



Health Professions Division

Ophthalmic Technician Program

Student Handbook

Fall 2024

Elgin Community College
1700 Spartan Dr. Elgin, IL 60123
www.elgin.edu (847) 214-7342

These requirements are specific to the Ophthalmic Technician Program and are supplemental to the ECC college catalog.

Accessible Version: [OPH Handbook](#)

Table of Contents

Introduction	4
About the Ophthalmic Technician Program.....	4
Health Professions Policies and Procedures	4
Ophthalmic Technician Program Key Staff.....	4
Accreditation and Ophthalmic Technician Organizations.....	5
Ophthalmic Technician Program Clinical Agencies	6
Health Professions Division Mission and Vision Statements	7
Ophthalmic Technician Program Mission	7
Discrimination Prohibited	7
Americans with Disabilities Act Statement	8
Essential Requirements of an Ophthalmic Technician.....	8
Curriculum.....	11
Program Goals.....	11
Core Abilities	11
Course Sequence.....	12
Book List for OPH Classes.....	12
Program Expenses	13
Graduation	14
COT Certification	14
Policies and Procedures	16
Testing and Grading Policies	16
Skill Competency Policy.....	16
Student Retention and Promotion.....	17
Failure, Withdrawal, Refunds, and Re-entry.....	19
Classroom and Laboratory Experience.....	20
Classroom Attendance	20
Clinical Experience	20
Clinical Education in the Curriculum-Hours	21
Clinical Attendance/Tardiness	21
Clinical Dress Code	21
Clinical Performance Evaluation	22
Inclement Weather Policy.....	22
Ophthalmic Technician Student Handbook Agreement	24

Statements and Releases	25
Voluntary Assumption of Risk and Release of Liability	26

Introduction

About the Ophthalmic Technician Program

The Elgin Community College Ophthalmic Technician Program is a two-year program which awards an Associate in Applied Science degree in Ophthalmic Technician. Upon successful completion of the program, students are eligible to sit for the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) exam to be a Certified Ophthalmic Technician (COT). Classes are taught in person and include didactic and laboratory components. The ECC laboratory has two exam lanes and two specialty testing rooms filled with state-of-the-art equipment. Students are prepared for this career with three semesters of clinical experience at ophthalmic clinics in the area. Graduates are prepared for a position as an ophthalmic technician at a private practice, medical center, hospital, or university clinic.

Health Professions Policies and Procedures

Ophthalmic Technician Program students are also required to abide by the policies and procedures set forth in the Health Professions Policies & Procedures Manual. This manual can be found on the [Ophthalmic Technician Program website](#) under “Resources”. Students should read this manual entirely and ask the Program Director any clarifying questions they have before signing the Agreement Form on the last page of the document.

Ophthalmic Technician Program Key Staff

Denise Kruckenberg
Dean of Health Professions
A106.02
(847) 214-7308
dkruckenberg@elgin.edu

Shelby Stanley, BA, COT
Ophthalmic Technician Program Director
A335.01
(847)214-7342
sstanley@elgin.edu

Eric Quartetti, MD
Ophthalmic Technician Program Medical Director

Lori Marco, COT
Ophthalmic Technician Program Instructor
A360
(847) 214-7094

Imarco@elgin.edu

Accreditation and Ophthalmic Technician Organizations

The Elgin Community College Ophthalmic Technician Program is seeking accreditation by the International Council of Accreditation (ICA) for Allied Ophthalmic Education Programs. COT certification is obtained through IJCAHPO/JCAHPO.

International Council of Accreditation for Allied Ophthalmic Educational Programs (ICA)

2025 Woodlane Drive
St. Paul, MN 55125-2998
Phone: 651-731-7243
Fax: 651-731-0410

International Joint Commission on Allied Health Personnel in Ophthalmology (IJCAHPO), also known as JCAHPO

2025 Woodlane Drive
St. Paul, MN 55125-2998
Phone: 651-731-2994 / 800-284-3937
Fax: 651-731-0410
Email: jcahpo@jcahpo.org

The American Academy of Ophthalmic Professionals (AAOP)

655 Beach St.
San Francisco, CA 94109
Phone: 866-561-8558
Email: aaop@aao.org

Consortium of Ophthalmic Training Programs (COTP)

