

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

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

## ***Program Handbook***



***2019-2020***

**All Ophthalmic Medical Technology students must abide by the College of Health Professions (CHP) academic policies found in the CHP catalog and in the student handbook.**

## **PROGRAM FACULTY**

- A. Baird, CO, COMT, Instructor and Program Director, JEI
- J. Banks, COMT, Adjunct Instructor
- L. Bibbs, COMT, Instructor, JEI
- 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.

### **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.

## **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.

## **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 International Council of Accreditation (ICA) in 2018. The next comprehensive evaluation of the program by ICA is scheduled to occur in 2023. For additional information on accreditation for ophthalmic training programs, please contact the International Council of Accreditation (ICA) for Allied Ophthalmic Education Programs at:

<http://www.icaccreditation.org/>, or by mail at: 2025 Woodlane Drive, St. Paul, MN 55125, or by phone at: (651) 731-7243.

## **COST OF ATTENDANCE**

A complete list of tuition and fees is available on the UAMS/CHP website. Tuition for the 2019-2020 academic year is \$250.00 per credit hour for Arkansas residents and \$572.00 for non-residents. All students pay a \$10.00 per credit hour laboratory fee.

## **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/](http://www.uams.edu/studentfinancialservices/).

## **CLASS / 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.

## **ATTENDANCE REGULATIONS**

The Department's policy on attendance is as follows:

OMT students are expected to:

1. Attend all classes, laboratories, and clinical sessions.
2. Maintain the schedule and submit assignments in a timely manner.
3. Be in the scheduled area (class, lab, or clinic) at the specified time.
4. Remain in the scheduled area (class, lab, or clinic) for the specified amount of time.

Absenteeism is defined as not being present for an assigned educational activity. **Students should schedule all appointments during times when they are not participating in didactic or clinical education sessions.**

**Students must notify the OMT Program Office if they are unable to attend class. In addition, students must notify their Clinical Supervisor and the OMT Program Office by 8:30 am on the day of the absence (or sooner) if they are unable to attend clinic.**

**If a student is not present in class or clinic at the appropriate times, and does not notify both the Clinical Supervisor and the OMT Program office **PRIOR TO** the program faculty's discovery of the absence, an automatic five (5) points will be deducted from the final clinical practicum grade for each occurrence.**

### **OMT Department Contacts:**

OMT Program Director:	Alicia Baird, COMT (526-5880 or Ext 21918)
OMT Coordinator:	Valarie Robinson (320-7385 or Ext 21921)
JEI Dept. Message Line:	686-5150
Clinic Manager at JEI:	Pam Whitlock (526-6000 or Ext 21723)
Charge Nurse at JEI:	Becky Rills, RN (614-2900 Ext 1637)
Clinic Supervisor at JEI:	Kim Glaze, COMT (526-6000 or Ext 21708)
OMT Clinic Coordinators at JEI:	Leora Bibbs, COMT (686-5822), Courtney Coulter, COMT (686-5822), Summar Tackett, COMT (686-5822)
<b>ACH Message Line:</b>	<b>(364-1781)</b>

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**

Students are expected to actively engage in their education by attending and/or participating in class activities (face-to-face or at a distance). If an absence occurs, the student is responsible for all material missed.

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. Students should make arrangements with the Program Director and/or course instructor for any missed class or clinic time immediately upon return.

## **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. 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. Students are expected to stay until the end of their scheduled assignment. Leaving early is not acceptable and students must contact the program director in cases of illness or emergency. Working through a break, coming in early or staying late does not eliminate the incident of being absent, tardy or leaving early.

Upon arrival and departure from the clinical area, the student will clock in and clock out via the Trajecsys program. If necessary, Time Exceptions can be filed out by the student if the

clinical site's computers are unavailable, the computer network is inoperative, etc. **Time exceptions must be filed in a timely manner (during the week it occurred) and the Program Director must be notified of the time exception. Failure to follow these procedures can result in formal counseling and a 5-point deduction from the student's final clinical practicum grade.**

**It is the responsibility of the student to contact the Program Director to make up missed hours.**

**Students absent more than two (2) days in a row due to personal illness must submit a written physician's certification that the student is fit to resume clinical activities.** Students absent due to an immediate family member's illness requiring hospitalization may miss up to three (3) days of clinic without grade penalty. The Program Director reserves the right to request a physician certification of illness at any time.

Absences in excess of two (2) days per semester will be made up during the following times:

1. Time missed from August through December will be made up during the Christmas Break.
2. Time missed from January through March will be made up during Spring Break.
3. Time missed from March through July will be made up during the Summer Break.
4. During the Senior year, time missed after Spring Break will be made up during the Summer Break and will result in the student remaining in the program until such time is made up.
5. Students must schedule make-up days with OMT Program Director. **Failure to attend a scheduled make-up day will result in another clinical absence and that day, plus the original clinical absence day, will have to be made up.**
6. Failure to make up missed clinical time will result in an Incomplete (I) grade for that semester's clinical practicum. Incomplete grades can have a negative effect on any financial aid the student may expect to receive for the next semester. Continued failure to make up the missed clinical time by the end of the next semester will result in an "F" for the final grade.

