



Ophthalmic Assistant Certificate Program

The purpose of this handbook is to familiarize the student with the policies of the program, so as to give direction to the student throughout their course of study.

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Toledo, Ohio 43604
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www.mercycollege.edu

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HANDBOOK POLICY/RIGHTS RESERVED

The Mercy College of Ohio Ophthalmic Assistant Handbook is published by the Mercy College of Ohio Health Science Division and is the Ophthalmic Assistant's official notification of its policies, procedures and standards of conduct applicable to students. Each student is responsible for knowledge of the policies, procedures and standards of conduct described in the Handbook; enrollment is considered acceptance of all conditions discussed in this Handbook. However, the provisions of this Handbook do not constitute a contract between any student and Mercy College of Ohio. The College reserves the right to change any of the policies, procedures and standards of conduct at any time as may be necessary in the interest of the College. The College also reserves the right to modify or discontinue any of the services, programs or activities described in this Handbook. If a material revision to a policy, procedure or standard of conduct is made and becomes effective during the academic year, students will be notified of such and will be expected to abide by the updated terms. Questions regarding this Handbook should be directed to the Director of Allied Health Certificate Programs, Tim Depinet, 419-251-1796, or Program Lead, Amy Jost, 513-300-0607.

CIVIL RIGHTS/NONDISCRIMINATION STATEMENT

Mercy College of Ohio is committed to a policy of nondiscrimination on the bases of race, color, national and ethnic origin, sex, sexual orientation, disability, age, marital status, religion, pregnancy, genetic information, and any other legally-protected class in admissions and educational programs, services and activities, in accord with applicable federal and state law. For more information about Mercy College of Ohio policies, compliance and consumer information, please visit www.mercycollege.edu/compliance. Inquiries and complaints of discrimination may be addressed to the Director of Compliance and Risk Management at 419-251-1710, or 2221 Madison Avenue Toledo, Oh 43604.

TITLE IX STATEMENT

In accordance with the education amendments OF 1972, 34 CFR PART 106, Mercy College of Ohio has designated a Title IX Coordinator and Deputy Title IX Coordinator (Youngstown Location) to ensure compliance regarding sex/gender discrimination of any type. Discrimination on the basis of sex can include pregnancy and pregnancy-related conditions. Please direct questions/concerns to:

419-251-1710

titleIX@mercycollege.edu

BETSY CARDWELL, DEPUTY TITLE IX COORDINATOR

330-480-2170

elizabeth.cardwell@mercycollege.edu

PROGRAM HANDBOOK

The program handbook is provided to allow students who are enrolled in the Mercy College of Ohio's Ophthalmic Assistant certificate program to better understand the program and its policies. It contains information about the program goals, course requirements, evaluation methods, policies and procedures. Students are expected to be familiar with the material contained in this program Handbook.

COLLEGE CATALOG

In addition to this reference tool, the 2021/22 undergraduate college catalog is an important resource during your time here at Mercy College. The most current college catalog can be found online at <https://mercycollege.edu/academics/college-catalog>.

ACCREDITATION STATUS

The Ophthalmic Assistant certificate program is accredited by The International Council of Accreditation (ICA). The Ophthalmic Assistant certificate program curriculum content was developed using ICA Standards for Accreditation.

International Council of Accreditation (ICA)

2025 Woodlane Drive

St. Paul, MN 55125-2998

PHONE: 651-731-7243

FAX: 651-731-0410

www.icaccreditation.org

PROGRAM PHILOSOPHY

Course goals and objectives are determined based on the International Council of Accreditation (ICA) Standards for Accreditation. Courses have been developed by ophthalmic professionals and ophthalmologists that reflect relevant content for the scope of work of an ophthalmic assistant. Course developers also are mindful for the exam content as defined by the International Joint Commission on Allied Health Personnel in Ophthalmology (IJCAHPO) for the Certified Ophthalmic Assistants (COA®) exam.

The goal is to produce a competent professional who can function in a rapidly changing healthcare environment as well as pass the Certified Ophthalmic Assistant (COA) exam.

