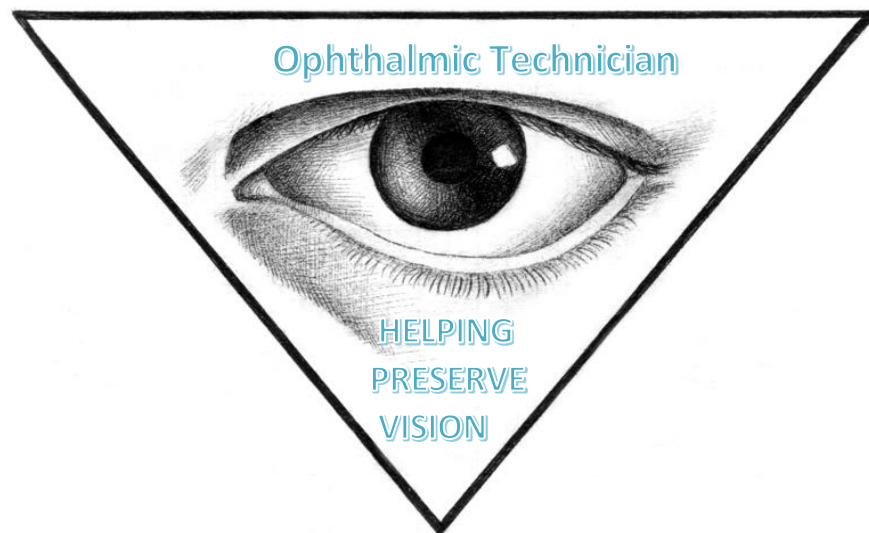


# COLLEGE OF DUPAGE

## Ophthalmic Technician Degree Program

Spring 2019



**Application Deadline Date:  
12/13/2018 by 5pm**

**Note:** Please see specific program registration or admission packets for detailed information on when to begin completing health requirements, drug tests, CPR, criminal background checks and proof of insurance submission. Timing varies depending upon either entrance to or participation in the clinical component of a given program. Funds paid to Edward Corporate Health or to a personal health care provider/ source, CastleBranch.com, insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course(s) are not successfully completed.

Students are not accepted into this program until they receive official acceptance letters from the College of DuPage Admissions Office.

COLLEGE OF DUPAGE  
Biology and Health Sciences Division  
425 Fawell Blvd.  
Glen Ellyn, IL. 60137-6599  
[www.cod.edu](http://www.cod.edu)  
(630) 942-8331

Dear Applicant:

Thank you for your interest in the Ophthalmic Technician Degree Program at College of DuPage. This packet of information has been developed to provide you with a complete overview of our program, including the process for admission.

We have made every effort to make the information in this packet complete. However, should you have further questions, please contact me at (630) 942-8398 or e-mail [thomasm90@cod.edu](mailto:thomasm90@cod.edu). Thank you for your interest.

Sincerely,

*Mitzi Thomas*

Mitzi Thomas, COMT, BPS  
Instructor/Program Coordinator  
(630) 942-8398  
[Thomasm90@cod.edu](mailto:Thomasm90@cod.edu)

# OPHTHALMIC TECHNICIAN DEGREE PROGRAM

## Program Information Disclaimer

This Program information is published for that purpose only; however, the information in this packet is not to be regarded as an irrevocable contract between the student and the Program. The Program reserves the right to change, at any time, without notice, graduation requirements, fees and other charges, curriculum, course structure and content, and other such matters as may be within its control, notwithstanding any information set forth in this Program information packet in accordance with College of DuPage policies and procedures.

## Program Admission Preference

Preference in admission is given to residents of District 502 who meet the stated minimum acceptance criteria for the program. Priority for admissions are a) In-district applicants; b) Out-of-district applicants working full-time in-district (proof of in-district employment will be required each semester); and c) Out-of-district applicants including those students with a joint or chargeback agreement and International students.

## Program Description/Introduction

The Ophthalmic Technician Program was created when the DuPage community of Ophthalmology and Optometrists approached the College Board with a need for qualified professionals in the demanding and growing field of Eye Care. Students who decide to pursue the Ophthalmic Technician Program will have been introduced and completed the introductory Eye Care Assistant Program courses and wish to move forward in the next level of competency in the Eye Care Field.

