ASSOCIATE OF SCIENCE
VISION CARE TECHNOLOGY/ OPTICIANRY
STUDENT HANDBOOK

2023-2024

Revised: August 2023

Welcome to the Vision Care Program!

Congratulations on your admission into the Vision Care Program at Broward College! I trust that you will find our program to be an exciting and rewarding adventure in learning.

The program includes scheduled classroom lectures, laboratory, and clinical rotations.

We strongly believe that learning is a lifelong process that requires your steady interaction. As future health care providers, you will find that you will need to remain adaptable to change as it occurs in accordance with advances in medical technology and the practice of Vision Care. You will become dynamically involved in the learning process as the program progresses. It will be your responsibility as a student to fully utilize the educational opportunities provided to you.

As you begin the process of transformation into an Ophthalmic Healthcare Professional you will start to develop an awareness of the profession's inherent responsibilities as well as its established professional ethics and standards of practice. The faculty and staff look forward to spending the next two years with you as you embark on the necessary academic and clinical preparation to realize your goal of becoming a Licensed Optician.

This Student Handbook outlines important information regarding program and faculty expectations of students enrolled as well as several essential details about the program itself. To assist us in continuing to offer an outstanding educational opportunity to the community, you will be asked for input on curricular matters and be involved in the continuous evaluation of our courses.

On behalf of the core faculty and administrators, welcome!

  Minina Mckie, LDO, DHSc
  Program Manager for Vision Care

Faculty

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FREQUENTLY CALLED NUMBERS

Academic Advisement	(954) 201-2305
Graduation Status	(954) 201-6531
Bookstore	(954) 201-2225
Career Information	(954) 201-2281
Accessibility Resources	(954) 201-2313
Emergency Hot Line	(954) 201-4900
FAX Broward site	(954) 201-2348
Financial Aid	(954) 201-6916
Academic Success Center	(954) 201-2260
Lost and Found	(954) 201-2229
Executive Assistant of Program	(954) 201-2091
Campus Safety	(954) 201-4357, (954) 201-2229
Registration – North Campus	(954) 201-2245

CONTACTS

CONTACT	WEBSITE
Advising	http://www.broward.edu/studentresources/advising/Pages/default.aspx
Student Success	http://www.broward.edu/studentresources/studentsuccess/Pages/default.aspx
Student Counseling	http://www.broward.edu/studentresources/Pages/assistance.aspx
Academic Success Center	http://www.broward.edu/studentresources/lrc/north/Pages/default.aspx
Bookstore	http://www.broward.edu/studentresources/bookstore/Pages/default.aspx
Registrar	http://www.broward.edu/academics/registrar/Pages/default.aspx
Disability Services	http://www.broward.edu/studentresources/disability/Pages/default.aspx
Financial Aid	http://www.broward.edu/financialaid/Pages/default.aspx
Student Handbook	http://www.broward.edu/studentresources/rights-and-responsibilities/Pages/student-handbook.aspx
Institutional Policies	http://www.broward.edu/studentresources/rights-and-responsibilities/Pages/policy-matters.aspx
Campus Safety & Security	http://www.broward.edu/safety/Pages/default.aspx

Program Description

The 70-credit Associate of Science, full-time, two-year program of study prepares the student for employment as an optician. The curriculum provides the student the opportunity to develop competency in technical skills through planned experiences in the classroom, laboratory and off-site clinical facilities. The Program is dedicated to developing ophthalmic health care professionals who are quality-minded and who will ultimately make unique contributions to the field of health information and informatics technology.

What is Vision Care?
The ophthalmic health care profession (Vision Care) offers challenging and rewarding careers in ophthalmic retail and health care industries. This program simultaneously prepares students to work as Licensed Opticians, with Optometrists, and Ophthalmologists.

What are the career opportunities?
People are more aware of visual problems today because modern civilization places greater demands on our eyes. Clear and comfortable vision is essential for us to perform as we work and enjoy our leisure time activities. The demand for qualified personnel gives our graduates a wide range of employment opportunities. According to the Bureau of Labor Statistics, the job outlook for 2021-2031 is about 4% as fast as average.

Where does the optician work?
About half of opticians work in offices of optometrists or offices of physicians. Other opticians worked in stores that sell eyeglasses, contact lenses, visual aids, and other optical goods. These stores may be stand-alone businesses or parts of larger retail establishments, such as department stores.

What Does the Optician Do?
The Optician (LDO) plays a vital role in fitting and adapting corrective lenses and other optical devices to aid vision. They fit eyeglasses and contact lenses for patients, perform diagnostic testing and are able to operate as independent practitioners. A licensed Dispensing Optician is a professional who makes, verifies and delivers lenses, frames and other specially fabricated optical devices and/or contact lenses upon presentation of prescription to the intended wearer. The optician's function includes prescription analysis and interpretation, determination of the lens forms best suited to the wearer's needs, the preparation and delivery of work orders for the surfacing of lenses and fabrication of eyewear, the verification of the finished ophthalmic products and the adjustment, replacement, repair and reproduction of previously prepared ophthalmic lenses, frames and other specifically fabricated ophthalmic devices.

Optometric Technician (OPT.R) is a Para-Optometric who has completed the first year of study in the vision care program and successfully completes the Para-Optometric Registry Examination. A paraoptometric is able to perform various specialized skills, including clinical data collection, ophthalmic fabrication and ophthalmic dispensing under the direct supervision of an optometrists.

Ophthalmic Medical Technician (C.O.T.)
The Ophthalmic Medical Technician performs ophthalmic procedures under the direction or supervision of a physician licensed to practice medicine and surgery and qualified in ophthalmology. The technician's duties include taking medical history, performing diagnostic tests, taking anatomical and functional ocular measurements, administering topical ophthalmic ointments, assessing visual acuity, binocular fusion, instructing the patient in personal care and the use of contact lenses.

Ophthalmic Laboratory Technician The technician operates machinery to grind lenses and fabricate eyewear to prescription in an ophthalmic laboratory.

Frame Stylist A person trained to help a client select a frame for good fit and cosmetic appearance. Usually employed in large retail optical stores. Their training consists of on the job training.

Faculty

Full Time Faculty:

Minina McKie

 L.D.O- Licensed Optician, ABO/NCLE Certified

In addition to her Program Manager duties, Ms. McKie is the professor for the following courses:

Course Title	
OPT 1330	Orientation to Vision Care
OPT 2090	Orientation to Vision Care Clinic
OPT 1450L	Ophthalmic Dispensing Procedures Lab
OPT 2800L	Vision Care Clinic I
OPT 2830L	Contact Lens Clinic
OPT 2460	Ophthalmic Dispensing Clinic I
OPT 2831L	Contact Lens Clinic II
OPT 2461	Ophthalmic Dispensing Clinic II
OPT 2875	Ophthalmic Dispensing Practicum I
OPT 2876	Ophthalmic Dispensing Practicum II

Lloyd Holness

L.D.O- Licensed Optician, ABO/NCLE Certified

Course Title	
OPT1210	Ocular Anatomy, Physiology, Pathology
OPT1110L	Physical and Geometric Optics Lab
OPT1150	Ophthalmic Lenses
OPT1450	Ophthalmic Dispensing Procedures
OPT2420	Eyewear Fabrication I
OPT2420L	Eyewear Fabrication I Lab
OPT2421	Eyewear Fabrication II
OPT2421L	Eyewear Fabrication II Lab
OPT2060	Ophthalmic Management

Brett Weintraub

L.D.O- Licensed Optician, ABO/NCLE Certified

Brett Weintraub earned an Associate in Science degree in Biology from Nassau Community College in 1979. He received his Associate in Science degree in Opticianry from Hillsborough Community College in 1981. He is a board-certified Florida licensed Optician and is ABO /NCLE certified. Mr. Weintraub holds Optician licensures in North Carolina and Ohio. He has over 35 years of experience in the optical field and over 20 years teaching opticianry. He is an educator that blends innovative and traditional methods to produce a solid ophthalmic foundation for future career development.

Mr. Weintraub teaches the following courses:

Course Title	
OPT 1110	Physical and Geometric Optics
OPT 1150L	Ophthalmic Lenses Lab
OPT 2500	Contact Lens Theory
OPT 2500L	Contact Lens Lab
OPT2375	Refractometry
OPT2879	Refractometry Lab

Program Goals

	Associate of Science Vision Care Technology/Opticianry Goals
Student	• Successfully complete the educational objectives of each course and fulfill the assessment criteria utilized to evaluate student success. • Develop the professional attitudes and discipline necessary for success in the ophthalmic health care professions. • Successfully complete registration, certification, and licensure examinations including American Board of Opticianry Examination (ABO), National Contact Lens Examination (NCLE), Florida Board of Opticianry Licensure Examination (L.D.O.)
Faculty	• Prepare knowledgeable and skilled students who possess the critical thinking and problem-solving abilities to sustain the professional obligations associated with being a member of a healthcare team. • Graduate students who are culturally competent and capable of providing comprehensive care to individuals from diverse socioeconomic, educational, and/or backgrounds. • Graduate students who apply a professional code of ethics in all endeavors by adhering to the AOA Code of Ethics and Values in all treatment. • Commit to continuing education to develop new skills and stay up to date on current trends.
Program	• Maintain accreditation of the Vision Care Technology/Opticianry Program. • Prepare graduates to successfully pass the credentialing process (certification /registration / licensure). • Provide a vision care professional with a broad educational background to protect the health, safety, and welfare of the public. • Provide measurable evidence that all faculty responsible for delivering the academic components of the program maintain continuing competence in the content areas in which they teach and assure through annual measurable outcomes, that faculty development planning is targeted to improve faculty knowledge and expertise, including currency in relevant professional content, practice, and teaching techniques. • Provide graduates with a sound background for their future education and life pursuits.
Environmental Compliance	• To promote the elimination of hazardous waste and reduce non-hazardous waste in compliance with federal and state guidelines and to the minimum levels economically and technically practical. • To promote the use of environmentally friendly tints in its tinting system for an ophthalmic lens.

Broward College Mission Statement

The mission of Broward College is Transforming students' lives and enriching our diverse community through academic excellence, innovation, and meaningful career opportunities. As a public community college accredited to offer associate degrees, selected bachelor's degrees, and certificate programs, the institution and its District Board of Trustees are committed to fostering a learning-centered community that celebrates diversity and inclusion by empowering and engaging students, faculty, and staff.

Vision Care/Opticianry Program Mission Statement

Broward College's Vision Care Technology Program recognizes the worth and potential of each student. We are committed to providing opportunities for basic and advanced instruction in an environment conducive to learning. The program encourages technical curiosity, innovation and creativity by integrating applied academic skills in all occupational areas. We strive to install the attitudes and skills necessary to produce motivated, self-sufficient individuals who are able to function effectively in our ever- changing, complex society. Additionally, our mission is to exercise professionalism in class, clinic and all other activities relating to the program and work towards the ultimate goal of employment and further educational growth of all our graduates

Philosophic Intent

In terms of philosophic intent and in support of the open-door policy of the College, the program acknowledges the religious, racial, and cultural diversity of its students while endeavoring to provide equal educational opportunities for all students. The program strives to offer a variety of instructional methods that will meet the needs of students at different levels of ability, development, and motivation.

The program believes that excellence in education serves to develop an appreciation of knowledge and to foster a desire for lifelong learning experiences to promote professional growth. The program is committed to the advancement of students so that critical thinking and problem-solving skills, global perspectives as related to health care issues, clarity in values and creativity will empower them to make moral choices and ethical decisions in both their personal and professional lives.

The administration and core faculty firmly believe that the Health Information Technologist is an integral member of the health care management team. Through a mixture of general education and technical courses, the social, cultural, and intellectual development of the student progresses from novice level towards the goal of being an entry-level technician who can be expected to be a contributing member of society.

Determination of learning outcomes which concurrently address the cognitive, psychomotor, and affective domains of learning provides students with opportunities to become critical thinkers and creative problem solvers. Challenging learning experiences augmented by a supportive learning environment are integrated throughout the curriculum.

Core Values

- **Academic Excellence and Student Success** Achieving student success through high-quality, learning-centered programs and services while continuously evaluating and improving student learning outcomes that reflect the highest academic standards. This is accomplished by providing flexible educational opportunities accessible to all students, regardless of time or place.
- **3Diversity and Inclusion** Creating a community that celebrates diversity and cultural awareness while promoting the inclusion of all its members.
- **Innovation** Developing and implementing the most emergent technologies and teaching/learning methods and strategies to create learning environments that are flexible and responsive to local, national, and international needs.
- **Integrity** Fostering an environment of respect, dignity, and compassion that affirms and empowers all its members while striving for the highest ethical standards and social responsibility.
- **Sustainability** Ensuring effective, efficient use of college resources while implementing fiscally sound practices and environmentally sustainable initiatives that can be modeled in collaboration with our community.
- **Lifelong Learning** Promoting the educational growth and development of all individuals through a variety of postsecondary professional, technical, and academic programs and services.

Graduate Competencies

Upon completion of the program the Ophthalmic Dispensing Optician should, at the minimum, be able to:

- Use effective oral and written communication.
- Perform basic algebra, trigonometry, and geometry.
- Identify the human eye structure, function, and pathology.
- Determine physiognomic (facial and eye) measurements.
- Neutralize eyewear.
- Assess vocational and a-vocational needs of the consumer/patient.
- Assist the consumer/patient in selection of proper frames and lenses.
- Price and collect fees from consumers/patients for vision aids and services.
- Prepare ophthalmic laboratory job orders.
- Deliver prescription eyewear/vision aids and instruct consumer/patient in use and care.
- Maintain consumer/patient records.
- Provide follow-up service to the consumer/patient, periodic eyewear/frame adjustments, repairs, lens and frame replacement.
- Respond to consumer/patient complaints.
- Apply rules and regulations for safe work practices.
- Demonstrate proficiency in the operation and function of equipment.
- Utilize and maintain equipment.
- Demonstrate proficiency in finishing techniques .
- Explain theory of refraction.
- Assist in the business-related area of opticianry, including record maintenance, frame and lens inventory, supply, and equipment maintenance, and third- party forms.
- Demonstrate principles of adaptation, dispensing, and fitting contact lenses.
- Identify procedures associated with dispensing artificial eyes and low vision aids, when appropriate
- Discuss prescription eyewear/vision aids and other consumer/patient relate.

Technical Standards

In the professional courses that are required, as well as in the career field of vision care the student must have the ability to:
1. Coordinate movement of equipment
2. Give instructions to patients, peers, and healthcare personnel.
3. Use interpersonal skills to professionally and sensitively interact with patients who are experiencing physical or emotional trauma.
4. Exercise professional judgment and discretion to identify a life-threatening situation and implement emergency care.
5. Perform within the Scope of Practice (detailed above).
6. Protect the patient's rights and privacy and adhere to the Professional Code of Conduct.
7. Utilize infection control methods to protect patients and self-including performing procedures with "universal precautions" when working with all patients.
8. Use oral and written communications to access clinical records, comprehend and employ appropriate medical terminology and interact with the other healthcare personnel with oral and written impressions regarding procedures and history of patient.

Data Collection Standards
1. Tactile ability that is sufficient for collection and assessment of data.
2. Ability to adjust settings on equipment as needed.
3. Auditory ability sufficient to monitor and assess health care needs including but not limited to hearing monitor alarms, emergency signals, and verbal communication as when a patient/client calls for assistance.
4. Visual ability sufficient for assessing and observing the patient/client and environment including near and far acuity, depth perception, visual fields, and color vision.

Communication Standards
1. Possess sufficient communication skills to interact effectively with others verbally, non-verbally and in written form demonstrating sensitivity to individual and cultural differences.
2. Ability to express yourself verbally in a language that will be understood by a majority of patients/clients.
3. Possess ability to recognize, interpret and respond to non-verbal cues from patients and clients.

Sensorimotor Standards
1. Gross and fine motor abilities sufficient to provide safe and effective care.
2. Standing and walking for extended periods of time and physical abilities sufficient to move from room to room, to maneuver in patient rooms and other small areas.
3. The motor skills of stooping, kneeling, crouching, crawling, reaching, and handling.
4. Ability to walk with good balance; resist challenge while walking and support a patient/client who may have poor balance/weakened musculature during gait, ability to negotiate environmental barriers safely with patient/client.
5. Fine motor coordination (Manual dexterity) sufficient to manipulate and use vision equipment.
6. Independent mobility including transportation to/from campus and clinical courses.
7. Stamina to participate in physical activity over prolonged periods of time while providing assistance to patients/clients.
8. Information detailed on the Medical History and Physical Examination form is legally privileged and confidential. It is intended for use by the Health Science program unless written consent has been provided for release to other parties.