Education is a continuous process through which learners develop knowledge, skills, and attitudes resulting in cognitive, affective, and psychological changes. The faculty facilitates the teaching/learning process through the sequential presentation of concepts, theories, and experimental activities within an environment that promotes mutual trust, critical thinking, and self-development.

International Joint Commission on Allied Health Personnel in Ophthalmology (IJCAHPO)

2025 Woodlane Drive

St. Paul, MN 55125-2998

PHONE: 651-731-2944 / 800-284-3937

FAX: 651-731-0410

www.jcahpo.org

PROGRAM GOALS

The goal of the Ophthalmic Assistant Program at Mercy College is:

- To prepare competent entry-level Ophthalmic Technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Students completing the program will be able to:

- Demonstrate technical competence when performing ophthalmic procedures.
- Demonstrate responsible, ethical, and professional patient care.
- Employ components of effective communication.
- Demonstrate the ability to solve problems and think critically.

PROGRAM ASSESSMENT

The program is assessed in the following ways:

• Institutional assessment plan and the plan for assessment of student academic achievement
• Program assessment plan to assess student learning and program outcomes
• Ophthalmic Advisory Committee supports program planning, evaluation, and improvement
• Student evaluations of the course and the instructor at the end of each semester
• Student evaluations of the course learning objectives at the end of each semester
• Instructors utilize classroom assessment techniques (CATS) during each course
• Students review the clinical component of the program
• Graduate/alumni survey six months after program completion
• Employers of program completers are asked to complete a satisfaction survey
• The program participates in the College’s institutional assessment and assessment of institutional learning outcomes.
• The Program Advisory Committee is involved with the program planning, evaluation, and improvement.

RETENTION CRITERIA/STANDARDS OF PROGRESS

Once enrolled in the program the student is required to:

1. Maintain a 2.0 cumulative grade point average (GPA)
2. Maintain a “C” grade, or higher, in all courses in the Ophthalmic Assistant program of study.

Students who fail to achieve a “C” in an Ophthalmic Assistant course or withdraw from an Ophthalmic Assistant course may not complete the program and may repeat the course one time only. Please refer to “Progression” in the Ophthalmic Assistant section of the College Catalog for more information. Please note that, should a student fail two Ophthalmic Assistant courses the Program Lead reserves the right to consider the student for dismissal from the Ophthalmic Assistant Program.

It is the expectation that Ophthalmic Assistant students should be maintaining grades far higher than the minimum requirements if they expect to be successful in the field of Ophthalmic Assistant.

Students who are unable to meet these program requirements will be subject to **academic probation and/or dismissal from the program** as outlined in the College Catalog. Students who are dismissed from the program can be readmitted as outlined in the College Catalog under “Readmission to Mercy College.”

ACADEMIC DISMISSAL

Students are subject to the academic dismissal policy of Mercy College of Ohio as outlined in the college catalog.

PROGRAM READMISSION

Students dismissed from the program for academic reasons should refer to details of the readmission policy which can be found in the college catalog.

SPECIAL CONSIDERATIONS

Unique problems or unexpected circumstances related to progression or completion should be brought to the attention of the Program Lead or Program Director. Consideration will be handled on a case-by-case basis and enforced with as much consistency as possible, in accordance with related policies.

PROGRAM GRADING POLICY

The grading scale used in the Ophthalmic Assistant certificate program courses is as follows:

92 – 100%	A
84 – 91%	B
76 – 83%	C
68 – 75%	D
67% and below	F

All courses in the program of study must be passed with a grade of “C” or better to successfully complete the Ophthalmic Assistant certificate program.

As defined in the College Catalog under the heading “Types of Course Delivery Methods,” the following instructional delivery methods may be implemented, as determined by course faculty, to reach course objectives for course requirements including but not limited to clinical, laboratory, practicum, and other course requirements: Face to Face, Web-Enhanced (also web-facilitated), Blended (also hybrid), Online, and/or Accelerated.

