

**THE UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES
COLLEGE OF HEALTH PROFESSIONS**

**Department of Ophthalmic Technologies
Ophthalmic Medical Technology Program**

Program Handbook



2018-2019

PROGRAM FACULTY

- A. Baird, CO, COMT, Instructor and Program Director, JEI
- J. Banks, COMT, Adjunct Instructor
- L. Bibbs, COMT, Instructor, JEI
- M. Brown, OMT, Adjunct Instructor
- J. Chacko, MD, Professor, JEI
- M. Coulter, COMT, Instructor, JEI
- R. Davis, MD, Medical Director and Associate Professor, JEI
- K. Fray, CO, Instructor, ACH
- K. Glaze, COMT, Instructor, JEI
- S. Hansen, COMT, Adjunct Instructor
- C. Lee, MD, Associate Professor, JEI
- J. Pemberton, MBA, DO, Associate Professor, JEI
- S. Shaw, COMT, Instructor, JEI
- S. Tackett, COMT, Instructor, JEI
- C. Westfall, MD, Professor, JEI
- M. Wiggins, MD, Adjunct Associate Professor

CLINICAL FACULTY

Clinical faculty include Jones Eye Institute, Arkansas Children's Hospital eye clinic, and Central Arkansas Veterans Health System eye clinic physicians and staff. Additional elective clinical rotation sites listed below and their physicians and staff are also integral to the educational experience for students in the Ophthalmic Medical Technology Program.

Revised July 2018

CLINICAL AFFILIATES

Harvey and Bernice Jones Eye Institute
University of Arkansas for Medical Sciences
4301 West Markham, Slot 523
Little Rock, Arkansas 72205

Arkansas Children's Hospital
800 Marshall Street
Little Rock, Arkansas 72202

Central Arkansas Veteran's Healthcare System
Eugene J. Towbin Veteran's Hospital
2200 Fort Roots Drive
North Little Rock, Arkansas 72114

John L. McClellan Veteran's Hospital
4300 West 7th Street
Little Rock, Arkansas 72205

Elective Clinical Rotation Sites:

Phillip Suffridge, M.D.
3 Medical Parks Drive
Benton, AR 72015

Retina Associates, P.A.
Baptist Eye Center
9800 Lile Drive, Suite 200
Little Rock, AR 72205
Magie-Mabrey Eye Clinic, P.A.
Baptist Eye Center
9800 Lile Drive, Suite 501
Little Rock, AR 72205

Little Rock Eye Clinic
Baptist Eye Center
9800 Lile Drive - Suite 400
Little Rock, AR 72205

Thomas Moseley, M.D.
9600 Baptist Health Drive, Suite 230
Little Rock, AR 72205

North Florida/South Georgia Veterans Health System
Surgical Services, Ophthalmology
1601 S. W. Archer Road
Gainesville, FL 32608

UT Medical Group, Inc.
1407 Union Avenue, Suite 700
Memphis, TN 38104

Vold Vision, PLLC
2783 N. Shiloh Drive
Fayetteville, AR 72704

Lielblong Eye Center
123 N. Van Buren Street
Little Rock, AR 72205

Arkansas Oculoplastic Surgery, PLLC
9800 Lile Drive, Suite 500
Little Rock, AR 72205

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Bachelor of Science in Ophthalmic Medical Technology

MISSION STATEMENT

The mission of the Ophthalmic Medical Technology program is to provide an academic and clinical environment that will educate ophthalmic medical technologists to the highest standards of the profession. Inherent in this mission is the goal of educating competent ophthalmic medical technologists who are able to contribute to the needs of the ophthalmic profession and health care community.

GOALS OF THE PROGRAM AND DEPARTMENT

The Department of Ophthalmic Technologies in the College of Health Professions (CHP) at the University of Arkansas for Medical Sciences (UAMS) is dedicated to clinical and academic excellence in teaching and patient care. The Ophthalmic Medical Technology Program is designed to provide students with an outstanding education in preparation for a satisfying professional career as ophthalmic medical technologists, as well as to provide a foundation for leadership in the profession.

The Ophthalmic Medical Technology Program involves motivation, curiosity, and professional fulfillment. The work is both challenging and rewarding. Interaction with faculty, clinical staff, and ophthalmologists is essential and is the key to the program. Students engage in intensive classes and clinical laboratories, and clinical training in area health care facilities.

The overall purpose of the program is to provide a high quality education that is relevant and professionally sound to meet the ophthalmic needs in the health care community. It will be necessary for the ophthalmic medical technologists to cooperate with all members of the health care team in identifying and providing diagnostic testing that relate to ophthalmic care. Ophthalmic medical technologists must be able to think critically, communicate effectively, demonstrate judgment and provide self-direction. It is a primary objective of the program to educate well qualified, competent ophthalmic medical technologists who demonstrate leadership ability.

The Ophthalmic Medical Technology Program within the Department of Ophthalmic Technologies is dedicated to the philosophy and goals of the College and University. The Ophthalmic Medical Technology Program is designed to offer the student planned learning

experiences to provide the knowledge, skills and values that will culminate in successful employment of the graduate as an ophthalmic medical technologist or further academic success in the ophthalmic field. The specific program goals are as follows:

Goal 1: Graduates of the program will be prepared to function as competent ophthalmic medical technologists.

- Graduates will demonstrate the ability to comprehend, apply and evaluate information relevant to the role of the ophthalmic medical technologist.
- Graduates will demonstrate technical proficiency in all skills necessary to fulfill the role of an ophthalmic medical technologist.
- Graduates will demonstrate affective behaviors consistent with professional and employer expectations for the ophthalmic medical technologist.

Goal 2: Graduates of the program will contribute to the needs of the Ophthalmic Medical Technology profession and the health care community.

- Upon completion of the program, graduates will seek and obtain employment as ophthalmic medical technologists or pursue further education in a related field.
- Graduates will demonstrate leadership skills consistent with professional and employer expectations for the ophthalmic medical technologist.

As a university based program, the Department of Ophthalmic Technologies must also make an appropriate contribution in the areas of research, service and patient care. With respect to research and scholarship, the department may conduct and publish original research, participate in the publication of journals and textbooks, and present abstracts and other invited presentations based on original research. Service activities may include participation on local, state and national professional boards and committees, community service, university service activities and continuing education. Patient care is integral to departmental teaching, research, and service activities.

ACCREDITATION

The ophthalmic medical technology bachelor's degree program in the Department of Ophthalmic Technologies has been granted continuing accreditation for a period of five years by the Commission on Accreditation of Ophthalmic Medical Programs (CoA-OMP) in 2018. The next comprehensive evaluation of the program by CoA-OMP is scheduled to occur in 2023. For additional information on accreditation for ophthalmic training programs, please contact CoA-OMP online at: www.coa-omp.org, or by mail at: 2025 Woodlane Drive, St. Paul, MN 55125, or by phone at: (651) 731-7245.

CLASS AND CLINICAL HOURS

The program provides classroom study, laboratory study and observation, clinical experience, and independent study. Classes generally meet during the hours of 7:30 a.m. (occasionally as early as 7:00 a.m.) to 5:00 p.m., specific details for each course are outlined in the course schedule. Courses are arranged on a set schedule and sequence. Clinical classes in area health care facilities meet from 8:00 a.m. until about 4:30 p.m. or as specified for specific rotations. Students are expected to provide their own transportation to clinical training sites. When necessary, the Department reserves the right to adjust class schedules, times and program sequencing, to include the possibility of evening classes and clinical assignments, as well as clinical rotations outside of the Little Rock metropolitan area.

