activities prior to initiation			
Gives patient proper instructions			
Ensures patient comfort			
Displays empathy			

**Student's Comprehension of Tasks (*Select only one*)**

- ☐ The student demonstrates comprehensive knowledge of basic concepts. Demonstrates knowledge beyond requirements of task
- ☐ The student demonstrates an adequate knowledge of the essential elements of the tasks that were performed
- ☐ The student has inadequate knowledge of even the most basic concepts related to the tasks.

**Student's Behavioral Traits (*Select only one*)**

- ☐ The student was slow and hesitant
- ☐ The student proceeded rapidly, skillfully and confidently
- ☐ The student exhibited overt carelessness and lack of attention to detail

Comments:

Evaluator: \_\_\_\_\_

Performance Evaluation Medical History
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**Perform medical history**

	S	US	NI
Asks appropriate questions, identifies and records chief complaint			
Asks appropriate questions and records History of Present Illness			
Asks and properly records drug allergies or sensitivities			
Asks appropriate questions/inquires and records Past Ocular History			
Asks appropriate questions/inquiries and records Systemic/General Medical History			
Asks appropriate questions/inquiries and records Surgical history			
Asks appropriate questions and records current medications (including systemic, topical, inhalants, vitamins, etc.			
Asks appropriate questions/inquiries and records Family Medical history			
Asks appropriate questions/inquires and records Family History of ocular disorders			
Asks appropriate questions/inquires and records pertinent information for a diabetic patient			

**Patient Communication Skills**

Warmly introduces self to patient and explains role to patient			
Speaks in appropriate volume and tone			
Respects patient's privacy			
Assures confidentiality of all patient information			
Ensures patient comfort and displays empathy			

**Written skills**

Uses proper medical terminology			
Accurately records information			
Writes in a legible and neat manner			

**Student's Comprehension of Tasks (*Select only one*)**

- ☐ The student demonstrates comprehensive knowledge of basic concepts. Demonstrates knowledge beyond requirements of task
- ☐ The student demonstrates an adequate knowledge of the essential elements of the tasks that were performed
- ☐ The student has inadequate knowledge of even the most basic concepts related to the tasks.

**Student's Behavioral Traits (*Select only one*)**

- ☐ The student was slow and hesitant
- ☐ The student proceeded rapidly, skillfully and confidently
- ☐ The student exhibited overt carelessness and lack of attention to detail

Comments:

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Evaluator: \_\_\_\_\_

Performance Evaluation Eye Patching
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	S	US	NI
Apply eye shield			
Apply pressure patch			
Remove eye shield			
Remove pressure patch			

### Patient Communication Skills

Explains activity to patient prior to beginning			
Gives patient proper instructions			
Speaks in appropriate volume and tone			
Ensures patient comfort and displays empathy			

### Student's Comprehension of Tasks (*Select only one*)

- ☐ The student demonstrates comprehensive knowledge of basic concepts. Demonstrates knowledge beyond requirements of task
- ☐ The student demonstrates an adequate knowledge of the essential elements of the tasks that were performed
- ☐ The student has inadequate knowledge of even the most basic concepts related to the tasks.

### Student's Behavioral Traits (*Select only one*)

- ☐ The student was slow and hesitant
- ☐ The student proceeded rapidly, skillfully and confidently
- ☐ The student exhibited overt carelessness and lack of attention to detail

Comments:

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Evaluator: \_\_\_\_\_

Performance Evaluation Sterilization
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	S	US	NI
Discuss the difference between sterilization and disinfection			
Demonstrate use and maintenance of autoclave			
Clean and sterilize surgical instruments			
Demonstrate how to properly pass sterile instruments during an in-office procedure			

**Student's Comprehension of Tasks (*Select only one*)**

- ☐ The student demonstrates comprehensive knowledge of basic concepts. Demonstrates knowledge beyond requirements of task
- ☐ The student demonstrates an adequate knowledge of the essential elements of the tasks that were performed
- ☐ The student has inadequate knowledge of even the most basic concepts related to the tasks.

