

BROWARDSM COLLEGE

VISION CARE STUDENT INTERNSHIP & EXTERNSHIP TRAINING PLAN FOR CLINICAL EXPERIENCES



2023-2024

TABLE OF CONTENTS

Introduction	3
Important	3
Externship Description	3
Prior to Course Start	4
Trajecsys	4
Attendance	4 - 5
Appearance	5
Conduct	5-6
Ethics and Confidentiality	6
Grading Criteria	6
Clinical Daily Evaluation	7
Student Expectations	8
Summer Clinical Internship Course	8
OPT2800L Vision Care Clinic Requirements	8 - 9
OPT1450L Ophthalmic Dispensing Lab Requirements	10 - 11
Fall Clinical Externship Course	12
OPT2875 Ophthalmic Dispensing Practicum I Requirement	12
Fall Clinical Internship or Externship Courses	12
OPT2830L Contact Lens Clinic I Requirements	12 - 13
OPT2460 Ophthalmic Dispensing Clinic I Requirements	14
Spring Clinical Externship Courses	15
OPT2876 Ophthalmic Dispensing Practicum II Requirements	15
Spring Clinical Internship or Externship Courses	15
OPT2831L Contact Lens Clinic II Requirements	15 - 16
OPT2461 Ophthalmic Dispensing Clinic II	16 - 17
Current Employment in Healthcare Facility	18
On the First Day	18
Throughout the Externship	18
At the End of the Externship	18
Clinical Checklist	18
Student Clinical Tracking	19
Suggested Sites for Externship Placement	20
Student Support Guide for Externship Clearance	20
Complio Student User Guide	20
Confidentiality Agreement Form	20
Set up Interview with Externship Site Director	20
During the Externship – What will students do onsite?	20
What Happens If I Fail to Complete My Externship Hours?	21
What Happens If I Am Dismissed from My Externship Site?	21
Activity Log/Time Sheet	21
Thank-You Letter	22
Sample Letter	22
Student Contract	23
Confidentiality Agreement	24
Pregnancy Guideline	25
Declaration of Pregnancy	26
Clinical Incident Report	27
Broward College Health Science Education Bloodborne & Infectious Disease Policy	28

Introduction

Completing your Clinical Internship (on-campus)/Externship (off-campus) is an important part of the educational process, and this handbook is provided to help you succeed. The handbook includes competencies and criteria that you are expected to complete while at the on-campus clinical internship and off-campus externship site. The competencies required will solidify your classroom learned knowledge and familiarize you with the operations of a vision care professional.

The Clinical experience prepares you to enter the workforce in the Vision Care field as a professional and provides a venue for practical application of learned content. The clinical rotations are designed to reinforce didactic instruction.

Prior to enrolling in a clinical course, the student must complete the following medical clearance documentation:

- Medical History and Physical Exam form which includes a tuberculin test and immunizations.
- Criminal Background Check
- Drug Screen

IMPORTANT-- Health Sciences programs are required by the state of Florida and national accrediting bodies to provide instruction in clinical healthcare settings. While the college does not require a Covid-19 vaccination at this time, clinical facilities set the compliance rules (i.e immunizations, drug screenings, and fitness for duty) that students must meet to be eligible for instruction at these sites. Depending on the requirements of the affiliate sites at the time of your externship, if you decide not to receive a Covid-19 vaccination (or any other required immunization or screening), at a site that requires such vaccines or immunizations, you may not be able to complete the Program If you have any questions about these requirements, please speak to your admissions counselor.

Externship Description

The following clinical courses must be successfully completed:

Term	Course	On-Campus or Off Campus	Course Hours Required
Summer Term 3	OPT1450L Ophthalmic Dispensing Lab OPT2800L Vision Care Clinic I	On Campus Clinic Internship	64 Hours 84 Hours
Fall Term 4	OPT2830L Contact Lens Clinic I OPT2460 Ophthalmic Dispensing Clinic I	On Campus Clinic Internship	120 Hours 80 Hours
	OPT2875 Ophthalmic Dispensing Practicum I	Off Campus Clinic Externship	120 Hours
Spring Term 5	OPT2831L Contact Lens Clinic II OPT2461 Ophthalmic Dispensing Clinic II	On Campus Clinic Internship	120 hours 80 Hours
	OPT2876 Ophthalmic Dispensing Practicum II	Off Campus Clinic Externship	120 Hours

The Externship is designed to provide students with initial hands-on Professional Practice Experience.

Prior to Course Start

- Plan your schedule--If you are currently working, prepare to take hours off from work to complete the offsite Externship required hours. Speak with your current supervisor (if employed) about the best approach which may include vacation time, unpaid time off, or an alternate schedule to allow time for completion of Externship hours.
- Externship hours should be planned during normal business hours Monday-Friday however nights and weekends may be necessary to meet the required hours for the course.
- Daycare/transportation issues (if applicable) need to be worked out prior to beginning of clinical courses and will not be considered as an excuse.
- Students receive academic credit for the learning experience of the Externship and may not be paid for Externship hours. Students should not be used to replace a paid employee in any circumstances.
- If you are completing your Externship hours at the facility where you currently work, you will need to provide proof that your Externship hours were done outside of your normal work schedule, and you were not paid for your Externship hours.
- Students should prepare for the financial costs of their Externship above normal tuition such as transportation, parking, lunches, etc.

Trajecsys

Trajecsys is a clinical online tracking system utilized by the program. Students are required to purchase access for their duration in the Nuclear Medicine program and regularly use it within each respective clinical course. The student must pay through the system directly. 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 Log sheets, record of Clock in/out, Clinical Supervisor Evaluations, Vision Care Externship Handbook and all other documents related to clinical performance. More information can be found through the **Student Video tutorial link**, <https://www.screencast.com/t/YIS8RjFGp->

Attendance

Absenteeism and tardiness are considered unprofessional and undesirable traits. While there may be times when a student may be absent due to illness or other valid reasons, it is the student's responsibility to make up the time and **all hours must be completed**. Absences should occur only for illness or in exceptional circumstances. A successful Externship is based on positive relationships with site mentors and staff, and to this end, regular, reliable attendance is critical for a successful learning experience. If a student is unable to complete their full hours, they will either fail the Externship course or if there is a reasonable expectation of passing, they will receive an "I" grade and be required to complete all hours.