**Any student tardy or absent 3 or more times to clinic may be subject to dismissal from the program.**

### **TARDINESS OR LEAVING EARLY (Class and/or Clinical)**

Punctuality and courteous behavior is required of any health care professional. Tardiness is disruptive and discourteous to the instructor and other class members attending the class. If you are tardy for some unavoidable reason, please minimize distraction by entering the room quietly, taking the closest seat available to you.

Tardiness is not acceptable. Tardy is defined as being late to class and/or clinic after instruction for the day has started. Leaving early is defined as leaving before the end of a

class and/or clinic assignment. **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.

**The OMT Department Absent/Tardy form must be completed and turned into the Program Director or Coordinator within 24 hours of an occurrence. Failure to follow these procedures can result in formal counseling and a 5-point deduction from the student's final clinical practicum grade.**

## **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 program director. In cases of serious illness or accident, a make-up exam may be considered.

**Students may not perform any procedure in the clinical environment that has not been first performed and evaluated in the laboratory environment.**

**The department chairman will have the final decision on all matters relating to these standard.**

## **ADVISING**

Students are required to meet with the Program Director prior to registering for the subsequent semester. Students should request an appointment before the end of the regular registration period at a time that is mutually convenient.

## **BREAKS AND HOLIDAYS**

Each year students receive the following holidays and breaks:

September – Labor Day  
November – Veteran's Day  
November – Thanksgiving  
December – Christmas Break  
January – Martin Luther King Day

February – Washington's Birthday  
March – Spring Break  
May – Memorial Day  
July – Independence Day  
August – Summer Break

## **INCLEMENT WEATHER POLICY**

UAMS recognizes that transportation problems result from inclement weather and hazardous road conditions. However, by virtue of our commitment to patient care, academics, and research, this campus never closes. When such conditions occurs, the inclement weather alert will be invoked by the Chancellor of the University for the day the policy is to be effective. If the invocation states that the alert applies to shift workers, then all CHP classes are canceled for that calendar day (day and evening).

Scheduled clinical rotations are cancelled when UAMS invokes the inclement weather policy.

Canceled classes and examinations will be rescheduled by the department or course faculty at a later time, possibly at night or on weekends.

If the inclement weather has not been invoked but the road conditions where students live precludes safe travel, students should notify the Program Director and/or Director of Clinical Education of their inability to attend classes and/or clinical. Students should then work with the course faculty to make up what was missed.

## **DRESS CODE**

As a representative of the University of Arkansas for Medical Sciences, the College of Health Professions, and the Ophthalmic Medical Technology program, all students must adhere to acceptable standards of dress and grooming. These standards are based on UAMS' and various clinical sites' policies and 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.

**The required ceil blue scrubs and optional navy blue, buttoned (no zipper), long sleeve scrub jacket (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. Uniform tops, pants, and dresses will be neat, free of wrinkles, and clean at all times. The pant length will cover the top of the shoes. Uniforms will remain in good repair. No rips, tears or holes will be tolerated. Uniforms must not be binding or constricting, but allow for ease of movement while bending or reaching. Uniforms must be properly buttoned and/or zipped to insure a neat, modest appearance. Conventional undergarments are required.

**UAMS ID badges must be worn at all times while on the UAMS campus. These should be affixed to an above the waist location.**

Professional attire may be worn when attending class only. The navy blue, buttoned (no zipper), long sleeve scrub jacket embroidered with Ophthalmic Medical Technology must be worn at all times in the clinical agency.

Shoes with a closed toe are required. Athletic shoes are acceptable. Regardless of style; footwear must be kept in good repair. Shoelaces should be kept clean at all times. Socks/hosiery must be worn at all times. Socks should form a smooth line and not be bunched around the ankles.

The hairstyle chosen must be neat and well groomed. For student and patient safety reasons, unless hair is cut short enough to remain close to the head and off the collar, it must be pulled away from the face and secured in such a manner that no strands fall downward onto the shoulders or into the face. Hats of any kind are not acceptable (only exception is surgical hats should be worn in patient care areas where they are required.)

Make-up or cologne, if worn, will be applied sparingly. Proper personal hygiene (breath and body) should be practiced at all times.

Any jewelry worn must be compatible with professional appearance: Earrings are the only visible piercing allowed and must not be longer in diameter than a nickel and may not extend more than one inch below the ear lobe. One necklace worn close to the neck is permitted. One ring may be worn on each hand, in addition to a wedding set. Nose rings, lip studs, and other visible body piercings are not permitted.

Tattoos will be covered.

**Fingernails must be clean and of reasonable length (may not extend more than ½ cm beyond fingertips), student may be asked to clip fingernails if they are interfering with job duties.** Clear nail polish is acceptable.