**Student's Behavioral Traits (*Select only one*)**

- ☐ The student was slow and hesitant
- ☐ The student proceeded rapidly, skillfully and confidently
- ☐ The student exhibited overt carelessness and lack of attention to detail

Comments:

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Evaluator: \_\_\_\_\_

Performance Evaluation Optical Skills
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	S	US	NI
Measure interpupillary distance at far			
Measure interpupillary distance at near			
Demonstrate use of a Geneva Lens Clock			
Make adjustments and repairs to spectacles			
Describe and discuss pantoscopic angle and retroscopic angle			
Describe and discuss a Fresnel prism			
Mark the optical center on a lens			
Measure IPD, near and distance			
Measure vertex distance			

### Patient Communication Skills

Gives patient proper directions			
Explains activity to patient prior to beginning			
Speaks in appropriate volume and tone			
Ensures patient comfort and displays empathy			

### Student's Comprehension of Tasks (*Select only one*)

- ☐ The student demonstrates comprehensive knowledge of basic concepts. Demonstrates knowledge beyond requirements of task
- ☐ The student demonstrates an adequate knowledge of the essential elements of the tasks that were performed
- ☐ The student has inadequate knowledge of even the most basic concepts related to the tasks.

### Student's Behavioral Traits (*Select only one*)

- ☐ The student was slow and hesitant
- ☐ The student proceeded rapidly, skillfully and confidently
- ☐ The student exhibited overt carelessness and lack of attention to detail

Comments:

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Student: \_\_\_\_\_

Evaluator: \_\_\_\_\_



Performance Evaluation Contact Lens Skills
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	S	US	NI
Instruct patient as to insertion and removal of soft contact lenses			
Demonstrates proper cleaning and disinfection for soft contact lenses			
Demonstrates insertion of contact lenses by fitter			
Demonstrates removal of contact lenses by fitter			
Properly records dispensing of contact lenses			
Explain need for scheduled follow up			

#### Patient Communication Skills

Explains activity to patient prior to beginning			
Gives patient proper instructions			
Speaks in appropriate volume and tone			
Ensures patient comfort and displays empathy			

#### Student's Comprehension of Tasks (*Select only one*)

- ☐ The student demonstrates comprehensive knowledge of basic concepts. Demonstrates knowledge beyond requirements of task
- ☐ The student demonstrates an adequate knowledge of the essential elements of the tasks that were performed
- ☐ The student has inadequate knowledge of even the most basic concepts related to the tasks.

#### Student's Behavioral Traits (*Select only one*)

- ☐ The student was slow and hesitant
- ☐ The student proceeded rapidly, skillfully and confidently
- ☐ The student exhibited overt carelessness and lack of attention to detail

Comments:

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Evaluator: \_\_\_\_\_

Performance Evaluation Emergency Procedures and Equipment
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	S	US	NI
Identifies location of crash cart or other emergency equipment			
Describes what to do if a patient faints			
Describe what to do in the case of a drug reaction			
List supplies/equipment that may be used in response to a drug reaction			

**Student's Comprehension of Tasks (*Select only one*)**

- ☐ The student demonstrates comprehensive knowledge of basic concepts. Demonstrates knowledge beyond requirements of task
- ☐ The student demonstrates an adequate knowledge of the essential elements of the tasks that were performed
- ☐ The student has inadequate knowledge of event the most basic concepts related to the tasks.

**Student's Behavioral Traits (*Select only one*)**

- ☐ The student was slow and hesitant
- ☐ The student proceeded rapidly, skillfully and confidently
- ☐ The student exhibited overt carelessness and lack of attention to detail

Comments:

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Evaluator: \_\_\_\_\_

Performance Evaluation  
Vital Signs Testing

**Perform the following vital signs tests and record test results**

	S	US	NI
Blood pressure reading and recording of results			
Heart Rate			
Respiration			

**Patient Communication**

Speaks in appropriate volume and tone			
Uses correct terminology			
Explains activities prior to initiation			
Gives patient proper instructions			
Ensures patient comfort			
Displays empathy			

**Student's Comprehension of Tasks (*Select only one*)**

- ☐ The student demonstrates comprehensive knowledge of basic concepts. Demonstrates knowledge beyond requirements of task
- ☐ The student demonstrates an adequate knowledge of the essential elements of the tasks that were performed
- ☐ The student has inadequate knowledge of even the most basic concepts related to the tasks.