1. If a student is unable to attend the externship on a specified day, it is the student's responsibility to notify the clinical instructor and site manager. Arrangements will need to be made to make up the missed time.
2. If a student is running late, they must contact the Externship Site Manager and provide an estimated arrival time.
3. Do not ask to leave early—**You are expected to complete a certain number of hours in the clinic to fulfill your On-Campus Off-Campus Externship experience**. If you must depart early, be sure the arrangement is agreed to by your Externship Site Manager, and that a later visit is arranged to make up missed hours. Any hours not made up will result in an "I" grade being issued until hours are completed.
4. Excessive absenteeism and tardiness adversely affect the student's successful completion and final grade for the Externship course.
5. Excessive absenteeism is defined as:

- a. Absence for more than three (3) consecutive scheduled Externship days
 - b. Absence more than one (1) scheduled Externship days
 - c. More than 3 absences during the entire Externship.
6. Excessive absences of a student from the Externship shall be reported to the Externship Coordinator by the Externship Site Manager. Students with excessive absences may be referred to the Dean of Student Services.
 7. Excessive absences will necessitate rescheduling of the Externship hours that have been missed either at the same or different facility AND/OR dismissal from the Vision Care Program. In the event the student is rescheduled to complete the Externship the student will receive an incomplete (I) for the Externship until such time as these missed Externship have been successfully repeated. In the event the student is dismissed from the program the student will receive a failing grade for the Externship.

Appearance

Students should practice professionalism by presenting a professional appearance.

1. 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 externship. Students must purchase their uniform at the BC bookstore, to maintain uniformity/ or adhere to the facility's dress code. (Students who are not outfitted in the official uniform for the Program will be sent home from the externship site. Any contact time lost due to this will be made-up at the discretion of the Clinical Instructor.
2. Students are working in proximity with professional staff, and as such must be aware of their personal hygiene. Issues such as the use of strong perfumes/colognes, tobacco odors, deodorant issues, and the like must be considered.
3. If there are questions regarding proper attire and appearance, discuss them with the Program Coordinator and/or site manager.
4. Students should always wear their identification badge.

Conduct

Students should demonstrate professional conduct throughout the course of the Externship.

1. Demonstrate initiative by completing activities as assigned.
2. If assignments are completed early, ask for additional work rather than waiting for someone to notice. - There may be times when clinical personnel are unavailable to work with you. During those times use initiative to interview staff, maintain the log of activity in Trajecsyst, review policy manuals, and so on.
3. **Do not use your cell phone during working hours, this includes texting.** Make personal calls and texts only at break and lunch times. Additionally, the use of other electronic devices is generally considered to be unprofessional in the Externship setting.
4. Do not surf the Web during working hours, this includes checking e-mail and logging into social networking Web sites.
5. Demonstrate a professional attitude during any unexpected situations that might occur. - Assist, if you can. Otherwise, be a silent observer or remove yourself from the situation. - Remember, much can be learned by observing how other professionals handle difficult situations.
6. Utilize professional communication.
7. Students should contact their Externship site manager prior to their Externship to make introductions, obtain driving and parking information, and ask questions related to appropriate attire.
8. The student should be cognizant of the professional titles used in the healthcare setting. Medical professionals, patients, and coworkers should be always addressed in the appropriate manner. (for example, Doctor Jones, Mrs. Smith, or Mr. Johnson)

- 9 Maintain professional relationships by avoiding personal discussions.
- 10 As a professional you are expected to handle minor difficulties that arise on your own. However, if attempts to solve the situation have been unsuccessful, these matters should be brought to the attention of the Externship site manager and the clinical instructor.
- 11 Avoid gossiping or complaining about your Externship with site staff or other students. If you have issues, you should discuss them with your Clinical Instructor.
- 12 Students should maintain a daily log of activities accomplished during their Externship. This log should be shared with their site manager periodically to see what has been accomplished, what needs to be completed in the time remaining, and what activities can be added or deleted.
- 13 Students are encouraged to send personal, handwritten thank-you notes to their Externship sites and specific individuals who contributed to their experience.

Ethics and Confidentiality

Students are expected to:

- o Adhere to the ethical guidelines set forth by COA
- o Abide by the school's Code of Student Conduct
- o Abide by applicable facility policies and procedures
- o Abide by HIPAA rules

Grading Criteria

Assessment	Graded Points	Percent of Final Grade
Equipment Operation Competency Examination	83.3 x 3 = 250 points	25%
Clinical Procedures Competency Examination	83.3 x 3 = 250 points	25%
Daily Evaluation / Log sheet/ Trajecsyst Documentation (Weekly)	6.7 x 15 = 100 points	10%
Clock in and Clock out (Weekly)	6.7 x 15 = 100 points	10%
Mid and Final Clinical Competency Evaluation	150 x 2 = 300 points	30%
Total	1000 Points	100%

Grading Scale	Grades Percentage
Grade = A	90-100%
Grade = B	80-89%
Grade = C	70-79%
Grade = D	60-69%
Grade = F	Below-59%

Clinical Daily Evaluation is worth ten percent (10%) of your final grade.

Participation may include but is not limited to: Professionalism, clinical appearance, adherence to all clinical infection control policies and protocols, patient/operator safety, participation in discussions, attendance, punctuality, absences, trajecsyst clock-in and clock-out, and daily experiences. Recorded infractions from the list below will result in specific deductions from the student's final course participation grade and will be imposed per occurrence. An "infraction" is defined as any of the following:

- Excused absence from clinic (Up to two excused absences with no penalty, then 25% per infraction may be imposed unless documentation clearly expresses extended absences are necessary)
- Early departure from class (25% per infraction, unless the instructor permits)
- Disruptive behavior that prevents a cohesive learning environment for other students (Penalty enforced after one warning. May include but is not exclusive to: inappropriate talking, disrespectfulness to preceptor, using phone/tablet during clinic for something other than class-related exercises)
- Late arrival to clinic that is more than fifteen minutes (25% per infraction, unless the instructor approves)

Please note that 3 late arrivals equals one unexcused absence.

- Unexcused absence from class (50% per infraction)*

In order to be in compliance with an excused/ non penalized absence, appropriate documentation must be presented to the instructor and given to the Associate Dean within ten days of this absence.

It is the students' responsibility to acquire and present the documentation. Definition of an excused/non penalized absence is in the ATTENDANCE section of this course handout and in the Broward College Student Handbook under Class Attendance Policy (BC Policy 6Hx2-4.18).

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Student Expectations

The learning outcomes associated with the courses below will provide a framework for affiliate sites to understand the current knowledge level of the student they are hosting. The intent of the externship is to provide competency level skills derived from the content that they have attained to that point in the program.

SUMMER CLINICAL INTERNSHIP COURSE

To meet COA accreditation standards for student experiences, the two courses below OPT2800L and OPT1450L may be required to periodically transition students to off campus clinical externship sites when and if the on-campus patient clinical schedule is insufficient to provide students with adequate skill attainment. The learning outcomes for the two summer courses are below.