Students earning the Ophthalmic Technician Degree at College of DuPage will continue on their career path after completing the Eye Care Assistant pre-requisite courses to gain the skills for intermediate-level positions as ophthalmology and optometric assistants under the supervision of licensed eye care professionals.

The Certified Ophthalmic Technician is the second core designation level confirming knowledge in 19 specific content areas specifically designed to test the Certified Ophthalmic Assistant or Ophthalmic Technician program graduate, who intends to advance their career in the eye care field.

Demand and employment opportunities for certified ophthalmic technicians have been increasing due to the greater need of provision of eye care health. This role will prepare students to work as intermediate level technicians. Ophthalmic Technicians work under the direction of an optometrist or ophthalmologist. They can work in various clinical settings including private, group and hospital ophthalmology departments. The individual will help the ophthalmologist or optometrist with intermediate level diagnostic and treatment oriented procedures.

**Information about a career as an Ophthalmic Technician is available at: [www.jcahpo.org](http://www.jcahpo.org).**

The program was recently approved by the Illinois Community College Board and College of DuPage will seek accreditation for the new certificate through the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO). Upon receiving accreditation, students can sit for the national certifying exam, the Certified Ophthalmic Assistant (COA), administered by JCAHPO. College of DuPage is accredited by the Higher Learning Commission.

**Laboratory Skills, Competencies and Exams:** This program has mandatory competencies that must be passed prior to going to clinical rotations. If the student does not successfully complete these, then the student will be asked to withdraw from the program. Students must maintain a 2.0 GPA for all required coursework once accepted into the program.

**Students are expected to comply with the rules, regulations and procedures of College of DuPage and the affiliated clinical hospital sites.** Non-compliance with rules, regulations and procedures is a basis for dismissal from the program. The Health and Sciences Program Standards for Professional Conduct is available upon request and will be presented to the students upon their acceptance into the program.

### **Mission Statement**

The Mission of the Ophthalmic Technician Program is to:

- To demonstrate reliability, self-discipline, cooperativeness, and professional deportment and demeanor in all activities related to Eye Care.
- To help students in developing life skills of critical thinking, effective communication, professional behaviors, as well as demonstrate safe & ethical practices.
- Provide curriculum that is built around the Accreditation standards as well as enriching learning experiences for the students.
- Helping create professionals who are trained to preserve eye health by being a vital team member of the growing and in demand Eye Care field.
- To provide a Hybrid learning structure for students to earn an Associate of Applied Science degree, which will prepare graduates to take the certification exam and to meet the needs of the community, as determined by the needs assessment which provided the basis for this program's establishment.
- To collaborate with student support services to market the profession of Eye Care and Ophthalmology, and advise potential program applicants, orient ECA Program and Ophthalmic Technician students to College services and provide special academic assistance where necessary.

### **Goals**

Upon completion of the Ophthalmic Tech Program, the graduate should be able to:

- To demonstrate and be skilled in diagnostic testing as required by the standards and guidelines of JCAHPO and CoA-OMP.
- To assist the ophthalmologist & optometrist by performing delegable tasks.
- Collecting data, administering treatment, assisting in ophthalmic surgical procedures, and supervising patients in a safe and effective manner deemed appropriate according to the training level and may be delegated by a supervising ophthalmologist as applicable by law.
- Become skilled professionals, qualified by didactic and clinical ophthalmic training, who perform ophthalmic procedures under the direction or supervision of a licensed ophthalmologist who is responsible for the performance of the ophthalmic medical technician.
- Render supportive services to the ophthalmologist, optometrist and management.
- Assist the physician by collecting data necessary to reach those decisions and by transmitting and executing the ophthalmologist's instructions.
- Have knowledge, problem-solving skills, psychomotor, behavioral, and clinical competencies as well as demonstrate clinical thinking.
- Skillfully and accurately perform the clinical diagnostic tests and patient services in conformation with the didactic curriculum.
- Relate tactfully and sympathetically to patients as adapt to patient's needs.
- Demonstrate proficiency in both written and spoken communication skills with patients, families and staff.
- Demonstrate the ability to contribute to the profession and community.

