

COURSE SYLLABUS

Program: Opticianry **Effective Date:** 28 June 2021

Course: OPTS 2304 Optical Clinical Practicum **3 Semester Hours**

Description: This course provides practice in evaluating and screening patients by performing clinical assessments using optical equipment for ophthalmic evaluations, and general administrative procedures under the direction and supervision of a preceptor. Provides practice to develop the skills necessary for becoming a dispensing optician. Performance evaluation checklist includes patient history and screening tests, customer service and clinical administration, ordering eyewear via the Spectacle Request Transmission System (SRTS), dispensing, and inspection of eyewear and contact lenses in accordance with American National Standards Institute (ANSI).

Context: **Prerequisites:** Good Academic Standing.

Repeatable: This course is not repeatable for credit.

General Education: This course does not satisfy general education requirements of the CAHS.

Design: This course is designed with a Traditional Clinical format.

Outcomes: Students will be able to:

1. Complete general patient administrative procedures in a clinical setting.
2. Demonstrate professional characteristics of customer service when relating to staff patients.
3. Complete patient screenings using optical equipment and diagnostic tests.
4. Order eyewear via SRTS in accordance with prescribed prescription to include measurements, frame and lens selection.
5. Order contact lenses in accordance with prescribed prescription.
6. Inspect eyewear in accordance with ANSI, and verify contact lenses.
7. Dispense eyewear to patients to include frame adjustments.
8. Dispense contact lenses to patients to include insertion and removal.

Assessment: Outcomes will be assessed through a variety of mechanism including:

1. Performance evaluation checklist
2. Progress checks

Instruction: This course will adhere to the following **Outline of Instruction:**

- A. General Clinic Administrative Procedures
- B. Patient Customer Service
- C. Patient Screening Procedures.
- D. Ordering Military Spectacles via SRTS
- E. Ordering contact lenses.
- F. Inspecting Military Spectacles
- G. Verifying Contact Lenses

- H. Dispensing Military Eyewear
- I. Dispensing Contact Lenses

Material: All required textbooks will be provided to students.

Schedule: The course will proceed per the following schedule:

Outcome	Topic	Evaluations
1	A	Progress checks, Performance evaluation checklist
2	B	Progress checks, Performance evaluation checklist
3	C	Progress checks, Performance evaluation checklist
4	D	Progress checks, Performance evaluation checklist
5	E	Progress checks, Performance evaluation checklist
6	F – G	Progress checks, Performance evaluation checklist
7	H	Progress checks, Performance evaluation checklist
8	I	Progress checks, Performance evaluation checklist

Course Policies: The following policies apply to the TOPS Campus.

Grading Policy: Students will receive a **Pass** or **Fail** grade based on performance evaluation checklist.

Failure of a practical evaluation will result in an academic deficiency alert, a review session with the instructor(s) of the course, followed by a re-evaluation. A re-evaluation failure may result in removal from the program.

Definitions of abbreviations used in the grade sheets/transcripts consist of the following:

Grade	Description
I	Incomplete. The grade of "I" is issued when the student has not completed the course requirements, such as taking the final examination, submitting required assignments or required course work, completing required hours within a practicum or internship. The grade of "I" is assigned <u>only</u> with the approval of the Dean or designated Official according to school policy. The course director must make a recommendation in writing to the Dean, or designated representative, with a copy to the Registrar, as to how and by what date the temporary "I" grade will be converted to a permanent grade. Failure to fulfill the stipulated requirements by the specified date, unless an extension is granted by the involved course director and approved by the Dean, will result in conversion of the "I" grade to a grade of "F". The temporary grade of "I" must be changed to a permanent grade prior to graduation. Per USU Instruction 6025C, a grade of "I" may be given with the interruption of academic duties due to temporary disability.
W	Withdrawal. The grade "W" is used when a student withdraws before the course session is complete. Per USU Instruction 6025, a grade of "W" may be given with the interruption of academic duties due to temporary disability.

Student Grievance/Appeal – The purpose for the Student Appeal Process is to provide a mechanism for objective internal review of faculty and staff actions or School Committee decisions. This Review Process may be utilized by students enrolled in courses in the College of

Allied Health Sciences who believe these decisions resulted from inequitable and/or discriminatory decision-making procedures or processes. The wisdom of a decision cannot be grieved. Only the process that is believed to be inequitably applied, within the referent group, can be grieved. Implicit in this process is the need for the cooperation, openness, and good faith of all parties involved.

Students who wish to appeal a grade, may request to do so in a written letter to the Associate Dean and using the CAHS Student Grievance/Appeal form. The student will have no more than ten (10) business days to grieve or appeal a grade decision in writing. All other appeals processes are outlined in the specific program Student Evaluation and Administration Plan (SEAP). All CAHS replies to the student will be in writing, and copies of the grievance/appeal including all directly related correspondence will be maintained by the Associate Dean.

The decision of the Dean is final and cannot be appealed.

Attendance - Students are expected to be in attendance at all times. Students who miss more than 24 hours/3 class (training) days may be subject to non-academic relief. Students are required to make up any absent time, missed classroom notes, assignments, and examinations.

Uniform – Uniform of the day for all military personnel is the uniform required of each respective service.

Cell Phones – Use of a personal cell phone within the classroom is prohibited.

Lunch – All students will be afforded a reasonable opportunity for lunch as indicated in the supplemental course agenda. All students are encouraged to eat lunch.

Restrooms – Restroom breaks are provided once each hour. However, students have the latitude to take bathroom breaks as may be necessary. Selection of restrooms for usage by the student will be selected according to TOPS Policy.

Food and drink – Food allowed in the classroom at the discretion of the instructor. All drinks must be in a leak proof container.

Trash – Trash receptacles are provided at the rear of the classroom. Students will ensure trash is emptied daily or as often as needed.