TECHNICAL STANDARDS AND REQUIREMENTS

PHYSICAL
<ul style="list-style-type: none">Physically able to operate a variety of equipment including computer, calculator, ophthalmic and other medical equipment, etc.
<ul style="list-style-type: none">Physically able to exert up to twenty-five pounds of force occasionally and/or frequently lift, carry, push, pull, or otherwise move objects
<ul style="list-style-type: none">Able to rarely lift and/or carry weights up to fifty pounds
<ul style="list-style-type: none">Demands are in excess of sedentary work, including walking, standing, stooping, reaching, crouching, etc. for extended periods of time
<ul style="list-style-type: none">Utilize refined auditory and visual discrimination including close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus
DATA CONCEPTION

<ul style="list-style-type: none"> • Ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or objects
INTERPERSONAL COMMUNICATION
<ul style="list-style-type: none"> • Ability to speak/signal to convey or exchange information, including the ability to receive information and instructions from instructors, patients, physicians and other healthcare providers and offer feedback to same
<ul style="list-style-type: none"> • Ability to talk and hear
<ul style="list-style-type: none"> • Ability to understand various types of nonverbal communication

LANGUAGE ABILITY
<ul style="list-style-type: none"> • Read and comprehend a variety of documents, reports, and books
<ul style="list-style-type: none"> • Prepare various documents and reports such as client reports, etc., using proper format, punctuation, spelling and grammar
<ul style="list-style-type: none"> • Communicate with instructors, clients, nurses, social workers, and other healthcare practitioners, etc. with poise, voice control, and confidence

INTELLIGENCE
<ul style="list-style-type: none"> • Utilize critical thinking and problem-solving skills to complete tasks accurately and within assigned time frames
<ul style="list-style-type: none"> • Apply principles of logical or scientific thinking to a wide range of intellectual and practical problems

VERBAL APTITUDE
<ul style="list-style-type: none"> • Record and deliver information and to follow verbal and written instructions
<ul style="list-style-type: none"> • Communicate with others via effective verbal communication
<ul style="list-style-type: none"> • Knowledge of medical terminology and symbolism

NUMERICAL APTITUDE
<ul style="list-style-type: none"> • Utilize basic mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and decimals; determine time and weight; apply calculations; and utilize descriptive statistics
<ul style="list-style-type: none"> • Utilize the metric system

FORM/SPATIAL APTITUDE
<ul style="list-style-type: none"> • Inspect items for proper length, width, shape, and depth
<ul style="list-style-type: none"> • Fine psychomotor coordination of hands and eyes in utilizing manual and/ or automated equipment, etc.

MANUAL DEXTERITY
<ul style="list-style-type: none"> • Ability to grasp, handle, hold, cut, push, pull, and feel
<ul style="list-style-type: none"> • Manipulate a variety of control knobs, switches, etc.

PHYSICAL COMMUNICATION
<ul style="list-style-type: none"> • Requires the ability to talk and hear
<ul style="list-style-type: none"> • Must be able to understand various types of nonverbal communication

PERSONAL TRAITS
<ul style="list-style-type: none"> • Ability to build constructive and cooperative working relationships with others and maintain them over time and to develop specific goals and priorities to organize and accomplish work
<ul style="list-style-type: none"> • Demonstrate professionalism, show the ability to work alone or within a team, demonstrate integrity and sincerity, and show an attitude of caring and sensitivity

<ul style="list-style-type: none"> • Maintain confidentiality of patient information
<ul style="list-style-type: none"> • Demonstrate neatness and good hygiene
<ul style="list-style-type: none"> • Positive attitude when receiving feedback and constructive criticism
<ul style="list-style-type: none"> • Comfortable with physically touching others, including fellow students and patients, and being touched, in a manner consistent with practical learning
TRAVEL
<ul style="list-style-type: none"> • Ability to travel to and from the College campus, clinical facilities, and other assigned locations off campus

Please note: College students with documented disabilities have the right to reasonable accommodation under Section 504 of the Rehabilitation Act of 1973 and the ADA. If you require special accommodations, please notify the course instructor during the first week of the term and/or seek help through the Division of Student Affairs, Office of Academic Accessibility, located on the fifth floor of the Madison Building, or on our website at www.mercycollege.edu/my-mercy/student-formation/academic-accessibility. See section SERVICES FOR STUDENTS WITH UNIQUE LEARNING NEEDS for additional information on this process.