## **Statement of Health**

*Prior to starting clinicals, all students in the Ophthalmic Technician Degree program will need to complete health requirements, a drug screen, background check, and complete the medical document manager requirement. You will be informed by the Program Coordinator when you will need to complete your health requirements. Please do not complete these requirements until you are instructed to do so.* The Health Requirements packet is available on the [Health Sciences Admissions](#) and the [Ophthalmic Technician](#) webpages. Some clinical affiliates require further testing, which is the responsibility of the student.

Students with chronic medical conditions and physical limitations are required to submit documentation of current health status relating to their specific condition. The statement should include the physician's assessment as to the student's ability to meet the program objectives and standard skills in Eye Care, and the current medications the student is required to take for health maintenance.

## **Statement on Medical Care and Health Insurance**

Students are responsible for their own medical care and health insurance while in the program. Students must possess health care insurance in order to train at the clinical affiliate. The student is responsible for any costs that may be incurred related to personal injuries he/she may acquire while performing activities at the clinical affiliate. The affiliating clinical facility and/or College of DuPage cannot be held liable for such injuries. Please visit the [Center for Access and Accommodation](#) website for additional details.

Students are required to provide evidence of current health insurance coverage. Please follow specific guidelines as instructed for submitting proof of insurance.

## **Statement on Medical Malpractice Insurance**

Malpractice insurance is required and is included in the clinical education tuition costs on an annual basis. That is, the cost of the insurance is included with the tuition costs for OPTH 2101. Students must be officially registered and listed on the instructor's class roster to be covered by the malpractice insurance.

## **Statement on Drug Testing/Criminal Background Check**

A drug test and criminal background check are required prior to starting a clinical rotation in the Ophthalmic Technician program. Several clinical affiliates also require finger printing. The costs of these requirements are the responsibility of the student. You will be informed by the Program Coordinator when you will need to complete these requirements. **Please do not complete them until instructed to do so.**

## **Criminal Background Check Information**

All health care workers and student health care workers are required to undergo a criminal background check in order to work in a clinical setting. A student with a positive background check containing disqualifying conditions as defined by Federal and State law will not be allowed to enter the clinical portion of the program. A student with a positive background check containing disqualifying conditions as defined by Illinois State Law ([225ILCS46/25](#)) and 77 Ill Adm. Code 955 Section [955.160](#) will not be allowed to enter the clinical portion of this program, thus preventing the student from obtaining mandated certification and/or licensure.

**NOTE: You may have been convicted and not sent to jail.** People are often fined or given probation or conditional discharge rather than jail time, but these are still considered convictions. If you are unsure as to whether an arrest resulted in a conviction, contact the county in which you were arrested and speak to a representative in the Circuit Clerk's office, State's Attorney's office or your attorney.

## **Transportation**

Students are required to provide their own reliable transportation to the college and clinical sites. Public transportation is not an option since many clinical sites are more than an hour away from the college. Clinical placements are assigned by the Clinical Coordinator to meet the needs of all students and the program. Students cannot select clinical sites. Any parking fees and/or tolls are the responsibility of the student. **Clinical sites can be over 100 miles from College of DuPage.**

## **Standard Skills in Health Career Programs**

To participate in any Health Career program at College of DuPage that has a direct patient care or clinical education component, applicants must possess additional non-academic skills. These occupational standards are consistent with the duties of the entry-level professional in that field and are set by the individual program. These skills, which protect the health and well-being of patients, may include but are not limited to the ability to the below list. Please refer to the Health Science Program Essential Functions.

In the Eye Care Assistant profession, you may be exposed to fumes, chemicals, cold, noise, radiation, blood/body fluids, and infectious diseases. See the packet for the Health Career program to which you are applying for specific occupational requirements. Students who do not meet these standards may be considered ineligible for a program and can be withdrawn from all program classes. If you are unsure whether you can meet these requirements, you are advised to consult an adviser, counselor or member of the program faculty to discuss the situation, and/or schedule an appointment with your physician prior to applying to the program or enrolling for classes.