**A watch with a second indicator is required**

**No eating or drinking is permitted in the classroom or clinic**

**Use of Cellphones, Bluetooth devices, or earbuds is prohibited during class or clinic**

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.

## **STUDENT SUPERVISION**

Students are entitled to and will receive close supervision during all aspects of their educational experiences at UAMS. While attending classroom and laboratory sessions, the course instructor, identified on each course syllabus, will provide supervision and oversight to ensure a safe and productive learning environment. During a clinical rotation, the individual designated by the clinical site as the clinical preceptor will be responsible for supervision of the student. The ratio of students to clinical preceptor may never exceed 3:1 in the clinical setting. This will be very rare. More often, it is expected that this ratio will be 1:1 or 2:1.

## **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

Criteria for earning a particular grade will be discussed with students by the individual instructor at the beginning of each course. Grades will be rounded up.

By law, grades may not be given over the telephone. Final grades are recorded on the student's transcript at the completion of each term. Copies of transcripts may be obtained from the Office of University Registrars by submitting a written request for each transcript requested.

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.

## **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.

## **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 spring session of the senior year as part of OPHT 4511 Clinical Practicum V. A passing score is required to successfully complete OPHT 4511, 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.

## **EVALUATION AND REMEDIATION**

During the program, students will be enrolled in a number of courses that will provide basic information used the profession. As students' progress, they will begin to accumulate information that is critical to the practice of Ophthalmic Medical Technologists. The faculty has developed the following policies in an effort to ensure students understand and retain the basic principles necessary for safe and competent clinical practice and for successful completion of credentialing examination:

1. Each Ophthalmic Medical Technology (OMT) course is designed to be cumulative. Within a course, prior test materials may provide subsequent examination material. As students advance to higher level courses, the faculty presume a thorough understanding of basic concepts taught in previous courses. Thus, these concepts may be tested again during higher level courses.
2. A formal remediation plan has been developed by the OMT faculty to assist students in obtaining and retaining basic principles required for successful completion of coursework, as follows:

### **REMEDICATION**

The goal of remediation is to ensure mastery of essential concepts, important course content and professional skills. Remediation opportunities are offered to students to assist them in the on-going development and retention of knowledge and/or skill proficiency.

#### **In-Course Remediation**

- A. The "prompt" for remediation while a course is in session will be a score of less than 70% on any exam or other "high-percentage" quiz/homework/project in a course. **Note:** *Remediation does not apply to the final comprehensive examination at the end of a course.*
- B. Responsibility and Procedure
  1. It is the student's responsibility to inform the instructor of a desire to remediate **within 48 hours** of a completed exam, assignment or project. **Note:** *Remediation does not apply to the final comprehensive examination at the end of a course.* Students who request remediation will be provided additional resources to help them master course concepts that appear to be deficient.
  2. Failure to inform faculty of an intent to remediate in a timely manner will mean the student has declined remediation.
  3. The student will consult with the course instructor to form **a collaborative remediation plan** that will define what will be required for "successful" remediation. In all cases, "successful" remediation constitutes the acquisition of defined knowledge and/or skills measured objectively in a manner and at a time to be determined at the discretion of the course instructor.

### C. Grade Adjustments

1. The threshold for documentation of successful remediation is 70%.
2. If a student successfully completes remediation with a score greater than 70%, the original grade will be increased to 70% (but no higher) as the official grade.
3. If the remediation score is below 70%, the original score will remain as the official grade.

### Cl. Expectations

The following student and faculty expectations apply to remediation:

1. It is the student's responsibility to initiate remediation and schedule conferences with the course instructor.
2. Students can expect course instructors to assist the student in remediation. This may take many forms, including (but not limited to) Blackboard remediation modules, one-on-one conferences, exam review, providing additional content resources, small group sessions, and identification of university or student resources that may be deemed appropriate.
3. Students are expected to closely adhere to the remediation details as provided in the collaborative remediation plan.
4. Generally, students and faculty should expect that content knowledge and/or skill deficiencies will be remediated prior to sitting for the subsequent unit examination.
5. Program faculty expect that students will not require excessive remediation within a single course or across multiple courses in the ophthalmic medical technology curriculum.
  - a. Two (2) remediation prompts within a course is excessive.
  - b. Remediation occurring in two (2) or more courses during a semester is considered excessive.
  - c. Students meeting both of these criteria will be placed on "academic probation" for the remainder of the semester. This signifies the faculty's serious concern regarding academic progress and likelihood of future success.
  - d. Students who are placed on academic probation will be required to reduce clinical hours until the probation is lifted. Other clinical restrictions or arrangements may be applied. Students are still required to meet all regular clinical expectations to successfully complete clinical practicum and clinical internship courses.
  - e. Academic probation may be lifted at the end of the semester, providing all remediation plans, regular coursework and clinical requirements are satisfactorily met.