**Student's Behavioral Traits (*Select only one*)**

- ☐ The student was slow and hesitant
- ☐ The student proceeded rapidly, skillfully and confidently
- ☐ The student exhibited overt carelessness and lack of attention to detail

Comments:

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Evaluator: \_\_\_\_\_

Performance Evaluation  
Adjunct Testing

**Perform a Shirmer I and II record test results**

	S	US	NI
Explain the difference between Shirmer I and Shirmer II tests and their functions			
Removal of strip			
Measurement and recording of results			

**Patient Communication**

Speaks in appropriate volume and tone			
Uses correct terminology			
Explains activities prior to initiation			
Gives patient proper instructions			
Ensures patient comfort			
Displays empathy			

**Student's Comprehension of Tasks (*Select only one*)**

- ☐ The student demonstrates comprehensive knowledge of basic concepts. Demonstrates knowledge beyond requirements of task
- ☐ The student demonstrates an adequate knowledge of the essential elements of the tasks that were performed
- ☐ The student has inadequate knowledge of even the most basic concepts related to the tasks.

**Student's Behavioral Traits (*Select only one*)**

- ☐ The student was slow and hesitant
- ☐ The student proceeded rapidly, skillfully and confidently
- ☐ The student exhibited overt carelessness and lack of attention to detail

Comments:

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Evaluator: \_\_\_\_\_

Performance Evaluation  
Slit Lamp

**Perform the following slit lamp skills**

	S	US	NI
Properly align patient and slit lamp			
Direct diffuse illumination			
Direct focal illumination			
Scleral scatter illumination			
Retroillumination			
Lids, Lashes Conjunctiva			
Cornea examination			
Iris examination			
Anterior Chamber examination			
Lens examination			

**Patient Communication**

Speaks in appropriate volume and tone			
Uses correct terminology			
Explains activities prior to initiation			
Gives patient proper instructions			
Ensures patient comfort			
Displays empathy			

**Student's Comprehension of Tasks (*Select only one*)**

- ☐ The student demonstrates comprehensive knowledge of basic concepts. Demonstrates knowledge beyond requirements of task
- ☐ The student demonstrates an adequate knowledge of the essential elements of the tasks that were performed
- ☐ The student has inadequate knowledge of even the most basic concepts related to the tasks.

**Student's Behavioral Traits (*Select only one*)**

- ☐ The student was slow and hesitant
- ☐ The student proceeded rapidly, skillfully and confidently
- ☐ The student exhibited overt carelessness and lack of attention to detail

Comments:

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Evaluator: \_\_\_\_\_

**Clinical Skills Checklist/Evaluation****Using a Manual Lensometer**

	S	US	NI
Adjusts the eye piece of the lensmeter to compensate for user's refractive error			
Places the lens on the lensmeter table convex side up and both right and left lenses resting horizontally to the holder			
Determine the spherical component (moves power wheel to -12.00, moves in a positive direction until single line comes into focus and appropriate adjustments to the cylinder wheel are made)			
Determine the cylinder power component (brings cylinder target into focus by continuing to rotate the power wheel in a positive direction until the triple lines come into focus)			
Records the prescription (correctly records sphere, cylinder and axis)			
Optional:			
Determine the prism			
Determine the add power in bifocal or progressive lens			

**Student's Comprehension of Tasks (*Select only one*)**

- ☐ The student demonstrates comprehensive knowledge of basic concepts. Demonstrates knowledge beyond requirements of task
- ☐ The student demonstrates an adequate knowledge of the essential elements of the tasks that were performed
- ☐ The student has inadequate knowledge of even the most basic concepts related to the tasks.

**Student's Behavioral Traits (*Select only one*)**

- ☐ The student was slow and deliberate in carrying out designated steps
- ☐ The student proceeded rapidly, skillfully and confidently
- ☐ The student exhibited overt carelessness and lack of attention to detail

Comments:

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Evaluator: \_\_\_\_\_

<b>Clinical Skills Evaluation</b> <b>Keratometry</b>
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	S	US	NI
Adjusts eyepiece			
Position the patient so that patient's head is against headrest			
Position the instrument so that the barrel of the keratometer is directed at the right eye and its height is adjusted so that the lighted circles reflect onto the patient's cornea.			
Use focus knob to move the barrel forward or back until the three circles are single and in sharp focus			
Position barrel so that the cross hairs are in the center of the lower right circle			
Once aligned, the barrel is locked in place with the lock screw on the left			
Keratometer barrel is rotated either clockwise or counterclockwise to align the crosses of the two lower circles so that they are exactly opposite each other			
Left horizontal dial is then turned so that the crosses are moved toward each other until they are superimposed and appear to be a single cross connecting the two circles			
Right vertical dial is turned to superimpose the dashes between the upper and lower circles on the right so that it appears to be a single dash			
Records measurements (lower number, corresponding to flattest corneal meridian is written first, then steeper meridian and axis of steeper.			