## **Statement on Clinical Education**

Students should complete a minimum of 960 hours of full-time ophthalmologist and certified technician supervised clinical experience. This requirement is based on the requirements that the Joint Commission of Allied Health Personnel in Ophthalmology (JCAHPO) requires. JCAHPO requires that students complete these clinical requirements prior to being able to apply for the COT (Certified Ophthalmic Technician) Certification.

120 clinical days must be obtained by the end of the 2-year Associate's Degree program. To fulfill these requirements, students will be scheduled between 2 to 3 days at clinical sites per week.

If student is already working under the supervision of an ophthalmologist, special permission obtained from the program coordinator can fulfill the clinical requirements.

Clinical site placement will be determined by the program instructor. The program instructor will place the student in clinical rotations based on clinical site availability for each term.

Individual clinical site requirement(s) will need to be met before student can begin rotations at the site.

### **Clinical Affiliates- **\*\*sites subject to change\*\*****

- Advocate Dreyer
- Chicagoland Eye Consultants
- DuPage Eye Center
- DuPage Medical Group
- Geneva Eye Care
- Jesse Brown VA
- Loyola Hospital
- Wheaton Eye Clinic

## **Non-Discrimination Statement**

The College prohibits discrimination in its admissions, employment, and educational programs or activities on the basis of race, color, sex, religion, creed, national origin, age, ancestry, marital status, sexual orientation, gender identity and expression, arrest record, military status or unfavorable military discharge, citizenship status, and physical or mental disability. The College will protect an individual's right to express their viewpoint or opinion, so long as it does not violate State or Federal law and is not detrimental to the College.

This Policy against discrimination applies throughout all College environments, whether on campus, at work assignments off campus, at College-sponsored social functions, or otherwise.

Procedures to facilitate the College's prohibition of discrimination will be promulgated consistent with the Policy. (Board Policy 20-5).

## **Student Email Policy**

College of DuPage will send all official communications to you through your official COD email (dupage.edu). You will no longer be able to use a preferred email account. You do have the option to forward these communications to a personal email account if you wish.

Check your COD email weekly for important information like:

- Official COD communications
- Financial aid communications
- Petition to graduate
- Transfer credit evaluation
- Prerequisite proof Sensitive
- FERPA-related communications
- Transcript order
- Important messages from instructors

For more information on the student email policy go to: <http://www.cod.edu/academics/email.aspx>

## **Citizenship/Visa Status**

If you are not a U.S. citizen or a permanent resident of the U.S., and if you have any questions or concerns regarding your eligibility to participate in health sciences programs, please contact the **International Student Office**, SSC 2225, (630) 942-3328, e-mail: [intlstdt@cod.edu](mailto:intlstdt@cod.edu).

Qualified applicants will be considered out-of-district in the admissions ranking process if they are **not** a:

- U.S. citizens
- Permanent residents

## Application Materials Checklist

**NOTE: Admission Committees for Health Science programs have the right to deny admission to any applicant that they feel is unable to fulfill the essential functions as described in this packet.**

**It is the applicant's responsibility to ensure that all application requirements have been completed and received by the designated office, by 5pm on December 13, 2018.**

- \_\_\_\_\_ 1. Register to attend a mandatory Eye Care Assistant/Ophthalmic Technician [Advising Session](#). **It is required that an applicant attend an advising session within a 12 month period prior to the application deadline.** A Photo ID is required for attendance at advising sessions.
  
- \_\_\_\_\_ 2. If you have not been admitted to College of DuPage, please complete the **non-refundable** \$20 [College of DuPage General Admissions Application](#) online. **This application is for general admissions to College of DuPage only; it is not an application to the Health Sciences Limited Enrollment Ophthalmic Technician program.**
  
- \_\_\_\_\_ 3. To ensure that all of your eligible credits are evaluated towards the admission requirements, turn in **ALL** official Transcripts from institutions that you have attended. Immediately:
  - a. Submit your official transcript(s) to **College of DuPage, Office of Student Records**. *If College of DuPage is the only institution you have attended, you do not need to request official transcripts.*
  
  - b. Verify receipt of your transcript(s). Log into myACCESS account, click on 'myACCESS for Students', select '**My Profile**'. The receipt status of your transcript will be listed under '**Transcript Institutions**'.