2025 Woodlane Drive
St. Paul, MN 55125-2998
Phone: 651-731-7243
Fax: 651-731-0410
Email: cotp@jcahpo.org

Ophthalmic Technician Program Clinical Agencies

Student clinical rotations will be selected by program staff. Students are responsible for securing their own transportation to and from clinical sites. Program staff cannot guarantee clinical placement at a student's requested site(s), as many factors need to be taken into consideration for clinical rotations. The most frequently used locations are listed below. Other sites associated with the below contracted clinics may be used as approved by program staff. Only contracted clinical sites may be used; students may not use an unapproved clinical site to satisfy their program clinical hours.

Chicagoland Eye Consultants

2371 Bowes Rd., Suite 400

Elgin, IL 60123

Duly Health and Care – Bloomingdale

303 Army Trail Rd.

Bloomingdale, IL 60108

Fox Valley Ophthalmology – St. Charles

40W330 Lafox Rd., Suite A

St. Charles, IL 60175

Fox Valley Ophthalmology – Elgin

750 Fletcher Dr. Suite 106

Elgin, IL 60123

Geneva Eye Clinic

1000 S. Randall Rd., Suite 100

Geneva, IL 60134

Ophthalmology Associates

1670 Capital St., Suite 100

Elgin, IL 60124

Simpson Eye Associates – West Dundee

650 Spring Hill Ring Rd., Suite 2020

West Dundee, IL 60118

Simpson Eye Associates – Crystal Lake

730 E. Terra Cotta Ave.

Crystal Lake, IL 60014

Simpson Eye Associates – Huntley

11620 W. Algonquin Rd.

Huntley, IL 60142

Suburban Associates in Ophthalmology – Arlington Heights

110 West Central Rd., Suite 205

Arlington Heights, IL 60005

Suburban Associates in Ophthalmology – St. Alexius Medical Center

1555 Barrington Rd., Bldg. #3, Suite 3150

Hoffman Estates, IL 60169

Suburban Associates in Ophthalmology – Alexian Brothers Medical Center

800 Biesterfield Rd., Eberle Bldg., Suite 710

Elk Grove, IL 60007

Wheaton Eye Clinic – St. Charles

610 S. Randall Rd.

St. Charles, IL 60174

Wheaton Eye Clinic – Bartlett

980 Illinois Rte 59

Bartlett, IL 60103

Health Professions Division Mission and Vision Statements

The mission of the Health Professions division is to provide quality education that supports the development of health and wellness practitioners. The Health Professions Division will be recognized as a leader in providing quality education using innovative teaching strategies. Our students will develop confidence in their discipline through training in simulated and clinical settings. We will utilize interdisciplinary activities to instill a sense of professionalism in our graduates and nurture an appreciation for lifelong learning.

Ophthalmic Technician Program Mission

The mission of the Ophthalmic Technician program is to provide students with the skills necessary to become a valuable part of the eyecare team through quality evidence-based education and patient-centered clinical experiences. We are dedicated to equipping future ophthalmic technicians with the knowledge and technical proficiency to provide competent, compassionate patient care in an ever-changing healthcare environment.

Discrimination Prohibited

Elgin Community College is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, Age Discrimination Act, and Title II of the ADA.

Americans with Disabilities Act Statement

Students in this program who, due to a disability, have a need for non-standard note taking, test taking, other course modifications, or require special services should notify Student Disabilities Services (B115) and the instructor as soon as possible.

Essential Requirements of an Ophthalmic Technician

The Ophthalmic Technician program student must be able to demonstrate critical, logical and analytical thinking while also possessing motor, auditory and visual skills that enable them to meet program objectives and perform job duties required by the profession. Reasonable accommodations for students with disabilities will be made to the extent of the law. The ADA Coordinator can be contacted at 847-214-7417, located in B125

Gross Motor Skills:

- Move within confined spaces
- Maintain balance in multiple positions
- Reach above shoulders
- Reach below waist
- Reach out front

Fine Motor Skills:

- Pick up objects with hands
- Grasp small objects with hands firm and slight pressure
- Write with a pen or pencil
- Key/type (use a computer)
- Pinch/pick or otherwise work with fingers
- Twist wrist/arm
- Squeeze with finger
- Manual dexterity
- Finger dexterity
- Simultaneous use of hands, wrists, fingers
- Coordinate eye-hand and eye-hand foot