**Student's Comprehension of Tasks (*Select only one*)**

- ☐ \_\_\_\_\_ The student demonstrates comprehensive knowledge of basic concepts. Demonstrates knowledge beyond requirements of task
- ☐ \_\_\_\_\_ The student demonstrates an adequate knowledge of the essential elements of the tasks that were performed
- ☐ \_\_\_\_\_ The student has inadequate knowledge of even the most basic concepts related to the tasks.

**Patient Communication**

Speaks in appropriate volume and tone			
Uses correct terminology			
Explains activities prior to initiation			
Gives patient proper instructions			
Ensures patient comfort			
Displays empathy			



**Student's Behavioral Traits (*Select only one*)**

- ☐ \_\_\_ The student was slow and deliberate in carrying out designated steps
- ☐ \_\_\_ The student proceeded rapidly, skillfully and confidently
- ☐ \_\_\_ The student exhibited overt carelessness and lack of attention to detail

Comments:

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Evaluator: \_\_\_\_\_

**Clinical Skills Evaluation**  
**Subjective Refraction**

	S	US	NI
Sits the patient correctly in exam chair and makes sure patient is comfortable			
Place the information about the patient's initial refractive error in the phoropter			
Occlude one eye			
<p>Refine the sphere. Use the right eye first. Obtain the best visual acuity by adjusting the sphere for the most plus or least minus lens change that gives the best visual acuity.</p> <ul style="list-style-type: none"> <li>• Have the patient read the smallest line of letters that dh/she can clearly see</li> <li>• Make an appropriate lens change (based on VA) (start with plus) and ask the patient "if #1 (old lens) is better or if #2 (new lens) is better"</li> <li>• Continue to make appropriate lens changes based upon patients response and visual acuity until reaching an end point</li> </ul>			
<p>Refine the cylinder using the Jackson cross cylinder in the phoropter</p> <ul style="list-style-type: none"> <li>• Uses test figures one or two lines larger than the patient's best visual acuity because the introduction of the cross cylinder produces blur (gives patient this information)</li> <li>• Places cross cylinder in place and checks to make sure axis is lined up correctly</li> <li>• Instructs the patient to fixate on the line of letters isolated</li> <li>• Makes appropriate changes to axis based upon patient's response to two flip choice</li> <li>• Repeats who flip choices until the choices appear about the same or equal</li> </ul>			
<p>Refine cylinder power using the cross cylinder lens in the phoropter</p> <ul style="list-style-type: none"> <li>• Align the cross cylinder with the principle meridians of the correcting cylinder</li> <li>• Determine the preferred flip choice by asking to comment based on the clarity of the two lenses</li> <li>• Makes appropriate changes to cylinder power based on patient response to the two flip choice</li> <li>• Keeps track of the cylinder power added or subtracted and compensates for the change in position of the circle of least confusion by adding half as much sphere in the opposite direction</li> <li>• Repeats the two flip choice until the two positions are about he same to the patient.</li> </ul>			
Refines the sphere again			

<ul style="list-style-type: none"> <li>Has patient read the smallest line of letters possible</li> <li>Adjusts sphere by presenting .5F of plus and makes appropriate lens change based on patient's response</li> </ul>			
Blurs patient <ul style="list-style-type: none"> <li>Blurs patient by introducing +1.00D</li> <li>Asks patient to read the smallest line previously read\</li> <li>Introduces +.25D lenses until patient can clearly read the line</li> </ul>			
Duochrome test <ul style="list-style-type: none"> <li>Have patient fixate on the acuity chart (20/80-20/50) and ask "On which side to the letters appear blacker, clearer and sharper" On the red side or the green side"</li> <li>Adjust sphere so that both letters on the red and green sides are of equal quality (Add minus if initially the letters are sharper and blacker on the red side or add plus sphere if the letters are sharper and darker on the green side).</li> </ul>			
Record patient's prescription			

### Student's Comprehension of Tasks (*Select only one*)

- ☐ \_\_\_ The student demonstrates comprehensive knowledge of basic concepts. Demonstrates knowledge beyond requirements of task
- ☐ \_\_\_ The student demonstrates an adequate knowledge of the essential elements of the tasks that were performed
- ☐ \_\_\_ The student has inadequate knowledge of even the most basic concepts related to the tasks.