NOTE: If you have an international transcript from high school or college, it must first be evaluated. Please visit the following website [http://cod.edu/registration/records/trans\\_eval\\_listing.aspx](http://cod.edu/registration/records/trans_eval_listing.aspx) for details.

- \_\_\_\_\_ 4. Complete the **non-refundable** \$50 [Health Sciences Limited Enrollment Program Application online](#). **Once term is selected and application submitted, you may not change the term or program.**

- Select **Spring 2019** in "I plan to start"

I plan to start\*

Spring 2019

- Select **Ophthalmic Technician Degree** when asked "What Health Sciences Limited Enrollment program are you applying for?"

What Health Sciences Limited Enrollment program are you applying to? \*

Ophthalmic Technician Degree

*If you do not have a credit card, you can purchase a prepaid credit card from your local retailer*



\_\_\_\_\_ 5. Complete the [College of DuPage Residency Verification form](#) and provide 2 proofs of residency to the **Office of Student Registration Services, Student Services Center (SSC) Room 2221** by the program application deadline date.

**Note:**

- **If this residency requirement has not been submitted to Registration by the program application deadline date, you will not be considered for admission.**
- **Separate Residency Verification Forms must be submitted for each program application.**

\_\_\_\_\_ 6. Completion of Eye Care Assistant courses that are listed on the Merit Evaluation on page 12

\_\_\_\_\_ 7. If currently employed as an Ophthalmic Assistant or Technician - proof of work experience required to waive clinical requirement

- Must include position, number of years, be on company letterhead and signed by an Ophthalmologist. E-mail this to [hsadmissions@cod.edu](mailto:hsadmissions@cod.edu).
- Student must schedule an appointment with Program Coordinator, Mitzi Thomas, regarding waiving clinical requirement.

***“All application documents delivered to the College of DuPage pertaining to a health sciences admissions file become the property of the College of DuPage and will not be returned to the applicant. This includes but is not limited to transcripts, letters of recommendation, clinical evaluation forms or outside test reports.”***

***\*Applicants interested in re-applying will need to start over and resubmit all application items during the new application cycle. COD does not save application materials.***

## **Admissions Process**

The Ophthalmic Technician degree program can admit only a limited number of students. The number of students selected is determined by the current availability of clinical sites and may vary from year to year. An Admissions Committee, will oversee the selection process using a Merit Evaluation based upon admission requirements.

**Students are admitted to the program according to Merit Evaluation scores and residency. Admission to the program is not a guarantee of completion of the program nor does it guarantee employment upon graduation.**

Priority for Admission:

- a. In-District applicants
- b. Out-of-District applicants working full-time in-district (proof of in-district employment will be required each semester)
- c. Out-of-District applicants including those students with a joint or chargeback agreement and International students

Letters of decision (accept, decline, alternate) are mailed to each applicant approximately 6-8 weeks following the application deadline. Accepted applicants must confirm their desire to accept in writing (on a provided form) within a two-week period. If no response is received, the next qualified student on the alternate list, according to Merit Evaluation rank order, will be offered acceptance into the program. Students re-applying are advised to contact the coordinator to review their file early to see if they can improve their score in any way.

Requests for admission are **not** automatically carried over to the following cycle. Applicants who were not accepted for the cycle in which they originally applied are asked to pay the \$50 non-refundable Health Science application fee and submit any/all supporting documents as listed on the Admissions Checklist of the Application Packet requirements (if applicable).

## **Licensure / Credentialing**

Upon receiving accreditation, students can sit for the national certifying exam, the Certified Ophthalmic Technician (COT), administered by JCAHPO.