OPT2800L Vision Care Clinic Requirements

(7:30am – 12:30pm - On Campus -2nd Year Students)

This course provides the opportunity for students to perform preliminary testing, visual assessments, refraction, and office administrative skills. The student will analyze the patient's prescription and identify the patient's specific visual needs for the proper frame and lenses selections.

Student Learning Outcomes:

- 1.1 Demonstrate knowledge of the rules and regulations of the clinic.
- 1.2 Practice the six (6) characteristics of a professional technician.
- 1.3 Familiarize themselves with the procedures of the clinic.
- 1.4 Understand the proper procedures for patient flow.
- 2.1 Practice the proper methods to ensure patient confidentiality.
- 2.2 Demonstrate professional manner in dealing with sensitive patient issues.
- 2.3 Properly safeguard patient charts and patient information.
- 3.1 Practice safety measures as they apply to a student and to an ophthalmic technician and optician.
- 3.2 Demonstrate Universal Precautions.
- 3.3 Demonstrate infection control practices.
- 4.1 Coordinate patient flow and ensure that the proper patient is being given the proper treatment.
- 4.2 Demonstrate knowledge of appointment conformations and recall.
- 4.3 Utilize patient record storage and retrieval methods.
- 5.1 Demonstrate the use of a Lens Measure.
- 5.2 Calculate the power of a lens using a Lens Measure.
- 5.3 Calculate the power of a lens using the optical bench.
- 5.4 Demonstrate the difference in refractive power between lenses of the same surface power and different indexes of refraction.
- 5.5 Demonstrate the difference in refractive power between thin and thick lenses of the same index of refraction and surface powers.
- 6.1 Diagram the focal power of a given lens.
- 6.2 Draw a ray diagram for a plus and minus lens.
- 6.3 Differentiate between real and virtual objects and images.
- 6.4 Demonstrate the focal lengths, focal points and powers of concave, convex, and flat lenses.
- 6.5 Show the relationship between power and distance from the object.
- 6.6 Demonstrate the effect on multiple light rays with changes in the power of a lens.
- 7.1 Demonstrate the difference in minus refractive power between lenses of the same surface power and different indexes of refraction.
- 7.2 Demonstrate the difference in minus refractive power between thin and thick lenses of the same index of refraction and surface powers.
- 7.3 Explain graphically how a concave lens corrects myopia.
- 7.4 Demonstrate how a minus lens creates a virtual image.
- 7.5 Show how the primary and secondary focal points interact with lens power.

- 7.6 Demonstrate the effects of vertex distance on effective power.
- 8.1 Determine if a prescription requires a special contact lens or special fitting techniques.
- 8.2 Advise a patient as to any special requirements for optimal fitting and best optics.
- 8.3 Demonstrate knowledge of contact lens.
- 8.4 Explain to a patient how the lens should be cared for.
- 9.1 List the parameters that need to be verified on a rigid contact lens.
- 9.2 Describe the instruments and tools used to inspect and verify rigid contact lenses.
- 9.3 Discuss the acceptable tolerances according to ANSI standards and patient acceptance.
- 9.4 Explain the procedure for verification of a contact lens's base curve.
- 9.5 Describe the use of the Optical Micro spherometer (Radioscope).
- 9.6 Differentiate between the use of the Radioscope and the Keratometer to determine the base curve of contact lenses.
- 9.7 Describe the method used to determine the power of contact lenses.
- 9.8 Explain how the optical quality of contact lenses can be verified.
- 9.9 Compare several methods for determining the center thickness of rigid contact lenses.
- 9.10 Describe the use of the projection magnifier to verify the edges of rigid contact lenses.
- 9.11 List the parameters that need to be verified on a hydrogel contact lens.
- 9.12 Describe the instruments and tools used to inspect and verify hydrogel contact lenses.
- 9.13 Describe the template bar method to determine the radius of hydrogel contact lenses.
- 9.14 Describe the use of a wet cell to determine the power of hydrogel contact lenses.
- 9.15 List the reasons for rejecting a contact lens from the Laboratory.
- 10.1 Discuss general principles of contact lens pharmacology.
- 10.2 Explain the use of solutions for PMMA and other rigid contact lenses.
- 10.3 List the types of solutions for PMMA and other rigid contact lenses.
- 10.4 Discuss solutions and sterilization for hydrogel lenses.
- 10.5 Compare and contrast the three (3) types of sterilization procedures for hydrogel contact lenses.
- 10.6 Explain the use of artificial tears.
- 11.1 Describe the general principles of educational aids in contact lens education.
- 11.2 Explain emergency procedures to a new contact lens wearer.
- 11.3 Explain the techniques of lens wear for rigid contact lenses.
- 11.4 Describe the use of cosmetics and proper hygiene with contact lenses.
- 11.5 Describe normal adaptation sensations.
- 11.6 Explain proper wearing schedules.
- 11.7 Explain the techniques of lens wear for hydrogel contact lenses.
- 11.8 Discuss proper lens handling by the patient.
- 12.1 List the follow-up examination procedures.
- 12.2 Discuss the history and symptoms.
- 12.3 List patient symptoms and signs with both rigid and hydrogel contact lenses.
- 12.4 Describe the process of over-refraction.
- 12.5 Discuss the evaluation of lens fit.
- 12.6 Describe various fluorescein patterns.

OPT1450L Ophthalmic Dispensing Lab Requirements

(1:00pm – 6:00pm -2nd Year Students)

This course provides the opportunity for students to practice ophthalmic dispensing, measurement and adjusting ophthalmic frame materials; multifocal lenses; occupational bifocals; high index lenses and low vision devices will be emphasized. The process of analyzing the patient's prescription and identifying the patient's specific visual needs for the proper frame and lens selection are highlighted.

Student Learning Outcomes:

