VISION CARE PRACTICE: INTRODUCTION TO THE BACK OFFICE
Course Syllabus

Course Number: HLTH-0352                  OHLAP Credit: No
OCAS Code: None                               
Course Length: 45 Hours                       
Career Cluster: Health Science               
Career Pathway: Therapeutic Services          
Career Major(s): Vision Care Assistant, Vision Care Technician

Pre-requisite(s): None

Course Description: Upon completion of this course, the student will be able to identify safety and legal issues/concerns and medical terminology commonly used in the ophthalmic office. Students will understand the use and maintenance of diagnostic equipment.

Textbooks: The Ophthalmic Assistant 8th Ed. Harold A. Stein, Raymond M. Stein, Melvin I. Freeman 2006 Elsevier

The Ophthalmic Medical Assistant: An independent study course. 4th Ed. 2006, Newmark, M.D., E., Executive Editor (no Author)


Dictionary of Eye Terminology. 5th Ed. Cassin, B., Rubin, MD,M., Editor. 2006, Triad Publishing

Course Objectives:

A. Role of Ophthalmic Medical Personnel in the Ophthalmic Practice Setting
   1. Identify distinction of allied health personnel.
   2. Identify distinction of ophthalmic medical personnel.
   3. Demonstrate understanding of ophthalmic certification requirements.
   4. Identify the specialty areas available in ophthalmic assisting.

B. Equipment in the Ophthalmic Practice Setting
   1. Identify all hand held ophthalmic exam equipment.
   2. Identify all automated ophthalmic exam equipment.
   3. Identify all hand held ophthalmic lab equipment.
   4. Identify all automated ophthalmic lab equipment.

C. Preliminary Examination
   1. Demonstrate understanding of the importance of history taking.
   2. Identify each component of preliminary examination.
   3. Demonstrate understanding of proper patient communication.

D. Ophthalmic Exam, Professionalism and Documentation Skills
   1. Identify the steps in the ophthalmic exam.
   2. Identify the professionalism required to deal with a patient in the ophthalmic practice.
   3. Identify and demonstrate the clear, concise documentation.
   4. Identify the skills necessary to perform ophthalmic in the back office.

E. General Medical Knowledge, Infection Control, and Emergencies
1. Describe what constitutes emergency situations and identify appropriate actions for those situations. 
2. Describe, identify and demonstrate how to use and maintain emergency equipment, & supplies. 
3. Demonstrate how to implement emergency procedures and first aid. 
4. Identify and demonstrate how to maintain control of emergency situations. 
5. Identify and implement how to give reassurance, support and care for the patient. 

F. Ophthalmic Medical Law, Medical Ethics, and Medical Economies 
1. Demonstrate the ability and understanding to maintain medical confidentiality. 
2. Demonstrate understanding of ethical and legal standards. 
3. Identify all professional organizations in vision care. 
4. Identify how to increase knowledge and skills in the profession. 
5. Identify government regulations and demonstrate the ability to follow them. 

G. Ophthalmic Medical Terminology 
1. Demonstrate the ability to use medical terminology accurately. 
2. Demonstrate the ability to build a professional vocabulary based on prefixes, suffixes, word roots and combined forms. 
3. Demonstrate the ability to spell, define and pronounce medical terms. 
4. Demonstrate the ability to use a medical dictionary. 

Health Careers Core Incorporation 
A. Infection Control 
1. Explain principles of infection control 
2. Describe methods of controlling growth of microorganisms 

B. Emergency Procedures and Protocols 
1. Practice fire safety in a healthcare setting 
2. Apply principles of basic emergency response in natural disasters and other emergencies 

C. Core Legal and Ethical Principles and Practice (30 hours) 
This course includes knowledge necessary for the student to understand the legal responsibilities, limitations, and implications of their actions within the healthcare delivery setting. The student will learn what is necessary to perform their duties according to regulations, policies, laws and legislated rights of clients. The student will be introduced to accepted ethical practices with respect to cultural, social, and ethnic differences within the healthcare environment. 

D. Legal Implications 
1. Analyze legal responsibilities and limitations 
2. Explain practices that could result in malpractice, liability, and/or negligence 
3. Apply procedures for accurate documentation and record keeping 
4. Interpret healthcare facility policies and procedures 

E. Legal Practices 
1. Apply standards for Health Insurance Portability and Accountability Act (HIPAA) 
2. Describe advance directives 
3. Summarize the Patient’s Bill of Rights 
4. Understand informed consent 
5. Analyze legislated scope of practice of healthcare professionals 
6. Explain the laws governing harassment, labor, and employment 

F. Ethical Boundaries 
1. Differentiate between ethical and legal issues impacting healthcare 
2. Compare personal, professional, and organizational ethics 
3. Recognize ethical issues and their implications related to healthcare 

G. Ethical Practice 
1. Apply ethical behaviors in healthcare 
2. Apply procedures for reporting activities and behaviors that affect health, safety,
and welfare of others ①

H. Core Health Promotion (15 hours) ②
This course will include knowledge about the fundamentals of wellness and the prevention of disease processes. The student will learn about the importance of practicing healthy behaviors. Students will learn about complementary/alternative health practices ①

I. Healthy Behaviors ①
1. Apply behaviors that promote health and wellness ①
2. Describe strategies for prevention of diseases including health screenings and examinations ①
3. Apply practices that promote prevention of disease and injury ①
4. Apply appropriate safety practices as related to high-risk behaviors ①
5. Discuss complementary and alternative health practices ①

J. Core Healthcare Delivery Systems (15 hours) ①
This course will assist the student to identify how key healthcare systems affect the delivery of specific healthcare services. There will be opportunities to study the effect of a variety of issues on the delivery of quality care to patients. The student will begin to appreciate the value of each healthcare team member and the impact that individuals have in influencing the delivery of care in specific healthcare environments. They perform and quality of care. In this course, students will be able to explain the cost of health care and services. Students will also be able to discuss the different health care facilities, agencies, and trends in health care. ①

① ODCTE Objective
All unmarked objectives are TTC instructor developed.

Teaching Methods: The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

Grading Procedures:
1. Students are graded on theory and lab practice and performance.
2. Each course must be passed with seventy (70%) percent or better.
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.
4. Career Major grades established during coursework are a major criteria in successfully obtaining certification.

Description of Classroom, Laboratories, and Equipment: Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

Available Certifications/College Credit: The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee or Tulsa Community College. See program counselor for additional information.
College Credit Eligibility: The student must maintain a grade point average of 2.0 or better.