OPHTHALMIC MEDICAL TECHNOLOGY CURRICULUM

Degree Offered: Bachelor of Science in Ophthalmic Medical Technology

The Profession

Ophthalmic medical technologists are highly skilled professionals who perform a wide range of delegable tasks and patient care activities in ophthalmology. Modern ophthalmic practice relies upon an array of specialized diagnostic procedures to assess visual function, and ophthalmic medical technologists are proficient at maximizing the quality of data they produce.

Ophthalmic medical technologists have a thorough understanding of the anatomy and physiology of the human visual system. They can take visual and medical histories, measure the eye's optical system and calculate basic corrections for deficiencies of near- or far-sightedness, use ultrasound for measurements and diagnosis, create ophthalmic photographs to document lesions of the retina and cornea, assist in ophthalmic surgery, assess abnormalities of color vision and measure function of the eye muscles.

Because many ophthalmic patients suffer great stress at the prospect of catastrophic eye disease and possible blindness, ophthalmic medical technologists must have a caring demeanor along with strong communication skills.

There are many opportunities available for ophthalmic medical technologists in private offices, group practices and in academic departments of ophthalmology. Because technologists are the most highly skilled technical personnel in the field, many assume supervisory roles and teach other members of the allied health team.

Pre-professional - Program Prerequisites

A minimum of 51 SC is required from a regionally accredited college or university and must fulfill all College requirements regarding the acceptance of transfer credit. Students are strongly encouraged to complete all 51 SC of prerequisite courses, including all of the science and mathematics requirements, prior to enrollment. Students lacking up to 8 SC of the 51 SC of prerequisite courses may be considered for admission to the program with the understanding that all prerequisite courses will be completed within one year of entry into the ophthalmic medical technology program.

Area/Typical Course Title

	Minimum Semester Credit
ENGLISH/COMMUNICATION	
English Composition	6
Speech Communication	3
FINE ARTS/HUMANITIES	
Fine Arts	3
Humanities (Philosophy, Political Science, Literature, or Humanities)	3
SOCIAL SCIENCES	
History of Civilization/World History	3
American History or National Government	3
General Psychology	3
Sociology (Introduction to Sociology)	<u>3</u>
	27
SCIENCE AND MATHEMATICS REQUIREMENTS	
Biological/Health Science: ¹	
Biology Electives	4
Anatomy & Physiology (or Physiology)	6
Microbiology	4
Chemistry	3
Physics	4
College Algebra (or higher level mathematics)	<u>3</u>
	24
TOTAL	51

¹Biology/Health Science courses must be suitable for majors in those disciplines and must include laboratory credit in required courses. Other courses may fulfill the program's requirements. Contact the department for course approval. If completed seven or more years prior to application, knowledge should be updated by taking appropriate current courses in Microbiology.

CLEP credits are not acceptable to fulfill biological science requirements.

Arkansas residency will be considered during selection for admission.

Marks of Pass/Credit will be considered grades of C and marks of Fail/No Credit will be considered grades of F for admission purposes.

Fulfillment of the prerequisite curriculum does not assure admittance into the professional program (please see Application Procedures and Deadlines).

Students entering with a baccalaureate or higher degree from an accredited college or university should refer to the requirements for the CHP bachelor's degree outlined in the CHP Catalog.

Application Procedures and Deadlines

Each year, the Department of Ophthalmic Technologies selects a limited number of students from the applications received for admission to the program. The deadline for submitting completed applications is **June 1**. A minimum grade point average of at least 2.25 is required in the prerequisite science and mathematics courses and the general education courses to be considered for admission to the program.

Early consideration will be given to those who have submitted complete applications (see required items below) by the early consideration deadline. For applicants to the fall semester, the early consideration deadline is April 15. Applications must be received by June 1 to be assured of consideration for admission. In the event the class is not filled from those applicants, the application deadline may be extended to as late as August 1st.

Complete applications include:

- **Application for Admission:** The College of Health Professions Application for Admission is required. Please contact the department office or the CHP Welcome Center for information.
- **Application Fee:** A non-refundable application fee of \$40.00 is required and must accompany the application.
- **Official Transcripts:** Arrange for each college or university you have attended to forward an official transcript of your course work.
- **Professional Observation:** Applicants are required to demonstrate an understanding of the responsibilities and duties of the profession through a minimum 2 hour observation and discussion with a practicing professional in the field. Contact the department for details.
- **Interview:** Qualified applicants are contacted to arrange an interview after receipt of application and all official transcripts.
- **TOFEL scores as applicable:** See the CHP Catalog for more details for International Applicants.

Admission to the ophthalmic medical technology program is competitive and based on the following factors: academic achievement, math and science aptitude, and written and oral communication.

Transcripts “issued to the student” will not substitute for official transcripts forwarded directly to the College of Health Professions by the institution issuing the transcripts.

Arkansas residency will be considered during selection for admission.

Applicants are considered without regard to race, color, gender, age, sexual orientation, religion, national origin, or disability status. Otherwise qualified individuals with disabilities receive equal consideration.

All documents should be submitted to:

University of Arkansas for Medical Sciences
College of Health Professions
CHP Welcome Center, UAMS #619
4301 West Markham Street
Little Rock, Arkansas 72205
Telephone: (501) 686-5730

Technical Standards

Students admitted to the Ophthalmic Medical Technology Program at UAMS can be expected to complete the course requirements which necessitate the physical and mental abilities listed below.

- Students must communicate effectively and efficiently in oral and written form in order to interact with patients and other health professionals.
- Students must have excellent corrected visual acuity.
- Student must be able to speak, hear and observe patients in order to ascertain information and perceive nonverbal communication.
- Students must be able to maintain adequate physical condition to stand, walk, and sit for prolonged periods of time.
- Students must have good manual dexterity and motor function to operate ophthalmic equipment.
- Students must be able to measure, calculate, reason, analyze and synthesize information under busy working conditions in the clinic.

Professional Curriculum

The following 69 SC are required in the professional program:

Course #	Title	Semester Credit
Fall (1)		
OPHT 3201	General Medical Knowledge & Terminology	2
OPHT 3202	Introduction to Ophthalmic Technology, Medical Law, & Ethics	2
OPHT 3203	Ocular Anatomy & Physiology	2
OPHT 3204	Optics I	2
OPHT 3101	Clinical Skills Laboratory I	1
OPHT 3510	Clinical Practicum I	<u>5</u>
		14
Spring (2)		
OPHT 3105	Clinical Skills Lab II	1
OPHT 3206	Optics II	2
OPHT 3207	Contact Lenses/Opticianry	2
OPHT 3208	Ophthalmic Pharmacology	2
OPHT 3209	Ocular Motility I	2
OPHT 3611	Clinical Practicum II	<u>6</u>
		15
Summer (3)		
OPHT 3106	Clinical Skills Laboratory III	1
OPHT 3412	Clinical Practicum III	<u>4</u>
		5
Fall (4)		
OPHT 4201	Ocular Motility II: Abnormalities of Binocular Vision	2
OPHT 4202	Survey of Eye Diseases	2
OPHT 4303	Special Testing	3
OPHT 4204	Ophthalmic Photography & Angiography	2
OPHT 4207	Advanced Concepts in Ophthalmology	2
OPHT 4101	Clinical Skills Laboratory IV	1
OPHT 4510	Clinical Practicum IV	<u>5</u>
		17
Spring (5)		
OPHT 4306	Special Topics	3
OPHT 4205	Ocular Emergencies & Oculoplastics	2
OPHT 4108	CPR	1
OPHT 4309	Ophthalmic Surgical Assisting	3
OPHT 4511	Clinical Practicum V	<u>5</u>
		14