- 1.1 Determine if a prescription requires a special frame or special fitting techniques.
- 1.2 Advise a patient as to any special requirements for optimal fitting and best optics.
- 2.1 Demonstrate knowledge of the seven (7) basic facial shapes.
- 2.2 List five (5) basic skin tones and how frame color will enhance facial cosmetics.
- 2.3 Explain to a patient how frame cosmetics will affect facial cosmetics.
- 3.1 Determine if lens accessories are needed.
- 3.2 Determine the effect that bridge design will have on the appearance of the nose.
- 3.3 Demonstrate knowledge of frame style and construction when fitting the high minus or high plus lens wearer.
- 3.4 Determine the optical effects of various frame shapes.
- 3.5 Determine the change in effective power of a lens when the frame fit is changed.
- 3.6 Differentiate between the different angles of the nose pads and demonstrate how they affect frame fit.
- 4.1 List five (5) types of specialty frames.
- 4.2 Determine which frames can be used for aphakic prescriptions.
- 4.3 Determine which frames can be used for progressive myopia.
- 4.4 Demonstrate knowledge of occupational safety frame requirements according to ANSI Z-87 standards.
- 4.5 Describe sports frames.
- 5.1 Demonstrate the special fitting techniques with aphakic lenses.
- 5.2 Demonstrate the special fitting techniques with high minus lenticular lenses.
- 5.3 Demonstrate the special techniques of fitting occupational lenses.
- 6.1 Identify important information on a lens order form.
- 6.2 Identify frame markings in relation to ordering.
- 6.3 Use the lensometer in the verification process.
- 6.4 Demonstrate how to determine the quality of lens surfaces and lens media.
- 6.5 Verify frame orders.
- 7.1 Demonstrate the proper method for heating a zyl frame.
- 7.2 Demonstrate several methods of lens insertion into a zyl frame.
- 7.3 Satisfactorily check a frame after inserting a lens.
- 7.4 Check bifocal segment alignment.
- 7.5 Demonstrate several methods of lens insertion into a nylon frame.
- 7.6 Demonstrate several methods of lens insertion into an optyl frame.
- 7.7 Demonstrate several methods of lens insertion into a wire frame.
- 7.8 Demonstrate the method of insertion of a lens into a semi-rimless frame.
- 7.9 Demonstrate the methods of mounting a lens into a rimless frame.
- 8.1 Demonstrate "truing" or standard alignment.
- 8.2 Correctly heat and reshape a frame.
- 8.3 Align the bridge of a plastic frame.
- 8.4 Place a plastic frame in correct "four-point" touch.
- 8.5 Align the temples in a plastic frame.
- 8.6 Correct temple spread problems for a plastic frame.
- 8.7 Align temple-fold angle of a plastic frame.
- 8.8 Align the bridge of a metal frame.
- 8.9 Place a metal frame in proper "four-point" touch.
- 8.10 Align the temples of a metal frame.
- 8.11 Correct temple spread problems for a metal frame.
- 8.12 Align temple-fold angle of a metal frame.
- 9.1 Demonstrate methods of changing the pantoscopic tilt on various frames.
- 9.2 Demonstrate the procedure to adjust nose pads.
- 9.3 Demonstrate the methods used in correcting the fit of a bridge.

- 9.4 Determine how to move a frame horizontally.
- 9.5 Demonstrate proper temple fit .
- 9.6 Demonstrate proper frame fitting.
- 10.1 Demonstrate the proper methods for repairing hinges.
- 10.2 Repair broken plastic frames.
- 10.3 Demonstrate wire brace bridge repairs.
- 10.4 Fix loose fitting lenses.
- 10.5 Clean frames.

FALL CLINICAL EXTERNSHIP COURSE

OPT2875 Ophthalmic Dispensing Practicum I Requirements

(9:00am – 4:00pm -Off Campus-2nd Year students)

This is an externship in an approved ophthalmic practice with a retail dispensing optical. The student will gain a working knowledge of ophthalmic frame, lens stock, inventory system, layout and blocking, chemical and heat treating, edging, surfacing, tinting, retail sells, dispensing, assembly and alignment of eyewear according to the written prescription. Students are placed for 16 weeks to gain outside externship experience under the tutelage of a Florida Licensed Dispensing Optician. Site preceptor and course professor will work closely to ensure student success.

Student Learning Outcomes:

- 1.1 Discuss the rule and regulations of the practicum.
- 1.2 Establish a schedule that is approved by the Faculty Coordinator.
- 1.3 Review patient confidentiality procedures.
- 2.1 Compare and contrast the corporate and private work environment.
- 2.2 Demonstrate the ability to perform according to program standards.
- 3.1 Describe correct procedures for accounting for the sale of frames and lenses.
- 3.2 Assist the Practicum supervisor in the taking of a physical inventory.
- 3.3 Differentiate between a perpetual and actual inventory.
- 4.1 Complete patient jobs according to normal standards of the industry.
- 4.2 Dispense patient jobs at the practicum site.
- 5.1 Demonstrate the knowledge needed to prepare standard job invoices.
- 5.2 Prepare work orders.
- 5.3 Demonstrate the ability to correctly file and retrieve patient charts and other information.
- 6.1 Differentiate between ANSI standards and FDA law.
- 6.2 Apply ANSI standards to patient jobs before dispensing.

FALL CLINICAL INTERNSHIP OR EXTERNSHIP COURSES

To meet COA accreditation standards for student experiences, the two courses below OPT2830L and OPT2460 may be required to periodically transition students to off campus clinical externship sites when the on-campus patient clinical schedule is insufficient to provide students with adequate skill attainment.

OPT2830L Contact Lens Clinic I Requirements

(7:00am – 12:00pm -On Campus-2nd Year students)

Assist Eye Care Specialists in the fitting and follow up care of rigid and soft contact lenses for patients referred from the Vision Care Clinic. Familiarization with over-refraction; instructions for lens handling, cleaning, care and storage; and basic contact lens pathology.

Student Learning Outcomes:

- 1.1 Demonstrate the procedures for taking a visual acuity.
- 1.2 Demonstrate the procedures for using a Keratometer.
- 1.3 Describe the procedure for extending the range of the Keratometer.
- 1.4 Explain the use of peripheral Keratometry.
- 1.5 Describe the use of a Photokeratoscope.
- 1.6 Demonstrate the procedure used in taking a “K” reading with an automated Keratometer.
- 1.7 Use the Slit-Lamp Biomicroscope in an examination for contact lenses.
- 1.8 Demonstrate the use of stains to examine the eye.
- 1.9 Perform lid eversion.
- 1.10 Compare two (2) methods of determining the quality of the tear film.
- 1.11 Measure the various ocular dimensions.
- 2.1 Perform rigid lens placement and removal.
- 2.2 Discuss fluorescein pattern evaluation.
- 2.3 Describe the interaction of base and peripheral curves on rigid contact lenses.