To be qualified for the Mercy College Ophthalmic Assistant program, individuals must be able to meet both academic standards and the technical standards listed previously, with or without reasonable accommodation(s). It is a student’s responsibility to request reasonable accommodations following the procedures outlined in the *Mercy College of Ohio Undergraduate Catalog* or on the College’s website at www.mercycollege.edu; requests for reasonable accommodations will be reviewed and considered by the College. For further information regarding services and resources for students with disabilities and/or to request accommodations, please contact the Office of Accessibility and Testing Services at 419-251-1784 or ADA504@mercycollege.edu. These standards are not intended to deter any student who may be able to complete the requirements of the program with reasonable accommodations. Please indicate below:

I can meet the technical standards with or without reasonable accommodations.

I cannot meet the technical standards with or without reasonable accommodations.

HEALTH REQUIREMENTS, DRUG SCREEN AND CRIMINAL BACKGROUND CHECKS

Criminal background checks, drug screens, health records, and immunizations are required prior to the start of the clinical experience. Program requirements and instructions are maintained on the College website at <https://www.mercycollege.edu/my-mercy/background-checks-health-records/>.

The Policy can be found at <https://mercycollege.edu/about/compliance-consumer-information>.

Failing to clear the criminal background check, fingerprinting and drug screen, as a part of a required clinical, may be cause for dismissal from the program. Incomplete health, drug screen or background check requirements may result in program dismissal or suspension of the clinical.

Any concerns about the outcome of a criminal background check, fingerprints and/or drug screen should be discussed, in advance, with the Program Lead to determine the correct course of action.

CLINICAL PRACTICE

The Ophthalmic Clinical Practicum consists of one and a half semesters of practical experience. Clinical rotations will be available in area ophthalmology offices. Clinical hours are typically offered during traditional business hours, usually Monday through Friday, for a total of 400 hours. **Practicum hours are unpaid.**

Supervision and instruction are provided by the Ophthalmic Assistant Program faculty and clinical site staff. Students are visited at least once a semester by an Ophthalmic Assistant instructor. It is possible for clinical experiences to vary considerably from one site to another; however, clinical student objectives will be consistent for all sites. Students are responsible for providing their own transportation and other associated expenses for their clinical rotation, i.e., food/parking.

Placement for clinical rotation requires “C” grades in all Ophthalmic Assistant courses prior to placement. High academic performance does not, in itself, assure placement in the clinical site. Along with academic excellence, division approval is required for placement in the clinical facility. Inappropriate behavior may preclude clinical placement.

***All situations may not be covered in these guidelines and are left up to the discretion of the Program Lead.**

CLINICAL PRACTICE REGISTRATION

Students register through Empower for clinical courses as they would any other course at the College. Tuition and fees apply to all clinical courses.

Individual clinical sites may have additional requirements for students to complete. This information will be provided to the students assigned to that site by the Program Lead and/or authorized representative of the college.

CLINICAL PLACEMENT AND LOCATION

The course instructor is responsible for placing students at clinical sites. The College cannot assure any student placement in the clinical site of their choice, with regard to geographical location of the facility, and the student’s residence. However, whenever possible, the student may be placed in the site of his or her choice with the final decision being the responsibility of the Program Lead or other authorized representative of the College.

The following criteria are used for placement:

1. Completion of all clinical requirements
2. Compatibility of a student’s schedule with prospective site’s schedule
3. Student’s place of residence
4. Grade point average

Students must accept the clinical placement as assigned. If the student is unable to accept the assigned clinical or is not eligible for placement, he or she must discuss the situation with the instructor in an attempt to resolve the issue. If the issue is not resolved at that point, the student should direct a letter to the Program Lead stating the reason and an alternate solution as soon as possible. The Program Lead and Dean of the Division will evaluate the situation and make recommendations. The student understands that placement is conditional on availability. If the student is unable to meet the requirements of the assigned clinical placement, he or she may be unable to complete the program.