Physical Endurance:

- Stand for long periods of time from 2-4 hours
- Maintain same position for long periods of time
- Sustained repetitive movements
- Function in a fast-paced work environment for hours

Physical Strength:

- Push and pull 30 pounds
- Support 30 pounds of weight
- Lift 30 pounds
- Carry equipment/supplies
- Use upper body strength
- Squeeze with hands

Hearing:

- Ability to hear normal speaking level sounds
- Hear faint voices and body sounds
- Ability to differentiate speech in presence of background noises
- Hear in situations when not able to see lips

Visual:

- See objects up to 20 inches away
- See objects up to 20 feet away
- Use depth perception
- Use peripheral vision
- Distinguish color and color intensity
- See in darkened room

Tactile:

- Feel vibrations
- Detect temperature
- Feel differences in surface characteristics
- Feel differences in sizes, shapes
- Detect environment temperature

Environment:

- Tolerate exposure to allergens (latex gloves, chemical substances)
- Tolerate strong soaps
- Tolerate strong odors
- Tolerate exposure to unpleasant sights and sounds
- Tolerate working in confined spaces for extended periods of time
- Tolerate wearing protective equipment
- Tolerate working indoors
- Tolerate working in extreme temperatures

Communication Skills:

- Speak English

- Write English
- Listen/comprehend spoken/written word
- Collaborate with others (health care workers, peers)
- Comprehend and exhibit non-verbal communication

Curriculum

Program Goals

1. Students will demonstrate the ability to perform clinical skills appropriately.
2. Students will conduct themselves in an ethical and professional manner throughout the program.
3. Graduates will be able to apply the knowledge and skills learned to successfully pass the JCAHPO Certified Ophthalmic Technician exam.
4. The program will provide our healthcare community with qualified and professional ophthalmic technicians.

Core Abilities

Over the course of the Ophthalmic Technician program, graduates will:

1. Identify clinic/personnel functions in the ophthalmic office setting
2. Identify eye anatomy and function of anatomical structures
3. Complete an accurate history with ocular, medical, social, and family history
4. Perform pupillary assessment
5. Demonstrate clinical competency in a variety of patient care scenarios
6. Accurately identify common ocular diseases and conditions
7. Practice office antisepsis and universal precautions
8. Accurately identify and properly instill ocular medications
9. Demonstrate the ability to care for ophthalmic lenses, instruments, and equipment
10. Demonstrate the ability to competently perform an examination using the slit lamp
11. Demonstrate the ability to perform both automated and manual lensometry to determine the strength of distance correction and the bifocal or trifocal add
12. Demonstrate the ability to perform an automated visual field test
13. Demonstrate the ability to detect a phoria or tropia, and identify the direction of the deviation using appropriate cover tests
14. Demonstrate the ability to perform refractometry/refinement
15. Demonstrate the ability to perform applanation tonometry
16. Demonstrate the ability to perform retinoscopy

Course Sequence

Fall/Semester 1

Course Number	Course Title	Credits
OPH 0101	Intro to Ophthalmic Technician	2
OPH 0110	Principles of Ophthalmic Tech I	4
BIO 110	Principles of Biology	4
ENG 0101	English Composition I	3

Spring/Semester 2

Course Number	Course Title	Credits
OPH 0120	Principles of Ophthalmic Tech II	5
OPH 0125	Ophthalmic Technician Clinical I	3.5
BIO 0245	Human Anatomy and Physiology I	4
ENG 0102	English Composition II	3

Fall/Semester 3

Course Number	Course Title	Credits
OPH 0230	Principles of Ophthalmic Tech III	5
OPH 0235	Ophthalmic Technician Clinical II	6.5
BIO 246	Human Anatomy and Physiology II	4
	Social Behavioral Sciences Course	3

Spring/Semester 4

Course Number	Course Title	Credits
OPH 0240	Principles of Ophthalmic Tech IV	3
OPH 0245	Ophthalmic Technician Clinical III	9.5
	Liberal Education Requirement	3

Program Total: 62.5 credits

Book List for OPH Classes

The following books are required for OPH classes. Please note classes listed in the Course Sequence with prefixes other than OPH will have their own required texts.