- 2.4 Perform the procedure for fitting hydrogel contact lenses.
- 3.1 Demonstrate the procedures for refracting a patient wearing contact lenses.
- 3.2 Determine if a change in the prescription for the contact lens is needed.
- 4.1 Describe the general principles of educational aids in contact lens education.
- 4.2 Demonstrate emergency procedures to a new contact lens wearer.
- 4.3 Describe the use of cosmetics and proper hygiene with contact lenses.
- 4.4 Describe normal adaptation sensations.
- 4.5 Explain proper wearing schedules.
- 4.6 Explain the techniques of lens wear for hydrogel contact lenses.
- 4.7 Demonstrate proper lens handling by the patient.
- 5.1 Perform a follow-up examination.
- 5.2 Record the history and symptoms.
- 5.3 Evaluate the fit of a contact lens.
- 5.4 Describe various fluorescein patterns.
- 6.1 Explain the use of extended wear lenses.
- 6.2 Discuss high myopia and contact lenses.
- 6.3 Compare visual acuity of a patient with high amounts of astigmatism with contact lenses and with glasses.
- 6.4 Explain the use of contact lenses with the aphakic patient.
- 6.5 Discuss keratoconus and contact lenses.
- 6.6 Describe several methods to achieve useable vision at all ages with the presbyopia contact lens wearer.
- 6.7 Explain orthokeratology.
- 6.8 Describe the use of haptic lenses.
- 7.1 Demonstrate the ability to communicate with other professionals.
- 7.2 Answer questions regarding specific cases posed by other students and clinical supervisors

OPT2460 Ophthalmic Dispensing Clinic 1 Requirements

(12:15pm – 7:45pm -On Campus 2nd Year students)

Development of skills in the fitting and dispensing of ophthalmic lenses. Students will work under the close supervision of clinical staff in dispensing glasses to patients of the Vision Care Clinic. Emphasis will be placed on techniques used to dispense new technology in ophthalmic frame materials; multifocal lenses including progressive power and occupational bifocals; and high index lenses. The process of analyzing the patient's prescription and identifying the patient's specific visual needs for proper frame and lens selection is highlighted.

Student Learning Outcomes:

- 1.1 Determine if a prescription requires a special frame or special fitting techniques.
- 1.2 Advise a patient as to any special requirements for optimal fitting and best optics.
- 1.3 Demonstrate knowledge of facial shapes.
- 1.4 Explain to a patient how frame cosmetics will affect facial cosmetics.
- 2.1 Determine if lens accessories are needed.
- 2.2 Demonstrate knowledge of frame style and construction when fitting the high minus or high plus lens wearer.
- 2.3 Determine the optical effects of various frame shapes.
- 2.4 Determine the change in effective power of a lens when the frame fit is changed.
- 2.5 List five (5) types of specialty frames.
- 2.6 Demonstrate knowledge of occupational safety frame requirements according to ANSI Z-87 standards.
- 3.1 Determine which frames can be used for aphakic prescriptions.
- 3.2 Determine which frames can be used for progressive myopia.
- 4.1 Demonstrate the special fitting techniques with aphakic lenses.
- 4.2 Demonstrate the special fitting techniques with high minus lenticular lenses.
- 4.3 Demonstrate the special techniques of fitting occupational lenses.
- 5.1 Identify important information on a lens order form.
- 5.2 Identify frame markings in relation to ordering.
- 5.3 Use the lensometer in the verification process.
- 5.4 Demonstrate how to determine the quality of lens surfaces and lens media.
- 5.5 Verify frame orders.
- 6.1 Demonstrate “truing” or standard alignment.
- 6.2 Correctly heat and reshape a frame.
- 6.3 Align the bridge of a plastic frame.
- 6.4 Place a plastic frame in correct “four-point” touch.
- 6.5 Align of the temples in a plastic frame.
- 6.6 Correct temple spread problems for a plastic frame.
- 6.7 Align temple-fold angle of a plastic frame.
- 6.8 Align the bridge of a metal frame.
- 6.9 Place a metal frame in proper “four-point” touch.
- 6.10 Align the temples of a metal frame.
- 6.11 Correct temple spread problems for a metal frame.
- 7.1 Demonstrate methods of changing the pantoscopic tilt on various frames.
- 7.2 Demonstrate the procedure to adjust nose pads.
- 7.3 Demonstrate the methods used in correcting the fit of a bridge.
- 7.4 Determine how to move a frame horizontally.
- 7.5 Demonstrate proper temple fit.
- 7.6 Demonstrate proper frame fitting.
- 8.1 Demonstrate the proper methods for repairing hinges.
- 8.2 Repair broken plastic frames.
- 8.3 Demonstrate wire brace bridge repairs.
- 8.4 Fix loose fitting lenses.
- 8.5 Clean frames.
- 8.6 Demonstrate frame soldering.

SPRING CLINICAL EXTERNSHIP COURSE

OPT2876 Ophthalmic Dispensing Practicum II Requirements

(9:00am – 4:00pm -Off Campus-2nd Year students)

This is an externship in an approved ophthalmic practice with a retail dispensing optical. The student will gain a working knowledge of ophthalmic frame, lens stock, inventory system, layout and blocking, chemical and heat treating, edging, surfacing, tinting, retail sells, dispensing, assembly and alignment of eyewear according to the written prescription. Students are placed for 16 weeks to gain outside externship experience under the tutelage of a Florida Licensed Dispensing Optician. Site preceptor and course professor will work closely to ensure student success.

Student Learning Outcomes:

- 1.1 Discuss the rule and regulations of the practicum.
- 1.2 Establish a schedule that is approved by the Faculty Coordinator.
- 1.3 Review patient confidentiality procedures.
- 2.1 Compare and contrast the corporate and private work environment.
- 2.2 Demonstrate the ability to perform according to program standards.
- 3.1 Describe correct procedures for accounting for the sale of frames and lenses.
- 3.2 Assist the Practicum supervisor in the taking of a physical inventory.
- 3.3 Differentiate between a perpetual and actual inventory.
- 4.1 Complete patient jobs according to normal standards of the industry.
- 4.2 Dispense patient jobs at the practicum site.
- 5.1 Demonstrate the knowledge needed to prepare standard job invoices.
- 5.2 Prepare work orders.
- 5.3 Demonstrate the ability to correctly file and retrieve patient charts and other information.
- 6.1 Differentiate between ANSI standards and FDA law.
- 6.2 Apply ANSI standards to patient jobs before dispensing.

SPRING CLINICAL INTERNSHIP OR EXTERNSHIP COURSES

To meet COA accreditation standards for student experiences, the two courses below OPT2831L and OPT2461 may be required to periodically transition students to off campus clinical externship sites when the on-campus patient clinical schedule is insufficient to provide students with adequate skill attainment.

OPT2831L Contact Lens Clinic II Requirements

(8:00am – 1:00pm -On Campus- 2nd Year students)

This course involves the use of contact lens instruments to confirm all parameters for replacement lenses. Particular attention is devoted to the patient that is having problems with contact lenses after long-term wear due to corneal changes and sensitivity to solutions. Practice with advanced over-refraction and contact lens fitting procedures.

Student Learning Outcomes:

- 1.1 Demonstrate the procedures for taking a visual acuity.
- 1.2 Demonstrate the procedures for using a Keratometer.
- 1.3 Describe the procedure for extending the range of the Keratometer.
- 1.4 Explain the use of peripheral Keratometry.
- 1.5 Describe the use of a Photokeratoscope.
- 1.6 Demonstrate the procedure used in taking a “K” reading with an automated Keratometer.
- 1.7 Use the Slit-Lamp Biomicroscope in an examination for contact lenses.
- 1.8 Demonstrate the use of stains to examine the eye
- 1.9 Perform lid eversion.
- 1.10 Compare two (2) methods of determining the quality of the tear film.
- 1.11 Measure the various ocular dimensions.
- 2.1 Perform rigid lens placement and removal.