DRESS CODE

Students are required to wear *solid black* scrubs at all Ophthalmic Assistant clinical sites. They may be purchased at the store of your choice. All scrubs must be clean and neat. Students must wear relatively new, clean shoes to Ophthalmic Assistant clinical sites; acceptable styles are “solid”, not open-toed, typically athletic or Croc-like shoes.

WHEN AT CLINICALS

- Mercy College student ID badges must be worn above the waist and visible at all times
- Maintain a neat, clean, professional appearance
- Wear the appropriate uniform/shoes, as described above
- Makeup should be natural-looking and professional
- Jewelry should be conservative and in good taste; no more than two piercings in each ear
- Facial/oral jewelry must be removed
- Hair should be a “natural” color (not green, purple, blue, etc.) with hair accessories kept small/tasteful
- Nails should be clean and of appropriate length; nail color should be neutral/business-appropriate
- Visible tattoos should be covered
- Chewing gum is inappropriate

CLINICAL TIMEKEEPING

Students are expected to validate their clinical attendance. The method of validation will depend on the clinical assignment. Falsification of attendance records will result in disciplinary action or possible dismissal from the program.

CLINICAL ABSENCES/TARDINESS

Students should notify the instructor AND the clinical site supervisor one hour prior to start time, or as early as is reasonable, if illness or emergency causes them to be absent from clinical time. Tardiness will be documented by the clinical site supervisor.

Students may be withdrawn from a clinical site due to excessive absences or tardiness. All absences must be made up.

CLINICAL EVALUATION

Student academic and clinical progress is evaluated continually throughout the program. The instructor is informed of the student’s progress through the clinical site supervisor. Details of clinical grading will be included in the course syllabus. Performance evaluations, clinical projects, documentation, compliance with professional appearance standards, and attendance will determine the clinical grade.

WITHDRAWAL/REMOVAL FROM THE CLINICAL FACILITY OR FIELD SITE

Students receiving instruction at affiliated clinical sites during the clinical experience are under the jurisdiction of the College. Dress code in all clinical sites will be supervised by the clinical instructor and the individual site. **STUDENTS MAY BE EXCUSED FROM THE CLINICAL SITE IF DRESS CODE IS VIOLATED.** Failure to maintain required 2.0 “C” GPA or higher in all Ophthalmic Assistant program courses may result in withdrawal from the clinical site. High academic performance does not assure continuance in the program or placement in a clinical site if the student is otherwise deemed unsuitable.

Misconduct that may result in immediate withdrawal from the clinical facility and course failure (and possible program dismissal), includes but is not limited to:

- Violation of Mercy College of Ohio policies or student code of conduct, or any clinical education site policy
- Absenteeism, including failure to notify the College course instructor and clinical site supervisor/preceptor when absent

Please refer to the College Catalog for details of the Student Code of Conduct and disciplinary procedures.

CELL PHONES AND CALLS DURING CLINICALS AND FIELD PRACTICUM

The use of personal cell phones during your clinical rotation is highly discouraged and should only be used at appropriate times. Students may make personal calls on their scheduled break or during lunch from cell phones outside of the office/clinic. Office or clinic business phones are not to be used to make or to receive personal phone calls except in the event of an emergency.

HAZARDOUS MATERIALS/GLOBALLY HARMONIZED SYSTEM

It is the policy of Mercy College to provide a safe environment for all students based on guidelines established by the Occupational Health and Safety Act (OSHA), including the Hazard Communication Standard. This standard has been aligned with the Globally Harmonized System of Classification and Labeling of Chemicals, adopted by the United Nations in 2003. During orientation to the clinical education site, the student will be shown the following: the location of the Hazardous Materials/Waste Management manual, the Safety Data Sheets (SDSs), the inventory of hazardous materials, hazard warning labels and their significance, and measures that a student can take to protect themselves from hazardous materials.