Intellectual and Conceptual Standards
1. Ability to assimilate, within a reasonable amount of time, large amounts of complex, technical and detailed information from a variety of sources.
2. Ability to identify cause-effect relationship to make judgments and set priorities in clinical situations.
3. Recognize physiological changes in patient/client status and act appropriately.
4. Ability to function during stressful situations.
5. Ability to prioritize multiple tasks, integrate information and make decisions promptly.

Behavioral and Social Standards
1. Possess sufficient interpersonal skills to establish meaningful and effective rapport with patients/clients, families, and colleagues from a variety of different social, emotional, economic, cultural, ethnic, religious, and intellectual backgrounds as well as within all age groups.
2. Ability to cope with heavy workload schedule and patient demands.
3. Function effectively during periods of high stress
4. Display adaptability.
5. Accept responsibility for own behavior.
6. Engage in self-assessment activities which includes identification of learning needs .

Ethical Standards
1. Exhibit a respect for truth and a commitment to honesty in all didactic and clinical pursuits.
2. Adhere to ethical and legal guidelines established by applicable national organizations and governmental agencies.
3. Abide by all institutional regulations.
4. Appreciate and respect patient/family confidentiality.

Non-Discrimination Policy
In accordance with College policy, the program affirms its commitment to ensure that each student shall be permitted to study and otherwise participate in the community in an environment free from any form of illegal discrimination, including race, color, religion, age, disability, sex, sexual orientation, national origin, marital status and veteran status. The program acknowledges its obligation to work towards a community in which diversity is valued and opportunity is equalized.

Retention	
Cohort Date	Attrition Rate*
2019-2021	23%
2020 -2022	40%
2021-2023	42%

*Attrition Rate is the percentage of students that did not complete the vision care program after initial admission and OPT enrollment.

Licensure and Programmatic Exam Data

Students should be prepared to take their National Opticiary Competency Examination (ABO Exam) by the end of their first term and take the Contact Lens Registry Examination (NCLE Exam) by the end of the AS program.

To earn basic certification, students need to achieve a passing score on the examinations. Each exam consists of questions on the skills and knowledge required for competency. For the spectacle-related exam the content areas include analyzing and interpreting prescriptions; fitting and dispensing spectacles and other ophthalmic devices; and the use of standard ophthalmic equipment. For the contact lens dispensing exam, the content areas consist of: prefit, preparation and evaluation; diagnostic fit and evaluation; lens dispensing, patient education and delivery procedures; follow-up visits with patient/customer; and administrative issues.

To Register:
https://www.abo-ncle.org/ABONCLE/ABONCLE/Certification/Certification-Application-Wizard/ABO-NCLE-Basic-Certification.aspx?hkey=584d1114-61a4-400e-81a1-a0fbdc2e4520
Prior to applying to take the Florida State Opticianry Exam students must successfully pass the above noted ABO and NCLE exams. The state shall certify eligible for the licensure examination each applicant who:

- Has completed the application form and remitted the required fees.
- Is not less than 18 years of age.
- Is a graduate of an accredited high school or possesses a certificate of equivalency of a high school education.
- Successfully passed the National Opticianry Competency Examination within three years of application or has current ABO certification.
- Successfully passed the Contact Lens Registry Examination within three years of application or has current NCLE certification; and
- Has completed one of the following:
- Received an associate degree, or equivalent, in opticianry from an accredited school; or
- Is licensed to practice opticianry in another state and has actively practiced in such state for more than 3 of the last 5 years; or
- Has actively practiced opticianry in a state in which licensure is not required for more than 5 of the last 7 years and provides tax records, business records, affidavits, etc. documenting such; or
- Has registered as an apprentice with the department and completed 6,240 hours of training under their registered sponsor(s). These requirements must be met within 5 years after the date of registration.

To Apply for State Licensure:
https://mqa-vo.doh.state.fl.us/datamart/voservicesportal
Please keep in mind that the Florida license needs to be renewed every two years (on the odd year). To renew the license, continuing education units (CEU'S) are required. Twenty CEU's are required every two years.
The Broward College Graduate also qualifies for Board certification.

Broward College Exam Results

ABO Results				
Graduation Year	# of students completed program	# of students attempted Exam	# of students passed the exam ALL attempts	% of students passed exam	% of graduates achieving certification
(2016) 2018	9	7	6	85%	66%
(2017) 2019	20	19	19	100%	95%
(2018) 2020	16	14	14	100%	88%
(2019) 2021	17	16	14	88%	82%
(2020) 2022	7	7	7	100%	100%
(2021) 2023	11	10	10	100%	91%
NCLE Results					
Graduation Year	# of students completed the program	# of students attempted Exam	# of students passed the exam ALL attempts	% of students passed exam	% of graduates achieving certification
(2016) 2018	9	6	5	83%	56%
(2017) 2019	20	19	19	100%	95%
(2018) 2020	16	14	14	100%	88%
(2019) 2021	17	16	12	75%	71%
(2020) 2022	7	7	6	86%	86%
(2021) 2023	11	3	3	100%	27%
State Licensure Results					
Graduation Year	# of students completed the program	# of students attempted Exam	# of students passed the exam ALL attempts	% of students passed exam	% of graduates achieving state licensure
(2016) 2018	9	5	5	100%	56%
(2017) 2019	20	18	18	100%	90%
(2018) 2020	16	14	14	100%	75%
(2019) 2021	17	10	10	100%	59%
(2020) 2022	7	4	4	100%	57%
(2021) 2023	11	--	--	0%	0%

In the past, graduates have become employed as Opticians or Ophthalmic Techs. Job openings exist throughout the tri-county area as well as throughout the country. The Vision Care profession remains a strong profession with a secure future.

Employment Tracker 2023 –11 of 24 students graduated; XX students responded			
Student	**Working FT/PT/N**	**Time Before Employment**	**Salary hourly or yearly**
1	Part Time	3 months	15.50 Hr.
2	Full Time	Less than 1 month	20.00 Hr.
3	Full Time	Less than 1 month	Did not disclose
Analysis: Total: 11 students completed the program; 10 students passed the ABO; 1 student passed the NCLE; None have attained state licensure. 3 students responded to the employment tracker survey; 1 student is working part-time; 2 students are working full-time; Average salary was 17.75 hourly.			
Employment Tracker 2022 –7 of 13 students graduated; XX students responded to the survey			
Student	**FT/PT/N**	**Time Before Employment**	**Salary hourly or yearly**
1	Full Time	Less than 1 month	Did not disclose
2	Full Time	Less than 1 month	28.50/ Hr.
3	Full Time	Less than 1 month	38.80 /Hr.
Analysis: Total: 7 students completed; 7 students passed the ABO; 6 students have their NCLE; 4 students are state licensed. 3 responded to the employment tracker survey; 0 students are working part-time; 3 students are working full-time; Average salary was 16.25 hourly.			
Employment Tracker 2021 – 17 of 22 graduated; 7 of 17 students responded to the survey			
Student	**FT/PT/N**	**Time Before Employment**	**Salary hourly or yearly**
1	Full Time	Less than 1 month	Did not disclose
2	Part Time	Less than 1 month	Did not disclose
3	Full Time	Less than 1 month	$75,000 annual
4	Full Time	Less than 1 month	Did not disclose
5	Full Time	Less than 1 month	$65.250 annual
6	Full Time	Less than 1 month	Did not disclose
7	Part Time	Less than 1 month	Did not disclose
Analysis: Total: 17 students completed. 14 passed the ABO; 12 passed the NCLE; 10 students have their state license; 7 responded to the employment tracker survey; 7 students are working part- time; 6 students are working full-time; 1 student is working part time. The Average salary was 70,125 annually. 5 chose to not disclose compensation amount.			

Employment survey response is low. Multiple methods have been utilized including email, text, and direct calling.

Overall analysis:-Students making higher salaries attained the ABO, NCLE, and State licensure. Moving forward, it is critical to increase completions and success on licensure examinations in order to provide students with opportunity for a living wage.

Vision Care Technology Opticianry AS - 21891
Career Pathway: Health Sciences
Location(s): General Education courses are offered at al BC locations. Program specific courses are at the North Campus.

Program Entrance Requirements: This is a limited access program. Students are required to complete a supplemental application and meet specific criteria. Please click here for more information.

Program Description: The Associate Degree Programs in Vision Care Technology provides the student with the opportunity to develop competency in skills relative to patient eye care. An Optician plays a vital role in the fitting and adapting of corrective lenses and other optical devices to aid vision and correct ocular deficiencies. To accomplish this, the Optician must use scientific and clinical procedures and apply learned skills to correctly produce and fit quality eyewear and contact lenses. The curriculum has been designed to train the student in the laboratory techniques of measuring, grinding, fitting, and adapting to eyewear, and preliminary examination pre-testing evaluation. Visit the program's website for additional information.

Additional Program Information: One cohort of 25 students is admitted each August. A final grade of "C" or higher must be achieved in each Vision Care Technology course for continuance in the Program.
A student who withdraws or is withdrawn from Vision Care Technology course shall refer to College Policy 6Hx2-5.33 and Procedure A6Hx2-5.33 on Re-entry into a Health Sciences Program and/or program guidelines. Reentry to a Program will be based upon space availability. Only one reentry will be allowed. The student who reenters must maintain a "C" or higher in each Vision Care Technology course to continue in a Program. The student receiving a grade of "D" or "F" in any course after reentry will result in permanent dismissal from the BC Vision Care Technology Programs.

Course	Title	Credits
Recommended General Education Courses		
MGF1106 or	FOUNDATIONS OF MATHEMATICAL REASONING [1]	3.00
MAC1105 or	COLLEGE ALGEBRA	
MAC1105C	COREQUISITE COLLEGE ALGEBRA	
ENC1101	COMPOSITION I	3.00
GE Course	General Education Humanities Core	3.00
CGS1060C	COMPUTER AND INTERNET LITERACY	3.00
BSC1005	BIOLOGICAL PRINCIPLES FOR NON-MAJORS	3.00
AMH2020 or	HISTORY OF THE UNITED STATES SINCE 1877	3.00
POS2041	NATIONAL GOVERNMENT	
GE Course	General Education Speech	3.00
Apply to the Program (By June 29th)		

Course	Title	Credits
Required Courses		
OPT1210	ANATOMY AND PHYSIOLOGY OF THE EYE	3.00
OPT1110	PHYSICAL AND GEOMETRIC OPTICS	3.00
OPT1110L	PHYSICAL AND GEOMETRIC OPTICS LAB	1.00
OPT1330	ORIENTATION TO VISION CARE	2.00
OPT1150	OPHTHALMIC LENSES	2.00
OPT1150L	OPHTHALMIC LENSES LAB	2.00
OPT2090	ORIENTATION TO VISION CARE CLINIC	2.00
OPT2375	REFRACTOMETRY	3.00
OPT2879	REFRACTOMETRY LAB	2.00
OPT1450	OPHTHALMIC DISPENSING	2.00
OPT1450L	OPHTHALMIC DISPENSING LAB	2.00
OPT2500	CONTACT LENS THEORY	2.00
OPT2500L	CONTACT LENS THEORY LAB	2.00
OPT2800L	VISION CARE CLINIC I	2.00
OPT2420	EYEWEAR FABRICATION I	1.00
OPT2420L	EYEWEAR FABRICATION I LAB	2.00
OPT2830L	CONTACT LENS CLINIC I	2.00
OPT2460	OPHTHALMIC DISPENSING CLINIC I	2.00
OPT2875	OPHTHALMIC DISPENSING PRACTICUM I	2.00
OPT2421	EYEWEAR FABRICATION II	1.00
OPT2421L	EYEWEAR FABRICATION II LAB	2.00
OPT2831L	CONTACT LENS CLINIC II	2.00
OPT2461	OPHTHALMIC DISPENSING CLINIC II	2.00
OPT2876	OPHTHALMIC DISPENSING PRACTICUM II	2.00
OPT2060	OPHTHALMIC MANAGEMENT POLICY AND PROCEDURES	3.00

Total Credits   72

[1] MAC1105C COREQUISITE COLLEGE ALGEBRA is a 5-credit course.

Notes: Students earn points by successful completion of the select courses listed above, see the Health Science Admission Criteria for additional details.

Notes: Students earn points by successful completion of the select courses listed above, see the Health Science Admission Criteria for additional details.

See General Education course information here.

In accordance with Florida Statute and Florida Administrative Code, students need to satisfy the Civic Literacy Graduation Requirement. Visit the Civic Literacy Graduation Requirement page at broward.edu/civic-literacy.

Students are strongly encouraged to meet with an advisor to create a personalized educational plan.

BROWARD COLLEGE — FALL 2023

	SESSION 1 Aug 18 – Dec 12	SESSION 2 Aug 18 – Oct 11	SESSION 3 Sept 6 – Dec 1	SESSION 4 Oct 16 – Dec 12
Classes begin	August 18	August 18	Sept 6	Oct 16
Weekend College classes begin	August 19	August 19	Sept 9	Oct 21
Last day to add a class	August 24	August 20	Sept 12	Oct 18
Last day to drop a class and 100% refund	August 25	August 25	Sept 13	Oct 23
Enrollment verification begins	August 26	August 26	Sept 14	Oct 24
Enrollment verification ends	Sept 1	Sept 1	Sept 20	Oct 30
College closed (Labor Day) No day or evening classes	Sept 4	Sept 4	N/A	N/A

Last day to Withdraw from any class
    Withdraw - "W" grade posted on transcript
Last day to change from credit to audit
    * Audit - "XC" grade posted on transcript
After the drop period, any student wishing to change from credit to audit must receive instructor approval. The audit counts as an attempt in the subject area.
	Oct 25	Sept 21	Oct 26	Nov 17

College closed (Veterans Day) No day or evening classes	Nov 10	N/A	Nov 10	Nov 10
College closed (Thanksgiving) No day or evening classes	Nov 22 – Nov 26	N/A	Nov 22 – Nov 26	Nov 22 – Nov 26

BROWARD COLLEGE — SPRING 2024

	SESSION 1 Jan 8 – May 5	SESSION 2 Jan 8 – Mar 3	SESSION 3 Jan 22– Apr 19	SESSION 4 Mar 14 – May 5
Classes begin	Jan 8	Jan 8	Jan 22	Mar 14
Weekend College classes begin	Jan 13	Jan 13	Jan 27	Mar 16
Last day to add a class	Jan 14	Jan 10	Jan 28	Mar 16
Last day to drop a class and 100% refund	Jan 16	Jan 16	Jan 29	Mar 21
Enrollment verification begins	Jan 17	Jan 17	Jan 30	Mar 22
Enrollment verification ends	Jan 23	Jan 23	Feb 5	Mar 28
College closed (Dr. Martin L. King, Jr. Birthday) No day or evening classes	Jan 15	Jan 15	N/A	N/A
College closed (Professional Development Day) No day classes. Evening classes ONLY. 5 pm start	Feb 23	Feb 23	Feb 23	N/A
College closed (Spring Break) No day or evening classes	Mar 4-10	N/A	Mar 4-10	N/A

Last day to Withdraw from any class
    Withdraw - "W" grade posted on transcript
Last day to change from credit to audit
    * Audit - "XC" grade posted on transcript
* After the drop period, any student wishing to change from credit to audit must receive instructor approval. The audit counts as an attempt in the subject area.
	Mar 22	Feb 12	Mar 19	Apr 16

BROWARD COLLEGE **SPRING 2024**	**SESSION 1** Jan 8 – May 5	**SESSION 2** Jan 8 – Mar 3	**SESSION 3** Jan 22– Apr 19	**SESSION 4** Mar 14 – May 5
Last day of class	May 5	Mar 3	Apr 19	May 5
Final Examination Week	Apr 29 – May 5	Last Day of Class	Last Day of Class	Last Day of Class
Final grades submission deadline - 3:00 pm	May 6	Mar 11	May 6	May 6
Grades available - student portal "myBC"	May 7	Mar 12	May 7	May 7
Graduation Ceremony	May 7	May 7	May 7	May 7

Student Tuition and Fees

The tuition and fees for the program are based upon the existing fee structure at the time that the Student Handbook was revised for incoming students. The total program cost is approximately $11,949.95 for in-state residents which includes the cost of all 72 credits in the degree, lab fees, textbook costs, uniforms, etc. as detailed on the following chart. The total program cost is detailed on the following chart.