6. Students are expected to adhere to the College of Health Professions (CHP) policies related to academics and non-cognitive performance standards, which can be located on the CHP website under “Current Students” and “Catalogs and Handbooks”.
7. Course instructors have the right to terminate a remediation plan at any time if a student fails to meet deadlines, submits incomplete work, demonstrates unprofessional behavior or otherwise demonstrates a lack of dedication or attention to the goals of the remediation plan.

#### E. Course Grading Effects

If a remediation plan has not been successfully completed by the end of the course and 1) the course grade is less than 75% and 2) the student is passing all other courses, he/she may appeal to a program faculty panel for consideration of his/her individual circumstances. This may result in a recommendation to the course instructor to 1) either extend the time available for successful remediation or 2) award the earned grade.

If a remediation plan has not been successfully completed by the end of the course and the course grade is at least 75%, the student will earn the grade he/she earned according to the grading scale.

#### **End-Course Remediation**

This option is only available to students who 1) never qualified for remediation during the course, or 2) who qualified and were successfully remediated during the course.

This option is not available to students who did not initiate remediation during the course. When the course grade is less than 75% at the end of the course and the student is passing all other courses, he/she may appeal to a program faculty panel for consideration of his/her individual circumstances. This may result in a recommendation to the course instructor to either 1) develop a remediation plan or 2) award the earned grade. **Note:** *Remediation does not apply to the final comprehensive examination at the end of a course.*

**All clinical courses are designed to be cumulative also. A faculty member will request laboratory remediation of any clinical procedure, which is observed to be performed at less than the minimal competency level.**

#### **USE OF CALCULATORS AND CELL PHONES DURING EXAMS**

Use of calculators during an examination will be at the discretion of the individual faculty member. However, **cell phones, programmable calculators, “smart watches” or other programmable and “web-capable” devices will NOT be allowed under any circumstances.**

Students should be aware that calculators are not allowed during the secure self- assessment exams or any national credentialing examination.

## **PROFESSIONAL DEVELOPMENT AND SERVICE**

As a part of each clinical practice course in the curriculum, students are required to participate in at least four (4) 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 International Council of Accreditation (ICA) for Allied Ophthalmic Education Programs 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 International Council of Accreditation (ICA) for Allied Ophthalmic Education Programs 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*.

## **STUDENT CONDUCT**

The College of Health Professions and the Ophthalmic Medical Technology program expect not only acceptable but quality academic work and mature behavior from every student and will accept no less. All students are regarded as adult “professionals-in-training” and are expected to conduct themselves accordingly. Students are expected to abide by the policies outlined in the CHP catalog, SECTION 7.0 - ACADEMIC POLICIES AND STANDARDS. Specific attention should be given to the following CHP Student Affairs policies:

### **02.00.02 Non-Cognitive Performance Standards**

#### **02.15.01 Student Conduct and Discipline**

These policies can be found on the CHP website at:

<http://healthprofessions.uams.edu/faculty-and-staff/policies-and-procedures-guide/02-student-affairs/>

## **GUIDE TO PROFESSIONAL CONDUCT**

Professionalism relates to the intellectual, ethical, behavioral and attitudinal attributes necessary to perform as a health care provider. Students enrolled in the Ophthalmic Medical Technology program must adhere to the following policies concerning professional conduct. Repeated infraction of the rules of student conduct may result in counseling, verbal, and written warnings or dismissal from the program.

1. Courtesy is essential. Work with confidence, but with a certain degree of humility. Both are essential in your relationship with physicians, patients, instructors and fellow students.
  - a. Physicians should be addressed as "Dr.". Adult patients should be addressed as "Mr.", "Mrs.", or "Ms."
  - b. A student will not show disrespect to fellow students, patients, hospital staff members or UAMS faculty members through verbal or nonverbal means (i.e. posture, voice inflections, grimaces or gestures). Professional interpersonal relationships are essential in the practice of eye care.
  - c. Students should use the lounge areas during break and lunch. Students should never congregate in the clinical or administrative areas.
2. Any information concerning a patient should never be discussed outside the classroom or clinical areas.
3. UAMS is a tobacco-free and vape-free institution. Students are expected to abstain from smoking/vaping and from the use of tobacco products. Tobacco/Nicotine is not allowed in any clinical or academic facility. Students should not carry tobacco or nicotine in the hospital areas. Infractions of this policy are considered unprofessional behavior and will be subject to the non-cognitive performance standards policy.
4. No student may report to clinical affiliates or classes impaired by alcohol or following the use of controlled substances. The UAMS Drug Testing program applies to both employees and students at UAMS. Students are referred to UAMS Drug-Free Workplace Policy for more detailed information.
5. UAMS, College, Department or Program name, logo or letterhead should not be used by the student without the express permission from the Department Chairman.
6. Schedule faculty appointments in advance whenever possible
7. Keep lounge areas, classrooms and laboratories clean at all times. The facilities should be left as they were before the class or lab session began. Refrigerators and microwave ovens that are available for student use should be treated with care.