EXPOSURE PROTOCOL

Although protocol may vary among clinical/field sites, upon exposure, it is the responsibility of the student to immediately notify their clinical preceptor and the clinical coordinator. Students should follow the appropriate exposure protocol in effect at that clinical/field site. Any subsequent healthcare costs are the responsibility of the student.

SERVICE WORK POLICY

No stipend is paid to Ophthalmic Assistant students during clinical rotation. Ophthalmic Assistant clinical practice experiences are educational in nature and, as such, are equally important as time spent in the classroom. Students may not take the place of qualified staff. However, after demonstrating proficiency, students may be permitted to undertake certain defined activities with appropriate supervision and direction.

CERTIFICATE REQUIREMENTS – OPHTHALMIC ASSISTANT (16.5 CREDIT HOURS)

SEMESTER I

		<u>Lecture</u>	<u>Lab</u>	<u>Practicum</u>	<u>Total Credit Hours</u>
EYE 111	Essentials of Ophthalmic Technology	2.5			2.5 (online)
EYE 112	Ocular Terminology, Anatomy, Physiology and Diseases	4			4 (online)

EYE 120	Ophthalmic Technology Application and Practice I	3.5		3.5
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EYE 130	Ophthalmic Clinical Practicum I		1	1
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Semester I Total = 11.0

SEMESTER II

		<u>Lecture</u>	<u>Lab</u>	<u>Practicum</u>	<u>Total Credit Hours</u>
EYE 118	Ophthalmic Capstone	2			2 (online)
EYE 122	Ophthalmic Technology Application and Practice II		1		1
EYE 132	Ophthalmic Clinical Practicum II			3	3

Semester II Total = 6.0 credit hours

PROGRAM TOTAL = 17.0 credit hours

COURSE DESCRIPTIONS

EYE 111: Essentials of Ophthalmic Technology, 2.5 credit hours (2.5-0)

Instruction includes introduction to the field of ophthalmic practice, the function of the ophthalmic assistant, types of medical practices, specialties, principles of ophthalmic services, basic optical properties, and the role of an ophthalmic professional. Content includes the history of the ocular profession, compliance with Health Insurance Portability and Accountability Act (HIPAA) and Occupational Safety and Health Act (OSHA), medical law and ethics, and the importance of proper patient interaction. History taking, patient triage and flow, office forms, scribing, quality assurance, and informed consent are addressed. Professional standards of care and accommodations for special populations are explored.

EYE 112: Ocular Terminology, Anatomy, Physiology and Diseases 4 credit hours (4-0)

This course offers an overview of medical terminology with specific emphasis to medical words related to the eye, and orbit and ocular medical conditions. Medical terminology will consistently be emphasized as discussions progress to the structure (anatomy) and the function and operation (physiology) of the various parts of the visual system. Course content will also include the fundamentals of other body systems and principles of human physiology with an emphasis on their interaction with the ocular system.

This course includes discussion of the basic characteristics of common external, internal, and systemic diseases that affect the eye and its function. An emphasis is placed on the control of infection and prevention of contamination in the clinical facility thus items such as OSHA, safe handling and infection control techniques will be reviewed. Ocular emergencies will be discussed emphasizing the appropriate action to take at the direction of a physician. A portion of this course will cover basic ophthalmic pharmacology and prescription translation.

Prerequisite none; *Co-requisite*: none

EYE 118: Ophthalmic Capstone, 2.0 HOURS (2.0-0-0)

This course provides Ophthalmic Technology students with the skills necessary to transition into the workforce. It offers discussions of current trends/topics related to eye care, including testing and imaging procedures, continuing education, interviewing and resume writing, values, personal excellence, professionalism, self-assessment and review for the national certification exam. *Prerequisites: EYE 111, EYE 112*

EYE 120: Ophthalmic Technology Application and Practice I, 3.5 credit hours (0-3.5-0)

This course introduces the use and maintenance of ophthalmic instruments in eye care. Various procedures and assessments in ophthalmic imaging are addressed. Instruction includes discussion of sterilization and preparation of surgical instruments, sterile fields and laser safety. Instruction will include hands-on experiences performed in an ophthalmic skills laboratory setting.