Approximate Costs for Vision Care/Opticianry Program 2023-2024		
Application Fees	In-state Fees	Out-of-State Fees
Broward College	$35.00	$75.00
Health Programs Limited Access Application	$20.00	$20.00
Total	**$55.00**	**$95.00**
Miscellaneous Fees	In-state Fees	Out-of-State Fees
Complio Package (includes drug screening, two background checks & fingerprinting)	$166.00	$334.00
Health History Form	$250.00	$250.00
Total	**$416.00**	**$584.00**
Certifications	In-state Fees	Out-of-State Fees
CPR/BLS-4.5 hour--Must be American Heart Association for Healthcare Providers with AED	$100.00	$100.00
Total	**$100.00**	**$100.00**
Class Fees	In-state-Fees	Out- of- State Fees
Lab	$280	$280
Liability	$97.80	$97.80
Accident	$52.25	$52.25
Total	**$430.05**	**$430.05**
Associate of Science Classes and Fees	In-State Fees	Out-of-State Fees
Tuition including fees listed below 51 Credit Hours (Core OPT Classes)	$6,012.90	$19,023.00
Prerequisites including fees listed below—21 Credit Hours	$2,475.90	$7,833.00
Including--Activities Fee, Library Fee, Capital Improvement Fee, Parking		
Total	**$9073.90**	**$28,721.00**
Books & Supplies	In-state Fees	Out-of-State Fees
Books & Supplies	$1,400.00	$1,400.00
Total	**$1,400.00**	**$1,400.00**
Exam & Licensure	In-state Fees	Out-of-State Fees
ABO	$200	$200
NCLE	$175	$175
State Board	$100	$100
Total	**$475.00**	**$475.00**
Total ***ESTIMATED*Expenses**	In-state Fees	Out-of-State Fees
	$11,949.95	**$31,805.05**

* Fees are best estimates and are subject to change

Students must provide their own living quarters, meal expenses, laundry expenses and reliable transportation between the College, hospitals other health agencies and home. Contact the Broward College financial aid department to qualify for grants or loans to cover this cost. http://www.broward.edu/sfs/

Students must provide their own living quarters, meal expenses, laundry expenses and reliable transportation between the college, practicum sites, other health agencies and home.

Policy Manual

Title: Student Financial Aid	Number: 6Hx2-5.11
Legal Authority: *Higher Education Act of 1965 as Amended; Fla. Stat. § 1009; College Cost Reduction and Access Act (CCRAA); Higher Education Opportunity Act (HEOA); Federal Title IV – Federal Guidelines for Financial Aid*	Page: 1 of 7

GENERAL STATEMENT

Broward College ("College") is authorized by the U.S. Department of Education to offer Title IV Student Financial Aid programs as outlined in the College's Federal Program Participation Agreement (PPA) and Eligibility and Certification Approval Report (ECAR). The College is also authorized by the State of Florida to offer need and merit-based aid programs with guidelines provided by the Office of Student Financial Aid. All federal, state, foundation, and institutional aid programs offered to Broward College students are administered by the Student Financial Aid department. No fees are charged except as authorized by law or rules of the U.S. Department of Education, or the Florida State Department of Education.

Students at the College shall be eligible to apply for financial assistance regardless of race, age, national origin, religion, sexual orientation, gender, marital status, or disability and in accordance with the federal, state, and institutional procedures. Financial need shall generally be determined through the need analysis provided by the U. S. Department of Education.

Steps for Completing FASFA (Required for Financial Aid and Scholarships)

Step 1 Complete the FAFSA

Step 2 Review Your Student Aid Report (SAR)

Step 3 Clear Red Flags and Monitor Your Aid Status

Step 4 Register for Classes

Step 5 Confirm Awards on myBC

Step 6 Buying Books With Financial Aid

Scholarships

Scholarships are administered by the Office of Student Financial Services and awarded in the financial aid package or students may complete the online Broward College Scholarship Application.

Students who apply for Federal Student Aid must complete a Free Application for Federal Student Aid (FAFSA) and submit all required documents. If student applies other aid, and the award criteria indicates need-based, the FAFSA may be required along with documentation. **Available scholarships are advertised on the Broward College website in July of each academic year. Scholarships are awarded based on various criteria such as academic achievement, financial need, and service to the College.** Each scholarship has its criteria and does not require repayment. Scholarships are based on the availability of funds and are not guaranteed.

Policy Manual

Title: Course Withdrawal	Number: 6Hx2-5.36
Legal Authority: *Fla. Statutes 1001.64, 1004.07, 1009.23; Rule 6A-14.0301 F.A.C.*	Page: Page 1 of 2

GENERAL STATEMENT

It is the responsibility of the student to /drop her or his course registration up through the published deadline for 100% refund. Courses dropped prior to   this deadline will not appear on the academic record. After the published deadline for 100% refund, a student may withdraw up to the published last day to withdraw. Withdrawn courses remain on the student's transcript with a status of withdrawal, indicating that the student registered for the course but withdrew. After the deadline for withdrawal, grades are earned and recorded.

Broward College may approve a petition for withdrawal when non-academic, extenuating circumstances prohibit a student's ability to officially withdraw.

Prior Education Experience (max: 3 points)

Degree	Points
MA/MS degree (or higher)	3
BA/BS degree	2
AA/AS degree	1

Military Service Points are awarded to applicants who are Active Duty or Honorably Discharged Veterans of the US Armed Forces.

Applicant	Points
Military Service	5

Military Service Points

In the event of a tie, the overall GPA will be used as the tiebreaker.

Additional Information:

Number of Accepted Students

August 2023: 25

Starting with Fall 2022, students must take either POS2041 (National Government) or AMH 2020 (History of the United States Since 1877) to satisfy the Social/Behavioral Science elective required to graduate with an AS degree. Please see your academic advisor for more information. More information regarding the civic literacy requirement can be found on the Civic Literacy Graduation Requirement site.

Required admissions criteria courses shown in the application criteria MAY NOT be covered by Financial Aid.

For more information about the Vision Care (AS) Program, please visit the Vision Care Program site or review the Vision Care AS FAQ section.

Once you determine that you meet this program's prerequisites, you may submit a program application.

Updated: July 2023

Course	A	B	C
MGF1106 OR MAC1105	5	4	3
BSC1005	5	4	3
POS2041 or AMH2020 only	5	4	3
SPC1017 OR SPC1608	3	2	1
ENC1101	3	2	1
CGS1060C	3	2	1

Health and Medical Services

Medical and hospital facilities are not provided on campus. Emergencies that occur at an off- campus clinical site are treated by the facilities in accordance with the affiliation agreement and the policies/procedures of the facility itself. Emergency Procedures are reviewed at the start of each semester. The on campus clinical area has a wall mounted First Aid Kit in clear view for minor injuries. Also, a Disposable Spill Kit is available should an event occur necessitating their use. A defibrillator device is located on the first floor near the elevator.

Since students will have direct contact with other students during clinical interactions, they are expected to have and maintain a satisfactory level of health, which includes freedom from chemical dependency and communicable diseases. As part of the admissions process, students are required to complete a Medical History and Physical Examination Form, which details the student's current health status as well as past medical history.

The student must submit a complete Medical History and Physical Examination Form to the program either at the time of the program orientation or within the first semester of the program. This form serves as documentation of each student's current health status. Deadlines for submission of the form will be presented to the class in the first semester.

Health/Medical Information Requirements

As part of the admissions process, students are required to complete an initial Medical History and Physical Examination Form, which details the student's current health status, past medical history, and current immunization verification. In addition to information about the student's general health, this form provides verification that the student is able to carry out the tasks required for his/her chosen career such as standing for long periods, manual dexterity, and motor skills.

The student must submit a complete Medical History and Physical Examination Form to the Program as part of the criteria for acceptance into the program. This form serves as documentation of their current health status. The Medical History and Physical Examination form must be completed by all students entering Health Science programs. Students are responsible for the cost of the physical examination and any required immunizations. Students may see a doctor (MD or DO), a nurse practitioner (ARNP), or a physician assistant (PA) for the physical examination. In addition to information about the student's general health, this form provides verification that the student is able to carry out the tasks required for his/her chosen career such as standing for long periods, manual dexterity, etc.

It is also necessary for the student to complete a Medical History and Physical Examination Update Form one year after the initial date of when the form was completed.

Students must have a blood test called a titer which indicates current immunization status or receive the indicated vaccinations:

- A *Positive Titer* Test indicates that the student has either had the disease or has been vaccinated against it. In either case, the student has immunity to that disease.
- A *Negative Titer* Test indicates that the student does not have immunity to the disease and will need to be immunized.

Vaccinations/Immunizations are required. In order to confirm immunity, students are required to have a positive titer result after receiving the vaccination.

Important: All results of laboratory tests and immunizations should be attached to the Medical History and Physical Examination form. Vaccinations, as detailed on the form, include:

- Tetanus/Diptheria
- Varicella – Chickenpox
- Rubella – German Measles
- Rubeola – Measles
- Hepatitis B Series
- PPD/Tuberculosis
- Annual Flu Shot

Failure to submit the original form - complete with documentation and required signatures will prevent progressing in the semester which may result in administrative withdrawal from the program. Falsification on the required forms will result in dismissal from the program as it would be considered a breach of academic honesty. Students should retain a copy of all paperwork for their own records prior to submission to the Program Manager.

Annual Tuberculosis Screening
As a component of the Medical History and Physical Examination completed upon admission into the program, students undergo a TB screening test. Students are required to repeat the TB screening annually. It is the student's responsibility to ensure testing is completed annually and to submit written documentation from the physician's office of the results to the Program Manager.

If the student's proof of an annual TB test is not current, he/she will be unable to attend the scheduled practicum, until such time that it has been made current. Students are responsible for any cost incurred with the Tuberculosis testing.

If the student has documentation of a positive TB test but is found to be without symptoms and submits proof of a clear chest x-ray, the student will not have to complete an annual TB test or x- ray. The student will submit a symptom screen that has been performed by a physician.

The Program Manager will establish deadlines by which the medical information is to be submitted. Falsification on the required forms may result in dismissal from the program as it would be considered a breach of academic honesty. Students will not be allowed to progress in the curriculum if the information is not complete and on file with the Program Manager by the published deadline. Exceptions to the deadline may be made on a case-by-case basis; however, in no case will a student be allowed to attend the first clinical practicum until all information is complete and on file.

If the student is pregnant when the current TB test expires, the updated TB test will be waived until after the student's pregnancy or once approved by her physician.

Annual Background Check, Fingerprinting And Drug Screening

All students must complete a series of background checks, fingerprinting and drug screening tests prior to the start of the first term of the program and annually thereafter.

American Databank And Complio
The College has instituted American DataBank as the resource for student screening, immunizations and compliance. Complio is American DataBank's comprehensive tool for managing the screening process. All Background Checks, Drug Screening, Fingerprinting and Medical History and Physical examination forms will be required to be uploaded within Complio prior to Admission and annually thereafter.

Any expense incurred will be the responsibility of the student. The verification form will be maintained in the student's administrative file. Any necessary accommodations will be in accordance with Americans with Disabilities Act.

a. Guidance and Counseling
Academic guidance, career guidance, and student counseling is available.

1. **Accessibility Resources (AR)**
AR determines reasonable accommodations for qualified students with documented disabilities and provides support staff on each campus to work with students to determine appropriate accommodations and arrange support services. Additionally, AR assists the College to comply with the provisions of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973.
Assists in the development of self-advocacy and self-determination skills.
Maintains and protects the confidentiality of student records as required by law.
   a. **Vision Statement -** To embrace diversity and foster a welcoming, affirming, and empowering culture of respect and inclusion by ensuring seamless access to all Broward College programs, activities, and services.
   b. **Mission Statement -** To support the college's mission of transforming students' lives and enriching our diverse community, by providing direct services to students and promoting a college-wide shared responsibility approach to access that leads to an inclusive and equitable opportunity for students with disabilities.
   c. **Core Values**
   - Accommodation & Access
   - Shared Responsibility
   - Communication & Collaboration
   - Awareness
   - Diversity & Inclusion
   - Empowerment

2. **Academic Success Centers (ASC)**
Designed to advance academic achievement, the Academic Success Centers (ASCs) provide currently enrolled Broward College students with a variety of quality support services in a comfortable, collaborative atmosphere. Students are encouraged to utilize ASC services early and often to develop college-level study skills and become independent learners. Services provided by the ASC include:
   a. Certified Tutors
   b. Collaborative Project Space
   c. Graphing Calculator Loans
   d. Laptop Loans
   e. Open Computer Centers with printing and scanning
   f. Reserve Materials

3. **Student Peer Mentoring and Leadership Program**
   a. Broward College has partnered with PeerForward and AmeriCorps to launch the Peer Mentoring and Leadership program, the first of its kind.
   b. Peer Leaders can mentor and support students each step of the way as they work towards completing their degree and reaching their educational goals. Peer Leaders are current students or Broward College alumni just like the student. The Peer Leaders are trained in leadership and mentoring skills to be able to provide the best possible support the students need to become a successful student.

4. **Seahawk Outreach Services (SOS)**
   a. The Mission of Seahawk Outreach Services (SOS) is to provide wrap-around services and holistic support to students by connecting them to key campus resources and referring them to community organizations. The goal of SOS is to help reduce food and housing insecurities, stress/mental health challenges homelessness, and financial obstacles among our student population.

5. **Student Assistance Program (SAP)**
   a. Handles concerns about relationships, family, stress, body image, and drug and alcohol abuse which can cause distress and problems with day-to-day living.
   b. The Broward College Student Assistance Program (SAP) is provided by Henderson Student Counseling Services. The SAP provides individual mental health counseling, assessment, consultation, and campus outreach services to the Broward College community. Students can use these services to help cope with the issues they may encounter. Henderson Student Counseling Services is a leader in behavioral healthcare providing comprehensive, recovery-focused services. Services range from stress management and coping strategies to psychiatric assessment and crisis intervention.
   c. Services
      - Students who use these services are eligible for up to six counseling sessions free of charge. If the student's concerns cannot be resolved in six sessions, continuing mental health services based on a sliding fee scale shall be made available through referral to appropriate community resources. Counseling is confidential by law. Information about the student's treatment will not be released without their written permission. https://www.broward.edu/students/mental-emotional-wellness/
      - 24-Hour Hotline
      - Six free visits with a licensed mental health professional
      - Referral for additional sessions priced at student's ability to pay
      - Full- or part-time students are eligible for services.
      - Comfortable, confidential environment
      - Individual counseling focuses on the exploration and resolution of the student's personal problems or issues according to his/her needs.
      - Counseling the parties of a relationship (couples, family members, and friends) to help them better manage troublesome differences.
      - Psychiatric Services for evaluation and determination regarding medication management.

6. **Academic Advising**
   Academic advisors are assigned based on a student's major, the benchmark achieved   in the major, and the primary campus for the health science program.
   Contact information for a student's assigned Academic Advisor is available in BC Navigate under the Resources tab. Phone and Skype appointments with advisors are available upon request. The Advising office helps students establish and fulfill their educational and career goals through career research and educational planning.
   Advisors at Broward College promote appropriate course selection and assist students with referrals to internal and external resources and support.
   https://students.broward.edu/resources/advising/

7. **Financial Aid/Student Services**
   Students can apply for financial aid before applying for admission to Broward College. There is a combination of aid programs including grants, scholarships, work-study, and loans. Based on eligibility, students may qualify for funding from one or more of these programs.

   Students must be admitted to an eligible degree or certificate program of study in order to receive financial aid. To maintain eligibility, students must meet Satisfactory Academic Progress (SAP) standards. Enrollment can affect aid amounts, and only classes that are recognized by the U.S. Department of Education as being required for degree completion will be used to calculate eligibility for Title IV funds.
   https://www.broward.edu/admissions/financial-aid/

8. **Lyft Ride Program**
   Broward College has partnered with Lyft to assist students that are experiencing transportation challenges. Eligible students can receive Lyft ride credits that will be accessible through their Lyft mobile app.
   https://students.broward.edu/resources/lyft-ride/

9. **Health Science Retention Specialist:**
   The Retention Specialist specifically works with allied health students and helps to link them to resources. This frontline, student engagement position provides direct service and support to current Health Science Pathway students using a case management approach and provides information regarding the College's programs and services, facilitates

student engagement in academic and career planning activities, schedules seminars on student success skills and mental health, provides support for college policies and procedures, and plans and provides student activities that contribute to retention including food drives for fresh vegetables, pantry items, and personal supplies.