Food/drinks should be labeled with a name and date. However, ANY containers left in the refrigerator at the end of the week (usually Friday afternoon) will be discarded.

8. All materials, assignments and documentation, including those required as part of Blackboard courses, that are submitted to an instructor should be legible and written in complete sentences with appropriate grammar and spelling. Each faculty member reserves the right to decline receipt of material he/she considers unacceptable.
9. **All cellular phones and personal communication devices should be turned OFF or silenced.** Frequent breaks are provided during which a student may check for and/or send messages and make personal calls.

**The following actions/behaviors are considered unacceptable and may result in immediate dismissal from the program:**

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.

## **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.

## **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/](http://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.

## **SCHOLASTIC MISCONDUCT AND PLAGIARISM**

Scholastic misconduct applies to circumstances and events related to the student's education program, including scholastic dishonesty and professional conduct or judgment. This includes, but is not limited to, plagiarism, giving or receiving any form of aid on quizzes or examinations that is not expressly permitted by the instructor, or falsification of documents, experimental results, or research data. Sanction(s) may include, but are not limited to, a failing grade on the test/assignment, failing grade for the course, probation, suspension or dismissal from the college. Policies and procedures for scholastic dishonesty or other non-academic disciplinary matters are addressed in procedures and regulations in the Student Conduct and Discipline Policy located in the CHP Catalog.

The College of Health Professions subscribes to a Web-based plagiarism detection and prevention system that is used by colleges and universities nationwide. The system works by scanning the submitted document and matching the document against databases of texts, journals, and Web and other electronic sources including websites that sell or distribute pre-written essays and/or term papers. As your course instructor, I am informing you via this syllabus that I reserve the right, at my discretion, to use this plagiarism detection system for this course by submitting students' written work to the system for the purpose of determining if a document has been plagiarized.

Note: All work submitted 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 as such in this course.

## **PATIENT 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 due to the 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 webpage at <http://hipaa.uams.edu/>.

Please keep in mind that there are sanctions for inappropriate access to patient records. These include criminal penalties of up to one (1) year imprisonment and a \$50,000 fine; as well as, disciplinary action up to and including dismissal from your program.

If you have any questions pertaining to HIPAA, you may direct them to the UAMS HIPAA office at 501-603-1379.

## **HEALTH SERVICES**

Emergency health services are available at each affiliate institution. Should a student require health services, he/she should notify the clinical instructor and he/she will advise you of the proper procedure. Students are also eligible for health services at the UAMS, Student/Employee Health Department. Dental hygiene services are available to UAMS students for a nominal fee, as well as discounts on prescription drugs.

The Student Health Clinic, a part of SEHS [Student and Employee Health Services], provides basic medical services to full-time UAMS students. Students that subscribe to the Academic Health Plan will have their deductibles and co-pays waived. Those that are referred to the FMC clinic (which is housed on the 1st floor of the Family Medical Center) for laboratory or radiology services by the Student Health Clinic will also have their deductibles waived. Any non-referred visit to FMC will require co-payment at the time of visit. An appointment is necessary for students seeking routine medical care in the SEHS. See Web site for details on covered services. <http://www.uams.edu/dfcm/student-employeehealth/>.

Please note that even though the SEHS (ground level) and FMC (1st floor) are housed within the Department of Family and Preventive Medicine building, they are not the same clinic. FMC Clinic does perform pre-enrollment student examinations. To schedule an appointment call (501) 686-6560.

## **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.

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.)

The Society for Healthcare Epidemiology of America (SHEA) *endorses a policy in which annual influenza vaccination is a condition of both initial and continued healthcare personnel employment and/or professional privileges.* In addition to SHEA, many healthcare agencies and societies recommend requiring vaccination of healthcare workers, including the Infectious Diseases Society of America (IDSA), American Academy of Pediatrics (AAP), National Patient Safety Foundation, American College of

Physicians, Association for Professionals in Infection Control and Epidemiology (APIC), etc.

UAMS (and all of our clinical affiliates) require the influenza vaccine for all employees, medical staff, volunteers and other designated individuals (including students) during the upcoming influenza season. Therefore, students must be vaccinated against influenza within 6 weeks from vaccine becoming available in the Fall, in order to complete required clinical rotations. Immunization usually begins mid-October.

Request for exemptions, regardless of the reason, will be evaluated individually by Student Employee Health Services (SEHS) and the Office of Human Resources. Only those requests submitted on the UAMS exemption forms will be considered. Exemption forms are available on the UAMS SEHS webpage:

<http://familymedicine.uams.edu/university-healthcare-services/student-and-employee-health/flu-shots-student-and-employee-health-services/>

For those who receive vaccinations at sites other than UAMS, written documentation must be provided to Student and Employee Health. This documentation should be faxed to 501-296-1230 or e-mailed to [studentandemployeehealth@uams.edu](mailto:studentandemployeehealth@uams.edu).