The Ophthalmic Assistant, A Text for Allied and Associated Ophthalmic Personnel, 10th edition

Harold A. Stein, Raymond M. Stein, Melvin I. Freeman

Publisher: Elsevier, 2017

ISBN-13: 978-0323394772

Special Skills and Techniques
 Gretchen Beal Von Boemel
 Publisher: SLACK, 1999
 ISBN-13: 978-1556423499

Program Expenses

Student is responsible for transportation between clinical sites and ECC campus activities and all expenses associated with this travel.

The estimated expenses below do not include the cost of purchasing a health insurance policy. The student is required to maintain health insurance throughout the 2-year Ophthalmic Technician Program. The figures below are an estimate and subject to change at any time.

Updated information regarding Tuition and Fees can be found on the [college website](#).

Estimated Program Expenses

After acceptance into the program, before starting class

Expenses	
Castlebranch Medical Compliance Tracker*	\$50
Castlebranch background check/drug test tracker	\$88.50
CPR Training (approximate cost)	\$90
Subtotal before classes	\$228.50

*If you do not have the required immunizations or if you are not immune per required titers, there may be additional fees associated with the immunizations you require. See the Health Professions Policies and Procedures Manual for more information.

Program Expenses	Fall	Spring	Total
Enrollment Fee 1 st Year	\$6	\$6	\$12
Enrollment Fee 2 nd Year	\$6	\$6	\$12
<i>Tuition based on In-District Residence, for OPH courses only. Does NOT include general education requirements. See College Catalog for out-of-district rate per credit hour. (In district = \$132/credit hour)</i>	\$810	\$1,147.5	\$1,957.5
1 st Year			
1 st Year Fees	\$100	\$150	\$250
2 nd Year			
2 nd Year Fees	\$100	\$50	\$150
2 nd Year Drug Test	\$35		\$35

OPH Textbooks (General education texts not included)			\$143
Supplies (notebooks, paper, pens, etc.; will vary by student choice)			\$100
Uniforms (Scrub (2) pants, (2) top, (1) jacket; approximated)			\$180
Shoes appropriate for the clinic (will vary by student choice)			\$60
Subtotal Program Expenses			\$6,139.50
COT Certification Test Fee			\$325
Total Estimated Expenses			\$6,693

All applicants are strongly encouraged to visit the financial Aid department and investigate financial aid and scholarship opportunities. Online information includes how to apply for financial aid, grants, scholarships, loan information, student employment programs, and more. [The ECC website offers online information.](#)

Graduation

Graduation candidates must complete a formal “Notice of Intent to Graduate” on the Self-Service app in accessECC by March 1st for a May graduation and October 1st for a December graduation. It is the responsibility of the student to know and fulfill all graduation procedures, as well as academic requirements for their Associate of Applied Science Degree. Information regarding requirements is found in the ECC catalog.

COT Certification

During the fourth semester of the Ophthalmic Technician Program, you will become eligible to apply for the JCAHPO Certified Ophthalmic Technician (COT) certification exam. Follow the procedure below:

1. **Apply for certification** through [JCAHPO](#).
 - a. You need to apply via mail. You will receive a letter on ECC letterhead stating you are a graduate, as well as an exam application signed by our Medical Director after you have successfully completed all program requirements (i.e. passed all classes, completed all clinical hours.)
2. **Schedule your multiple-choice exam** by following the instructions on the letter you receive from JCAHPO after they process your application. You will have 90 days to schedule your multiple-choice exam after receiving your application approval confirmation notice from JCAHPO. The exam is given at Pearson VUE testing centers. The closest to Elgin Community College is 425 North Martingale Road, Schaumburg, IL 60173. For other [Pearson VUE testing centers](#). **Include your testing fee:** \$325 for your multiple-choice exam and your first attempt at the skills test.
3. **Take your multiple-choice exam.** For more information about exam content, see the [website](#) and select COT Examination Content. Pearson VUE often has a printout notifying you if you

passed or failed the multiple-choice test that day. Retakes for the multiple-choice test are \$275 for the first retest and \$150 for the second retest.