Advisory Committee

The Advisory Committee is a group of employers and employees, from outside the field of education, which provides guidance and direction to the program faculty on the design, evaluation and revision of the Vision Care program. The committee members consist of current optical establishment managers from the area, program faculty and second year students from the program. provide assurance, through technical assistance and resources, that an occupational training program curriculum meets the needs of business, industry, labor, the professions, technical trades, or the community it is designed to serve. The advisory committee also ensures that the occupational training program graduates are capable of performing entry-level skills in the occupation in which they are trained.

ACADEMIC INFORMATION
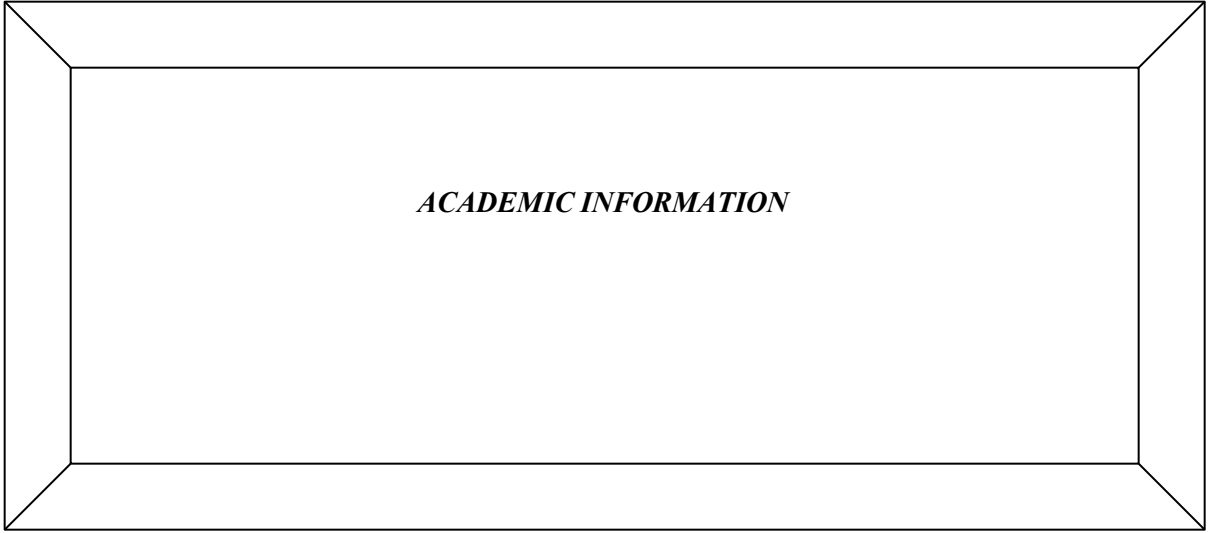
Admission Criteria

Entrance into the Vision Care Program is based on the admission criteria for the catalog year that the student enters the program. Entrance into the program does not guarantee that the student will be able to complete the program. Program completion will be based on student success in the academic area as well as clinical and behavioral success.
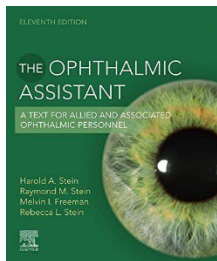
Maximum Time to Complete Degree Programs

All associate in arts degree programs can be completed within two years regular time and a (150%) three years at maximum timeframe a student should have completed all degree requirements. However, most associate in science health science programs cannot be completed in two years because of the number of pre-requisite courses required prior to completing their program core. As such, these programs can be completed in a minimum of three years regular time and a (150%) of program length or maximum timeframe as 4.5 years when a student should be completed with all degree program requirements including practical experience.

Academic Standards

Academic standards are guidelines for successful completion of the program. The guidelines include learning objectives, grading policies, and policies for remediation, readmission into the program, and dismissal from the program.

| Learning Objectives -- must be accomplished for successful degree completion.	
Communication Objectives	Demonstrate the ability to use effective oral and written communication including appropriate and capable verbal interaction with patients/clients, physicians, health care delivery personnel, and others and non-verbal interaction by appropriately and accurately completing written communication on legal documents (patient files).
Technical Objectives	• Perform basic algebra, trigonometry, and geometry. • Identify the human eye structure, function, and pathology. • Demonstrate proficiency in the operation function and maintenance of all ophthalmic equipment. • Determine physiognomic (facial and eye) measurements. • Neutralize eyewear. • Assess vocational and avocational needs of the consumer/patient. • Assist the consumer/patient in selection of proper frames and lenses. • Price and collect fees from consumers/patients for vision aids and services. • Prepare ophthalmic laboratory job orders. • Discuss and deliver prescription eyewear/vision aids and instruct consumer/patient in use and care. • Maintain consumer/patient records. • Provide follow-up service to the consumer/patient, including periodic eyewear/frame adjustments, repairs, lens, and frame replacement. • Respond to consumer/patient complaints. • Apply rules and regulations for safe work practices. • Demonstrate proficiency in finishing techniques. • Explain theory of refraction. • Assist in the business- related area of Opticianry, including record maintenance, frame and lens inventory, supply and equipment maintenance, and third-party forms. • Demonstrate principles of adaptation, dispensing, and fitting contact lenses. • Identify procedures associated with dispensing artificial eyes and low vision aids, when appropriate.
Cultural Objectives	• Demonstrate sensitivity to individual and cultural differences in all aspects of vision care services.
Behavior and Conduct Objectives	• Exhibit conduct that reflects a commitment to meet or exceed the expectations of members of society receiving health care services. • Exhibit conduct that reflects a commitment to meet or exceed the expectations of members of the profession.

Fall and Spring Term
The Ophthalmic Assistant E-Book: A Text for Allied and Associated Ophthalmic Personnel, Edition 11- ISBN- 978-0323757546
Harold A. Stein Raymond M. Stein Melvin I. Freeman
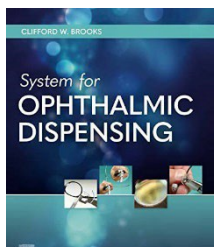
Fall and Spring Term
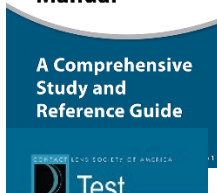System for Ophthalmic Dispensing – 4TH Edition
ISBN- 978-0128239261
Clifford Brooks

Summer and Fall Term
Soper, Joseph W., Contact Lens Manual: A comprehensive Study and Reference Guide, 2016, Contact Lens Society of America
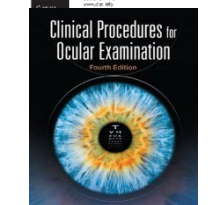
Summer and Fall Term
Contact-Lens-Manual-Comprehensive

Spring and Summer Term
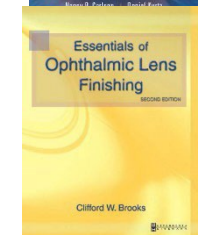Clinical Procedures for Ocular Examination, Fourth Edition 4th Edition
by Nancy Carlson (Author), Daniel Kurtz (Author)- ISBN- **978-0071849203**

Fall and Spring Term
Essentials of Ophthalmic Lens Finishing 2nd Edition
by Clifford W. Brooks OD (Author)- ISBN-13- **978-0750672139**

Libraries

The libraries of BC provide materials which support the curriculum and objectives of the entire institution as well as the Nuclear Medicine curriculum. In addition to current information in the field, biomedical sciences and related areas, the holdings include archival materials, microfilms, media materials, computer-based software, online journals and publications. Students have adequate access to these resources during non-class times such as evenings and weekends due to extended hours of operation.

 Professional librarians are available to assist students seven days/week with convenient hours of operation. The library itself is in close proximity to the building on North Campus in which the program is housed which provides easy access to the library for students as well as faculty. At BC's Central Campus location, the library has been expanded to house a joint Broward College/Florida Atlantic University/Florida International University library which further augments holdings. To date, a book collection of over 160,000 volumes (including basic reference sources) is available for use and about 3,000 new volumes are added each year. The environment is conducive to researching pertinent data as well as for self-study purposes. Students also have access to copy machines and microfilm readers.

 Students also have access to additional libraries through interlibrary agreements and a consortium. The library is a member of the Florida Library Information Network (FLIN) which is composed of all libraries within the state that provides an interlibrary book loaning service and the Southeast Florida Library Information Network (SEFLIN) which provides interlibrary loaning of documents. The library consortium allows students to use services in other libraries if their institution library does not contain the required books, journals, etc.

Library Home:
https://www.broward.edu/library/

Library Databases
https://libguides.broward.edu/az.php

Grading and Remediation

1. Students must achieve a minimum of "C" for the final grade in ***all courses*** that are required for completion of the degree. Guidelines for successful completion of the Vision Care core courses are listed in each course syllabus.

   A grade of "F" is considered as not having met the prerequisite standard for advancement to the next term of academic study. The student will be required to reenter the program the following year to repeat the course. Because the program is offered sequentially– each Vision Care course is offered only once a year and in a specific semester - the student does not have the opportunity to rejoin the program and re-take a course at any other time than it is offered.

   Should a student receive a grade of "D" in vision care program course required for the degree, the student will need to retake the course in order to meet graduation requirements of achieving a "C" or above in all courses in the curriculum.

   Refer to the readmission policy below.
   Should a student receive a grade of "D" or "F" in a general education course required for the degree, the student will need to retake the course to meet graduation requirements of achieving a "C" or above in all courses in the curriculum.

   An incomplete grade (I) received in a Vision Care course does not permit the student to continue to advance into the subsequent semester of the program as the prerequisites will not be met. It is the responsibility of the student to contact the course instructor to determine the necessary action to be taken to successfully complete the course requirement. If no change is initiated during the next major term, the "I" will automatically become an "F" on the student's permanent record. If the coursework is completed the grade and recalculated GPA will be placed on the student's transcript.

2. **The grading scale for lecture courses is as follows:**
   90 – 100   A
   80 – 90   B
   70 – 80   C
   60 – 70   D
   <60F

3. All labs and clinical courses are graded on the programmatic grading scale as noted in #2 above. All the competencies established in the course syllabi must be achieved to receive a passing grade.

4. Academic achievement during any given term (measured by the student's overall grade average - GPA) must be a minimum of 2.0 on a scale of 0 to 4.0. Students falling below the 2.0 GPA will be placed on academic probation.

Advisement Services by Faculty and Administration

The core faculty and administrators of the program provide individual advisement on an appointment basis as well as on a walk-in basis as needed. Vision Care faculty can be reached by BC email, D2L email, cell phone, or by office phone. This contact information is provided in each course syllabus.

Remediation

Remediation sessions are designed to provide students with additional exposure to the course content to master content areas in which they are having difficulty. To remediate students on content areas in which they are weak, *Exam Review Sessions* may be held by the course instructor, at his or her discretion, after each exam at a designated time outside of the regularly scheduled class session. These sessions are mandatory for students who score below 70% but are additionally open to all students who wish to enhance their understanding of course content. The specific dates and times will be established during class time.

Student Support and Outreach Services

Academic guidance, career guidance, and student counseling is available for all students.

10. **Accessibility Resources (AR)**
AR determines reasonable accommodations for qualified students with documented disabilities
and provides support staff on each campus to work with students to determine appropriate accommodations and arrange support services. Additionally, AR assists the College to comply with the provisions of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973.
Assists in the development of self-advocacy and self-determination skills.
Maintains and protects the confidentiality of student records as required by law.
   a. **Vision Statement -** To embrace diversity and foster a welcoming, affirming, and empowering culture of respect and inclusion by ensuring seamless access to all Broward College programs, activities and services.
   b. **Mission Statement -** To support the college's mission of transforming students' lives and enriching our diverse community, by providing direct services to students and promoting a college-wide shared responsibility approach to access that leads to an inclusive and equitable opportunity for students with disabilities.
   c. **Core Values**
      - Accommodation & Access
      - Shared Responsibility
      - Communication & Collaboration
      - Awareness
      - Diversity & Inclusion
      - Empowerment

11. **Academic Success Centers (ASC)**

Designed to advance academic achievement, the Academic Success Centers (ASCs) provide currently enrolled Broward College students with a variety of quality support services in a comfortable, collaborative atmosphere. Students are encouraged to utilize ASC services early and often to develop college-level study skills and become independent learners. Services provided by the ASC include:

g. Certified Tutors
h. Collaborative Project Space
i. Graphing Calculator Loans
j. Laptop Loans
k. Open Computer Centers with printing and scanning
l. Reserve Materials

12. **Student Peer Mentoring and Leadership Program**

   c. Broward College has partnered with PeerForward and AmeriCorps to launch the Peer Mentoring and Leadership program, the first of its kind.
   d. Peer Leaders can mentor and support students each step of the way as they work towards completing their degree and reaching their educational goals. Peer Leaders are current students or Broward College alumni just like the student. The Peer Leaders are trained in leadership and mentoring skills to be able to provide the best possible support the students need to become a successful student.

13. **Seahawk Outreach Services (SOS)**

   The Mission of Seahawk Outreach Services (SOS) is to provide wrap-around services and holistic support to students by connecting them to key campus resources and referring them to community organizations. The goal of SOS is to help reduce food and housing insecurities, stress/mental health challenges homelessness, and financial obstacles among our student population.

14. **Student Assistance Program (SAP)**

   a. Handles concerns about relationships, family, stress, body image, and drug and alcohol abuse which can cause distress and problems with day-to-day living.
   b. The Broward College Student Assistance Program (SAP) is provided by Henderson Student Counseling Services. The SAP provides individual mental health counseling, assessment, consultation, and campus outreach services to the Broward College community. Students can use these services to help cope with the issues they may encounter. Henderson Student Counseling Services is a leader in behavioral healthcare providing comprehensive, recovery-focused services. Services range from stress management and coping strategies to psychiatric assessment and crisis intervention.
   c. Services

   - Students who use these services are eligible for up to six counseling sessions free of charge. If the student's concerns cannot be resolved in six sessions, continuing mental health services based on a sliding fee scale shall be made available through referral to appropriate community resources. Counseling is confidential by law. Information about the student's treatment will not be released without their written permission.
   - 24-Hour Hotline
   - Six free visits with a licensed mental health professional
   - Referral for additional sessions priced at student's ability to pay
   - Full- or part-time students are eligible for services.
   - Comfortable, confidential environment
   - Individual counseling focuses on the exploration and resolution of the student's personal problems or issues according to his/her needs.
   - Counseling the parties of a relationship (couples, family members, and friends) to help them better manage troublesome differences.
   - Psychiatric Services for evaluation and determination regarding medication management.

15. **Academic Advising**

   Academic advisors are assigned based on a student's major, the benchmark achieved   in the major, and the primary campus for the health science program.
   Contact information for a student's assigned Academic Advisor is available in BC Navigate under the Resources tab. Phone and Skype appointments with advisors are available upon request. The Advising office helps students establish and fulfill their educational and career goals through career research and educational planning.

Advisors at Broward College promote appropriate course selection and assist students with referrals to internal and external resources and support.
https://students.broward.edu/resources/advising/

16. **Financial Aid/Student Services**

   Students can apply for financial aid before applying for admission to Broward College. There is a combination of aid programs including grants, scholarships, work-study, and loans. Based on eligibility, students may qualify for funding from one or more of these programs.

   Students must be admitted to an eligible degree or certificate program of study in order to receive financial aid. To maintain eligibility, students must meet Satisfactory Academic Progress (SAP) standards. Enrollment can affect aid amounts, and only classes that are recognized by the U.S. Department of Education as being required for degree completion will be used to calculate eligibility for Title IV funds.
   https://www.broward.edu/admissions/financial-aid/

17. **Lyft Ride Program**

   Broward College has partnered with Lyft to assist students that are experiencing transportation challenges. Eligible students can receive Lyft ride credits that will be accessible through their Lyft mobile app.
   https://students.broward.edu/resources/lyft-ride/

Lab Sessions

Open lab sessions are offered by the program faculty teaching the lab course. This gives the student additional time to master the competencies in which they are having difficulty. Specific dates and times will be established during the lab session.

Tutors

Vision Care program faculty are available to provide tutoring to students during scheduled office hour time. Tutoring sessions with a second-year student are also available.

Health Science Advisor and Retention Specialist

Students who are experiencing academic difficulty as well as difficulty with non-academic issues will be asked to visit the retention specialist and the CTE advisor for support services:

Retention Specialist	**CTE Advisor**
Maria Gonzales	**Rehana Saleem**
mgonza11@broward.edu	*Rsalee1@broward.edu*
954-201-2091	*954-201-2019*

Withdrawal from Vision Care Courses

1. Students who withdraw from any Vision Care course must withdraw from all vision care courses during that semester.

2. To reenter the program, the student may apply for readmission for the following academic year   (please see readmission policy). Policies in effect for admissions at the time of readmission will apply to the returning student.