A calendar of the mass influenza workstation dates, times and locations is posted on the SEHS Calendar. Students and employees should watch the UAMS Alerts for updates, or review the information posted on the UAMS Intranet.

## **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.

### **RECORDS**

All work and grades for individual students will be kept confidential. A complete record of a student's participation and performance in a course will be kept by the instructor and can be seen by appointment. Program records of student performance are maintained in a locked file cabinet and/or in the on-line learning management system. Release of this information to any person other than the student is not permitted, except when the student makes a written request.

An electronic record of examinations and course final grades will be maintained by the program for five (5) years on a secure server.

Students must report any name, phone number, or address change promptly to the program office.

A permanent transcript is kept by the institution. An electronic transcript request form is available through the CHP website. The cost is \$10 per transcript.

Requests for transcripts can also be submitted to the Office of the University Registrar between 8:00 AM – 4:30 PM, CHP Building 2, or sent to the Office through mail or by fax. The mailing address and fax number are on the form. Please allow 3-

5 working days for receipt of the requested transcript.

## **E-MAIL ACCOUNTS**

All students in the Ophthalmic Medical Technology program have an Outlook e-mail account. **This is the only account that will be used to generate information to students and it is imperative that students check it FREQUENTLY for messages from faculty and staff.**

Passwords for UAMS email accounts expire every 120 days. Students who do not access their account frequently will miss the reminders that are sent when it is time to change the password. To obtain a new password and access to the system, call the UAMS Help Desk at 501-686-8555.

## **MAIL SLOTS**

Personalized mail slots are located inside the OMT faculty office for students. Students should check the mail slots regularly for homework, test scores, items of interest, and messages/information to students from faculty.

## **TRANSPORTATION/PARKING**

Students will be responsible for their own transportation to all clinical sites, classes, seminars, health fairs, etc., as well as any expense incurred to fulfill these obligations.

Free student parking is available at War Memorial Stadium for Little Rock students. Students should ride the express shuttle bus to the UAMS campus. Other options for student parking are available at <http://www.uams.edu/parking/parking@uams.edu>

Compliance with parking restrictions is mandatory at the various clinical sites. Students will be held responsible for any tickets incurred and may be subject to disciplinary action.

## **COUNSELING**

Formal counseling sessions may be requested by the Ophthalmic Medical Technology faculty or by a student at any time. These sessions provide an opportunity to discuss perceived problems and identify solutions to these problems. When a faculty member requests a formal counseling session with a student, the following procedure will apply:

1. The student will be scheduled for a counseling session with the course instructor. A student who fails to appear at this initial session or any subsequent sessions will be

restricted from further scheduled learning sessions until the session can be rescheduled. A counseling form must be completed at the end of each session. A copy will be provided to the student, one will be placed in the permanent departmental file and other copies will be forwarded, as appropriate.

2. If, after the initial session, the problem remains unresolved, the student will be scheduled for a counseling session with the Program Director and/or Department Chairman.
3. If the problem remains unresolved after a meeting with the chairman, the student will be referred to the Conduct and Discipline Process or Academic Appeal Process, whichever is applicable. These processes are published in the CHP Catalog and student handbook.

## **PROGRAM LIBRARY, DEVICES AND EQUIPMENT -**

Students will be financially responsible for any books or equipment that is checked out and not returned. Students are also responsible for any materials checked out from affiliate libraries. The student cannot graduate until these materials are paid for or returned.

Any willful destruction of equipment or materials will be the financial responsibility of the student responsible for the destruction. He/she will be required to replace the item at the current listed price.

## **CLINICAL AFFILIATES**

Students must abide by the policies of the affiliate institutions, department and college. Failure to do so may lead to disciplinary action. Any affiliate may refuse entry of any student into the clinical practicum at its institution subject to review of such actions. Some affiliates provide experiences that cannot be provided by any other affiliate, rendering it impossible to complete graduation requirements without the ability to attend that affiliate.

Upon review by program and affiliate personnel, the student may be administratively withdrawn from a clinical course, when a clinical affiliate refuses to allow the student to participate in a rotation it offers. In this case, the student cannot successfully complete the program.

## **CHP STUDENT COUNCIL**

The purpose of the Student Council shall be to assist in the development of policies for students, determine ways to communicate policies to students, select student representatives

to appropriate college committees, assist in planning student affairs such as social activities, orientation, receptions for friends and parents at graduation, field trips, receptions during orientation, and college-wide awards convocation or other such student affairs as deemed appropriate.

The Ophthalmic Medical Technology program will elect student representatives to the Student Council. The Student Council representative for Ophthalmic Medical Technology will be elected from the senior class, and the alternate will be elected from the junior class. The alternate will then represent the Ophthalmic Medical Technology program in the senior year.