## Pre-requisite Courses

(Must be completed prior to application deadline)

*Pre-Requisite Required Classes: Must be no more than 5 years' old and have earned a "C" or higher*

A&P 1500	Survey of Human Anatomy & Physiology	4 credit hours	<b>OR</b>
A&P 1551 or 1571	Human Anatomy & Physiology I	4 credit hours	<b>AND</b>
A&P 1552 or 1572	Human Anatomy & Physiology II	4 credit hours	
HLTHS 1110	Biomedical Terminology	3 credit hours	
SURGT 1000	Ethics in Health Care	4 credit hours	
EYE 1101	Principles of Eye Care Assistant I	8 credit hours	
EYE 1102	Principles of Eye Care Assistant II	8 credit hours	
EYE 1103	Principles of Eye Care Assistant III	9 credit hours	

### General Education Courses Required to Graduate

*It is highly recommended that potential candidates complete as many or all of these courses prior to entrance into the program.*

**Please see the following link to the Student Planning Worksheet for the Associate in Applied Science Degree for details.**

[http://www.cod.edu/counseling/pdf/student\\_planning/student\\_planning\\_aas\\_current.pdf](http://www.cod.edu/counseling/pdf/student_planning/student_planning_aas_current.pdf)

General Education Required Categories

Communications:	6 credits
Humanities:	3 credits
Mathematics:	3-5 credits
Social and Behavioral Sciences	3 credits
Global/Multicultural Studies or Contemp. Life Skills	3 credits
Physical and Life Sciences	4-8 credits

### **Ophthalmic Technician Program Classes (after acceptance)**

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<i><b>Ophthalmic Technician Program Classes: Spring Semester</b></i>		
OPHT 2101	Ophthalmic Technician I	4 credit hours
		<b>Total: 4 credit hours</b>

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<i><b>Ophthalmic Technician Program Classes: Summer Semester</b></i>		
OPHT 2102	Ophthalmic Technician II	5 credit hours
<i><b>Ophthalmic Technician Program Classes: Summer Semester</b></i>		
OPHT 2103	Ophthalmic Technician III	5 credit hours
		<b>Total: 10 credit hours</b>

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**14 credit hours**

\*Classes will be in a Hybrid format which includes: online instruction, face-to-face lecture/lab time and clinical rotations.

# Ophthalmic Technician Degree

## Merit Evaluation - (subject to change)

For your reference only; admissions committee completes this form. Do not fill out and submit

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Residency Verification Form Yes or No (circle)  
Attended an Ophthalmic Technician Advising Session (12/13/17 – 12/13/18) Yes or No (circle)

### Points

#### Prerequisites Courses Needed Prior to Application

ANAT 1500 (Scale A) \* \_\_\_\_\_

**OR**

Anatomy Series:

ANAT 1551 or ANAT 1571 (Scale A)\* \_\_\_\_\_

**AND**

ANAT 1552 or ANAT 1572 (Scale A) \* \_\_\_\_\_

Average of Anatomy Series \_\_\_\_\_

HLTHS 1110 Biomedical Terminology (Scale A) \* \_\_\_\_\_

SURGT 1000 Ethics in Health Care (Scale A) \* \_\_\_\_\_

EYE 1101 Principles of Eye Care Assistant I (Scale A) \* \_\_\_\_\_

EYE 1102 Principles of Eye Care Assistant II (Scale A) \* \_\_\_\_\_

EYE 1103 Principles of Eye Care Assistant III (Scale A) \* \_\_\_\_\_

**Total Points earned for all 6 courses:** \_\_\_\_\_

*\*Grade of 'D' or lower will NOT be accepted*

#### OPTIONAL: General Education Courses Categories Required to Graduate\* (Scale B)

Communications \_\_\_\_\_

Humanities \_\_\_\_\_

Mathematics \_\_\_\_\_

Social and Behavioral Sciences \_\_\_\_\_

Global/Multicultural Studies or Contemp. Life Skills \_\_\_\_\_

Physical and Life Sciences \_\_\_\_\_

**Total Category Completion Points (6 points possible)** \_\_\_\_\_

*(Per student planning worksheet) \*Must have a passing grade*

#### OPTIONAL: Ophthalmology Experience: (Scale B)

- Letter stating proof of ophthalmology office experience (must include position, number of years and be on company letterhead) and be signed by an Ophthalmologist.

\_\_\_\_\_

**TOTAL POINTS:** (Max Points: 31) \_\_\_\_\_

<u>SCALE A</u>		<u>SCALE B</u>	
Letter Grade A:	= 4	Yes:	= 1
Letter Grade B:	= 3	No:	= 0
Letter Grade C:	= 2		