3. If withdrawal from the program was related to a change in medical status or if a condition develops during the time not currently enrolled in the program that may affect the performance of the Technical Performance standards, the student will be required to complete a Physician Verification of Technical Performance Standards prior to reinstatement into the program.

Readmission

The policies in effect for admissions at the time of readmission will apply to the returning student. The student needs to submit a written request to the Program Manager of their desire for readmission. This must occur by

May of each academic year. Failure to do so may result in loss of the opportunity for reinstatement. Any student who withdraws from the Vision Care Program for one semester or longer must apply for re-admission.

RE-Admission After Voluntary Withdrawal/Non-Academic Reasons
1.1 **0-2 years:** Within two years after a voluntary withdrawal students may be re-admitted to the Vision Care Program with no loss of academic standing.
1.2 **2-5 years:** Any student seeking to re-enter the Vision Care Program more than 2 years but less than 5 years after voluntary withdrawal may be counseled to repeat / audit courses as specified by the Vision Care Program Manager before full reinstatement. Students must obtain the required minimum when audited courses are completed.
1.3 **5 years or more:** Any student seeking re-admission after 5 years or more years must apply as a new student.
1.4 **For ALL re-admit candidates:** All students seeking re-admission to the second year must complete the clinical skills competency evaluation prior to full reinstatement.

Re-Admission After Academic Failure
2.1 Students seeking reinstatement must first register for and retake any courses in which a failing grade was received. After successfully completing the course(s), the student is reinstated with good academic standing.
2.2 Students may need to audit other courses which they have already passed in order to bring their skill level up to the required `minimum for academic progression. Grades for audited courses will not be computed into the students GPA according to the policy on audited courses stated in the College catalog.

Meeting with the Health Science Advisor The student returning to the program due to unsuccessful completion of a course must meet with the health science advisor prior to reentering the program to discuss skills needed to improve success in the program.

Auditing Passed Courses
All students must be aware that if they are receiving Financial Aid, these audited courses will not be included in the financial aid package. The student must pay the full cost of the course including any fees that are part of the course.

Dismissal

The program reserves the right to discontinue a student's enrollment at any time during the program if, in the judgment of the core faculty and/or administrators, the student does not possess the professional behavior necessary for success as a Vision Care student. Additionally, the following are conditions under which dismissal may occur:
- Breach of academic honesty
- Breach of confidentiality
- Unprofessional or unethical conduct

Change in Program Requirements

The provisions of this handbook are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to designate the effective date of changes in College or program policies. The right is reserved to change any rule or regulation of the program at any time, including those related to admission, instruction and graduation.

All such changes are effective at such time as the proper authorities determine and may not only apply to prospective students but also to those who already are enrolled in the program. All enrolled students will be notified in writing of such changes as they occur.

Graduation Criteria

Catalog Year
According to Broward College policy, a Health Science Student may graduate under the following catalogs:
- Catalog in effect when he/she entered BC if enrollment has been continuous.

- Catalog in effect when he/she entered the Vision Care program if enrollment is continuous. (This means that the student has taken courses each major term since his/her initial registration at the College)
- Catalog in effect the year he/she will graduate.

If attendance has been broken, students must meet the requirements of the catalog in effect when they re-enrolled, provided attendance has been consecutive, or the one in effect at the time of graduation. The student must meet with a college advisor to determine the catalog of entry. Students will need to identify the Catalog of Entry when completing the Candidate for Graduation form prior to graduation,

Graduation Process

The following steps will help facilitate the graduation process:

- At the beginning of the second year of the program, the student must contact their BC CTE advisor for a Graduation Evaluation (Degree Audit).
- Identify the courses still needed to be eligible for graduation.
- During the final term, confirm with the academic advisor that the student account has been 'Obligated for graduation'. Once the advisor determines that all graduation requirements have been met, he/she will apply the graduation fee to the student's account. The fee must be paid in the term in which graduation is expected to occur to receive an official diploma from the College.
- Participation in Commencement Exercises is optional but strongly encouraged to celebrate the completion of a strenuous two years which has earned the student an associate of science degree and the beginning of a new career.
- Failure to pay any fee or obligation (library, parking, etc.) will prevent the issuance of an official transcript/degree.

STUDENT CONDUCT
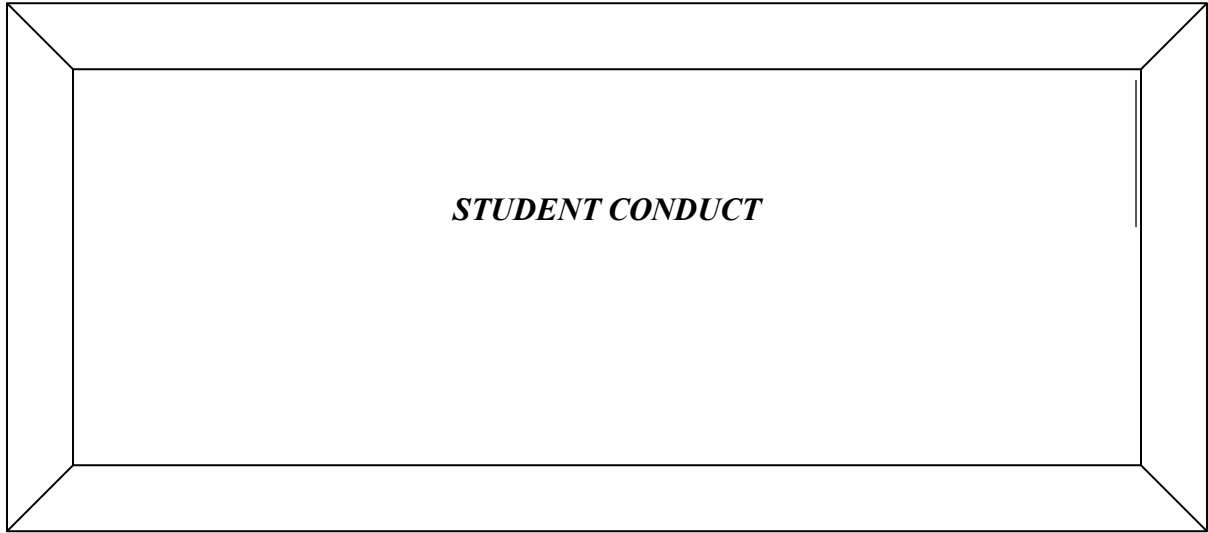
Refer to the current college catalog and the BC Student Handbook for additional information regarding Due Process, Student Cheating Policy, Policy on Plagiarism, Misrepresentation, Bribery, Academic Honesty, Consequences of Breaching Academic Honesty, Substance Abuse, and Grievance/Complaint Procedures, etc.

Professional Behaviors

Students are expected to demonstrate interest, ability, and aptitude for the responsibilities related to the field of Opticianry. When choosing a profession, an individual must be willing to assume the professional behaviors inherent to that profession. This transformation begins in the classroom and laboratory settings with a continuation into the clinical arena. Students are expected to exhibit initiative and interest in learning by actively participating in the variety of learning opportunities the program offers.

Professional behaviors include, but are not limited to:
- Commitment to Learning
- Interpersonal Skills
- Communication Skills
- Effective Use of Time and Resources
- Use of Constructive Feedback
- Problem Solving
- Professionalism
- Responsibility
- Critical Thinking
- Stress Management

Code of Professional Behaviors

In addition to the College's Student Code of Conduct there are professional behavior guidelines that govern the educational preparation of students who intend to enter health science professions.

Professional behaviors are defined as those characteristics, traits, or behaviors that are required for success in health science professions. The faculty and administrators encourage student adherence to such standards and set an example by treating students with fairness and courtesy with respect for diversity in all its forms.

The student is expected to develop and demonstrate the following professional behaviors regardless of the program of study in the health sciences and in all settings related to the educational process (classroom, simulated laboratory, clinical sites, etc.), in addition to abiding and upholding the regulations and policies set forth by the Student Code of Conduct of Broward College (detailed herein), as well as, the Code of Ethics espoused by the professional organizations, regulating bodies, and credentialing agencies of the students' chosen profession.

For matters relating to violation of Broward College's Student Code of Conduct, Student Code of Conduct procedures will be followed.

Guidelines for professional behavior consist of three categories:
- Personal Responsibility
- Competence and Self-Improvement
- Professional Responsibility

Within each category, **critical guidelines** are in bold emphasizing the critical nature of the behavior.

Personal Responsibility: The student contributes to a positive learning environment by accepting personal responsibility for demonstrating appropriate behavior in the classroom, during laboratory activities and while attending all clinical rotations. Acknowledging professional responsibilities, the student conducts self as a positive representative of Broward College. The guidelines for Personal Responsibility are:

1. Contribute to a positive learning environment.
2. Be punctual for all classroom, laboratory and clinical activities.
3. Attend consistently according to the attendance policy of the program.
4. Notify the instructor of any necessary absence or projected lateness.
5. Take responsibility for obtaining notes, handouts, or other materials presented during an absence.
6. Arrive prepared for class, lab or clinical, having completed any assignments given.
7. Avoid eating and drinking in the class, labs or in clinical settings unless permitted to do so by the instructor.
8. Refrain from using beepers or cell phones during classes or clinical activities.
9. **Accept personal responsibility for appropriate behavior**.
10. Dress in the assigned lab or clinical uniform whenever required.
11. Maintain high standards of personal hygiene.
12. **Conduct self as a positive representative of Broward College**.

Competence and Self-Improvement: The student demonstrates an awareness of the impact of self-directed learning on developing competence in the chosen profession and takes initiative to self-assess as a means of promoting self-improvement. The guidelines for Competence and Self-Improvement are:

1. Commit to the learning and mastery of knowledge, skills, attitudes and beliefs of the chosen profession.
2. Be motivated to learn and take appropriate initiative to enhance one's own learning experiences.
3. **Know limits of own abilities; recognizing the need for additional practice when deficiencies are evidenced.**
4. Perform frequent self-assessment to improve performance.

Professional Responsibility: The student conducts self during all interactions in a manner which reflects the standards of professionalism in the health professions: respect, confidentiality, honesty, and integrity. Acting from a moral and ethical viewpoint, the student demonstrates high regard for self and others. The guidelines for Professional Responsibility are:
1. **Demonstrate a respectful attitude towards peers and staff.**
2. **Demonstrate appropriate communication, refraining from the use of inappropriate language and/or gestures.**
3. **Demonstrate respect for the patient/client's dignity, privacy, and cultural values.**
4. **Discuss difficult issues with sensitivity and objectivity.**
5. **Use good judgment in mediating differences that may arise between self and others.**
6. **Maintain confidentiality in all interactions.**
7. **Abide by HIPAA regulations regarding confidentiality in patient/client interactions.**
8. **Demonstrate willingness to receive constructive feedback.**
9. **Commit to honesty in all interactions.**
10. **Demonstrate compassion, emotional support, and empathy always without projecting one's own viewpoints or values.**

BC Student Code of Conduct

The Student Code of Conduct outlines acceptable and unacceptable behavior for BC students, as well as appropriate disciplinary procedures and sanctions. Upon admission to Broward College, students agree to act responsibly in all areas of personal and social conduct and to take full responsibility for their individual and collective action. Because learning can only be achieved in an atmosphere free of intimidation and coercion, students shall observe local, state, and federal laws as well as the academic and behavioral regulations found in the BC Student Handbook, the College Catalog, other official publications, and the BC website at http://www.broward.edu .

Any student or student organization found to have committed the following misconduct, on or off campus, is subject to the disciplinary sanctions outlined in Student Code of Conduct Procedures.

1. **Dishonesty, including but not limited to the following:**
   a. Cheating, plagiarism, or other forms of academic dishonesty.
       The term "cheating," includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor; looking at text, notes or another person's paper during an examination when not permitted to do so. Cheating also includes the giving of work or information to another student to be copied and/or used as his or her own. This includes but is not limited to, giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student.

       The term "plagiarism" includes, but is not limited to, an attempt of an individual to claim work of another as the product of his/her own thoughts regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one's own work. Plagiarism also includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own. Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with the intent of this policy.
   b. Furnishing false information to any BC official or faculty member.
   c. Forgery, alteration, or misuse of any BC document, record, or instrument of identification.
   d. Tampering with the election of any recognized BC student organization.
2. **Disruption:** disruption or obstruction of teaching, research, administration, disciplinary proceedings, other BC activities, including its public-service functions on or off campus, or other authorized non- BC activities, when the act occurs on BC premises.
3. **Abuse:** physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the physical or emotional health or safety of any person.
4. **Theft or damage to property:** attempted or actual theft of and/or damage to BC property or the property of a member of the BC community or other personal or public property.
5. **Discrimination:** BC Policy 6Hx2-5.22
6. **Sexual Harassment:** BC Policy 6Hx2-5.20
7. **Sexual Battery/Assault:** BC Policy 6Hx2-5.20
8. **Hazing:** Florida State Statute 240.1325
9. **Non-compliance with directions:** failure to comply with directions of BC officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to.
10. **Keys:** unauthorized possession, duplication, or use of keys to any BC premises or unauthorized entry to or use of BC premises.
11. **Violation of published BC policies and procedures, rules, or regulations**.
12. **Violation of law:** violation of federal, state, or local law on BC premises or at BC sponsored or supervised activities.
13. **Controlled substances:** use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law. Smoking in classrooms, on elevators, and in other designated non-smoking areas is prohibited.
14. **Alcohol:** use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and BC regulations.
15. **Public intoxication.**
16. **Weapons and dangerous materials:** illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on BC premises.
17. **Unauthorized demonstration:** participation in a campus demonstration which disrupts the normal operations of BC and infringes on the rights of other members of the BC community, or leading or inciting others to disrupt scheduled and/or normal activities within any campus/center building or area, or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
18. **Obstruction of movement:** obstruction of the free flow of pedestrian or vehicular traffic on any BC premises or at BC sponsored or supervised functions.
19. **Disorderly conduct:** conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on BC premises or at functions sponsored by or participated in by BC.

20. **Computer usage:**
    a. unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
    b. unauthorized transfer of a file.
    c. unauthorized use of another individual's identification and password.
    d. use of computing facilities to interfere with the work of another student, faculty member or BC official.
    e. use of computing facilities to send or receive obscene or abusive messages
    f. use of computing facilities to interfere with the normal operation of BC computing system.
21. **False representation:** contracting or representation in the name of the College.
22. **Abuse of the student discipline system, including but not limited to:**
    a. failure to appear before the chief student affairs officer, Hearing Officer, Student Conduct Committee, or other BC officials when requested to do so.
    b. falsification, distortion, or misrepresentation of information before a Student Conduct Committee.
    c. disruption or interference with the orderly conduct of a Student Conduct Hearing.
    d. false accusations of student misconduct knowingly without cause.
    e. attempting to discourage an individual's proper participation in, or use of, the student discipline system.
    f. attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during, the Student Conduct Hearing.
    g. harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Committee prior to, during, and/or after a Student Conduct Hearing.
    h. failure to comply with the sanction(s) imposed under the Student Code.
    i. influencing or attempting to influence another person to commit an abuse of the student discipline system.
23. **Bribery:** offering or giving money or any item of service to a BC employee for the purpose of attempting to obtain assistance that would not have otherwise been provided
24. **Violation of law and BC discipline.**
    a. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken, and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the BC community and/or disrupts the educational mission of BC.
    b. BC disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
    c. When a student is charged by federal, state, or local authorities with a violation of law, BC will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Student Conduct Committee under the Student Code, however, BC may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the BC community.
    d. BC will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

Consequences Based on Academic Dishonesty
Breaches of the College's policies pertaining to academic dishonesty may result in academic penalties and/or disciplinary action at the discretion of the instructor. Academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for a particular course. Additionally, the student may be referred to the student affairs Dean of the campus/center for violations of the Student Code of Conduct.

Conduct During In-Class Written Examinations
As indicated in each course's session outline, written examinations will occur during regularly scheduled class sessions. During all in-class written examinations, the instructor will serve as the proctor. Students are expected to:
- Arrive to class at least five minutes early so that the examination can start on time
- Secure all belongings including textbooks and notes under desks prior to the start of class
- Stop all conversation at the point that the proctor begins to hand out the examination
- Adhere to the Code of Conduct related to academic honesty.