Summer (6)

OPHT 4412	Clinical Practicum VI	<u>4</u>
		4
TOTAL		69

A grade of "F" or a mark of "U" or "NC" is not acceptable for progression to the next semester, nor is it acceptable for graduation if it occurs in the last semester of the program. A grade of "D" in the following professional courses is not acceptable for progression to the next semester, nor is it acceptable for graduation if it occurs in the last semester of the program: Clinical Practicum II (OPHT 3611), Clinical Practicum III (OPHT 3412), Clinical Practicum IV (OPHT 4510) , Clinical Practicum V (OPHT 4511), and Clinical Practicum VI (OPHT 4412). A first semester student who passes all courses but achieves a CGPA of less than 2.0 will be allowed to progress on probation to the second semester if he/she has achieved a CGPA of at least 1.8 in the professional courses. A student in subsequent semesters must maintain a GPA of not less than 2.0 for all courses taken since entering the program.

Professional Course Descriptions

OPHT 3101- Clinical Skills Lab I

Focus on ophthalmic exam protocol; Introduce basic ophthalmic equipment and testing protocols for automated instruments, lensmeter and biomicroscope.

OPHT 3105- Clinical Skills Lab II

This course will familiarize students with various ophthalmic equipment and testing protocols, emphasizing concept underlying construction of equipment; focus on tonometry, retinoscopy, and Refractometry, keratometry concepts and skills as well as vital signs.

OPHT 3106- Clinical Skills Lab III

Continuation of previous clinical laboratory course in order to develop and enhance clinical skills focusing on the areas of advanced refractometry techniques, advanced retinoscopy techniques, advanced tonometry, and basic Humphrey visual fields; with proper usage and maintenance of equipment.

OPHT 3201- General Medical Knowledge & Terminology

Provides the student instruction in basic medical terminology, a general overview of human anatomy and physiology, and systemic illnesses.

OPHT 3202- Introduction to Ophthalmic Technology, Medical Law, and Ethics

Introduces the student to ophthalmic technology, including the role of the ophthalmic technologist, duties and responsibilities of the technologist, basic ocular examination techniques, measurement of visual acuities, basic lensometry, identification and usage of ophthalmic equipment, maintenance of ophthalmic examination lanes and special testing areas, and ethics: medical-legal aspects of ophthalmology.

OPHT 3203- Ocular Anatomy & Physiology

Provides the student a detailed knowledge of the normal anatomy and physiology of the eye and orbit.

OPHT 3204- Optics I

Introduces the human eye as an optical system by discussing physiology of image formation, optical relationships of eye structures, accommodation and effects of aging, refractive errors, astigmatism, prisms and Prentice's Rule, magnification, and basics of refractometry.

OPHT 3206—Optics II

Introduces principles of physical optics in which light is treated as a form of energy and part of the electromagnetic spectrum. Examines wave and particle theory, polarization, interference, fluorescence, and lasers. Students use ray tracing to examine refraction, reflection, diffraction, dispersion, vergence lenses and mirrors. The object-image relationships, magnification, and graphical analysis of simple and thick lens systems will also be discussed.

OPHT 3207—Contact Lenses/Opticianry

Familiarizes the student with contact lenses including types, fitting procedures, care and storage procedures, indications for use, complications and patient instruction, spectacle dispensing, ordering, and verification.

OPHT 3208—Ophthalmic Pharmacology

Detailed exploration of the various ophthalmic pharmaceuticals, indications for their use, sites of action, side effects, proper instillation of agents, and various abbreviations used for medications and their schedules.

OPHT 3209—Ocular Motility I

Acquaints the student with normal and abnormal binocular vision, including evaluation of motor and sensory status.

OPHT 3412—Clinical Practicum III

Continues to develop clinical skills and build on previous clinical courses. The student will begin to gain more specialized skills. New skills will be demonstrated and supervised by one or more members of the faculty. Clinical applications and classroom portions of the course will coincide where possible. Return demonstrations will be required at various times during this course.

OPHT 3510—Clinical Practicum I

Introduction to procedures for care of ophthalmology patients. Students observe techniques in various specialty clinics performed by a faculty member. Many procedures will be observed, but emphasis will be on basic skills needed to begin patient examination. When possible, clinical applications will coincide with the classroom portions of the course. Students will be introduced to appropriate equipment and instruments for patient examination, assigned examination rooms to maintain, taught basic procedures for information gathering in an examination, and become contributing members of the health care team.

OPHT 3611—Clinical Practicum II

Continuation of Clinical Practicum I, with further instruction in patient care and examination techniques. The course will build on the newly acquired basic skills as well as introduce new skills to be learned. More specific examination techniques will be observed, discussed, and return demonstrations given for these more advanced tasks. Students will begin to greet patients and start examinations. Clinical applications will reflect, where possible, the classroom portions of the course.

OPHT 4101—Clinical Skills Laboratory IV

Continue to develop clinical skills including familiarizing the student with advanced protocols required for performing the following ophthalmic tests and procedures: contact lens fitting & evaluation, ophthalmic photography and angiography, and basic Goldmann perimetry.

OPHT 4108—Clinical Skills Lab V

Continue to develop clinical skills including familiarizing the student with advanced protocols required for performing the following ophthalmic tests and procedures: Biometry, advanced Goldmann perimetry, ocular motility, and surgical assisting.

OPHT 4201—Ocular Motility II: Abnormalities of Binocular Vision

Continuation of Motility I, and acquaints the student with advanced motility problems. The diagnosis and treatment of amblyopia are also studied.

OPHT 4202—Survey of Eye Diseases

Familiarizes the student with pathophysiological conditions of the globe and orbital region, encompassing both the more common conditions as well as some of the more unusual diseases.

OPHT 4204—Ophthalmic Photography & Angiography

Familiarizes the student with the more common forms of ophthalmic photography, and includes lectures and hands-on training in fluorescein angiography, fundus and external photography, and slit-lamp biomicroscopy.

OPHT 4205—Ocular Emergencies & Oculoplastics

Familiarizes students with varying degrees of ocular emergencies, triage of patients, immediate interventions, long-term complications, and preventative measures. Familiarizes the student with various aspects of oculoplastics including surgical interventions.

OPHT 4207—Advanced Concepts in Ophthalmology

This course will use journals and ophthalmic literature to introduce students to on-going research in clinical and surgical ophthalmology, and re-introduce important ophthalmic concepts to enable the student to become more effective in assisting ophthalmologists deliver eye care to patients.

OPHT 4303—Special Testing

Familiarizes the student with special testing procedures not normally accomplished during routine ophthalmic examinations.

OPHT 4306—Special Topics

Introduces student to concepts of billing and coding, and management and supervision of allied health personnel. Additional topics may be added as new techniques, protocols, and treatments emerge.

OPHT 4309—Ophthalmic Surgical Assisting

Prepares the student to serve as a sterile scrub assistant, sterile first assistant, and circulator for the more common ophthalmic surgical procedures. Students will also learn about various ophthalmic surgical procedures.

OPHT 4412—Clinical Practicum VI

The final course in patient care experiences. Students are expected to act as full members of the health care team in all clinical areas. Students will use this semester to advance their skills across the discipline.