### Patient Communication

Speaks in appropriate volume and tone			
Uses correct terminology			
Explains activities prior to initiation			
Gives patient proper instructions			
Ensures patient comfort			
Displays empathy			

### Student's Behavioral Traits (*Select only one*)

- ☐ \_\_\_ The student was slow and deliberate in carrying out designated steps
- ☐ \_\_\_ The student proceeded rapidly, skillfully and confidently
- ☐ \_\_\_ The student exhibited overt carelessness and lack of attention to detail

Comments:

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Evaluator: \_\_\_\_\_

**Clinical Skills Evaluation**  
**Goldmann applanation**

	S	US	NI
Disinfects the forehead rest and chin rest on biomicroscope			
Sets magnification on 10X			
Adds blue filter			
Sets illumination tower at 45 degrees			
Adjusts illumination to highest illumination on probe tip			
Prealigns the tonometer from outside the oculars			
Uses correct technique to correct misalignment errors			
Properly records ocular pressure and time			

**Student's Comprehension of Tasks (*Select only one*)**

- \_\_\_ ☐ The student demonstrates comprehensive knowledge of basic concepts. Demonstrates knowledge beyond requirements of task
- \_\_\_ ☐ The student demonstrates an adequate knowledge of the essential elements of the tasks that were performed
- \_\_\_ ☐ The student has inadequate knowledge of even the most basic concepts related to the tasks.

**Student's Behavioral Traits (*Select only one*)**

- ☐ \_\_\_ The student was slow and deliberate in carrying out designated steps
- ☐ \_\_\_ The student proceeded rapidly, skillfully and confidently
- ☐ \_\_\_ The student exhibited overt carelessness and lack of attention to detail

**Patient Communication**

Speaks in appropriate volume and tone			
Uses correct terminology			
Explains activities prior to initiation			
Gives patient proper instructions			
Ensures patient comfort			
Displays empathy			

Comments:

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Evaluator \_\_\_\_\_

<b>Clinical Skills Evaluation</b> <b>OCT</b>
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	S	US	NI
Disinfects the forehead rest and chin rest on biomicroscope			
Properly positions patient			
Captures Macula area on scan			

**Student's Comprehension of Tasks (*Select only one*)**

- \_\_\_ ☐ The student demonstrates comprehensive knowledge of basic concepts. Demonstrates knowledge beyond requirements of task
- \_\_\_     The student demonstrates an adequate knowledge of the essential elements of the tasks that were performed
- \_\_\_ ☐ The student has inadequate knowledge of even the most basic concepts related to the tasks.

**Student's Behavioral Traits (*Select only one*)**

- ☐ \_\_\_ The student was slow and deliberate in carrying out designated steps
- ☐ \_\_\_ The student proceeded rapidly, skillfully and confidently
- ☐ \_\_\_ The student exhibited overt carelessness and lack of attention to detail

**Patient Communication**

Speaks in appropriate volume and tone			
Uses correct terminology			
Explains activities prior to initiation			
Gives patient proper instructions			
Ensures patient comfort			
Displays empathy			

Comments:

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Evaluator: \_\_\_\_\_

Clinical Skills Evaluation Humphrey Visual Field				
	S	US	NI	
Disinfects the forehead rest and chin rest				
Enters the patient data and selects the proper testing mode				
Determine what (if any) trial lens is needed				
Properly positions the trial lens in the holder				
Instructs the patient regarding what to expect, how to respond, maintaining fixation and proper forehead and chin position				
Gives patient the response button				
Patches patient eye				
Positions the patient and chin rest such that the eye being testing is properly aligned with the fixation target				
Aligns the trial lens holder with the patient's eye				
Adjust the patient's position for comfort				
Monitors and maintain the correct eye position				
Reinstructs the patient as necessary				
Keeps the patient motivated				

#### Student's Comprehension of Tasks (*Select only one*)

- \_\_\_ ☐ The student demonstrates comprehensive knowledge of basic concepts. Demonstrates knowledge beyond requirements of task
- \_\_\_ The student demonstrates an adequate knowledge of the essential elements of the tasks that were performed
- \_\_\_ ☐ The student has inadequate knowledge of even the most basic concepts related to the tasks.