Students who arrive late for an examination will begin the examination upon arrival to the class and will be required to submit the examination at the termination of the allotted time. Additional time will not be given to a late arriving student to complete the examination.

Written examinations may be multiple choice, true/false, short answer, or essay format. In certain instances, two sets of written examinations may be used which contain the same questions but in different order. Inquiries related to specific exam questions may be permitted at the discretion of the core faculty member. ***Only calculators provided by or approved by the instructor may be used during exams. The borrowed calculators must be returned at the conclusion of the exam for an exam grade to be given.***

Students who request to leave the examination for rest room needs will submit their exam and the answer key to the proctor while absent from the classroom. All items will be given back to the student upon return.

When the proctor indicates that all examinations must be turned in, failure to do so may result in a loss of points for the examination.

Students are to ensure they complete the examination prior to submitting it to the instructor. Students may not request their examination back for review or change of answers once it has been submitted to the proctor. If a student submits an incomplete exam, either secondary to tardiness to the exam or failure to read through the exam in its entirety, the unanswered questions will be scored as though they were answered incorrectly.

Conduct During Online Assignments
- It is the responsibility of the student to be certain that access to a computer is reliable. Students should establish a "back-up" plan if the original computer is out of service or technical difficulties occur.
- Students who fail to log on to complete an examination within the designated time allotted or those who experience technical difficulties limiting their participation in the assignment will not be permitted to sit for an additional attempt at the assignment.
- Should technical difficulties arise during completion of an assignment that is determined by the instructor to be related to the Broward server, the instructor will re-schedule the due date with no grading consequence to the student.

Conduct During Lab Assessments
For practical examinations, the student is expected to leave the testing area immediately following any necessary clean up. In accordance with academic honesty and integrity, the student should not:
- Discuss the case with any other student.
- Discuss any interventions performed.
- Divulge where points may have been deducted.
- Offer any tips on how to complete the practical to students waiting to be assessed.

Borrowed Items:
Books or other supplies designated for take home reference must be returned before the end of the semester for the student to receive a grade for the course. A grade of incomplete will be entered if the items have not been returned to the instructor.

Membership in the AOA and POF
Students are recommended to join the Professional Opticians of Florida (POF) during the first semester of the second year.

Sexual Harassment
Sexual harassment is considered unacceptable behavior and will not be tolerated by the program. Unwelcome sexual advances; requests for sexual favors; sexual demands; or other verbal, physical, or visual contact of a sexual nature constitute sexual harassment. In the first year of the program, students are required to complete a Sexual Harassment course offered by the College.

Realizing the sensitivity associated with problems of this nature, the College will make every effort to deal with complaints/charges in a confidential and appropriate manner. Conduct which falls into the definition of sexual harassment includes, but is not limited to:

- Unwelcome physical contact of a sexual nature (patting, pinching or unnecessary touching)
- Overt or implied threats against an individual to induce him/her to perform sexual favors or go engage in an unwelcome sexual relationship.
- Verbal innuendos or jokes of a sexual nature, including graphic or degrading verbal comments about an individual and/or his/her appearance.
- Use of sexually suggestive terms/gestures to describe a person's body, clothing, etc.
- Posting or e-mailing sexually explicit or obscene materials or materials that imply or may be interpreted as implying information of a sexual nature.

Substance Abuse Policy

A student who is unable to perform clinical activities as assigned with reasonable skill and safety by reason of illness, or use of alcohol, drugs, narcotics, chemicals, or any other type of material, or as a result of any mental or physical condition, shall be required to submit to a mental and/or physical examination. The physician and health care practitioner must possess expertise to diagnose the impairment and be approved by the department. Cost of the examination will be borne by the student. Failure to submit to such an examination may result in dismissal from the program.

Non-Class Days

Should unanticipated circumstances that are beyond anyone's control occur, or when concerns are raised about the safety and/or security of the students, faculty, staff, and/or the facilities, the President or his/her designee has the authority to close a campus or the College. For purposes of grading and attendance policies, the day(s) during which the campus/College is closed shall be considered a non-class day(s) and students will not have the day counted towards tardiness or absence. When this occurs, each core faculty member shall determine how best to makeup the lost class time.

Professional Appearance and Conduct

1. No vulgar language.
2. Polite and considerate behavior is always expected.
3. Attentiveness to instructions is always expected.
4. Always share verbally with the patient those tasks and procedures being performed.
5. A helpful, cheerful, and friendly attitude is expected.
6. No loud talk or congregating in halls when patients or visitors are in the clinic.
7. No gum chewing.
8. Confidentiality of patient information is mandatory.
9. Personal conversations with other students are not permitted while with patients.
10. Males must shave daily; beards, goatees and mustaches must be neatly trimmed.
11. Nails must be neatly manicured.
12. Hair must be neatly always groomed and clean.
13. Hands must be washed before seeing each patient.
14. Makeup must complement professional appearance. Jewelry must be limited to the following: wristwatch, wedding rings, and small earrings.
15. Professional clothing must be worn.
16. Clothing must be freshly laundered with no tears, strings, or wrinkles.
17. Cologne scent should not be overpowering.
18. Breath must be clean and fresh.
19. Telephones are for business only.
20. Food or drink is not permitted within the clinical area.
21. The clinic is to be always kept neat and clean. Bookbags and schoolwork are to be kept in a separate classroom.

CLINICAL GUIDELINES
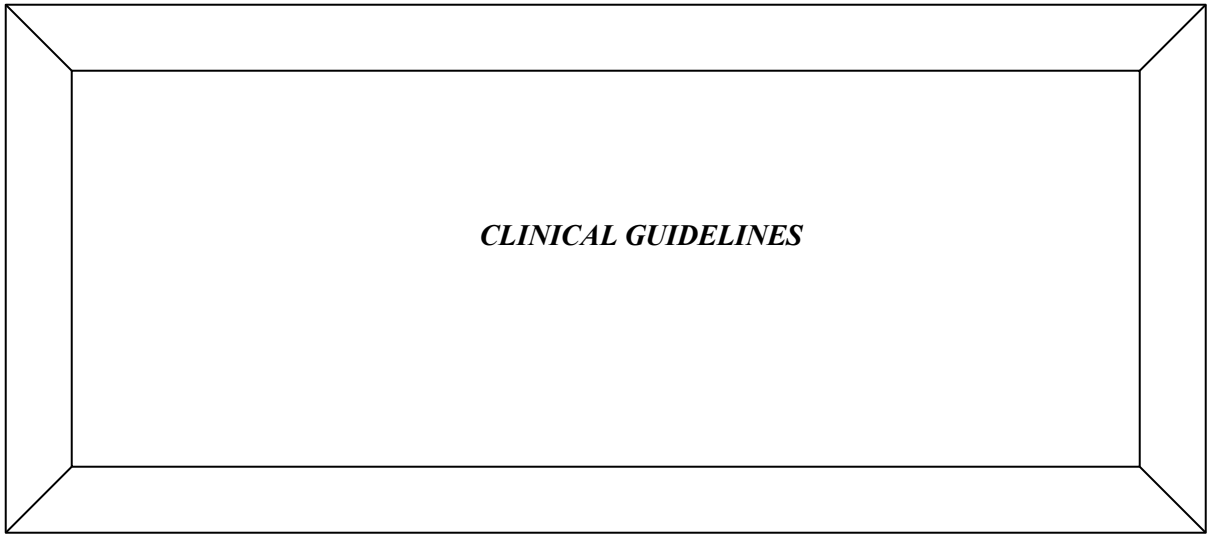
Overview of Clinical Education Component

- On campus clinical courses run on-campus starting in the third semester of the program. Clinical Externships are conducted at off campus facilities and also begin during the third semester. Dependable transportation is required.
- The Program affiliates with clinical facilities that are located throughout Broward County. Students are responsible for transportation to and from the clinical site to which they are assigned. Also, any cost involved in transportation and other associated expenses while attending the clinical practicum, are the responsibility of the student.
- A student does not have a choice of clinical assignments. Clinical practicum sites are assigned by the Clinical Coordinator.
- Clinical Rotations are graded on a satisfactory (S) and fail (F) basis - to achieve a satisfactory grade, the student must meet the clinical competencies for each specific clinical rotation.

Clinical Affiliations

The program has active, current clinical affiliation agreements* with numerous facilities located throughout Broward County

Uniforms for Clinical Rotations

Students are *required* to wear the uniform specified by the Vision Care Program. The uniform consists of scrubs and a white lab coat. Scrubs need to be purchased by the start of clinics in May. **Do not purchase scrubs before speaking to the instructor.** Students must purchase their uniform at the BC bookstore, to maintain uniformity.

Lab Jacket: Lab jacket should be mid length. The jacket must be white, without any stains or discoloration. Knee length lab coats are not permitted.

Student Identification: A photo identification badge *MUST* be always worn. The student's *BC identification Card* (obtained during initial registration with BC) will be used for this purpose.

Socks: White- or neutral-colored socks are to be worn at all times.

Footwear: White sneakers or white with minimal color are acceptable. No open toe, platform, or clogs are permitted. It is the responsibility of the student to maintain an appropriate appearance of their footwear.

Jewelry: Extravagant jewelry should be avoided. Body piercings, other than a single stud in each earlobe, should not be visible. Multiple ear piercings are not permitted. For men, earrings are *not* permitted regardless of size.

Hair: Hair should be clean, neat and not extremely styled. If longer than shoulder length, hair should be tied back to avoid contact with the patient or treatment areas. The student's hairstyle should be of a conservative nature and should in no way obscure the student's vision or ability to provide patient care. If worn, beards and/or mustaches must be kept neatly trimmed. No hats or other hair coverings are permitted in the clinic.

Nails: Nails should be clean, short, neatly trimmed, and free of colored nail polish. No artificial or acrylic nails are allowed.

Makeup: Makeup should be minimal and used with discretion.

Personal Hygiene: Students should be clean and without offensive body odors. This can include smells from perfume/cologne, cigarette smoke, bad breath, or failure to wear deodorant.

Tattoos: All tattoos should be covered and inconspicuous. If a student has a tattoo in an area that is difficult to cover, the student is to meet with the Clinical Coordinator to discuss strategies to minimize the exposure of the tattoo.

Other Considerations: Since the student is constantly being appraised by patients, peers, and healthcare professionals, the student must be aware of factors which promote the most acceptable appearance. When wearing the clinical uniform, the student is serving as an ambassador, representing Broward College and the program.

Students who are not outfitted in the official uniform for the Program will be sent home from the clinical site. Any clinical contact time lost due to this will be made-up at the discretion of the Academic Coordinator of Clinical Education.

Health/Medical Information

Since students will have direct contact with patients/clients and other healthcare workers in affiliated health care agencies, they are expected to have and maintain a satisfactory level of health, which includes freedom from chemical dependency and communicable diseases. Also, in accordance with the Technical Performance Standards of the program, students must demonstrate the physical capability to perform procedures safely, competently, and without potential endangerment to themselves, the clinical staff, patients/clients and other healthcare providers.

Clinical Record Keeping--American Databank/Complio and Trajecsys

The College has instituted American DataBank as the resource repository for student screening, immunizations and compliance.

Complio is American DataBank's comprehensive tool for managing the screening process. All documents are required to be uploaded by the student and will be available to be viewed and monitored within Complio's tracking system. Access can be purchased through the following website: www.browardcollegescreening.com. A student may not register for courses, continue, or re-enter in the program unless their Complio account is current, active and paperwork is compliant and up to date.

As part of the Complio compliance responsibility, students must complete a Medical History and Physical Examination Form. This details the student's current health status as well as past medical history and required titer results. This serves as documentation of current health status. Most students will not be required to repeat this Physical if graduation takes place within two years.

Trajecsys is a clinical online tracking system utilized by the program. Students are required to purchase access for their duration in the Vision Care program and regularly use it within each respective clinical course. The student has the option to pay through the system directly or purchase access through the College's bookstore. Students may access Trajecsys through the clinical facility's computer or through their smartphone. Students must regularly utilize Trajecsys for clinical record keeping of all required clinical documents such as Clinical Syllabi, Competency Evaluations, Daily Logsheets, record of Clock in/out, Clinical Supervisor Evaluations, Clinical Coordinator Evaluations and all other documents related to clinical performance. More information can be found through the website: https://www.trajecsys.com/

Students who have a change in their medical status during their enrollment in the program will be required to complete a new Medical History and Physical Examination Form in addition to a Physician's Verification of Technical Performance Standards Form prior to continuing in a clinical rotation. Changes in medical status may include but are not limited to pregnancy, diagnosis of new condition or progression of existing condition. In addition to information about the student's current general health, these forms provide verification that the student is able to carry out the tasks required for his/her chosen career such as standing for long periods, manual dexterity, etc

Students are responsible for the cost of the physical examination and any required immunizations. Students may see a doctor (MD or DO), a nurse practitioner (ARNP), or a physician assistant (PA) for the physical examination.

The Clinical Coordinator/clinical instructor will establish deadlines by which the medical information is to be submitted. Falsification on the required forms may result in dismissal from the program as it would be considered a breach of academic honesty.

Annual Tuberculosis Test (PPD)
As a component of the Medical History and Physical Examination completed upon admission into the program, students undergo a TB screening test. Students are required to repeat the TB screening annually. It is the student's responsibility to ensure testing is completed annually and to submit written documentation from the physician's office of the results to the Program Manager.

If the student's proof of an annual TB test is not current, he/she will be unable to attend the scheduled practicum, until such time that it has been made current. Students are responsible for any cost incurred with the Tuberculosis testing.

If the student has documentation of a positive TB test but is found to be without symptoms and submits proof of a clear chest x-ray, the student will not have to complete an annual TB test or x- ray. The student will submit a symptom screen that has been performed by a physician.

The Program Manager will establish deadlines by which the medical information is to be submitted. Falsification on the required forms may result in dismissal from the program as it would be considered a breach of academic honesty. Students will not be allowed to progress in the curriculum if the information is not complete and on file with the Program Manager by the published deadline. Exceptions to the deadline may be made on a case-by-case basis; however, in no case will a student be allowed to attend the first clinical practicum until all information is complete and on file.

If the student is pregnant when the current TB test expires, the updated TB test will be waived until after the student's pregnancy or once approved by her physician.

Background Checks and Drug Screening

Once accepted into the program, applica***nts will be required to provide results of a criminal background check and a drug screening.***

Injuries
Neither Broward College nor any of its clinical affiliates assumes liability if a student is injured on campus or during a clinical practicum unless the injury is a direct result of negligence on the part of the College or the clinical facility.

The program's Affiliation Agreement which exists between the health care agency and the College provides in Article 4 that "the health care agency agrees to make available emergency room treatment when such facilities exist, for minor injuries incurred by students while in the health care agency for clinical experience, and without cost to the student. Treatment for minor injuries will be rendered by the emergency room physician on duty. The health care agency is not responsible for charges made to the student by a private physician rendered to the student in said health care agency."

In the event a student is exposed to blood or body fluids via parental, mucous membranes, or open skin routes:
- Follow the exposure incident procedures of the individual clinical facility as they apply to students.
- Immediate medical attention should be sought by the student either through the employee health services of the clinical facility, the emergency room (if available) or the student's individual primary care physician.
- Payment of medical bills incurred is the responsibility of the exposed student unless covered by the affiliation agreement as indicated above.
- The Clinical Coordinator is to be notified of the incident as soon as possible by the student or Clinic Instructor.
- The Clinical Instructor/Clinical Coordinator and the student will each complete an Incident/Accident/Exposure Report and submit both originals no later than one week from the incident/accident. The report should include the following:
  1. Date and time of exposure, names of witnesses if any
  2. A description of the specifics of the circumstances in which the exposure occurred: the type of procedure being performed, where and how the exposure occurred, if the exposure involved a sharp device, type and amount of fluid or material involved in exposure, and condition of skin (e.g., intact, chapped, abraded) of student.
  3. Information about potential infection risk.
 4. Written details re: follow-up action.

It is the responsibility of the student to arrange and finance post-exposure medical follow-up and care.

Incident/Accident/Exposure Reports - Clinical

All students are expected to provide interventions in a safe, ethical and legal manner when performed in a clinical setting. Any procedure that a student feels unprepared to provide, or deems contraindicated, should be discussed with his/her Clinical Instructor prior to implementation.