OPHT 4510—Clinical Practicum IV

Continuation of previous clinical experiences completed in the junior year. Students will begin to develop autonomy in patient care, and basic skills will become more advanced. New tasks will be demonstrated first by a member of the faculty, followed by student performance. When possible, classroom portions will coincide with clinical experiences in this course.

OPHT 4511—Clinical Practicum V

Continuation of previous clinical experiences in patient care. The student will be required to perform at a high level of competence in all phases of ophthalmic technology. Classroom instruction will decrease, as most of this material will already have been presented. Emphasis will be placed on advanced supervision techniques, specialized testing techniques, and autonomy.

INTERPROFESSIONAL EDUCATION (IPE)

In order to graduate from a degree program, every student must complete all Interprofessional Education (IPE) Milestones in each of the following IPE phases: Exposure, Immersion, and Competence.

Graduation Requirements

- Completion of all required course work with a grade point average of 2.0 or better
- Completion all 120 SC of required courses (pre-professional and professional courses)
- Successful completion of a comprehensive end-of-program competency assessment examination (written exam and skill exam)

Certification

Graduation from the program in Ophthalmic Medical Technology satisfies academic eligibility to take the Ophthalmic Medical Technology certification examination. Students enrolled in the UAMS program are required to take the Certified Ophthalmic Medical Technologist (COMT) multiple-choice certification examination in their final semester. Please refer to the Joint Commission of Allied Health Personnel in Ophthalmology (JCAHPO) for application details on certification.

OPHTHALMIC MEDICAL TECHNOLOGY PROGRAM EXPENSES

Details regarding the 2018-19 tuition and fees can be found at:

<http://healthprofessions.uams.edu/programs/ophthalmicmedicaltechnology/financial-information/cost-of-program/>. Fees are subject to change without notice by action of the Board of Trustees, so contact the department program director prior to registration to learn the exact fees.

Note that payment of all fees is due upon registration. Please contact the Office of the University of Registrar at (501) 526-6000 for questions or concerns regarding your tuition/fees.

Tuition and Fees

Undergraduate and graduate students enrolled in CHP programs, including post-bachelor's degree certificates and the M.I.S. and Au.D. degree programs pay an hourly rate for tuition as outlined on the program website. Tuition for the physician assistant and physical therapy programs are a set rate.

The classification of Arkansas resident vs. non-resident is determined on the basis of the legal domicile of students. In general, an applicant must be a bona fide resident of Arkansas for at least twelve (12) consecutive months prior to registration to be classified as a resident student. Complete regulations and forms for requesting a change in classification may be obtained from the **CHP Welcome Center. Telephone: (501) 686-5730.** Completion of the application for reclassification is not a guarantee that a change in resident status will be granted.

Native Americans in other states belonging to tribes which formerly lived in Arkansas before relocation, and whose names are on the rolls in tribal headquarters, shall be classified as in-state students of Arkansas for tuition and fee purposes (but not for consideration for admission) on all campuses of the University of Arkansas. Tribes so identified include the Caddo, Cherokee, Choctaw, Osage, and Quapaw.

Students residing in Bowie and Cass counties in Texas are eligible for in-state tuition and fees (but are not considered Arkansas residents for purposes of admission). For more information about registration and fees, contact the CHP Welcome Center, Administration West, 328C. Telephone: (501) 686-5730.

University Administrative Memorandum 540.1 allows waiving of tuition and fees for dependents of Arkansas citizens who are prisoners of war or missing or killed in action. "Dependent" means a spouse of prisoner of war or person declared to be missing or killed in action, or any child born before or during the period of time its father or mother served as a prisoner of war or was declared a person missing or killed in action, or any child legally adopted or in the legal custody of the father or mother prior to and during the time the father served as a prisoner of war or was declared to be a person missing or killed in action. Contact the CHP Welcome Center for details.

Fees

Special fees, subject to change, which may be charged by the College, are as follows:

	University Services Fee	\$420/semester	
	Graduation Fee *	\$80.00	
	Student Activity Fee	\$25.00/semester	
	Student Health Fee	\$141.00/semester	
	Student Liability Insurance (Non-PA)	\$13.00/year	
	Health Insurance Fee	\$1,467/year	
	Technology Fee	\$105.00/semester	
	Parking Fee	\$195/year	
	Health Insurance	\$1,467/year	

*The fee will be assessed at registration of their last spring semester. The revenue from this fee will be applied to the cost of security paper, postage, and other expenses incurred by the Registrar's Office in preparing and mailing transcripts to individuals, schools, and organizations for work, reference, and/or higher education purposes.

Laboratory Fees

Laboratory fees are charged by some departments and vary by semester and program.

The fees for the OMT program are as follows:

Department	Fall	Spring	Summer
Ophthalmic Medical Technology***	\$150	---	---

***Fall of Junior year only

Enrollment Deposit

Although not a fee, an enrollment deposit of \$60.00 is due upon acceptance into the College and is not refundable, but is applied to the first term tuition if the applicant is accepted and enrolls. If more than one year has passed, the deposit is forfeited.

Refund of Fees

Students officially withdrawing may be eligible for a refund calculated as a percentage of the tuition and fees.

1-5 Class Days: 100%

6 – 10 Class Days: 50%

11th Class Day and after: 0%

Please refer to Section 10.4 in the *CHP Catalog* for more details. Failure to withdraw officially from a course will adversely affect your transcript and grades. See the section on Academic Information in the *CHP Catalog* for details.

ON-CAMPUS HOUSING

On-campus housing for students is available at UAMS through the UAMS Student Activities and Housing Office. Information regarding campus housing options may be found at the UAMS student activities and housing Web page at: www.uams.edu/studentlife
For further information concerning the housing rates or requirements contact: **Director of Student Activities and Housing, University of Arkansas for Medical Sciences, 4301 West Markham, Slot 536, Little Rock, Arkansas 72205. Telephone: (501) 686-5850.**

PROFESSIONAL OPHTHALMIC MEDICAL TECHNOLOGY COURSE SEQUENCING

All professional courses (OPHT prefix) in the Department are taught in a sequential manner for the junior and senior years. Each professional course in the program serves as the prerequisite for the subsequent course. Consequently, professional courses must be taken in sequence.

Failure to successfully complete a professional course with a letter grade of "C" or better may result in the student being placed on academic probation, suspended, or dismissed from the program. Students who are readmitted to the program at times other than the fall semester will pick up the sequence from the point of exit. The maximum time frame of completion of the OMT program is 3 years to be in compliance with the Satisfactory Academic Progress (SAP) Policy from UAMS Student Financial Services.

STANDARDS of PERFORMANCE for OPHTHALMIC MEDICAL TECHNOLOGY PROGRAM and MAJOR FIELD RELATED COURSES

- 90 – 100 = A
- 80 – 89 = B
- 70 – 79 = C
- 60 – 69 = D
- below 60 = F

Unless otherwise described in a given course syllabus, the minimum satisfactory grade for course credit is 70% (a letter grade of "C"), and all stipulated segments of a course must be passed by this standard. Students must demonstrate proficiency in all clinical skills presented in order to pass clinical courses. During the program, if a student's performance is unsatisfactory (less than a letter grade of "C"), he/she may not be permitted to register for subsequent classes or semesters. The student will be subject to suspension or dismissal from the program. If the student wishes to reenter the program, he/she must reapply and will be considered on the same basis as any new applicant. Students who voluntarily withdraw from the program either passing or failing have no guarantee of reinstatement to the program. Students requesting readmission to the

program should submit a letter to that effect to the Department of Ophthalmic Technologies.