#### Student's Behavioral Traits (*Select only one*)

- ☐ \_\_\_ The student was slow and deliberate in carrying out designated steps
- ☐ \_\_\_ The student proceeded rapidly, skillfully and confidently
- ☐ \_\_\_ The student exhibited overt carelessness and lack of attention to detail

#### Patient Communication

Speaks in appropriate volume and tone			
Uses correct terminology			
Explains activities prior to initiation			
Gives patient proper instructions			
Ensures patient comfort			
Displays empathy			

Comments:

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Evaluator: \_\_\_\_\_



**Clinical Skills Evaluation**  
**A-scan ultrasound**

	S	US	NI
Calibrates machine			
Disinfects probe tip			
Enters patient data and selects proper testing mode			
Instructs patient on test and fixation target			
Administers anesthetizing drop			
Properly positions probe			
Saves reproducible scans w/in .20 mm			
Adequately evaluates and selects scan			

**Student's Comprehension of Tasks (*Select only one*)**

- \_\_\_ ☐ The student demonstrates comprehensive knowledge of basic concepts. Demonstrates knowledge beyond requirements of task
- \_\_\_ ☐ The student demonstrates an adequate knowledge of the essential elements of the tasks that were performed
- \_\_\_ ☐ The student has inadequate knowledge of even the most basic concepts related to the tasks.

**Student's Behavioral Traits (*Select only one*)**

- ☐ \_\_\_ The student was slow and deliberate in carrying out designated steps
- ☐ \_\_\_ The student proceeded rapidly, skillfully and confidently
- ☐ \_\_\_ The student exhibited overt carelessness and lack of attention to detail

**Patient Communication**

Speaks in appropriate volume and tone			
Uses correct terminology			
Explains activities prior to initiation			
Gives patient proper instructions			
Ensures patient comfort			
Displays empathy			

Comments:

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Evaluator: \_\_\_\_\_

<b>Clinical Skills Evaluation</b> <b>Tonometry by Tonopen</b>
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	S	US	NI
Calibrates machine			
Properly places tonopen cover			
Instructs patient on what to expect and fixation target			
Administers anesthetizing drop			
Properly takes measurement with tonopen			
Verifies acceptability of measurement			
Properly records IOP measurement in patient record			

**Student's Comprehension of Tasks (*Select only one*)**

- \_\_\_ ☐ The student demonstrates comprehensive knowledge of basic concepts. Demonstrates knowledge beyond requirements of task
- \_\_\_     The student demonstrates an adequate knowledge of the essential elements of the tasks that were performed
- \_\_\_ ☐ The student has inadequate knowledge of even the most basic concepts related to the tasks.

**Student's Behavioral Traits (*Select only one*)**

- ☐ \_\_\_ The student was slow and deliberate in carrying out designated steps
- ☐ \_\_\_ The student proceeded rapidly, skillfully and confidently
- ☐ \_\_\_ The student exhibited overt carelessness and lack of attention to detail

**Patient Communication**

Speaks in appropriate volume and tone			
Uses correct terminology			
Explains activities prior to initiation			
Gives patient proper instructions			
Ensures patient comfort			
Displays empathy			

Comments:

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Evaluator: \_\_\_\_\_

<b>Clinical Skills Evaluation</b> <b>Pachymetry</b>
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	S	US	NI
Disinfects probe tip			
Enters patient data and selects proper testing mode			
Instructs patient on test and fixation target			
Administers anesthetizing drop			
Properly positions probe			
Properly takes measurement			
Adequately evaluates and selects scan			
Properly records			

**Student's Comprehension of Tasks (*Select only one*)**

- \_\_\_ ☐ The student demonstrates comprehensive knowledge of basic concepts. Demonstrates knowledge beyond requirements of task
- \_\_\_ ☐ The student demonstrates an adequate knowledge of the essential elements of the tasks that were performed
- \_\_\_ ☐ The student has inadequate knowledge of even the most basic concepts related to the tasks.

**Student's Behavioral Traits (*Select only one*)**

- ☐ \_\_\_ The student was slow and deliberate in carrying out designated steps
- ☐ \_\_\_ The student proceeded rapidly, skillfully and confidently
- ☐ \_\_\_ The student exhibited overt carelessness and lack of attention to detail

**Patient Communication**

Speaks in appropriate volume and tone			
Uses correct terminology			
Explains activities prior to initiation			
Gives patient proper instructions			
Ensures patient comfort			
Displays empathy			

Comments:

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Evaluator: \_\_\_\_\_

**Clinical Skills Evaluation****Use of Pen light/Anterior chamber angle**

	S	US	NI
Instructs patient to look at fixation light			
Penlight directed from side: temporally than nasally			
Evaluates shadow on iris and properly estimates angle status			
Properly records			

**Student's Comprehension of Tasks (*Select only one*)**

- \_\_\_ ☐ The student demonstrates comprehensive knowledge of basic concepts. Demonstrates knowledge beyond requirements of task
- \_\_\_ The student demonstrates an adequate knowledge of the essential elements of the tasks that were performed
- \_\_\_ ☐ The student has inadequate knowledge of even the most basic concepts related to the tasks.