4. **Schedule your computer-based skills test.** After passing the multiple-choice test, JCAHPO will send you notice of your passing and the instructions for scheduling your computer-based skills test. This first skills test is included in the initial application price. Any retakes you may need for the skills test have an \$85 fee.
5. **Take your computer-based skills test.** This is also performed by Pearson VUE testing centers. The link above also contains information about the skills test.
6. **Congratulations! You are a Certified Ophthalmic Technician!** After processing your computer-based skills test, if you pass, JCAHPO sends you a COT certificate. If you need to try again, your letter will instruct you on how to schedule a retake skills exam.

Policies and Procedures

Testing and Grading Policies

The Ophthalmic Technician Program adheres to Elgin Community College grading policies and procedures. An explanation of ECC grading policies can be found in the college catalog, which can be found on the [college website](#).

These policies also follow [Administrative Procedure 1.103 Student Grades](#).

In addition, Ophthalmic Technician Program students will adhere to all academic standards specific to the Program. These standards have been adopted to assure both safe clinical practice and success on certification examinations.

1. Students must achieve a minimum of a C in all courses required in the OPH curriculum.
2. The OPH program faculty/instructors reserve the right to deduct classroom points and/or lower the academic grade based on demonstration of unprofessional behaviors in classes, labs, and course-related activities.
3. Instructors outline the method of student evaluation in their respective syllabi.

OPH Grading Scale:

A = 90-100%

B = 80-89%

C = 70-79%

F = under 70%

Unless otherwise stated in the course syllabus

Skill Competency Policy

Throughout the Ophthalmic Technician Program, there will be specific skills that will require demonstration of competency to a laboratory instructor or skill validator. These skills meet minimal expectations of clinical performance and are a REQUIRED component of each didactic course. Students may have an opportunity to practice these skill competencies during scheduled supervised laboratory classes or during other supervised laboratory practice.

Students must pass each competency evaluation at 70% or better - no more than 3 attempts are allowed, after the student's first attempt you cannot score higher than a 70% on any additional attempts. A missed in-class competency results in 0 points and is considered your 1st attempt score. Make-up of in-class competency evaluations could be required to be evaluated outside of class time based on the instructor's availability. Competencies assigned to be completed outside of class time must be completed on time, each day they are late count as a failed attempt. Any competencies

assigned to be completed outside of class will not be accepted after the 3rd late day, this will result in failing the competency which results in failing the class. FAILURE OF A REQUIRED COMPETENCY RESULTS IN FAILURE OF THE CLASS. Any exceptions due to extenuating circumstances are at the instructor's discretion.

Below is a list of the skill competencies that require a score of 70% or higher to progress in the Ophthalmic Technician Program. Other skills may be tested in laboratory, didactic, or clinical classes. This list details the required key skill competencies. Competencies are tested during appropriate semesters throughout the program.

- History Taking
- Visual Assessment
- Humphrey Visual Fields
- Pupil Assessment
- Goldmann Applanation Tonometry
- Manual Keratometry
- Ocular Motility Testing
- Manual Lensometry
- Refraction and Refinement
- Retinoscopy (streak)
- Biometry: Pre-surgical Measurements and A-scan
- Brightness Acuity Testing
- Potential Acuity Meter
- Slit Lamp Use and Anterior Chamber Depth Evaluation
- Color Vision Testing (Color Plates and Farnsworth D15)
- Stereo Fusion Testing
- Optical Coherence Tomography
- Confrontation Visual Fields
- Eye Drop/Ointment Instillation
- Fundus Photography
- Surgical Assisting and Asepsis

Student Retention and Promotion

Students must obtain a minimum grade of "C" in each of the Ophthalmic Technician courses (those with an OPH prefix) to progress into the next course and then graduate with an Associate of Applied Science Degree. Students receiving a grade below "C" in any OPH course must repeat the entire course. Because OPH courses are sequential, the need to repeat a course will delay a student's ability to graduate and to apply for the COT certification exam.

Health Professions – Academic Advisor and Retention Specialist. Assists students to develop or improve their skills to be a success in their chosen field. Sarah Buzzelli, 847-214-7286, sbuzzelli@elgin.edu, B120.17.

Failure, Withdrawal, Refunds, and Re-entry

Failure

If a student does not pass a program course, they may appeal in writing to the program director and the instructor to continue in the program.