EYE 122: Ophthalmic Technology Application and Practice II, 1.0 credit hours (0-1-0)

This course introduces the use and maintenance of ophthalmic instruments in eye care. Various procedures and assessments in ophthalmic imaging are addressed. Instruction includes discussion of sterilization and preparation of surgical instruments, sterile fields and laser safety. Instruction will include hands-on experiences performed in an ophthalmic skills laboratory setting. *Prerequisite: EYE 120*

EYE 130: Ophthalmic Clinical Practicum I, 1.0 credit hours (0-0-1)

This course provides supervision of student learning experiences in an ophthalmic setting allowing the student to view and perform a variety of skills and patient interaction opportunities. Students will also be required to interact with other eye care professionals and patients. *Prerequisites: Completed health screening and background check; Co-requisites: EYE 111; EYE 112*

EYE 132: Ophthalmic Clinical Practicum II, 3.0 credit hours (0-0-3)

This course provides supervision of student learning experiences in an ophthalmic setting allowing the student to view and perform a variety of skills and patient interaction opportunities. Students will also be required to interact with other eye care professionals and patients. *Prerequisites: EYE 111, EYE 112, EYE 120, EYE 130*

IJCAHPO CERTIFIED OPHTHALMIC ASSISTANT EXAM

Program completers must submit an application to IJCAHPO for permission to take the COA examination within 12 months of graduation. Candidates approved for eligibility will receive a letter confirming acceptance of the examination application, which includes a toll-free number and other scheduling information. You then have 90 days in which to schedule the examination with IJCAHPO's testing vendor. For more information regarding certification, please visit www.jcahpo.org. Currently the exam fee is \$300, but this fee is included in College tuition and fees.

PROFESSIONAL ASSOCIATIONS

Ophthalmic Assistant students are eligible for student membership in ATPO (national organization). ATPO membership benefits include reduced fees at professional meetings, five free Continuing Education Credits, a complimentary Salary & Benefits Report, "Viewpoints" magazine, and product discounts. Additional state and regional professional organizations also exist.

Participation in these groups is highly recommended by the Ophthalmic Assistant Program staff as part of professional training and development prior to job entry. Professional associations provide avenues for continuing education and networking and involvement may be beneficial to career advancement. Students are eligible to join at any time during

the program. The Program Lead will provide the appropriate application forms, which must be signed by the Program Lead as proof of student status.

Mercy College of Ohio

Division of Health Sciences

Acknowledgment Statement

Ophthalmic Assistant Program Handbook

I understand that the Ophthalmic Assistant Program Handbook is located on the Mercy College website

(www.mercycollege.edu). I agree to read and abide by the policies and regulations described within. I have been given

the opportunity to ask questions for clarification of all policies and regulations.