COMPREHENSIVE END-OF-PROGRAM COMPETENCY ASSESSMENT EXAMINATION

At the end of the senior year of the program, the student will be given a comprehensive Skill Test and written Exit Exam. The skill examination will be administered during the summer session of the senior year as part of OPHT 4412 Clinical Practicum VI. A passing score is required to successfully complete OPHT 4412, as well as to meet graduation and program completion requirements (see Graduation Requirements). Students who fail to receive a passing score on the first attempt will be given a conditional score and will retake the skill examination on a date specified by the department. A score of 80% is required to pass the department comprehensive written Exit Exam by the end of the semester. Those students who do not pass on the first attempt can retake the exam following 5 working days of the previous exam. Students may take the JCAHPO COMT Multiple-Choice Exam in lieu of the department's written Exit Exam by providing documentation of successful completion of the JCAHPO COMT Multiple-Choice Exam.

CONDUCT AND ETHICS

Each student is expected to conduct oneself at all times in a dignified manner--a manner which conforms to the ethics of the profession and which instills patient confidence in one's abilities as a health care practitioner. Each student is expected to conform to the professional code of ethics as outlined in this handbook and section 7.1 of the *CHP Catalog*.

Irresponsible, unprofessional, or unethical behavior as determined by the instructor or failure to follow the instructions of a clinical instructor during clinical practice may result in dismissal from the program. All hospital regulations are to be followed by students when undergoing clinical training in a facility.

Scholastic Dishonesty and Cheating

The Department of Ophthalmic Technologies will follow the Student Conduct AND Discipline Policy outlined in Section 9.2 of the *CHP Catalog*. Any allegations of cheating will be reviewed by the Department and if merited, dealt with in a strict manner, including immediate dismissal from the program.

Any student found to be cheating on an examination will automatically receive a "0" for the exam and, at the discretion of the Department, will be subject to dismissal from the program. Failure to report incidents involving scholastic dishonesty on the part of another student will be considered unprofessional conduct on the part of the student and may result in disciplinary action.

Academic Integrity, Plagiarism, Copyright Materials, Intellectual Property

The College of Health Professions has established guidelines for academic integrity, which are published in the CHP Catalog. Academic misconduct, including plagiarism, giving or receiving any form of aid on quizzes or examinations that is not expressly permitted by the instructor, or falsification of any report, experimental results, or research data, is subject to disciplinary action, including probation, suspension, or dismissal from the College. Additional details on CHP Student Conduct And Discipline Policy can be found in Section 9.0 of the *CHP Catalog*.

Note: All work submitted for the program is required to be original work developed for class assignments and should not have been submitted for assignments made as part of previous and/or concurrent courses without the instructors' prior knowledge and approval; to do otherwise constitutes academic dishonesty and will be addressed by the instructor and/or program director.

The materials used in the program may include copyright protected materials for the personal education use of the enrolled students and may not be further redistributed.

Lecture, lab and other presentations are the intellectual property of the faculty and faculty must give their written permission for their lecture, lab, and other presentations to be recorded.

Recorded lectures/labs/presentations may only be posted on websites or other locations approved by CHP and are provided for the personal use of students enrolled in the course. Students are prohibited from providing or distributing any course materials in any manner—print, electronic, or any other media – or providing links to any course materials to anyone outside of their UAMS classes.

Failure to abide by this policy may result in disciplinary action including dismissal. Failure to abide by this policy may constitute a copyright infringement which may have legal consequences. For more information, see the web site of the U.S. Copyright Office at www.copyright.gov.

Examination Administration

All examinations given by the department will be monitored by faculty or staff. Students will be seated in such a manner as to minimize the opportunity for observation of other students' examination papers. No breaks will be allowed once an examination period has begun and students may not leave the room during an exam unless they are finished taking the examination. Cellular phones are not permitted in the classroom during examinations.

Examination Review

At the discretion of the course instructor, note taking is permitted but no photocopying or photographing of any portion of the examinations or removal of the examinations from the department is permitted. Violation of this policy will constitute academic dishonesty and possible disciplinary action.

Conduct in Clinical Facilities

In the event of a student disciplinary problem in a clinical facility, such as unprofessional conduct, the following procedure will be adhered to:

1. The student will be dismissed from the clinical facility by the instructor, and the time will be recorded as an unexcused absence.
2. The student will be scheduled for a formal counseling session conducted by the instructor and the program director, at which time his/her clinical status will be reviewed and appropriate action taken. The student must complete this counseling session in order to be readmitted to the clinical rotation.
3. The student will be required to make up missed clinic time at the discretion of the clinical supervisor.

Guide to Professional Conduct

Professionalism relates to the intellectual, ethical, behavioral and attitudinal attributes necessary to perform as a health care provider. Examples of professional behavior are listed in the *CHP Catalog* in section 7.1 on Noncognitive Performance Standards (p. 46). These examples should be reviewed by the student. In addition, the student will be expected to:

Attention

1. Demonstrate awareness of the importance of learning by asking pertinent questions, identifying areas of importance in clinical practice and reporting and recording those areas.
2. Disruptive behavior in class, lab and clinicals, such as talking or other activity interferes with effective teaching and learning and should be avoided.

Participation

1. Complete assigned work and prepare for class, laboratory, and clinical objectives prior to attending.

2. Participate in formal and informal discussions, answer questions, report on experiences, and volunteer for special tasks and research.
3. Initiate alteration in patient care techniques when appropriate via notification of instructors, clinic staff and physician.

Dependability and Appearance

1. Attend and be punctual and reliable in completing assignments with minimal instructor supervision.
2. Promote a professional demeanor by appropriate hygiene, grooming and attire.

Communication

1. Demonstrate a pleasant and positive attitude when dealing with patients and co-workers by greeting them by name, approaching them in a nonthreatening manner, and setting them at ease.
2. Explain procedures clearly to the patient.
3. Ask patients how they feel and solicit patient comments regarding the patient's overall condition and response to therapy.
4. Communicate clearly to clinic staff and physicians regarding the patient status, utilizing appropriate charting, oral communication and the established chain of command.
5. Demonstrate a pleasant and positive attitude when dealing with peers, instructors, faculty, physicians, and clinic staff.

Organization

1. Display recognition of the importance of interpersonal relationships with students, faculty, and other members of the health care team by acting in a cordial and pleasant manner.
2. Work as a team with fellow students, instructors, clinic staff and the physician in providing patient care.
3. Organize work assignments effectively.
4. Collect information from appropriate resources.

Safety

1. Verify identity of patients before beginning exam.
2. Interpret written information and verbal directions correctly.

3. Observe and report significant changes in patient's condition promptly to appropriate person(s).
4. Act to prevent accidents and injury to patients, personnel and self.
5. Transfer previously learned theory and skills to new/different patient situations.
6. Request help from faculty/staff when unsure.
7. Comply with hospital and university guidelines for performance.

Examples of critical errors in professional conduct and judgment include:

1. Failure to place the patient's welfare as first priority.
2. Failure to maintain physical, mental, and emotional composure in all situations.
3. Consistent ineffective, inefficient use of time in clinical setting.
4. Failure to be honest with patients, faculty, and colleagues.
5. Scholastic dishonesty in any form.