- The appeal letter must include an awareness of why the student failed the course.
- The student must outline a plan of action to rectify any problems that may have caused them to fail the course and the positive actions they plan to take if their appeal is granted.
- Failed courses must be re-taken resulting in a passing grade. Each case will be reviewed individually and stipulations to continue in the program will be discussed and documented in the student's file.

Because the Ophthalmic Technician courses (those with OPH prefixes) are sequential, failure of an OPH course will delay a student's ability to graduate and apply for the COT certification exam.

Withdrawal

Students must follow the college withdrawal policy found in the [College Catalog](#) or [ECC Withdrawal Procedures webpage](#).

In addition, for the student-initiated withdrawal, the student is required to submit a formal letter to the Ophthalmic Technician Program Director stating intent regarding the withdrawal from the program.

Refunds will be based on [Administrative Procedure 2.102 Refunds for Credit and Non-Credit Courses](#), which can be found in the College Catalog.

Readmission

Applicant must request enrollment approval via e-mail from the Ophthalmic Technician Program Director. The student will be unable to enroll without this approval.

The applicant should schedule an appointment with an academic advisor to review all course and graduation requirements.

The Ophthalmic Technician Program faculty reserves the right to require written and/or practical examinations to determine the student's retention of previously learned materials.

Readmission to the program is contingent upon space availability in the class for both didactic and clinical components of the program.

After 2 years of inactivity in the OPH program, the student must re-apply and OPH classes must be retaken.

Students who are dismissed (see Health Professions Policies and Procedures Manual for dismissal and grievance policies) are unable to be readmitted to the Ophthalmic Technician Program.

Classroom and Laboratory Experience

The Ophthalmic Technician Principles classes (OPH 110, OPH 120, OPH 230, and OPH 240) combine several teaching methods, including lecture and hands-on laboratory experience. Instructors may include lab work during any scheduled class time at their discretion.

Full participation is required to maximize the learning benefits of lab skills practice. Ophthalmic technician students learn skills during lab sessions by practicing on lab partners in preparation for performance on a patient. By participating in lab classes, the student is consenting to practice skills with lab partners and in turn consenting to act as a lab partner. Hands-on participation is required for the learning process. Students are supervised to ensure that the student prepares the equipment, performs the procedure, and concludes the skill correctly and safely. Full lab participation requires rotation of lab partners and role-playing. Performance of lab maintenance duties is also required. Students may be asked to tie back long hair or secure/remove dangling jewelry during laboratory practice to facilitate safe and accurate work during activities.

Classroom Attendance

Attendance is recommended at all class sessions. All efforts to be on time are requested. Tardiness disrupts the learning process for others. Classroom discussion will be based on the objectives in the course manuals, as well as additional objectives and/or information identified by instructors. These discussions are designed to prepare the ophthalmic technician student to function safely and effectively in the clinical area. Students are expected to complete the reading, writing, and audio-visual/computer assignments and the learning activities assigned prior to coming to class. Students are responsible for all content and information presented in all classes and are expected to COME TO CLASS PREPARED to participate in the class discussion. Each instructor may have additional class attendance requirements in the course syllabus.

Clinical Experience

Clinical education is an integral portion of the curriculum of the Ophthalmic Technician Program. During clinical experiences, the student is given the opportunity for application of the knowledge and skills learned in the classroom and laboratory setting. The student works with actual patients under the supervision of an ophthalmologist at the clinical site. The goal is for each student to gain a wide variety of patient experiences through each clinical experience. Each site is required to have an assigned Clinical Preceptor who holds a COT certification or higher.

Clinical rotations are unpaid. Paid work at an ophthalmic clinic may not be used to replace clinical hours for clinical courses.

Clinical Education in the Curriculum-Hours

Clinical rotations consist of 3 separate experiences (refer to Curriculum: Course sequence on Page):

1. First year—spring semester: 8 hours, 1 day per week x 15 weeks = 120 hours
2. Second year—fall semester: 8 hours, 2 days per week x 16 weeks = 256 hours
3. Second year—spring semester: 8 hours, 3 days per week x 16 weeks = 384 hours

Clinical Attendance/Tardiness

Attendance is required at all scheduled clinical experiences. The student must contact the assigned health care agency and/or clinical supervisor per clinic guidelines. These clinic guidelines will be given to students with their clinical assignments before each rotation.