Date

Student Signature

APPENDIX B

PHYSICAL
<ul style="list-style-type: none">• Physically able to operate a variety of equipment including computer, calculator, ophthalmic and other medical equipment, etc.
<ul style="list-style-type: none">• Physically able to exert up to twenty-five pounds of force occasionally and/or frequently lift, carry, push, pull, or otherwise move objects
<ul style="list-style-type: none">• Able to rarely lift and/or carry weights up to fifty pounds
<ul style="list-style-type: none">• Demands are in excess of sedentary work, including walking, standing, stooping, reaching, crouching, etc. for extended periods of time
<ul style="list-style-type: none">• Utilize refined auditory and visual discrimination including close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus
DATA CONCEPTION
<ul style="list-style-type: none">• Ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or objects
INTERPERSONAL COMMUNICATION
<ul style="list-style-type: none">• Ability to speak/signal to convey or exchange information, including the ability to receive information and instructions from instructors, patients, physicians and other healthcare providers and offer feedback to same
<ul style="list-style-type: none">• Ability to talk and hear
<ul style="list-style-type: none">• Ability to understand various types of nonverbal communication
LANGUAGE ABILITY
<ul style="list-style-type: none">• Read and comprehend a variety of documents, reports, and books
<ul style="list-style-type: none">• Prepare various documents and reports such as client reports, etc., using proper format, punctuation, spelling and grammar
<ul style="list-style-type: none">• Communicate with instructors, clients, nurses, social workers, and other healthcare practitioners, etc. with poise, voice control, and confidence
INTELLIGENCE
<ul style="list-style-type: none">• Utilize critical thinking and problem-solving skills to complete tasks accurately and within assigned time frames
<ul style="list-style-type: none">• Apply principles of logical or scientific thinking to a wide range of intellectual and practical problems
VERBAL APTITUDE
<ul style="list-style-type: none">• Record and deliver information and to follow verbal and written instructions
<ul style="list-style-type: none">• Communicate with others via effective verbal communication
<ul style="list-style-type: none">• Knowledge of medical terminology and symbolism
NUMERICAL APTITUDE
<ul style="list-style-type: none">• Utilize basic mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and decimals; determine time and weight; apply calculations; and utilize descriptive statistics
<ul style="list-style-type: none">• Utilize the metric system
FORM/SPATIAL APTITUDE
<ul style="list-style-type: none">• Inspect items for proper length, width, shape, and depth

<ul style="list-style-type: none"> • Fine psychomotor coordination of hands and eyes in utilizing manual and/ or automated equipment, etc.
MANUAL DEXTERITY
<ul style="list-style-type: none"> • Ability to grasp, handle, hold, cut, push, pull, and feel • Manipulate a variety of control knobs, switches, etc.
PHYSICAL COMMUNICATION
<ul style="list-style-type: none"> • Requires the ability to talk and hear • Must be able to understand various types of nonverbal communication
PERSONAL TRAITS
<ul style="list-style-type: none"> • Ability to build constructive and cooperative working relationships with others and maintain them over time and to develop specific goals and priorities to organize and accomplish work • Demonstrate professionalism, show the ability to work alone or within a team, demonstrate integrity and sincerity, and show an attitude of caring and sensitivity • Maintain confidentiality of patient information • Demonstrate neatness and good hygiene • Positive attitude when receiving feedback and constructive criticism • Comfortable with physically touching others, including fellow students and patients, and being touched, in a manner consistent with practical learning
TRAVEL
<ul style="list-style-type: none"> • Ability to travel to and from the College campus, clinical facilities, and other assigned locations off campus

Please note: College students with documented disabilities have the right to reasonable accommodation under Section 504 of the Rehabilitation Act of 1973 and the ADA. If you require special accommodations, please notify the course instructor during the first week of the term and/or seek help through the Division of Student Affairs, Office of Academic Accessibility, located on the fifth floor of the Madison Building, or on our website at www.mercycollege.edu/my-mercy/student-formation/academic-accessibility. See section SERVICES FOR STUDENTS WITH UNIQUE LEARNING NEEDS for additional information on this process.

To be qualified for the Mercy College Ophthalmic Assistant program, individuals must be able to meet both academic standards and the technical standards listed previously, with or without reasonable accommodation(s). It is a student's responsibility to request reasonable accommodations following the procedures outlined in the *Mercy College of Ohio Undergraduate Catalog* or on the College's website at www.mercycollege.edu; requests for reasonable accommodations will be reviewed and considered by the College. For further information regarding services and resources for students with disabilities and/or to request accommodations, please contact the Office of Accessibility and Testing Services at 419-251-1784 or ADA504@mercycollege.edu. These standards are not intended to deter any student who may be able to complete the requirements of the program with reasonable accommodations. Please indicate below:

I can meet the technical standards with or without reasonable accommodations.

I cannot meet the technical standards with or without reasonable accommodations.

Date

Student Signature