The following procedure is to be followed by students for all incidents which occur during practicums that result in injury to either the patient/client or the student:
- Facility procedures are to be followed in all cases involving patient/client emergency situations, including completion of required documentation.
- The Clinical Instructor is to be notified immediately.
- Student injuries should be assessed to determine appropriate measures to be taken. If warranted, the student will seek medical attention as indicated through his/her private physician. Payment of medical bills is the sole responsibility of the student.
- The Clinical Instructor and the student will each complete an Incident/Accident/Exposure Report and submit both originals within two working days to the Associate Dean or Site Coordinator.

Laboratory Safety
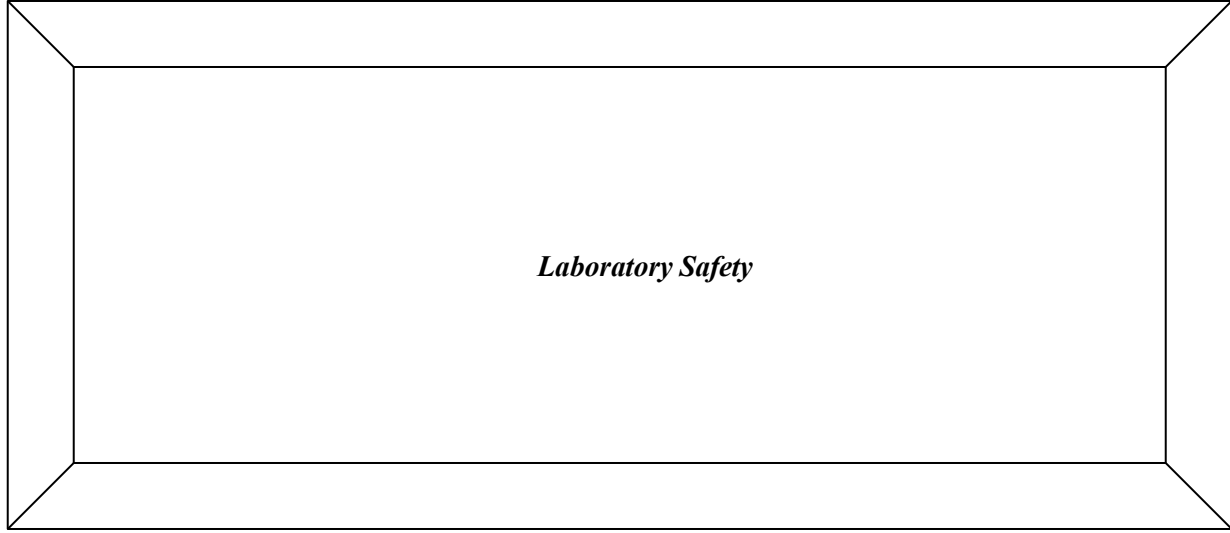
All students should be familiar with and are expected to follow safety procedure guidelines in the conduct of emergency operations. Deviation shall be undertaken only when the specific situation necessitates the requirement to do so. In such case, sound judgment and common sense shall be exercised in order to bring the emergency to a satisfactory conclusion.

It is imperative that good safety habits begin to develop from the first day of classes. Safety regulations regarding the use of all equipment, infection control procedures, body mechanics, and fire/emergency procedures are reviewed at the start of each semester by the instructor in the first laboratory session attended. These standards must be adhered to in order for a safe environment to be maintained in the class, in the lab and during clinical practicums.

All students are expected to conduct themselves in a safe, ethical, and legal manner whether they are in a simulated laboratory activity or in a clinical setting. Any procedure that a student feels unprepared to provide, or deems contraindicated, should be discussed with his/her laboratory instructor prior to implementation.

RESPONDING TO INJURIES AND ACCIDENTS
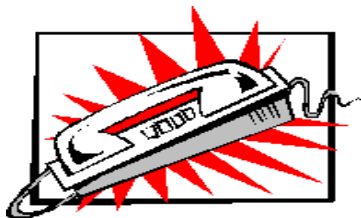
Core faculty, program administrators and students are encouraged to report non-emergency accidents and safety hazards to the:

➢ Campus Safety and Security (College wide)
➢ 954-201-HELP(4357)
http://www.broward.edu/safety/Pages/default.aspx

In the event of a Medical Emergency, Accident or other immediate threat or danger, the student should contact the appropriate police/fire/medical agency by dialing 911.

SERIOUS INJURIES OCCURING ON CAMPUS

When in doubt if a medical emergency is serious, call 911. Do not attempt to assist the victim unless you are trained in first aid procedures and know what you are doing.

If a medical emergency occurs while the student is on campus, the following steps should be followed:

1. Students should seek appropriate emergency care by calling 911. (If a College phone line is used, the call will be 9-911 to secure an outside line). **Phones are located in Rooms 156 and 164.**
2. After calling 911, students should notify the Campus Safety and Security at 954-201-HELP (4357) to have emergency assistance called.
3. Students should standby to direct emergency personnel to the victim and to answer questions when help arrives.
4. Keep the victim still and calm.
5. If follow-up medical care is considered, the patient is held responsible for all costs incurred.
6. The student involved as well as any College personnel that were involved or witness to the incident must complete an Incident/Accident/Exposure Report.
7. The completed form should be submitted to the Department Head or Site Coordinator within two (2) working days of the incident/accident.
8. In the event that exposure to blood or body fluids occurs, refer to the procedure under Exposure to Blood and Body Fluids.

The Department Head will also submit a copy of the report to the Dean of Health Science, the College Attorney and the Risk Management Office.

Eye Wash Station

Eyewash stations are designed to flush the eye and face area only. The need for emergency eyewash stations is based on the properties of the chemicals that workers use and the tasks that they do in the workplace.

==**The eyewash station is located in Room 156**==.

- Hold the eyelids open while the water flows over the eyeballs.
- Roll the eyes all around so the water touches all surfaces and gets under the eyelids.
- Wash both eyes, even if it's believed only one was contaminated.
- For those wearing contact lenses, remove these during the flushing.

MINOR INJURIES OCCURING ON CAMPUS

A minor injury is one that is not considered life or limb threatening. If a minor injury occurs while the student is on campus, the following steps should be followed:

1. If the injury does not warrant paramedic attention, appropriate first aid measures should be taken. First aid kits are locked up in each Lab, please see Lab Instructor for access.
2. If follow-up medical care is considered, the patient is held responsible for all costs incurred.
3. The student involved as well as any College personnel that were involved or witness to the incident must complete a Laboratory and Classroom Incident Report (Report located at the end of this manual).
4. The completed form should be submitted to the Program Director and Lab Instructor within two (2) working days of the incident/accident.
5. In the event that exposure to blood or body fluids occurs, refer to the procedure under Exposure to Blood and Body Fluids Report.
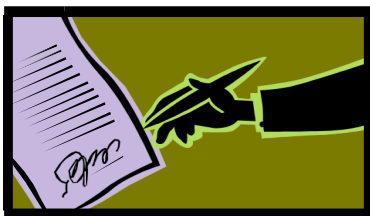
The incident report will be permanently placed in the student's administrative file. The Program Director will also submit a copy of the report to the College attorney and to the Risk Management Office.

==First aid kits are located in the Lab.==
==**Room 156 Cabinet on the Right**==

INCIDENT/ACCIDENT/EXPOSURE REPORTS

Following the occurrence of a minor or serious injury, the student is required to fill out and submit a Laboratory and Classroom Incident Report*.

If the injury or accident occurs on-campus the following procedure should be followed subsequent to the individual receiving all necessary medical attention.

1. The student involved as well as any College personnel that were involved or witness to the incident must complete a Laboratory and Classroom Incident Report.
2. The completed form should be submitted to the Program Director or Lab Instructor within two (2) working days of the incident/accident.

In all cases the Laboratory and Classroom Incident Report will be permanently placed in the student's administrative file. The Program Director will also submit a copy of the report to the College attorney and the Risk Management Office.

AUTOMATIC EXTERNAL DEFIBRILLATOR

In the event of an unconscious individual, use of the Automatic External Defibrillator (AED) may be indicated.

The AED is located:

➢ Building 41: To the left of each elevator both floors

If you are by yourself:
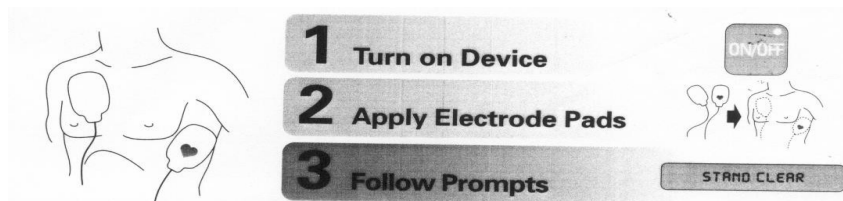1. Obtain and use the AED
2. Then 9-911

If you are not by yourself:
1. One person call 9-911
2. The other person obtain and use the AED

To operate the AED:

- Remove the AED from the storage box –NOTE an alarm will sound to indicate it has been removed.

- The following instructions are located inside the device to be followed if the patient is unconscious and not breathing:

INFECTION CONTROL

Students are required to wash their hands at the start of the laboratory session and between sessions of working with different students.

Disposable gloves should be worn if there are unhealed skin lesions on a student's hands or any lesions on the skin of the simulated patient.

<mark>Disposable latex and powder free gloves are available in the lab</mark>

Students who suspect that they have a communicable disease, such as the flu, should notify the instructor and limit lab participation to observation only.

In the event of contamination of a piece of equipment or other surface with body fluids, the student is to:

> ➤ Place the orange 'Wet Floor' cone in the area to ensure avoidance of the area by other individuals and limit additional contamination.
> ➤ Immediately, inform the instructor of the location and type of contamination.
> ➤ The instructor will contact the janitor who will follow specific College protocol for cleaning the equipment or surface.

The orange 'Wet Floor' cones are located under the sink in the ophthalmic dispensing lab.

DEBRIS

If any <u>minor debris</u> should be noted on the floor or elsewhere, the student should sweep it up and dispose of in the garbage pail. Handheld brooms and dust pans are located in the laboratory under the sink in the kitchen.

If any <u>major debris</u> or sharp objects are noted, the student should not touch the items and:

> ➤ Place the orange 'Wet Floor' cone in the area to ensure avoidance of the area by other individuals
> ➤ Immediately, inform the instructor of the location and type of debris.
> ➤ The instructor will contact the janitor who will follow specific College protocol for removal of debris and sharp objects.

The orange 'Wet Floor' cones are located under the sink in the ophthalmic dispensing lab.

<mark>Equipment which may become dirty during use is to be wiped down by students utilizing the cleaning supplies located below the sink in the **Room 167A**</mark>

PERSONAL AND GENERAL LAB SAFETY

CAUTION
EYE PROTECTION REQUIRED

1. Never eat, drink, or smoke while working in the laboratory.
2. Read labels carefully.
3. Do not use any equipment unless you are trained and supervised by your lab instructor.
4. Clothing: When handling dangerous substances, wear gloves, laboratory coats, and safety shield or glasses. Shorts and sandals should not be worn in the lab at any time. Broward College clinic uniforms are to be worn to clinic. See student manual for uniform requirements.
5. If you have long hair or loose clothes, make sure it is tied back or confined.
6. Keep the work area clear of all materials except those needed for your work. Coats should be hung in the hall or placed in a locker. Extra books, purses, etc. should be kept away from equipment that requires air flow or ventilation to prevent overheating.
7. Disposal - Students are responsible for the proper disposal of used material if any in appropriate containers.
8. Equipment Failure - If a piece of equipment fails while being used, report it immediately to your lab assistant or instructor. Never try to fix the problem yourself because you could harm yourself and others.
9. If leaving a lab unattended, turn off all ignition sources and lock the doors.
10. Clean up your work area before leaving.
11. Wash hands before leaving the lab and before eating.

EQUIPMENT SAFETY

EQUIPMENT SAFETY

Safety regulations regarding the use of all equipment are reviewed at the start of each semester in addition to being located in the Syllabus for each Laboratory Course. These standards must be adhered to in order for a safe environment to be maintained in the class, in the lab and at the clinical facilities.

Any piece of non-electrical equipment that fails to meet inspection standards for safe use will be marked, via red sticker and immediately removed from the laboratory area. Subsequently measures will be taken to repair or replace the piece of equipment.

Students are instructed to inform the faculty of any hazard such related to equipment including frayed electrical wires and accidental damage during use so that appropriate repairs can be made.

During any laboratory or classroom activity, instructors will instruct students in proper use of equipment. If a student is demonstrating improper use of any equipment which may result in injury to themselves or others, the instructor will ask the student to terminate the operation. Subsequent remediation on proper technique will occur.

All lab equipment must be kept clean and treated with respect:

➢ Be sure that all model parts are put back together after you use them. Never take anything apart unless it was designed to take apart and you have permission to do so.
➢ Always unplug equipment by the plug, not the cord.
➢ No food or drink is permitted in the laboratory.
➢ Restore the lab to its original state of "neat and clean" after each session. Clean up all trash, and put away all papers, books, charts, etc.
➢ Use equipment only for its intended purpose.

FIRE

Locations of fire alarms and extinguishers in the area adjacent to each of the laboratories will be pointed out by the instructor at the start of each semester.

If you discover a fire, activate the fire alarm. Fire alarm pull boxes, which are bright red in color, are in the halls of the building. **Push the black button and then pulling down on the white handle activates the alarm**. After pulling the alarm, notify those in immediate danger and evacuate the building.

Fire Alarm Pull Boxes:
Vision Care Clinic entrance on the right

If you hear the fire alarm, this is a real emergency. Students should remain calm and evacuate the building in an orderly fashion according to the Fire Evacuation Route posted in each laboratory and proceed to the designated assembly area as indicated by the instructor.
The Fire Evacuation Route is mounted in Room 156 to the left of the door leading into the vision care clinic.

While evacuating the building:
- ☐ If there is smoke, stay low, it will be easier to breathe.
- ☐ Use the stairways indicated by Evacuation Route. NEVER USE AN ELEVATOR TO EVACUATE UNLESS DIRECTED TO DO SO BY THE FIRE DEPARTMENT.
- ☐ Before opening any door, touch the door with the back of your hand. Do not open a door that is warm or hot.
- ☐ Close doors behind you to prevent fire spread, but make sure that you can reopen them if you need to retreat.

Do not go back to retrieve belongings and do not to return to the evacuated building until specifically instructed to do so by a College official.

Notice:
- ☐ Smoke is the greatest danger. Stay near the floor where the air is less toxic.
- ☐ If trapped and a window is available, hang an article of clothing in the window as a marker
- ☐ If trapped and no window is available, stay near the floor and shout at regular intervals to alert emergency crews.

Fire extinguishers are to be used to fight small, containable fires if, in the user's opinion, a reasonable chance of success exists <u>and</u> no undue risk of personal injury will be encountered. <u>Under no circumstances shall sounding the alarm, building evacuation or proper notification be delayed to fight the fire!</u>

PASS (*Pull, Aim, Squeeze, and Sweep*) To utilize the fire extinguisher:
1. Remove extinguisher from hook
2. Hold extinguisher upright, pull ring pin.
3. Start about 8 feet back aim at base of fire
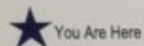4. Squeeze lever and sweep side to side.

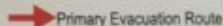A fire extinguisher is located in room 154.