Failure to contact your assigned health care agency and/or instructor will constitute immediate clinical probation. All efforts to be on time are expected as part of your professional behavior. All clinical absences will be required to be made up prior to course grade submission. Students are to schedule make-up time hour for hour with their clinical supervisor, then notify their ECC instructor of this plan. Each clinical course has a maximum number of allowed days students are allowed to reschedule: 2 days for OPH 125, 3 days for OPH 135, and 4 days for OPH 145. Being absent/rescheduling for more than the listed number of allowable days will constitute clinical probation. Students must notify their clinical supervisor prior to leaving their assigned clinical area/unit. No student is to leave their assigned clinical area without proper notification and approval.

A student is tardy if she/he is more than 5 minutes late for scheduled clinical assignments. Students should be ready to work ten minutes before the scheduled clinical start time.

- Three incidences of tardiness in a clinical rotation/semester will count as one (8-hour) absence. The absence must be made up hour-for-hour (8 hours).
- Tardiness of clinical assignments may also result in a reduction in the student's clinical grade. If 3 tardy incidences occur during one clinical experience the grade will be reduced by one letter grade (in addition to the makeup of 8 hours of clinical time). This grade reduction may result in failure of this experience which will result in dismissal from the program.
- Tardiness is considered unprofessional behavior and a clinical site has the right to request the student not return. This may result in failure of the course and ultimate dismissal from the program if no other site is available for the student.

Clinical Dress Code

Clinical sites are informed in advance of the dress code requirement for the Ophthalmic Technician Program; however, the student may still need to adjust to meet the specific clinical site dress code as best able. The student must comply with that clinical site's specific dress code to be allowed to attend.

1. A short sleeve, Caribbean blue scrub top, Caribbean blue pants and a uniform jacket may be purchased at the ECC bookstore with the ECC logo and program embroidered on the scrub top and uniform jacket. Any long-sleeved garments worn underneath your scrub top must be solid white, black, or gray.
2. The ID badge provided to each student during the first semester must be worn at all times. The ID badge should be worn above the waist, and aligned with text in proper orientation. Students may be required to pay a fee to replace a lost ID badge.
3. Shoes must provide for the safety and comfort of the wearer with flat heels, a closed toe, and with a back on the shoe.
4. Hair needs to be neat and clean and not hang around the face or fall forward when providing patient care. If hair is long, it must be pulled back.
5. Fingernails may not extend further than ½" past the fingertip, and pointed manicures are not allowed (round or square tips only.)
6. Scented products, such as body lotion, perfume or after-shave products are not to be used, as some patients cannot tolerate strong scents.
7. Wearing jewelry in the clinical area is not recommended. Dangling jewelry, large rings and excessive jewelry including other items that could pose a hazard or harbor pathogens are not allowed. A plain wedding band and small stud-type earrings are allowed (no hoops or long earrings). Rings with stones may be damaged or lost and are reservoirs for pathogens.
8. A student should be prepared to take off jewelry for participation in any clinical procedure during which jewelry can pose a safety hazard to the student, patient, or other clinical staff. Permanent jewelry can pose a serious safety hazard and is not allowed.
9. No gum chewing is allowed while in the clinical area. Eating and drinking is allowed only in designated areas.
10. Ophthalmic Technician faculty or clinical sites have the right to request that students cover up visible tattoos and remove piercings. Students with visible tattoos are responsible for asking their instructors about whether they will need to cover the tattoo for each type of clinical experience.

Clinical Performance Evaluation

Clinical grades may be based on attendance, clinical assignments, adherence to clinical protocol (including professionalism), and clinical skill evaluations. Instructors will detail which skills will be tested for each semester's clinical experience in the syllabus for their respective clinical classes.

Inclement Weather Policy

Check elgin.edu for current information about school closings.

If it is a clinical day, follow the policy that your instructor has given you regarding each agency. Clinical agencies are located over a wide area and weather conditions vary greatly. The school cannot

assume risks associated with weather conditions. Therefore, the decision about when and where to travel is a matter of individual judgment. A clinical absence due to weather will require a make-up activity/clinical as assigned by your instructor.