Procedure for Unprofessional Conduct

The procedure to be followed for unprofessional conduct is as follows:

Step 1: A student will have been identified as exhibiting unprofessional conduct/judgment, moral, or ethical behavior that is inconsistent with their chosen profession and has been brought to the attention of a faculty member or the Program Director.

Step 2: The Program Director (Department Chair) will meet with the individual(s) making the allegation(s) along with the student's faculty/clinic advisor and Medical Director to review the available information and verify as accurately as possible the facts surrounding the allegation.

Step 3: The Medical Director, Program Director (Department Chair), the student, and whenever possible, the student's faculty/clinical advisor will meet as promptly as possible after the incident has been identified. The Program Director (Department Chair) will outline to the student the facts and information presently available and will seek to authenticate or clarify the allegation(s) where possible. If there is no basis for the allegation(s), then no further action will be taken.

Step 4: Should the meeting (Step 3) provide sufficient factual information to justify further investigation, the Medical Director and Program Director (Department Chair) will review the allegation(s) and recommend a course of action to be followed. If a resolution is not met, the Program Director (Department Chair) will report the matter to the Associate Dean of Academic Affairs.

For more information regarding the procedures for handling instances of unprofessional conduct, see Section 9.0 in the current *CHP Catalog* on Student Conduct And Discipline.

Privacy and Confidentiality

UAMS is committed to protecting the privacy of our patients' information. While privacy and confidentiality have always been a priority for health care providers, it has heightened importance in this era of electronic information, with increased speed of information flow and the risks associated with protecting this information. The standards for protecting patient health information are described in the federal law known as the Health Insurance Portability and Accountability Act (HIPAA).

HIPAA limits access to medical records to authorized individuals and for specific purposes. It is not possible to summarize HIPAA here; however, you will have received HIPAA training prior to being granted access to patient information. Additional information and training on HIPAA, including UAMS HIPAA policies, are available on the HIPAA Office web page HIPAA.uams.edu. Please keep in mind that there are sanctions for inappropriate access to patient records, these include criminal penalties of up to 1 year imprisonment and a \$50,000 fine; as well as, disciplinary action up to and including dismissal from your program.

You may direct questions to the UAMS HIPAA office at 501-603-1379 or the Associate Dean for Academic Affairs, at 501-686-6854 within the College.

INCIDENTS IN THE CLINICAL AGENCY

An incident occurring which affects patient or staff well-being or the patient's prescribed care will be reported to the clinical instructor immediately. An incident report will then be completed following the policy of that institution. A duplicate of the incident report as well as a memorandum of explanation from the clinical instructor will be placed in the student's clinical file and the department chair or program director will be notified immediately. Incidents involving gross errors in judgment or practice on the part of the student will constitute grounds for dismissal from the program as noted in Section 9.0 in the *CHP Catalog*.

PROCEDURE FOR READMISSION TO THE OPHTHALMIC MEDICAL TECHNOLOGY PROGRAM

A student who fails an Ophthalmic Medical Technology course, drops an Ophthalmic Medical Technology course during a session, or does not proceed to the next Ophthalmic Medical Technology course may be eligible for readmission at the first available opportunity and must petition the Department to reenter the program. The following procedure is required:

1. At the time the student fails, drops or decides not to proceed in sequence, the program director will complete a special student counseling form giving the reasons for the failure or reasons for the student dropping the course. The form will be signed by the student. One copy will be given to the student and one copy will be placed in the student's record.
2. An exit interview with the program director and/or department chair is required as part of the official procedure for exiting the program.
3. At least two months prior to the beginning of the semester in which the student wishes to reenter, he/she may request approval from the Department of Ophthalmic Technologies for readmission by submitting a letter of intent or contacting the Department directly. Requests for readmission should be submitted to the CHP Welcome Center.
4. If medical conditions were involved in withdrawal from the program, written verification of good health and ability to function safely in a clinical crisis situation is required.
5. The decision regarding reentry will be subject to the policy on reinstatement to the Ophthalmic Medical Technology sequence and approval of the department

chair. A competency exam which may include written and performance areas will be administered to determine eligibility of reentry.

6. The student will be notified of the decision.

STUDENT APPEALS

Normal communication regarding course or program policy should be first directed to the course instructor. In the event that the student is unable to satisfy his/her inquiry or request at that level, the matter should be referred to either the program director/department chair. The program director and/or department chair will either resolve the matter in question to the student's satisfaction or instruct the student on available mechanisms for appeal as described in the *CHP Catalog* section 7.2 Student Academic Appeal Procedures.

CHANGE OF ADDRESS AND/OR NAME RESPONSIBILITY

It is the responsibility of any student enrolled in the Ophthalmic Medical Technology Program to inform both the Office of the University Registrar (OUR) and the department of any change of name or address or phone number within one week. The information should be given to the program director of the Ophthalmic Medical Technology Program and the College in writing (form attached; additional forms are available in the department) and online to OUR (registrar.uams.edu/our-forms/).

CORRESPONDENCE BETWEEN STUDENTS AND FACULTY

1. A schedule of office hours will be noted in each faculty member's course syllabus or you may contact them to schedule an appointment.
2. Students are responsible for checking the program bulletin board and UAMS email for current notices daily.
3. New students will be assigned to an advisor in the fall semester and must meet with his/her advisor formally at least once in the fall semester of the first year. Times for student conferences will be determined in the fall semester.
4. A student conference record will be completed and signed by both the faculty member and student following a formal conference.
5. Professional communication using UAMS email or phone calls during normal work day hours between students and faculty will allow for timely responses by faculty and clinical coordinators.

RELEASE OF STUDENT INFORMATION

Students must sign a release form (attached) requesting letters of reference for employment, enrollment verification, etc. Additional forms are available in the Department. Student grades cannot be given out over the telephone.

UNIFORM POLICY FOR CLINICAL PRACTICE

Uniform regulations are needed to assure professional standards, identifying attire and a well-groomed personal appearance. The ultimate goal is to protect the patient and self from cross-contamination and to reflect confidence and assurance in patient contact and hospital staff personnel relationships.

- An optional navy blue, buttoned (no zipper), long sleeve scrub jacket and **required ceil blue scrubs** (both embroidered with *Ophthalmic Medical Technology*) must be worn at all times in the clinical agency. Students may wear a plain white t-shirt with scrub pants as long as the navy blue laboratory coat covers it at all times. No other color t-shirts are approved nor are sweatshirts, jackets, etc. allowed to be worn in place of approved clinic uniforms.
- Open-toe shoes/sandals are not permitted when in clinic areas.
- Name tags and University I.D. cards specified by the program must be visibly worn at all times.
- A watch with a second indicator is required.

Failure to comply with the above regulations regarding uniform policy will result in the student being dismissed from clinic until such time as the deficiencies are corrected and may affect student's clinical grade.

ATTENDANCE REGULATIONS

Clinical and Surgical Practice

There are no excused absences from clinical practice. Each clinical practice has a requisite number of mandatory clinical hours. Any student not completing the required clinical hours during a given session will not receive a passing grade for that clinical practice. Time for any excused absence must be made up at the discretion of the clinical instructor. It is the responsibility of the student to contact the clinical instructor to make up missed hours. If clinical absences are not made up, a letter grade of "F" or "I" may be given at the discretion of the faculty.

