

## CURRICULUM GUIDELINES

**A:** Division: **HEALTH SCIENCES** Date: **January 25, 2001**

**B:** Department/ **DISPENSING OPTICIAN** New Course  Revision   
 Program Area: **PROGRAM**

If Revision, Section(s) Revised: **G, E**

Date Last Revised: **March 1, 1995**

**C: DOPT 310 D: DISPENSING OPTICIAN EYEGLASS PRECEPTORSHIP E: 5**

Subject & Course No.	Descriptive Title	Semester Credits																
<p><b>F:</b> Calendar Description:            This course provides learning opportunities for students in the Dispensing Optician Program to consolidate knowledge and skills gained in all of the first year courses. Students will be placed within retail optical outlets under the supervision of a dispensing optician who will act as a preceptor. Students will be expected to carry the workload of a beginning dispensing optician (eyeglasses) at the conclusion of the course.</p>																		
<p><b>G:</b> Allocation of Contact Hours to Types of Instruction/Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p style="text-align: right;"><b>Field</b></p> <p><b>Experience</b></p> <p>Number of Contact Hours: ( per semester for each descriptor)</p> <p><b>Field Experience                      210 hrs.</b></p> <p>Number of Weeks per Semester:    <b>6</b></p>	<p><b>H:</b> Course Prerequisites:   <b>DOPT 200 + DOPT 210 + DOPT 212</b></p>																	
	<p><b>I:</b> Course Corequisites:</p>																	
	<p><b>J:</b> Course for which this Course is a Prerequisite:   <b>DOPT 400 + DOPT 410 + DOPT 412</b></p>																	
	<p><b>K:</b> Maximum Class Size:   <b>35</b></p>																	
<p><b>L:</b> PLEASE INDICATE:</p> <table style="width: 100%;"> <tr> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 40%;">Non-Credit</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>College Credit Non-Transfer</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>College Credit Transfer:</td> <td>Requested</td> <td><input type="checkbox"/></td> <td>Granted</td> <td><input type="checkbox"/></td> </tr> </table> <p style="text-align: center;">SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (<a href="http://www.bccat.bc.ca">www.bccat.bc.ca</a>)</p>			<input type="checkbox"/>	Non-Credit				<input checked="" type="checkbox"/>	College Credit Non-Transfer				<input type="checkbox"/>	College Credit Transfer:	Requested	<input type="checkbox"/>	Granted	<input type="checkbox"/>
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**M:** Course Objectives/Learning Outcomes

Upon successful completion the student will be able to:-

1. Apply Theory and Skills From All First Year Courses in the Following Activities.
  - instruments, equipment and tools used in the process of eyeglass dispensing, surfacing, edging, plastic lens tinting, frame repair and soldering
  - demonstrate professional and ethical skills when communicating with patients, staff and others within the clinical setting
  - handle customer complaints
  - appropriate interpersonal and written communication skills within the clinical setting
  - appropriate documentation and record keeping skills
  - accounting and inventory skills as they relate to a small business
  - effective selling and marketing techniques
  - computer usage relevant to the practice setting

**N:** Course Content

- 1. Introduction**
  - assignment to optical preceptor
  - preceptorship objectives
  - orientation with supervising Optician
  
- 2. Application of Theory and Skills**
  - 2.1 Instrumentation
  - 2.2 Lens Dispensing
  - 2.3 Frame Dispensing
  - 2.4 Product Knowledge
    - lens materials and functions
    - frame materials and functions
  - 2.5 Laboratory Process
    - surfacing
    - edging and finishing
    - insertion and alignment
    - prescription verification
    - plastic lens tinting
    - repairing and soldering

**3. Application of Communication Skills****3.1 Interaction with Patient**

- professional and ethical behaviour
- telephone communication
- initiating contact
- recognizing underlying messages
- using questions appropriately
- developing motivational selling strategies
- handling customer complaints

**3.2 Written Communication**

- patient dispensing files
- laboratory order forms
- inventory ordering / receiving forms
- doctor / patient follow-up letter
- business letters
- report writing

**4. Application of Business Skills****4.1 Record Keeping**

- patient files
- inventory tracking
- shipping / receiving

**4.2 Accounting**

- customer payment transaction
- daily sales
- monthly sales
- bank depositing
- invoice / statement tracking

**4.3 Computer Concepts**

(Computer skills to be applied if relevant to practice)

- database entry
- word processing
- spreadsheet processing

**O: Methods of Instruction**

Students will work a 35 hour week in the practice setting over an 8 week period, under the direction of an Optician who will act as a preceptor. They will participate as a team member of the staff in the setting, providing service to patients regarding eyeglass dispensing and preparation.

<p><b>P:</b> Textbooks and Materials to be Purchased by Students</p> <p>Douglas College Courseware: Clinical Practice Manual</p>
<p><b>Q:</b> Means of Assessment</p> <p>This is a <b>Mastery</b> course. Evaluation of the course will be based on the course objectives and be consistent with college policies on course evaluation. Evaluation for mastery will include an assessment of performance by the supervising Optician, and the completion of the Clinical Practice Manual by the student.</p>
<p><b>R:</b> Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>Yes</p>

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Course Designer(s)

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Education Council/Curriculum Committee Representative

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Dean/Director

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Registrar