- 2.2 Demonstrate normal and abnormal fluorescein patterns.
- 2.3 Describe the interaction of base and peripheral curves on rigid contact lens.
- 2.4 Perform the procedure for fitting hydrogel contact lenses.
- 3.1 Differentiate between soft and RGP lenses.
- 3.2 Demonstrate which lens gives acceptable vision versus acceptable comfort.
- 4.1 Describe the pathology of keratoconus.
- 4.2 Demonstrate the fitting technique for contact lenses that correct for keratoconus.
- 5.1 Determine the need for astigmatic correction.
- 5.2 Demonstrate the fitting techniques of a toric and bitoric lens.
- 5.3 Describe and illustrate the fluorescein patterns.
- 6.1 Demonstrate the procedures for refracting a patient wearing contact lenses.
- 6.2 Determine if a change in the prescription for the contact lens is needed.
- 7.1 Describe the general principles of educational aids in contact lens education.
- 7.2 Demonstrate emergency procedures to a new contact lens wearer.
- 7.3 Describe the use of cosmetics and proper hygiene with contact lenses.
- 7.4 Describe normal adaptation sensations.
- 7.5 Explain proper wearing schedules.
- 7.6 Explain the techniques of lens wear for hydrogel contact lenses.
- 7.7 Demonstrate proper lens handling by the patient.
- 8.1 Perform a follow-up examination.
- 8.2 Record the history and symptoms.
- 8.3 Evaluate the fit of a contact lens.
- 8.4 Describe various fluorescein patterns.
- 9.1 Differentiate between normal and abnormal adaptation.
- 9.2 Discuss contact lens pathology.
- 10.1 Demonstrate the ability to communicate with other professionals.
- 10.2 Answer questions regarding specific cases posed by other students and clinical supervisors.

OPT2461 Ophthalmic Dispensing Clinic II Requirements

(1:30pm – 6:30pm -On Campus-2nd Year students)

This is a continuation of OPT2460. It involves advanced skills in the fitting and dispensing of ophthalmic lenses. Students will work under the supervision of clinical staff in dispensing glasses to patients of the Vision Care Clinic. Students will practice advanced techniques used to dispense new technology in ophthalmic frame materials, multifocal lenses including progressive power and occupational bifocals, high index lenses, and low vision devices.

Student Learning Outcome

- 1.1 Determine if a prescription requires a special frame or special fitting techniques.
- 1.2 Advise a patient as to any special requirements for optimal fitting and best optics.
- 1.3 Demonstrate knowledge of facial shapes.
- 1.4 Explain to a patient how frame cosmetics will affect facial cosmetics.
- 2.1 Determine if lens accessories are needed.
- 2.2 Demonstrate knowledge of frame style and construction when fitting the high minus or high plus lens wearer.
- 2.3 Determine the optical effects of various frame shapes.
- 2.4 Determine the change in effective power of a lens when the frame fit is changed.
- 2.5 List five (5) types of specialty frames.
- 2.6 Demonstrate knowledge of occupational safety frame requirements according to ANSI Z-87 standards.
- 3.1 Determine which frames can be used for aphakic prescriptions.
- 3.2 Determine which frames can be used for progressive myopia.
- 4.1 Demonstrate the special fitting techniques with aphakic lenses.
- 4.2 Demonstrate the special fitting techniques with high minus lenticular lenses.
- 4.3 Demonstrate the special techniques of fitting occupational lenses.
- 5.1 Identify important information on a lens order form.

- 5.2 Identify frame markings in relation to ordering.
- 5.3 Use the lensometer in the verification process.
- 5.4 Demonstrate how to determine the quality of lens surfaces and lens media.
- 5.5 Verify frame orders.
- 6.1 Demonstrate “truing” or standard alignment.
- 6.2 Correctly heat and reshape a frame.
- 6.3 Align the bridge of a plastic frame.
- 6.4 Place a plastic frame in correct “four-point” touch.
- 6.5 Align of the temples in a plastic frame.
- 6.6 Correct temple spread problems for a plastic frame.
- 6.7 Align temple-fold angle of a plastic frame.
- 6.8 Align the bridge of a metal frame.
- 6.9 Place a metal frame in proper “four-point” touch.
- 6.10 Align the temples of a metal frame.
- 6.11 Correct temple spread problems for a metal frame.
- 7.1 Demonstrate methods of changing the pantoscopic tilt on various frames.
- 7.2 Demonstrate the procedure to adjust nose pads.
- 7.3 Demonstrate the methods used in correcting the fit of a bridge.
- 7.4 Determine how to move a frame horizontally.
- 7.5 Demonstrate proper temple fit.
- 7.6 Demonstrate proper frame fitting.
- 8.1 Demonstrate the proper methods for repairing hinges.
- 8.2 Repair broken plastic frames.
- 8.3 Demonstrate wire brace bridge repairs.
- 8.4 Fix loose fitting lenses.
- 8.5 Clean frames.
- 8.6 Demonstrate frame soldering.

Current Employment In Healthcare Facility: Important

- Students currently employed by a healthcare facility may complete an Externship at that site, if it is substantially different work from their normal duties, is supervised by a different manager, and meets all other requirements of the Externship (i.e., includes appropriate learning outcomes and deliverables).
- Students are responsible for their own transportation, parking, meals, and other necessary personal items for the duration of the externship.
- Students are responsible for completing all training or other activities required by the specific site.

On the First Day:

1. Brief orientation.
2. Attain reference materials (as needed)
3. Discuss the schedule for the Externship.
4. Get Introduced to key resource people in the facility.
5. Sign confidentiality and security agreements and other required documents (as needed).

Throughout the Externship:

1. Meet regularly to review log and documentation.
2. Meet regularly to verify the Externship is meeting expectations and that they are receiving all the necessary references and knowledge on schedule.
3. Meet with personnel who were scheduled with the student for feedback.
4. Schedule at least one meeting with the Externship Coordinator during the student Externship to review student progress.

At the End of the Externship:

1. At the completion of the Externship, Program Coordinator will send evaluation form. Copies should be directed back to Broward College

Clinical Checklist

Description of item	Completed
PRIOR TO INTERNSHIP/EXTERNSHIP Submit Confidentiality Agreement Form Complete Background Check in Complio Complete Drug Screening in Complio Complete HIPAA Training in Complio Submit Health and Immunization Forms in Complio Set up Interview with Site Supervisor	
DURING INTERNSHIP/EXTERNSHIP Complete required hours DAILY--Submit Activity log/Time Log-Trajecsys	
END OF OFF CAMPUS EXTERNSHIP- Submit Thank-You Letter to Site Supervisor Submit Student Evaluation of Externship Site Submit 3-5 page reflective essay Submit PowerPoint Presentation	

Broward College Vision Care Technology Program

Student Clinical Tracking

The tracking log for student clinical experiences and hours is located in the Trajecsyst platform. It is required for all students and will be used for tracking both on-campus and off-campus clinical experiences and hours.

