

Eye Care Fundamentals

Caldwell Community College and Technical Institute

Department: Health Sciences

Course Length: 160 hours

Course Type: Online Course Code: OPH-7000



DESCRIPTION

The Eye Care Fundamentals program's mission is to provide students with effective instruction to prepare them for employment in ophthalmic and optometric practices. The intent of the program is threefold: successful program completion by obtaining a certificate from CCC&TI in eye care fundamentals, securing employment in the field of eye care, and preparing students to sit for the assistant-level, national certification exam offered by the International Joint Commission of Allied Health Personnel in Ophthalmology (IJCAHPO).

Ophthalmic Medical Personnel provide support services to the Ophthalmologist. The Ophthalmic Medical Personnel is an important member of the eye care team, supplying vital information to the physician who is treating the patient.

The duties delegated to the Ophthalmic Medical Personnel (Eye Care) may include:

- taking a general medical and ophthalmic history
- taking basic anatomical and functional measurements
- testing ocular functions (e.g., visual acuity and basic color vision tests)
- verifying eye glass prescriptions
- administering topical ophthalmic medications under physician direction
- instructing the patient in personal eye care
- caring for and maintaining ophthalmic instruments and equipment
- caring for, maintaining, and sterilizing surgical instruments

ESTIMATED EARNINGS

According to the Bureau of Labor Statistics reports of May 2023

(<https://www.bls.gov/oes/2023/may/oes292057.htm>) the median hourly wage is \$21.30 and the average annual wage is \$44, 290. Data specific to Hickory, Lenoir, Morganton was not available at time of print.

CCC&TI does not guarantee wages nor provide job placement services.

EMPLOYMENT OPPORTUNITIES

- Educational institutions, including colleges and universities
- Private ophthalmology practices
- Hospitals and clinics
- Research environments
- Eye banks
- Operating rooms
- Sub-specialty areas (refractive surgery, surgical assisting, low vision, etc.)

COURSE OUTCOMES

The core outcomes for the Eye Care Fundamentals program are listed below:

- Patient care that is compassionate, appropriate, and effective for the treatment of ophthalmic health problems and the promotion of health
- Medical knowledge about ophthalmic and systemic disease and cognate sciences and the application of this knowledge to patient care
- Interpersonal and communication skills that result in effective information exchange and teaming with patients, their families, and other health professionals
- Professionalism, as manifested through a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to a diverse patient population
- Community and health services that demonstrate an awareness of and responsiveness to the larger context and system of health care and the ability to effectively call on system resources to provide care that is of optimal value
- Technical and scientific skills adequate to administer treatment, perform tasks, and collect data as ordered by an ophthalmologist

Certification

Successful completion of this certificate program does not automatically result in certification and does not result in college credits. **Upon completion of the course and 500 hours under the supervision of an ophthalmologist within 12 months prior to submitting an application, the student becomes eligible to apply for the national Certified Ophthalmic Assistant (COA) certification examination administered by the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO).** Students are responsible for making sure they complete all certification requirements. Please

see <https://www.jcahpo.org/certification/certifications/certified-ophthalmic-assistant/> for more details.

Accreditation for a non-clinical assistant level program is pending ICA Board review. Certification access prior to program accreditation is based upon ICA review.

If you have any specific questions regarding these requirements, please contact IJCAHPO directly.

IJCAHPO

2025 Woodlane Drive

St. Paul, MN 55125-2995

(651) 731-2944

(800) 284-3937 IJCAHPO@IJCAHPO.org

ATTENDANCE

- This is a 160 hour-online course and each student is expected to complete all required course hours. Students who do not complete 90% of course hours may be dismissed from the program.
- **Complete the Entry Verification:** After logging into Moodle, begin with the *Start Here* module and take the **Official Course Entry Verification**. Completing this verification is required to unlock the first course module. Because assignments begin during the first week, please complete this verification ASAP. The course syllabus, recorded lectures, and assignments will all be hosted in Moodle. Students will gain full access to the Moodle course page the first day of class.
- Attendance is counted by assignment completion in weekly modules.
- Being absent more than ten-percent of the class hours may result in dismissal from the program.
- It is the student's responsibility to communicate with their instructors to make-up any missed work in a timely manner as assigned by the instructor.
- Transportation costs to and from job shadow are the sole responsibility of the student.

COURSE GRADING SYSTEM

Grading scale:

90-100 = A Satisfactory is 80 - 100

80-89 = B Unsatisfactory is 79 or below

**Students are required to maintain a grade of 80 or above to satisfactorily complete the course.*

COURSE EXPECTATIONS

- Course content will be shared weekly using prerecorded lectures.
- All homework assignments will be submitted online.
- All exams will take place online using Lockdown browser software. This software is free to students but will require installation on a laptop or PC.
- A 16-hour job shadow is required for those students not yet employed in the field. For those employed in the field an ophthalmologist sponsorship will waive this requirement. Please see the Job Shadow consent form at the end of this document for consent or waiver.
- This course is not intended to lead to remote work.

EQUAL OPPORTUNITY

Policies for admission, promotion and graduation shall be implemented without discrimination or bias.

All students are expected to meet the Technical and Physical requirements of the Eye Care Fundamentals program.

Eye Care Fundamentals Program

Technical Standards and Essential Functions

The Eye Care Fundamentals Program prepares students to perform the essential functions required of entry-level ophthalmic personnel. Consistent with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and current best practices in higher education, the College is committed to providing equal access to qualified students with disabilities.