Ophthalmic Technician Student Handbook Agreement

Elgin Community College's Ophthalmic Technician Program Student Handbook provides information regarding the policies and procedures in effect for the Ophthalmic Technician Program. Students will be fully informed of any changes to this document.

Students must indicate agreement with each of the following statements **by initialing on the lines below**.

I have received a copy of the Ophthalmic Technician Program Student Handbook.

I am aware that it is my responsibility to ask questions about the contents of the Ophthalmic Technician Program Student Handbook and to have those questions answered to my satisfaction.

I understand that failure to follow any of the policies in the Ophthalmic Technician Program Student Handbook may result in my dismissal from the Ophthalmic Technician Program.

I agree to fully participate in the lab portion of the Ophthalmic Technician Program. I understand that this requires hands-on participation and that parts of my body will be exposed and touched.

I agree that while enrolled in the Ophthalmic Technician Program, I will treat my studies, campus labs, and clinical experiences as an employee would treat job responsibilities, recognizing that my instructor assumes the role of my supervisor. I will attempt to learn the technical skills required of an Ophthalmic Technician but also strive to develop professional behaviors and attitudes.

I fully understand the importance of maintaining confidentiality regarding personal or client issues (HIPAA) and understand that disclosure of such information outside of class/lab/clinical is cause for dismissal from the Ophthalmic Technician Program.

Student (signature)

Date

Student (print name)

ECC Student ID Number



Statements and Releases

Student (print name) _____

Confidentiality Statement

I give permission to release information regarding my professional qualities, academic achievement, and clinical performance to the Ophthalmic Technician Program Director when responding to requests for employment consideration. This release does not include any information submitted by me or at my direction relating to medical records or reasonable accommodations under the Americans with Disabilities Act. This policy is revocable upon my written request to the Ophthalmic Technician Program Director.

Student (signature)

Date

Photography Release and/or Professional Insurance Status

I give permission to release photographs taken for the sole purpose of identification of my status as a student enrolled in ECC's Ophthalmic Technician Program to any outreach site to which I am committed. I also give permission to send a copy of my student membership card in my chosen professional organization to prove that I am covered by liability insurance.

Student (signature)

Date

Permission to Survey Future Employer

I give permission to survey my future employer as part of the Ophthalmic Technician Program's assessment process. I understand that this information will be kept confidential and will be used solely for the purpose of evaluating the effectiveness of the program in meeting its goals.

Student (signature)

Date

Voluntary Assumption of Risk & Release of Liability

This is a Release of Legal Rights. Read Carefully Prior to Signing.

Elgin Community College is a non-profit educational institution. References to Elgin Community College include its officers, Board of Trustees, employees, and its designated agents.

As a student in Elgin Community College's Health Professions Division, I (print your name)

_____, freely choose to participate in the (print your program name)

_____ program in which I am enrolled. I agree as follows:

Risks: I understand that the clinical education environment for the Program in which I am enrolled through Elgin Community College contains exposures to risks inherent in activities required for participation in the Program. These risks include but are not limited to bodily injury, communicable and infectious diseases, and property damage.

Health and Safety: I have been advised to consult with a healthcare provider regarding my personal medical needs. I have obtained the required immunizations. I recognize that Elgin Community College is not obligated to attend to any of my medical or medication needs, and I assume all risks and responsibilities. In case of a medical emergency occurring during my participation in this Program, I authorize the representative of Elgin Community College to secure whatever treatment is necessary. I agree to pay all expenses related to any treatment and release Elgin Community College from any liability for any actions.

Assumption of Risk and Release of Liability: Knowing the risks described above and in voluntary consideration of being allowed to participate in the Program, I hereby knowingly assume all risks inherent in this activity and connected activities. I agree to release, indemnify, and defend Elgin Community College and its officers, Board of Trustees, employees, and its designated agents from all claims of any kind which I, the student, may have for any losses, damages, or injuries arising out of or in connection with my participation in this Program.

Signature: I indicate that by my signature below, I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this Voluntary Assumption of Risk and Release of Liability and acknowledge that I understand it. The laws of the State of Illinois shall govern this Voluntary Assumption of Risk and Release of Liability.

Student (signature)

Date

Witness

Date