For each entry, you will be required to:

1. GPS must be enabled. Failure to enable the GPS will result in a 3-point deduction for the week.
2. Use your smart phone to clock in and clock out. Failure to properly clock in and clock out will result in a 3 point deduction for the week.
3. Summarize Hours (end of each week). Trajecsyst will automatically summarize the clock-in and clock-out hours which the instructor will then approve if appropriate.
4. Clinical experiences must be tracked daily i.e. frame adjustment,

SUGGESTED SITES FOR EXTERNSHIP PLACEMENT

Note: The Vision Care Program Manager will make every effort to assist students in securing an appropriate Externship site.

STUDENT SUPPORT GUIDE FOR EXTERNSHIP CLEARANCE

COMPLIO STUDENT USER GUIDE

www.complio.com

Student will access the Complio website to complete medical clearance for onsite Externship requirements.

Confidentiality Agreement Form

Students must complete an Externship Confidentiality Agreement Form to have on file by week One of course.

Set Up Interview With Externship Site Director

Once the student confirms their Externship site with their instructor, the student must email, set up a time to talk by phone, or meet in person with your site supervisor to go over all Externship details. The student should discuss any information that is needed to know prior to first day **on** site including:

- Start date (COMPLETE ALL and work out a schedule with your site supervisor)
- Start time and end time
- Where to park? Parking fees?
- Directions?
- Need to go through security first?
- Meals and break? Need to pack a lunch?
- When will my instructor perform an observation with the grade evaluation?
- What is expected of me as a student rotating through the facility?
- Any other questions you may have.

During the Externship--What Will Students Do Onsite?

You will complete a minimum of 120 hours of various tasks assigned by your site supervisor. Some of the vision care/opticianry activities may be new to you but your previous Vision Care courses will have prepared you to turn theory into hands on practice. You should rotate through several facilities and sit with various opticians to learn what they do, and then participate in actual hands-on activities. You should spend at least eight hours in each facility.

What Happens If I Fail To Complete My Externship Hours?

If any student fails to complete their minimum of 120 hours at their assigned off campus externship site during this class, it will result in an “I” (incomplete) or “F” (failure) on their final grade. Per College policy, the student will have until the end of the next major semester to complete the class requirements if an “I” grade is issued. If not completed by that time, the “I” (incomplete) grade will be changed to an “F” (failure) for the course grade and it will be calculated into the students cumulative GPA.

What Happens If I Am Dismissed From My Externship Site?

If any student is dismissed from their externship site due to willful violations of any confidentiality or facility rules, it will result in failing this class, being automatically withdrawn from the Vision Care Program. In addition, any breach of confidentiality could result in criminal charges resulting in penalties including monetary fines, probation, exclusion from participation with Medicare, and federal prison time, in accordance with the OIG and HIPAA guidelines.

Activity Log/Time Sheet

Students should maintain a daily log/time sheet of activities accomplished during their Externship and to keep track of time spent at the facility through Trajecsyst. This log should be shared and approved by the Externship site manager weekly to see what has been accomplished, what needs to be completed in the time remaining, and what activities can be added or deleted.

Thank-You Letter

Students are required to send a personal thank you letter to their Externship site supervisor/director. Students are also encouraged to send them to other specific individuals who contributed to their experience, but it is optional (Example below).

SAMPLE LETTER

Dear NAME,

I am writing to tell you how much I enjoyed my Clinical Externship with you and your staff. I felt very welcome and comfortable with everyone and cannot imagine working in a friendlier environment. I feel this experience will benefit me throughout my future career.

Although I found all the areas interesting in their own unique way, I especially enjoyed

Coming into this professional externship experience with limited hands-on experience, I left with a great deal of helpful information and skills for the future. I felt you personally went out of your way to ensure I understood every function of the vision care facility. Please share my gratitude with your staff. Thank you again for the time and effort you spent on my Externship experience.

Sincerely,

NAME

Broward College
Vision Care Technology Program

Student Contract

1. I have read and agree to follow the rules and guidelines as outlined in the Vision Care Student Clinical Handbook for Internship/Externship Rotations
2. I understand what is expected of me during the clinical courses and agree to complete each portion to the best of my ability.
3. I acknowledge the consequences of failing to complete my clinical hours or being dismissed from clinic.
4. I also understand the consequences of intentionally breaching confidentiality and privacy while completing clinical experiences.
5. I have been given the opportunity to read this handbook completely and to ask questions of my instructor prior to signing this contract.

Please sign below if you agree to the terms of this contract and return to your instructor. You will be given a copy of this contract for your records.

Student Name: _____ Term of course: _____

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Broward College Vision Care Technology Program

Confidentiality Agreement

(Hospital) recognizes the importance of protection of confidential information concerning patients, their families, medical staff and co-workers, and the operations of the hospital. It is also the intent of **(Hospital)** and the undersigned student to protect the privacy and provide for the security of Protected Health Information (PHI) disclosed to the undersigned student in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and privacy regulations published by the US Department of Health and Human Services (DHHS) and other applicable laws. It is the obligation of the undersigned student to maintain the confidentiality and privacy of PHI or other confidential information and to relay facts pertinent to the treatment of a patient only to those who are involved with the patient's treatment program or for quality improvement activities.

All patient and hospital information stored via paper or on any of the hospital computer systems is considered confidential. Computer systems allow qualified individuals to access, from authorized terminals, restricted and confidential patient and hospital information. The hospital shall issue a confidential password and security code to authorized individuals. It is the authorized individual's ethical and legal responsibility to maintain and comply with all confidentiality requirements.