**Student's Behavioral Traits (*Select only one*)**

- ☐ \_\_\_ The student was slow and deliberate in carrying out designated steps
- ☐ \_\_\_ The student proceeded rapidly, skillfully and confidently
- ☐ \_\_\_ The student exhibited overt carelessness and lack of attention to detail

**Patient Communication**

Speaks in appropriate volume and tone			
Uses correct terminology			
Explains activities prior to initiation			
Gives patient proper instructions			
Ensures patient comfort			
Displays empathy			

Comments:

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Evaluator: \_\_\_\_\_

## Delgado Community College Ophthalmic Medical Assisting Program Supervisor Evaluation

Student name \_\_\_\_\_

**INSTRUCTIONS:** Please evaluate the personal and professional characteristics of the student based on the rate scale criteria.

### RATING SCALE

- 3 – Above Average  
Student always exhibited performance characteristics in all situations
- 2 – Satisfactory – Average  
Student usually exhibited performance characteristics in most situations
- 1 – Needs improvement  
Student occasionally exhibited performance characteristics in some situations.
- 0 – Unsatisfactory  
Student did not exhibit performance characteristics in any situations

Rating	Performance Characteristics	Comments
	<b>COMMUNICATION</b> Utilizes appropriate and effective communication with supervisors, co-workers and other members of the healthcare team	
	<b>COOPERATION</b> Exhibits a positive attitude towards tasks and healthcare profession. Tactful in verbal interactions with healthcare personnel and patients. Respectful and considerate of others	
	<b>JUDGEMENT/DECISION MAKING/PROBLEM SOLVING</b> Handles situations logically and constructively; uses common sense. Asks questions when unsure; seeks answers and information for effective problem solving.	
	<b>ORGANIZATION</b> Effective time management and planning skills.	
	<b>INITIATIVE</b> Begins a routine task before being told. Prepared for clinic assignments, displays motivation and assertiveness, seeks opportunities for additional involvement	
	<b>INTELLECTUAL CURIOSITY</b> Questions information and seeks out answers independently , takes advantage of additional learning opportunities	
	<b>FLEXIBILITY/ADAPTABILITY</b> Maintains composure and ability to function in stressful situations; views change in a positive manner	

	<b>SELF CONFIDENCE</b> Assured in one's ability, skills, workmanship and self	
	<b>GROWTH AND DEVELOPMENT</b> Applies previously learned knowledge and prior experience to current situations. Demonstrates appropriate ethical and professional conduct	
	<b>PUNCTUALITY</b> Reports for clinic on time. Completes work assignments within time frame established by supervisor.	

# Delgado

Community College

## Ophthalmic Assisting Program

Francesca Langlow, EdD, Program Director  
615 City Park Avenue, New Orleans, LA 70119  
504-289-4432, FAX 504-483-4609, [fmorel@dcc.edu](mailto:fmorel@dcc.edu)

### Clinical Incident Report

Student Name \_\_\_\_\_

Clinic \_\_\_\_\_

—

Date of  
Incident \_\_\_\_\_

Name of person completing  
report \_\_\_\_\_

**Description of Incident:**

**Discussion with student:**

Date of Discussion\_\_\_\_\_

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**Results of discussion:**

Disciplinary action taken       \_\_\_\_\_ yes       \_\_\_\_\_no

1. Warning:                               \_\_\_\_\_
2. Removal from rotation               \_\_\_\_\_
3. Suspension from College           \_\_\_\_\_
4. Dismissal from program           \_\_\_\_\_

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Signature of Student

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Signature of Program Director

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Signature of Authorized Clinical Affiliate Representative



# Delgado

Community College

## Ophthalmic Assisting Program

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615 City Park Avenue, New Orleans, LA 70119  
504-289-4432, FAX 504-483-4609, [fmorel@dcc.edu](mailto:fmorel@dcc.edu)

### Clinical Incident Report Process

All clinical incidents involving the students shall be reported to the Program Director and Clinical Coordinator. A Clinical Incident Report shall be faxed or emailed to the Program Director within twenty-four hours of the incident. A meeting with the student, clinical faculty and/or staff involved along with the Clinical Coordinator and other designated personnel will be scheduled as quickly as possible.