Clinical practice, unless otherwise announced, begins at 8:00 a.m. Students are expected to be prompt and prepared to begin clinic at 7:50 a.m. Surgical assignments, unless otherwise announced, begins 40 minutes prior to the start of the first case to allow adequate time to scrub in and assist with set up. Tardiness delays and hampers all student assignments made for that clinical day. If assignments cannot be arranged because of tardiness the student may be required to make-up that day of tardiness as a full clinical day.

Any student tardy or absent 4 or more times to clinic may be subject to dismissal from the program.

Procedure for Notification of Illness or Lateness

- Call the facility by 7:00 a.m.
- Leave a voicemail on the message line of the appropriate clinical site. Call back during regular clinic hours to speak directly with your clinical supervisor.
- Identify yourself and tell the shift supervisor that you are an OMT student.
- Inform the supervisor that you will be late or absent.
- Notify the Program Director or Program Coordinator of Ophthalmic Medical Technology 30 minutes prior to the start of your clinic rotation.

OMT Department Contacts:

JEI Message Line:	(296-1297)
OMT Program Director:	Alicia Baird, COMT (526-5880)
OMT Coordinator:	Valarie Robinson (320-7385)
JEI Dept. Message Line:	686-5150
Clinic Manager at JEI:	Pam Whitlock (526-6000 Ext 21723)
Charge Nurse at JEI:	Becky Rills, RN (614-2900 Ext 1637)
Clinic Supervisor at JEI:	Kim Glaze, COMT (526-6000 Ext 21706)
OMT Clinic Coordinators at JEI:	Leora Bibbs, COMT; Courtney Coulter, COMT; Summar Tackett, COMT; Sadrina Shaw, COMT VOCERA 526-4100
ACH Message Line:	(364-1781)
OMT Faculty at ACH:	Kathy Fray, CO (364-4841) Shawn Cupit, COMT, CO (364-4426)
LR VA Eye Clinic:	Brenda Duhamel (257-4548)
NLR VA Eye Clinic:	Frederick Hammond, O.D. (257-2277)
Magie-Mabrey Eye Clinic	Cheryl Peters, Mgr (223-8400)
Retina Associates	Carrie Waggoner, Mgr (219-0900)
Little Rock Eye Clinic	Deborah Brown, Mgr (224-5658)
Thomas Moseley, M.D.	(228-6336)

Class

Class attendance regulations allow the student to be absent no more than 3 of the scheduled lectures. Students absent more than 3 of the scheduled classes may be dropped from the course. More than four clinical absences are subject to dismissal from the program. Students should make arrangements with the Program Director and/or course instructor for any missed class or clinic time immediately upon return.

Illness

In the event of a "lengthy" illness, each case will be reviewed individually in regards to time lost, time available for completion and content of objectives to be covered. Any such absence may require documentation by a physician in writing.

Tardiness (Class and/or Clinical)

The student should be in the appointed place at the appropriate time; disregard for this demonstrates irresponsibility and is unacceptable professional behavior. This cannot be tolerated and action may be taken at the discretion of the instructor and program director. Excess tardiness may result in grade reduction. In certain instances, the student may be subject to administrative withdrawal from the course and/or program. Students should follow the proper notification procedure on the previous page.

Incomplete Assignments and Make-Up Examinations

All assignments are to be turned in as specified. Assignments not turned in to the instructor when due will result in a "0" for that assignment.

Students given an incomplete in a course must resolve the incomplete coursework or grade with the course instructor and/or the program director.

As a general policy, make-up exams will not be given for missed exams. A request for a make-up exam should be directed to the individual course instructor. In cases of serious illness or accident, a make-up exam may be considered.

PROFESSIONAL DEVELOPMENT AND SERVICE

As a part of each clinical practice course in the curriculum, students are required to participate in at least four hours of approved professional development, educational and/or service activities per semester. This is in addition to other clinical course requirements. Attendance at professional seminars, lectures, and workshops may be

submitted to meet this requirement. Participation in professional and community service activities may also be submitted in order to meet this requirement.

Approved activities include JCAHPO and ATPO lectures and workshops, Student Sight Saver Program at River City Ministry, UAMS Interprofessional Education and CHP Service Learning Events. Additional activities which the student would like to submit for this requirement should be approved in advance.

ALTERNATIVE CLINICAL ACTIVITIES (CLINICAL PASS)

Students may apply for attendance to additional seminars, workshops and lectures to acquire clinical release time. Approval of application will be dependent upon clinical skills and in-curriculum grade point average (GPA). Each function will be evaluated independently as to its educational value in terms of how much time will be awarded.

The use of this pass is limited. It cannot be used unless appropriate approval is awarded prior to the projected day of use.

OUTSIDE EMPLOYMENT

The faculty realizes that it may be necessary for some students to work part-time while attending school. This should not be done at the expense of the Ophthalmic Medical Technology Program. It is the student's responsibility to fulfill all school obligations.

If a student appears too fatigued to perform safely in the clinical laboratory, the instructor may dismiss the student from the clinical agency.

It is not advisable for a student to work from 11:00 p.m. to 7:00 a.m. and then come to the university lab or clinical agency as fatigue frequently is a cause for accidents or poor clinical judgment.

POLICY ON WORKING

The following policy, on compensation for ophthalmic work in the clinic, will be observed by students:

- Monetary Compensation When Fulfilling OMT Supervised Clinical Practicum Requirements
- Monetary Compensation When Not Fulfilling OMT Supervised Clinical Practicum Requirements

The Commission on Accreditation of Ophthalmic Medical Programs (CoA-OMP) has established the following **guidelines for monetary compensation to students fulfilling supervised clinical practicum requirements**:

1. Students may not receive monetary compensation when fulfilling program requirements for supervised clinical practicum

2. Students may not be substituted for paid regular staff when fulfilling program requirements for supervised clinical practicum
3. Students may not be assigned the responsibility of paid regular staff when fulfilling program requirements for supervised clinical practicum

The Commission on Accreditation of Ophthalmic Medical Programs (CoA-OMP) has established the following **guidelines for monetary compensation to students not fulfilling supervised clinical practicum requirements**:

1. Students may receive monetary compensation for ophthalmic work performed when not fulfilling program requirements for supervised clinical practicum
2. Students may not be coerced or forced into performing such ophthalmic work
3. Students must be subject to standard employee policies when performing such ophthalmic work
4. Performing ophthalmic work outside of program requirements must not interfere with, or negatively, impact, program-related work and assignments

The decision of the Department Chairman will be final in all matters relating to this departmental policy. A student challenging the application of this policy may consult the *CHP Catalog*.

IMMUNIZATIONS AND TUBERCULOSIS TESTING

Proof of immunization for tetanus and diphtheria within the last ten years as well as immunizations against measles, mumps, and rubella is required of all entering students prior to registration.

It is strongly recommended but not mandatory that students receive three immunizations against Hepatitis B. The Influenza vaccine according to the CDC guidelines for that particular year is also recommended for students. Clinical agencies may require staff and students to obtain the Influenza vaccine in order to participate in patient care.

All students are required to have a TB skin screening test done within 6 months prior to initial registration or at registration as a student at UAMS. (Refer to current *CHP Catalog* section on Vaccinations And Tuberculosis (TB) Screening for more information.)

INSURANCE

Medical Insurance

Full-time students admitted to a CHP degree or certificate program must have major medical health insurance coverage at all times. During registration, students may purchase insurance coverage through the University sponsored plan or sign a wavier stating that they have major medical coverage insurance through private sources. Students are encouraged to confirm their existing insurance coverage or obtain such coverage prior to registration.