EVACUATION MAP

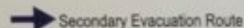**Building # 41 Room 156**
Health Sciences

NORTH

SYMBOL LEGEND:

★ You Are Here

→ Primary Evacuation Route

→ Secondary Evacuation Route

🚻 Restroom

IF THERE IS AN EMERGENCY:
CALL 911

ALL OTHER ASSISTANCE CALL:
CAMPUS SAFETY-
954-201 HELP (4357)

REV. June 2020

153   152   151   150   149A   149

141

154   SS104   ★ 156   160   169   167   165   164

155   157   162

154A   156A   157A   161   164A

Evacuation
Assembly Point:
Faculty Parking Lot ▼

BROWARD COLLEGE
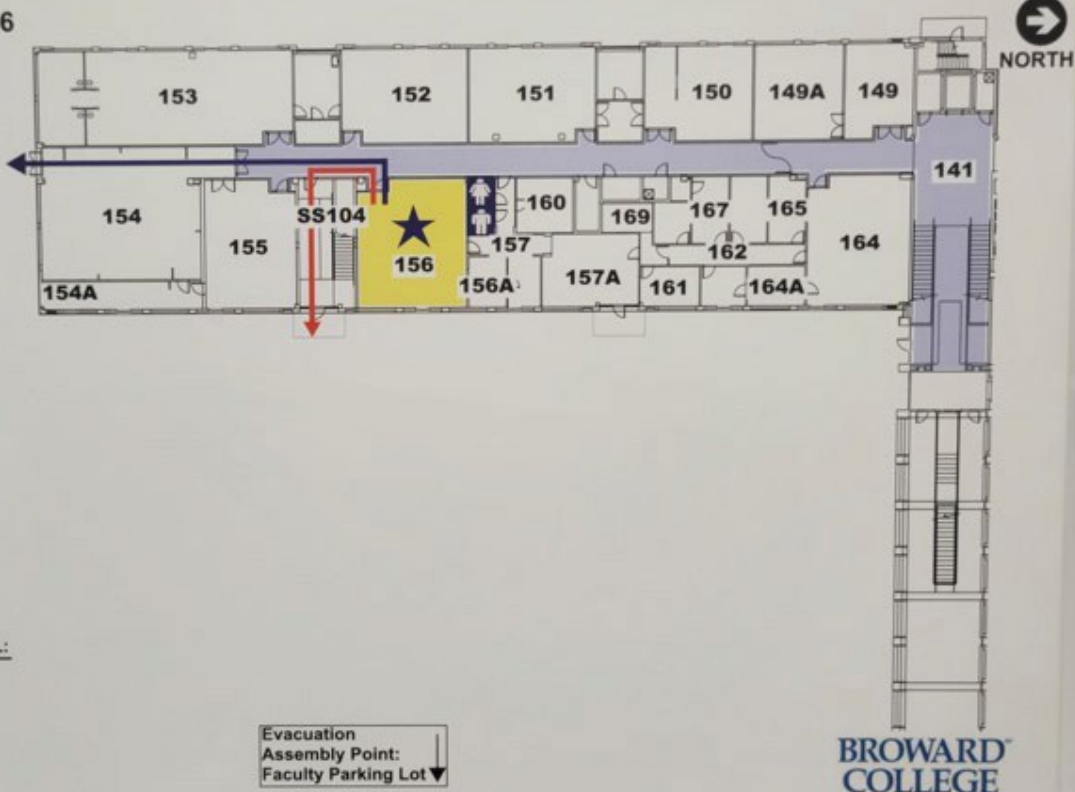
🚶 IN CASE OF FIRE, DO NOT USE ELEVATORS.
USE STAIRWAYS.

Ophthalmic Laboratory Regulations:

1. Students are expected to report to the laboratory at the assigned time and ready for work.

2. Students reporting to the laboratory are expected to bring with them all necessary tools and implements required for work in this assigned area.

3. At the close of each laboratory session, all machines and instruments will be turned off and, where applicable, will be covered. All benches in the laboratory will be cleaned and trash will be deposited in wastebaskets.

4. Students are required to remain in the laboratory through the assigned time unless excused by the instructor.

5. All students, faculty and staff must wear protective eye shields when directly involved in fabrication procedures within the laboratory area.

6. All students, faculty and staff must wear hearing protection when directly involved in fabrication procedures within the laboratory area.

7. Students will advise the Instructor/Vision Care Technology program director immediately upon discovery of any equipment malfunction or safety hazard.

8. Students wishing to use the fabricating laboratory during times other than regular laboratory periods must receive permission from the program director. The program director will ensure that adequate supervision is provided.

Forms to be Signed and Returned

BROWARD COLLEGE HEALTH SCIENCE EDUCATION BLOODBORNE & INFECTIOUS DISEASE POLICY

HEALTH SCIENCE STUDENTS DOING HEALTH CARE WORK

Exposures to blood and other body fluids occurs in health related occupations through a variety of routes including needlestick and other sharps injuries, mucous membrane, and skin exposures. The pathogens of primary concern are the human immunodeficiency virus (HIV), hepatitis B virus (HBV), and hepatitis C virus (HCV). Students must utilize available engineering controls and work practices to prevent exposure to blood and other body fluids.

The risk of contracting hepatitis B virus or other infectious diseases is greater than the risk of contracting HIV. Therefore, recommendations for the control of hepatitis B infections will effectively prevent the spread of AIDS. All such recommendations are therefore incorporated herein.

1. Sharp items (needles, scalpel blades and other sharp instruments) shall be considered as potentially infective and be handled with extraordinary care to prevent accidental injuries. Proper disposal of sharp items according to OSHA guidelines shall be followed.

2. Disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture-resistant containers located as close as practical to the area in which they were used. To prevent needle-stick injuries, needles shall not be recapped, purposely bent, broken, removed from disposable syringes, or otherwise manipulated byhand.

3. When the possibility of exposure to blood or other body fluid exists, routinely recommended universal precautions should be followed.

4. To minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags and other ventilation devices are centrally located and available for use in areas where the need for resuscitation ispredictable.

5. Pregnant health science students or students engaged in health care are not known to be at greater risk ofcontracting the HIV virus than students who are not pregnant. However, if a student develops infection with the HIV virus during pregnancy, an infant has an increased risk of infection through prenatal or perinatal transmission. Because of this risk, pregnant students should be especially familiar with precautions of the HIV virus.

6. Health Science students engaged in health care who are currently infected with the HIV virus and who are not involved in invasive procedures need not be restricted from work unless they have some other illness for which any health care worker would be restricted.

7. For Health Science students engaged in health care who have been diagnosed as HIV positive, there is anincreased danger from infection due to disease. Students who are HIV infected are at risk of acquiring or experiencing serious complications of such diseases. Of particular concern is the risk of severe infection following exposure to patients with easily transmitted infectious diseases (e.g., tuberculosis or chicken pox). HIV-infected students will be counseled about potential risk associated with exposure to or taking care of patients with transmissible infections and should continue to follow universal precautions to minimize their risk of exposure to other infectiousagents.

8. The Health Science student's physician, in conjunction with the appropriate college official, will determine on an individual basis whether the student who is HIV positive, with symptoms, can adequately and safely perform patientcare.

9. A student with an infectious disease who cannot control bodily secretions and students who have uncoverable oozing lesions will not be permitted to participate in health care services. The determination of whether an infectious student should be excluded from providing health care shall be made on a case-by-case basis by the student's physician andthe appropriate college officials.

10. Students who are exposed to infectious body fluids in the clinical area must immediately report to the clinical instructor, on site staff, and campus safety. The student is required to follow up with a physician.

I have read and understand this policy:

Student Signature_____Date _____

Your signature acknowledges receipt and acceptance of all policies within. This is required to be uploaded in the D2L shell of the first vision care course (OPT1330).

_____   _____

Student Signature   ***Date***

_____

Printed Student Name

CODE OF PROFESSIONAL BEHAVIORS

As a student enrolled in a Health Science education program at Broward College, I shall conduct myself in a manner which demonstrates to those for whose care I will be entrusted that I am committed to integrity, respect, compassion and confidentiality.

In my *personal responsibilities,* I shall:
1. Contribute to a positive learning environment.
2. Be punctual for all classroom, laboratory and clinical activities.
3. Attend consistently according to the attendance policy of the program.
4. Notify the instructor of any necessary absence or projected lateness.
5. Take responsibility for obtaining notes, handouts, or other materials presented during an absence.
6. Arrive prepared for class, lab or clinical, having completed any assignments given.
7. Avoid eating and drinking in the class, labs or in clinical settings unless permitted to do so by the instructor.
8. Refrain from using beepers or cell phones during classes or clinical activities.
9. **Accept personal responsibility for appropriate behavior**.
10. Dress in the assigned lab or clinical uniform whenever required.
11. Maintain high standards of personal hygiene.
12. **Conduct self as a positive representative of Broward College**.

I shall demonstrate *competence and self-improvement* by:
1. Committing to the learning and mastery of knowledge, skills, attitudes and beliefs of the chosen profession.
2. Being motivated to learn and take appropriate initiative to enhance one's own learning experiences.
3. **Knowing limits of own abilities; recognizing the need for additional practice when deficiencies are evidenced.**
4. Performing frequent self-assessment to improve performance.

I shall assume the *professional responsibilities* of a health care provider by:
1. **Demonstrating a respectful attitude towards peers and staff.**
2. **Always Demonstrating appropriate communication, refraining from the use of inappropriate language and/or gestures.**
3. **Demonstrating respect for the patient/client's dignity, privacy, and cultural values.**
4. **Discussing difficult issues with sensitivity and objectivity.**
5. **Using good judgment in mediating differences that may arise between self and others.**
6. **Maintaining confidentiality in all interactions.**
7. **Abiding by HIPAA regulations regarding confidentiality in patient/client interactions.**
8. **Demonstrating willingness to receive constructive feedback.**
9. **Committing to honesty in all interactions.**
10. **Demonstrating compassion, emotional support, and empathy always without projecting one's own viewpoints or values.**

I agree to abide by the above Code of Professional Behaviors and have reviewed the procedures for enforcement of the Code. In addition, I agree to abide by and uphold regulations and policies set forth by the Students Rights and Responsibilities of Broward College as well as, the Code of Ethics espoused by the professional organizations, regulating bodies, and credentialing agencies of my chosen profession:

_____   _____
Name   **Date**

_____
Signature

Infection Control

BROWARD COLLEGE
VISION DEPARTMENT
INFECTION CONTROL GUIDELINES

HANDWASHING

One of the most important actions to prevent the transfer of microorganisms from one person to another person.

CLINIC HANDWASH PROCEDURES

Begin the day with two consecutive 15 second handwashes with soap and water

Wash hands for a full 30 seconds between patients and before and after going to lunch, taking a break, using the bathroom or any time they become contaminated.

End of the day, hands should be thoroughly washed to prevent carrying microorganisms outside of the clinic.

HANDWASHING TECHNIQUE

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
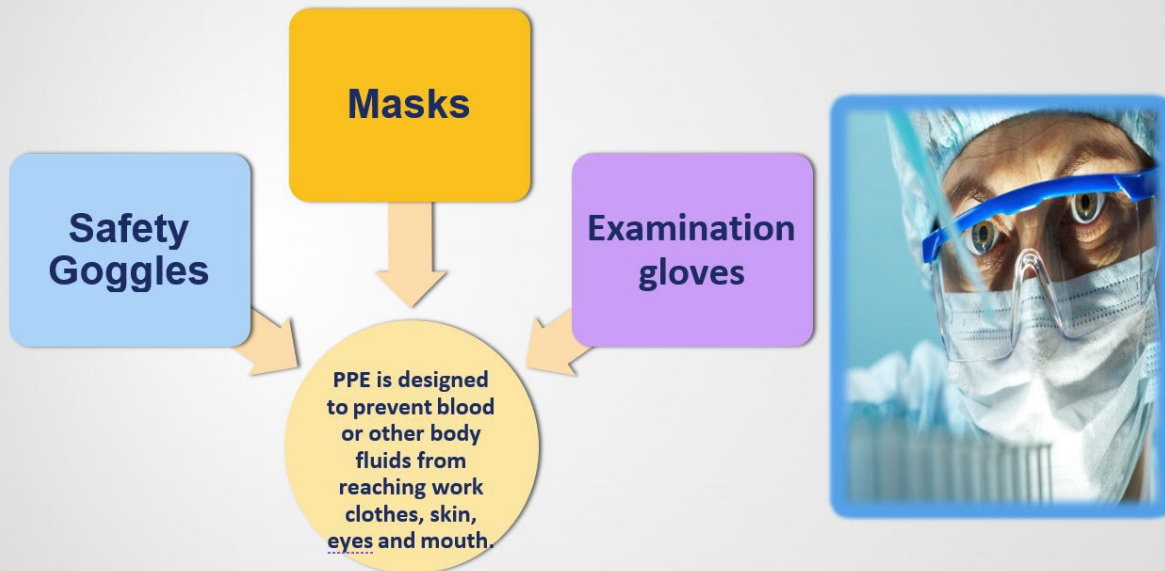
Scrub your hands **for at least 20 seconds**.

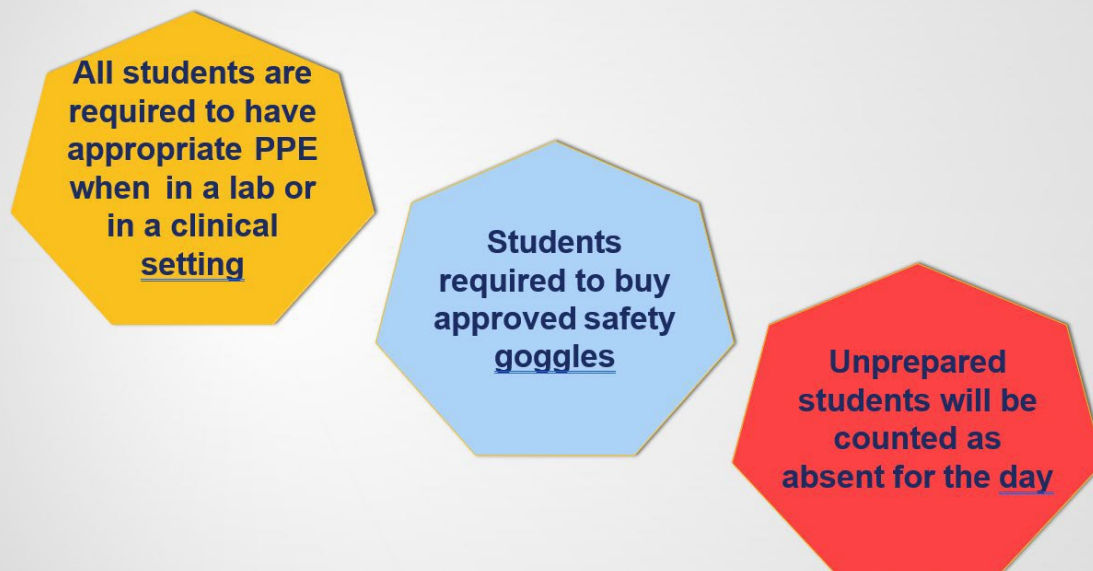Need a timer? Hum the "Happy Birthday" song from beginning to end twice

1. Rinse your hands well under clean, running water.

2. Dry your hands using a clean towel or an air dryer.

PERSONAL PROTECTIVE EQUIPMENT(PPE)

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Masks

Safety Goggles

Examination gloves

PPE is designed to prevent blood or other body fluids from reaching work clothes, skin, eyes and mouth.

PERSONAL PROTECTIVE EQUIPMENT(PPE)

All students are required to have appropriate PPE when in a lab or in a clinical setting

Students required to buy approved safety goggles

Unprepared students will be counted as absent for the day

GLOVES

Hands should also be washed before and after using gloves.

Treatment procedures may inadvertently cause tears and punctures in gloves that permit microorganisms to be transferred to the hands.

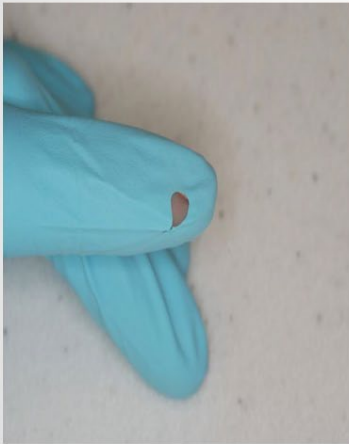**If a glove tears during patient care, hands should be washed before re-gloving**

GLOVES

Gloves should be worn during patient treatment

When it is likely that there may be contact with infectious materials

When handling or touching potentially contaminated items or surfaces

Care of Examination Gloves

Do not wash gloves

If a glove becomes torn, discard and wash hands. Replace with a new glove immediately

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EYE SAFETY

ANSI (American National Standards Institute) safety goggles or glasses in combination with side shields for all procedures likely to generate splash or spray of infectious or hazardous material.

Normal street wear frames with safety lenses are **NOT** in compliance.

Safety Goggles are required during all laboratory procedures

GUIDELINES FOR EYE SAFETY

Provide adequate protection against hazards

Capable of being disinfected and easily cleaned

SAFE EYEWEAR

Fits snugly without interfering with movement

Durable and in good repair

Reasonably comfortable

CARE OF SAFETY GOGGLES

Safety goggles will be disinfected after each use

Allow to sit for 10 minutes

Dry with tissues (paper towels may scratch lenses)

DO NOT hang safety goggles on gown, or prop them up on head.

MASKS

Protects against airborne debris

A mask must be worn to protect the mucous membranes of the nose and mouth

The mask should be capable of filtering particle sized down to 3.0-3.5 microns

Criteria for Masks

During use of laboratory edgers or grinders and during vision laboratory sessions.

Face masks must either be in place on the face or removed. Pulling mask down and wearing around the neck is not permitted

Worn during the handling of any contaminated material.