Following the meeting, the Program Director, clinical faculty/staff and the Clinical Coordinator will decide on a course of action which may include a written warning, removal from the clinic rotation, suspension or dismissal from the Ophthalmic Medical Assisting Program.

# Delgado

Community College

## Ophthalmic Assisting Program

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615 City Park Avenue, New Orleans, LA 70119  
504-289-4432, FAX 504-483-4609, [fmorel@dcc.edu](mailto:fmorel@dcc.edu)

### Professionalism Concern Process

Clinical affiliate staff or faculty who notice a significant lapse in student professionalism may notify the Program Director and/or the Clinical Coordinator and/or Medical Director. The Clinical Coordinator and/or Medical Director may choose to simply provide the student with feedback on his or her behavior. The student will be required to write a reflective paper concerning the event that will focus on their actions and outline a course of action to improve their behavior and/or avoid repeating the behavior. This reflective paper will be turned into the Program Director and will be shared with appropriate clinic personnel. However, if the breach is significant enough then a Professionalism Concern Report (PCR) should be completed and forwarded to the Program Director within 24 hours of the event.

If the Professionalism Concern Report is filed, the student will meet individually with the Program Director, Medical Director and/or designee and designated clinic staff to discuss the situation. The form is filed in the student's record. A total of ten (10) points is deducted from the student's final practicum grade for each PCR report filed.

If the student accumulates more than two PCR forms and/or clinical staff and faculty observe a pattern of troubling behavior, or feel a single behavior is an egregious professionalism lapse he/she along with the Program Director and Medical Director and/or his representative will meet directly with the student. These persons may recommend remediation, removal from the clinical assignment and/or suspension or dismissal from Delgado Community College

# Delgado

Community College

## Ophthalmic Assisting Program

Francesca Langlow, EdD, Program Director  
615 City Park Avenue, New Orleans, LA 70119  
504-289-4432, FAX 504-483-4609, fmorel@dcc.edu

### Clinical Student Professionalism Concern Report

#### Directions:

Please complete all field. Report will be submitted to Program Director and will be visible to the student, the clinical supervisor/staff/faculty and medical director.

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Student

Clinical site/rotation

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Name of person completing the form

Date

Which of the following unprofessional behaviors has the student exhibited? Check all that apply.

#### Professional Responsibilities

- a) Fails to accept and internalize criticism and feedback
- b) Is unwilling to expand knowledge and competence
- c) Has inappropriate demeanor or appearance in the healthcare setting
- d) Fails to complete required tasks or requires constant reminders from staff
- e) Fails to notify appropriate staff in a timely manner of absences
- f) Fails to accept responsibility for own errors
- g) Consistently arrives late to commitments
- h) Repeatedly fails to respond to communication with staff, residents, faculty
- i) Uses illicit substances
- j) Uses alcohol, non-prescription drugs or prescription drugs in a manner that compromises ability to contribute to patient care

#### Professional Relationships

- a) Engages in inappropriate relationships with patients

- b) Engages in inappropriate relationships with teachers, staff, residents or faculty, thereby disrupting the learning environment
- c) Acts disrespectfully toward others
- d) Treats patients disrespectfully
- e) Engages in disruptive behavior with healthcare team

**Professional Ethic**

- a) Behaves in a dishonest manner
- b) Misrepresents self, other or members of the team to others
- c) Breaches patient confidentiality
- d) Acts in disregard for patient welfare (e.g. willfully reports incomplete or inaccurate patient information)
- e) Takes credit for the work of others
- f) Violates official course or clinical policy

Describe in detail the incident which prompted completion of this form (attach additional pages if needed)

Describe previous feedback and remediation which took place prior to this form (attach additional pages if needed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

Student comments

I acknowledge that I have reviewed this evaluation with the Program Director and Clinic supervisor/staff/medical faculty and have the following additional comments:

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

\_\_\_\_\_  
Date

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

Additional Clinic supervisor/staff/medical faculty notes

\_\_\_\_\_  
Clinic supervisor/staff/faculty  
Signature

\_\_\_\_\_  
Date

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

Program Director and/or Medical Director notes  
(if applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date