### **OPHTHALMIC MEDICAL TECHNOLOGY LAPTOP AND POWERPOINT USE**

Ophthalmic Medical Technology faculty may use PowerPoint slides for classroom and laboratory instruction. PowerPoint hand-outs will not routinely be available to students for printing. Rather, students are encouraged to take complete class notes and use other tools (Learning Guide, course objectives, SoftChalk modules, topic outlines, etc.) provided by the faculty to study the content and prepare for examinations.

Ophthalmic Medical Technology students may use electronic devices during class for note-taking purposes or as directed by the course instructor, only. Students should be cognizant that such usage may be distracting to other students in the class. Use of electronic devices during class is a privilege. Students observed to be using these devices during class for any reason, other than note-taking or as directed, will lose this privilege.

### **OPHTHALMIC MEDICAL TECHNOLOGY COMPUTERIZED EXAMINATIONS**

Ophthalmic Medical Technology students will take most course examinations on a computer using Blackboard functions. All examinations will be available on a lockdown browser only. Policies governing the review of the completed examination are at the discretion of the individual faculty member.

When review of a completed examination is allowed, it will occur immediately upon completion of the examination in most cases.

When allowed, students may review examinations in preparation for final examinations. Only one student at a time can review an exam and must schedule a time for review with the course instructor or Program Director. The students will not be allowed to have writing instruments, paper or cell phones while reviewing these examinations.

## **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.

The website for the UAMS Office of IPE is located at: <http://ipe.uams.edu/>

## **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)

## **AWARDS**

### **Faculty Gold Key Award\***

The Faculty Gold Key is presented to the graduate who demonstrates outstanding academic, clinical and affective skills throughout the program. This award is only presented to a student who meets each of the following minimum qualifications:

1. Program GPA must be a 3.0 or higher.
2. Absenteeism from clinical must not be more than 5% of the total clinical time at the time of evaluation.
3. Demonstration of a professional, caring attitude when working with patients, peers, faculty, and other health care team members.
4. Demonstration of initiative in learning and in sharing new professional experiences.
5. Demonstration of leadership qualities (including):
  - Leadership by example
  - Maintains a positive attitude
  - Responsibility
  - Dependability

*\* A Faculty Gold Key is awarded at the discretion of the faculty and may not be awarded every year.*

## **Far Point Award**

The Far Point Award is given each year for outstanding performance in ophthalmic optics and is presented to the student with the highest cumulative grade for Optics I & II.

## **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](http://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](http://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.

## **CHP POLICIES**

**COPYRIGHT POLICY** - The materials used in this course may include copyright protected materials provided for the personal educational use of the enrolled students and may not be further redistributed.

**INTELLECTUAL PROPERTY POLICY** - 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 the College of Health Professions and are provided for the personal educational 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 the following legal consequences:

### Summary of Civil and Criminal Penalties for Violating Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, see the web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), and especially their FAQs at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq)

**TITLE IX** - The University of Arkansas for Medical Sciences (UAMS) does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by UAMS (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence.

The UAMS Title IX Coordinator can be contacted at (501) 526-5641. She is available to explain and discuss: your right to file a criminal complaint (sexual assault and violence); the university's complaint process, including the investigation process; how confidentiality is handled; available resources (both on and off campus); and other related matters. You may also contact the UAMS Police Department, 501-686-7777 (non-emergency) or 911 (emergency). If you are in the midst of an emergency, please call the police immediately by dialing 9-1-1.

The United States Department of Education's Office of Civil Rights ("OCR") is responsible for enforcing Title IX, as well as other federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial aid. Inquiries and complaints may also be directed to OCR at 1-800-421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov)

**DISABILITY SUPPORT** – UAMS is committed to providing equal access to learning opportunities to students with disabilities. To ensure access to any class or program, please contact the ADA Coordinator to engage in a confidential conversation about the process for requesting accommodations in the classroom and clinical settings.

Accommodations are not applied retroactively. Students are encouraged to register with the ADA Coordinator's office as soon as they begin their program or as soon as the student recognizes their need for an adjustment.

UAMS encourages students to access all resources available through the ADA Office for consistent support and access to their programs. More information can be found online at <http://students.uams.edu/ada-disability-services/> or by contacting the disability services office at (501) 526-5641.

## **POLICY AND PROCEDURE ACKNOWLEDGMENT**

**By my signature below, I acknowledge that I have received a copy of the Ophthalmic Medical Technology Program Handbook, I have read the document and I agree to abide by the content within.**

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**Printed Name**

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**Student Signature**

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**Date**

*This signed and dated form will be placed in a permanent file*

## **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 \_\_\_\_\_



**UAMS College of Health Professions  
AUTHORIZATION to TAKE and DISCLOSE  
PHOTOGRAPHS or VIDEO/AUDIO RECORDINGS**

Name of Subject: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name

UAMS ID#: \_\_\_\_\_

I hereby consent to the taking of photography, audio/visual recordings or other images of me by UAMS. I understand that the photographs and recording described above may be used by the UAMS College of Health Professions faculty for educational purposes. I also give my permission and authorize the UAMS College of Health Professions to make and DISCLOSE photographs or recordings to the public for educational, commercial, or other purposes as follows:

- UAMS internet website(s)
- UAMS Posters, UAMS Publications, UAMS Photograph Books (by, on behalf of, or about UAMS) Student slide shows

UAMS is not receiving direct or indirect compensation for use/disclosure of the photograph/recordings described in this Authorization.