(Hospital) requires that all students agree to the following:

1. I WILL PROTECT THE CONFIDENTIALITY OF PATIENT AND HOSPITAL INFORMATION.
2. I WILL NOT RELEASE UNAUTHORIZED INFORMATION TO ANY SOURCE.
3. I WILL NOT ACCESS OR ATTEMPT TO ACCESS INFORMATION OTHER THAN THAT INFORMATION WHICH I HAVE AUTHORIZED ACCESS AND A NEED TO KNOW IN ORDER TO COMPLETE MY JOB ON ANY GIVEN DAY.
4. I WILL NOT DISCLOSE MY SECURITY CODE TO ANYONE.
5. I WILL NOT USE ANOTHER PERSON'S SECURITY CODE.
6. I WILL NOT WRITE DOWN PASSWORDS OR SECURITY CODES THAT WOULD MAKE THEM ACCESSIBLE TO OTHER INDIVIDUALS.
7. I WILL REPORT BREACHES OF THIS CONFIDENTIALITY AGREEMENT BY OTHERS TO THE HOSPITAL PRIVACY OFFICER. I UNDERSTAND THAT FAILURE TO REPORT BREACHES IS AN ETHICAL VIOLATION AND SUBJECTS ME TO DISCIPLINARY ACTION OR CONTRACT TERMINATION.
8. I UNDERSTAND MY SECURITY CODE(S) IS MY ELECTRONIC SIGNATURE ON THE MEDICAL RECORD.

I HAVE READ AND AGREE TO ADHERE TO THE CONDITIONS OF THIS CONFIDENTIALITY AGREEMENT. I ALSO ACKNOWLEDGE THAT ANY VIOLATION OF THE ABOVE CONDITIONS CAN RESULT IN DISCIPLINARY ACTION OR CONTRACT TERMINATION.

STUDENT SIGNATURE _____

DATE _____

NAME (Please Print) _____

AGENCY/SCHOOL _____

Pregnancy Guidelines

Disclosure of pregnancy is voluntary & students who are pregnant will not be required to withdraw from the program. A student will be considered *pregnant* only upon voluntary written declaration by the student. To declare pregnancy students will need to sign a Declaration of Pregnancy form & submit it to the Program Director.

Students who are declared pregnant will have the following options:

1. **Voluntarily withdraw from the program in good standing.** Upon completion of the pregnancy & post-partum period the student may request to return to the program at the beginning of the semester in which they withdrew.
2. **Withdraw from the clinical education component.** Students who declare pregnancy within a semester may continue in their didactic courses while withdrawing from the clinical course. Upon completion of the pregnancy and post-partum period the student may request to return to the program at the beginning of the semester in which they withdrew from the clinical course. Students do not have to repeat any didactic or laboratory courses already completed with a passing grade.
3. **Modification of the clinical education component.** Students who wish to remain in the program after declaration of pregnancy may request modifications to their clinical assignments. Doing so may prevent the student from meeting all of the learning objectives for the semester(s). Should the student choose this option, all missed clinical rotations & learning objectives will have to be completed following the post-partum period. Depending on the length of the pregnancy & post-partum period, it is conceivable that the student's graduation date & program length be extended.
4. **Continuation in the program without modifications.** Students who wish to remain in the program without modifications to their clinical assignments may do so.
5. **Option for written withdrawal of declaration.** A student who has declared pregnancy can revoke the declaration of pregnancy in writing (Withdrawal of Pregnancy Declaration Form) at any time even if pregnant. ALL students will sign the "Understanding of Pregnancy Policy"

Students retain the option of modifying the clinical education component or program withdrawal (i.e., changing to options 1, 2, or 3) at any time upon written notice to the Program Director.

Upon disclosure of pregnancy the student should do the following:

Meet with the Program Director to review their options and possible modification to clinical sessions.

Note: Although pregnant students have the option of remaining in the Vision Care Program the ultimate decision on whether or not to continue should be made in consultation with an obstetrician. Documentation from an obstetrician may be required as to the student's ability to continue in the clinical courses. Pregnant students who remain in clinical courses must continue to satisfy the attendance requirements & will be expected to perform all procedures except for those where modification has been requested. Students who withdraw from the program due to pregnancy are guaranteed reentry at the point where they withdrew or on a date mutually agreed upon by the student & Program Director. Reentry to the program must occur no later than one year following the birth.

Broward College Vision Care Technology Program

DECLARATION OF PREGNANCY

Disclosure of pregnancy is voluntary & students who are pregnant will not be required to withdraw from the program. A student will be considered pregnant only upon voluntary written declaration by the student. To declare pregnancy students will need to sign a Declaration of Pregnancy form & submit it to the Program Director. Students who are declared pregnant will have the following options:

1. **Voluntarily withdraw from the program in good standing.** Upon completion of the pregnancy & post-partum period the student may request to return to the program at the beginning of the semester in which they withdrew.
2. **Withdraw from the clinical education component.** Students who declare pregnancy within a semester may continue in their didactic courses while withdrawing from the clinical course. Upon completion of the pregnancy and post-partum period the student may request to return to the program at the beginning of the semester in which they withdrew from the clinical course. Students do not have to repeat any didactic or laboratory courses already completed with a passing grade.
3. **Modification of the clinical education component.** Students who wish to remain in the program after declaration of pregnancy may request modifications to their clinical assignments. Doing so may prevent the student from meeting all of the learning objectives for the semester(s). Should the student choose this option, all missed clinical rotations & learning objectives will have to be completed following the post-partum period. Depending on the length of the pregnancy & post-partum period, it is conceivable that the student's graduation date & program length be extended.
4. **Continuation in the program without modifications.** Students who wish to remain in the program without modifications to their clinical assignments may do so.
5. **Option for written withdrawal of declaration.** A student who has declared pregnancy can revoke the declaration of pregnancy in writing (Withdrawal of Pregnancy Declaration Form) at any time even if pregnant. ALL students will sign the "Understanding of Pregnancy Policy"

Students retain the option of modifying the clinical education component or program withdrawal (i.e., changing to options 1, 2, or 3) at any time upon written notice to the Program Director.

I understand that continuing in the clinical education courses with modifications may delay my graduation, as all missed rotations and learning objectives will have to be completed following the post-partum period.

If I find out that I am not pregnant or if my pregnancy is concluded, I will promptly notify the Program Director in writing.

I am voluntarily declaring that I am pregnant.

I believe I became pregnant in _____ (month) of _____ (year).

Print your full name: _____

Student Signature: _____

Date: _____

Program Director Signature: _____

Date: _____

Broward College
Vision Care Technology Program

CLINICAL INCIDENT REPORT

Instructions: Complete this form as soon as possible after the incident and return it directly to the Vision Care Program Director. Complete only those sections that apply by **printing** an answer **clearly** or by placing an "x" in the boxes provided.

Date of Incident: _____

Time of Incident: _____ ☐ am ☐ pm

Location of Incident: _____

(Facility name, patient room #, etc.)

Person(s) involved in incident: ☐ Patient ☐ Student ☐ Visitor ☐ Other _____ (Specify)

Name(s) and title(s) of persons witnessing the incident: _____

Describe the incident clearly and state the facts in chronological order. Include those persons witnessing the incident. Use the reverse side of this document if necessary.

Name of person filling out this report (print): _____

Student Signature: _____

Date: _____

Program Director Signature: _____

Date: _____

**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 _____