If the student's insurance lapses after registration, the University will assume no responsibility for expenses incurred for health care services rendered to the student or his/her dependents. Lack of required health insurance may also affect student status.

Professional Liability Insurance Coverage

All entering students are required to purchase and maintain professional liability insurance.

Insurance coverage must be purchased through UAMS at a cost of \$13.00 / year.

ILLNESS OR INJURY OF STUDENT WHILE ATTENDING CLASSES

Illness or injury while in the classroom or clinical area must be reported to the professor or instructor present.

Students who are pregnant should inform the program director who will inform the clinical instructor or preceptor so that no assignment will be made involving exposure to hazards.

FINANCIAL AID AND SCHOLARSHIPS

Specific Ophthalmic Medical Technology scholarships may be available to students enrolled in the program including the John Shock, M.D., Ophthalmic Medical Technology Endowed Scholarship. For more information contact the department.

Other financial aid information and requests should be handled through the UAMS Financial Aid Office (Awards Division) located in the Admin West Building, Room 1.120 or visit:

www.uams.edu/studentfinancialservices/.

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

One key attribute of a professional is participation in associations and societies which influence the direction, education, and practice of the members of a profession. Membership in the Association of Technical Personnel in Ophthalmology (ATPO) is encouraged. Visit www.atpo.org for more details on student memberships.

NATIONAL CREDENTIALING

Graduation from the program in Ophthalmic Medical Technology satisfies academic eligibility to take the Certified Ophthalmic Medical Technology examination.

Certification as an Ophthalmic Medical Technologist by the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) is recommended of all graduates in order to demonstrate achievement of program goals and standards.

The COMT examination application must be completed by the start of the final semester. The computerized multiple-choice examination and COT Skill Test fee is \$350.00 and the COMT Performance Examination fee is \$110.00. Students in the UAMS OMT program will apply to take this computerized comprehensive multiple-choice examination during the final semester of their senior year.

Additional details on the exam can be found at www.jcahpo.org.

CHANGES IN POLICY

Additional policies and regulations may be established by the department, chair, and program director or by the instructor for a course or any portion of a course. After due and proper notification, students will be expected to comply fully with all regulations.

PROGRAM OUTCOMES ASSESSMENT PLAN

The Ophthalmic Medical Technology Program utilizes an ongoing, systematic process to assess program goals and related outcomes. Graduates will be contacted to follow program progress. The assessment plan for the Ophthalmic Medical Technology Program is stated below.

Graduates will be contacted approximately six to nine months following graduation to complete a survey. The survey will help the department assess the graduate's knowledge (cognitive) skills, technical proficiency, and professional (affective) skills. Employers will also be asked to complete a survey to evaluate graduates on the above items.

Graduates will also be contacted by the department to determine performance on the national certification examination, as well as, to follow the graduates career and/or academic progress to determine the number of graduates serving in supervisory or professional leadership capacity within five years of graduation.

THE UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES

Required Ophthalmic Medical Technology Texts

This is the list of required texts for the Ophthalmic Medical Technology students. These references may be purchased at the UAMS bookstore prior to each semester. This list is subject to change. Additional references are available at the UAMS library and the Jones Eye Institute library.

FALL SEMESTER

OMT I

Synopsis of Clinical Ophthalmology, 3rd ed., 2013, by J. Kanski & B. Bowling, Elsevier, ISBN 9780702050213 (optional)

The Ophthalmic Assistant: A Text for Allied and Associated Ophthalmic Personnel by HA Stein, MI Freeman, & RM Stein, 9th Ed., 2013, Elsevier, ISBN 9781455710690

Principles and Practice in Ophthalmic Assisting: A Comprehensive Textbook by J. Ledford & A. Lens, 2018, SLACK, ISBN 9781617119330

The Language of Medicine by David-Ellen Chabner, 11th Ed., 2016, Elsevier, ISBN 9780323370813

Fundamentals for Ophthalmic Technical Personnel by B. Cassin, 1995, Elsevier, ISBN 9780721649313

Dictionary of Eye Terminology by B. Cassin & ML Rubin, 2011, 6th edition, Triad Publishing, ISBN 9780937404737

OMT II

Vaughan & Asbury's General Ophthalmology by Paul Riordan-Eva, Taylor Asbury, John P. Whitcher, et al., 18th edition, 2011, McGraw & Hill, ISBN 9780071634205 (*required reading, optional textbook purchase – available online through UAMS eBooks*)

Special Skills & Techniques by G. Van Boemel, 1st edition, 1999, SLACK Inc, ISBN 9781556423499

Ophthalmic Imaging: Posterior Segment Imaging, Anterior Eye Photography, and Slit Lamp Biomicrography (Applications in Scientific Photography), 1st Ed., by C. Sisson, 2017, Routledge, ISBN 9781138886001

Certified Ophthalmic Medical Technologist Exam Review Manual by Janice K. Ledford, Pub., 1st edition, 1999 by SLACK Inc, ISBN 9781556424229

SPRING SEMESTER

OMT I

Ophthalmic Drug Facts by J.D. Bartlett, 25th ed., Pub. 2013 by Facts and Comparisons, ISBN 9781574393583

OMT II

The Ophthalmic Surgical Assistant by Regina Boess-Lott & Sharon Stecik, Pub 1999 by SLACK Inc, ISBN 9781556424038

Emergencies in Eyecare by Leslie Hargis-Greenshields & Linda Sims, Pub 1999 by SLACK Inc, ISBN 9781556423543

SUMMER SEMESTER

OMT I

The Slit Lamp Primer by Janice K. Ledford & Valerie N. Sanders, 2nd ed., Pub. 2006 by SLACK Inc, ISBN 9781556427473

THE UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES
Department of Ophthalmic Technologies
Ophthalmic Medical Technology Program

RELEASE OF INFORMATION

I hereby authorize the Department of Ophthalmic Technologies at The University of Arkansas for Medical Sciences to release information as follows:

	Check one	Date Needed
Letter of Recommendation	[]	
Enrollment Verification	[]	
Employer - Credentialing	[]	
Other (Please write in)	[]	

TO:

Name: _____

Street Address: _____

_____ State _____ Zip code

No requests will be processed until you have given us your permission. Sign and date below.

Student Signature

Date

THE UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES
Department of Ophthalmic Technologies
Ophthalmic Medical Technology Program

CHANGE OF ADDRESS AND/OR NAME

Name: _____

Former Name: _____
(if applicable)

Old Address: _____

New Address: _____

Phone: Home _____ Work _____ Cell _____

Email: _____

Effective Date: _____

SSN (last four): _____ Student ID #: _____

Signature: _____ Date: _____

Please return this form to the Department of Ophthalmic Technologies. It is the responsibility of the student to inform the Department, as well as the Office of University Registrar (OUR), of name/address/phone number changes within one week of the change. Thank you.

CONSENT FOR PRACTICE OF PROCEDURES

Ophthalmic Medical Technology students practice certain basic procedures on each other during the course of their education under the direction and supervision of the faculty. Basic principles regarding safety for the individual are maintained.

Procedures practiced by Ophthalmic Medical Technology classmates on each other may include drop instillation, taking vital signs, applanation tonometry, contact lens insertion and removal, and biometry measurements.

Students may be videotaped or photographed, which are the property of UAMS and may be used for print material, the web site, or teaching.

I, _____,

have read the Consent for Practice of Procedures form and agree to participate in such practices under the direction and supervision of the faculty.

Signature _____

Date _____

Please return this form to the Department of Ophthalmic Technologies.