Expiration Date – This Authorization expires after the photographs and recordings are no longer needed by UAMS for the use and disclosure that I have authorized.

Withdrawal of Authorization – I understand that I am not required to sign this Authorization. If I sign this Authorization, I may revoke/withdraw the Authorization at any time by giving written notice to UAMS College of Health Professions Slot # 619, 4301 W. Markham, Little Rock, AR 72205. A withdrawal of this Authorization will not apply to records, information, photographs, audio/visual recordings or other information already used/released in reliance upon original authorization.

A photocopy, faxed, or scanned copy of this signed Authorization shall constitute a valid authorization.

During the recording/filming, I have the right to stop recording/ filming at any time.

Release of Liability – I agree that UAMS, including its governing Board, physicians, agents and employees, are hereby released from legal responsibility or liability for the access and release of my information to the extent indicated and authorized herein.

Re-Disclosure – I understand that once the above information is disclosed, it may no longer be protected by privacy laws.

Signature \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_



## Change Name/Address/Phone Form

**Instructions:** To change your name on your permanent record, please complete the following information and return it to the Student Services Office. Name change requests must be accompanied by a copy of your updated social security card and a copy of a second form of identification or documentation (marriage license, etc.).

UAMS ID \_\_\_\_\_ Program / Major \_\_\_\_\_

Current Name: \_\_\_\_\_  
Last First MI

What do you want to change?  Name  Address  Phone Number

New Name: \_\_\_\_\_  
Last First MI

New Address (apply this change to the following addresses:  Current  Permanent  Both):

\_\_\_\_\_  
Street Address, P.O. Box or UAMS Box

\_\_\_\_\_  
City State Zip Code

New Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

\_\_\_\_\_  
Signature\* Date Signed

*\* Signature is required. By signing, I certify that the above information is true and correct to the best of my knowledge.*

### Submit this form:

Fax: 501-526-3220 E-mail: [registrar@uams.edu](mailto:registrar@uams.edu)

Mail: University of Arkansas for Medical Sciences  
Office of the University Registrar  
4301 W Markham Slot 767  
Little Rock, AR 72205

OFFICE USE: Date Entered \_\_\_\_\_ Entered By \_\_\_\_\_

**FERPA**

**AUTHORIZATION TO RELEASE INFORMATION FROM ACADEMIC RECORDS**

(\*Required) Incomplete forms cannot be processed.  
Please Print Clearly or Type All Information

**TO BE COMPLETED BY STUDENT:**

Pursuant to the provisions of the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), I give my consent to authorized representatives of the University of Arkansas for Medical Sciences for the release of my academic records and any and all personally identifiable information contained therein to the below listed individual. I understand that this authorization will remain in effect until I rescind it in writing. I understand that I have the right to rescind this authorization at any time.

**Student Information**

Effective:(circle) Fall Spring Summer

Year: \_\_\_\_\_

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
ID Number

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Identity of Person Authorized to Receive Academic Information**

Relationship to Student: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**TO BE COMPLETED BY PERSON(S) AUTHORIZED TO RECEIVE ACADEMIC INFORMATION:**

In accordance with the consent of the above student, I accept full responsibility for any and all information contained in the academic record that may be released to me, and agree to abide by the following procedures and provisions:

- All requests for information will be submitted by me in writing or on a form supplied by the University. I understand that academic information may not be discussed over the telephone. \_\_\_\_\_ **Initial**
- The University may charge its normal fee (if any) for the services requested and provided. \_\_\_\_\_ **Initial**
- The student may rescind the authorization at anytime. I understand the University is not responsible for the non-release of future academic information should the student rescind this authorization. \_\_\_\_\_ **Initial**

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

For information about the Family Education Rights and Privacy Act of 1974, as amended, direct inquires to:

UAMS Registrar Office  
Admin West Room 304  
Little Rock, Arkansas 72205  
Telephone: (501) 686-5730  
FAX: (501) 686-6855

*Return completed forms to this address*

**FOR REGISTRAR OFFICE USE ONLY  
DO NOT WRITE IN THIS SPACE**

\_\_\_\_\_  
Recorded By

\_\_\_\_\_  
Date:

\_\_\_\_\_  
COPY TO: Person Authorized to receive Academic Information. This is to acknowledge receipt of authorization for you to receive academic record information at the University of Arkansas for Medical Sciences for the student listed on this form. Observe the procedures outlined in the agreement section when you request information.

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:

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

TO:

Name

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

No requests will be processed until you have given us your permission.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date