Students must be able to perform the following essential functions, with or without reasonable accommodations. The use of assistive technology, adaptive equipment, auxiliary aids, interpreters, readers, or other approved accommodations is permitted unless such accommodations would fundamentally alter program requirements or compromise patient safety.

Functional Area	Essential Function	Examples of Activities
Observation and Information Gathering	Acquire, interpret, and accurately document information obtained from patients, equipment, records, and the clinical environment.	Observe patient appearance and responses; obtain information from electronic health records and written documentation; interpret information displayed by ophthalmic instruments and diagnostic equipment; recognize patient responses and changes in condition; identify information requiring follow-up or reporting.
Communication	Communicate effectively, accurately, and efficiently with patients, families, faculty, supervisors, physicians, and members of the healthcare team.	Obtain and document patient histories; provide patient instructions and education; participate in team discussions; communicate patient information in a timely manner; utilize speech, writing, interpreters, assistive technology, or other communication methods as appropriate.
Gross Motor Function	Perform or assist with patient care activities and operate equipment safely and effectively within a variety of clinical settings.	Navigate examination rooms, treatment areas, laboratories, and clinical environments; assist with patient positioning and transfers; respond appropriately during emergencies; perform CPR and maintain required certifications.
Fine Motor Function	Demonstrate sufficient motor coordination and dexterity to perform ophthalmic procedures and operate equipment accurately and safely.	Manipulate small instruments and equipment; perform lensometry, refractometry, keratometry, biomicroscopy, tonometry, pachymetry, imaging procedures, contact lens insertion and removal, and other tasks requiring precision.

Behavioral and Emotional Stability	Demonstrate the emotional regulation, judgment, and professional behavior necessary for safe and effective patient care.	Maintain composure during stressful situations; accept responsibility and accountability for actions; respond appropriately to constructive feedback; adapt behavior when necessary; complete patient care responsibilities safely and promptly.
Professionalism and Interpersonal Skills	Establish and maintain professional relationships with patients, faculty, staff, and healthcare team members.	Demonstrate respect for individuals from diverse backgrounds and experiences; work effectively as part of a team; maintain professional appearance and demeanor; uphold ethical standards, honesty, integrity, and patient confidentiality.
Cognitive and Quantitative Abilities	Acquire, comprehend, analyze, integrate, and apply information necessary for patient care and clinical decision-making.	Read and interpret healthcare records, policies, and procedures; collect and evaluate patient data; perform measurements, calculations, and documentation; calculate spherical equivalents; transpose prescriptions; apply clinical reasoning and problem-solving skills.
Conceptual and Spatial Abilities	Understand and apply spatial, anatomical, and procedural relationships necessary for ophthalmic procedures and patient care activities.	Perform procedures requiring awareness of spatial relationships and precise positioning of equipment and instruments; accurately complete imaging procedures, tonometry, and other technical skills involving close interaction with the eye and surrounding structures.
Physical Endurance	Sustain the physical demands required for classroom, laboratory, and clinical learning experiences.	Remain engaged in academic and clinical activities for extended periods; alternate between standing, sitting, walking, bending, reaching, and other movements associated with patient care and clinical practice.
Mobility	Move safely and effectively within classroom, laboratory, and clinical environments and perform tasks requiring coordination and dexterity.	Navigate hallways, examination rooms, treatment areas, and clinical spaces; position equipment appropriately; perform tasks requiring hand-eye coordination and bimanual dexterity, including contact lens procedures, manual lensometry, keratometry, and biomicroscopy.

Accommodation Statement

Students who believe they may require accommodations to meet these technical standards are encouraged to contact CCC&TI's Counseling & Accessibility Services Office. Their office will engage in an interactive process to determine reasonable accommodations that provide equal access to program requirements while maintaining essential academic and clinical standards.

Caldwell Community College and Technical Institute is dedicated to equality of opportunity for its staff and students. CCC&TI does not discriminate against race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran.

INTERNET AND COMPUTER ACCESS

This class utilizes Moodle, the college's online learning system, in a variety of ways. You will need to have access to an internet connection and a device, such as a computer, laptop, Chromebook, or tablet to complete this course.

DRESS CODE AND HYGIENE for JOB SHADOW

Students participating in a job shadow are expected to follow the professional appearance code while in the clinic site or in any other interactions with patients.

A neat, professional appearance is expected. Since students are in close contact with patients, good personal hygiene is mandatory.

- Teeth should be brushed, and mouthwash used regularly. No perfume or cologne is allowed since many patients are allergic and some may be affected by the fumes.
- Hair must be neat and clean. Long hair should be tied back to avoid contact with patients and equipment. Hairstyle and color should be kept conservative (no pinks, green or blues). Facial hair should be kept trim and neat.
- Jewelry should be minimal and should not interfere with patient care. Long dangling necklaces and bracelets are not allowed since they may get tangled in some of the instrumentation.
- Exposure of tattoos and/or facial piercings should align with the clinical site policy. If unsure of the policy, tattoos should be covered, and facial piercings should not be visible.
- Fingernails must be kept short and neatly groomed. Nails should not be worn longer than the tip of the finger. If polish is worn, it should be well kept. No chipped fingernail polishes.
- Students must wear sharp business casual or scrubs. Closed toe shoes are required at all times in clinic (i.e., no "Crocs" or sandals).
- School ID badges must always be worn while the students are in the clinical setting. These should be either pinned to the uniform or worn around the neck.
- Consumption of candy, food, drinks, or chewing gum in the clinical areas is not permitted.
- Cell phones and other electronic devices are not permitted in clinical settings.

Any questions about the Professional Appearance Policy should be addressed to the Program Faculty.

Failure to adhere to the Professional Appearance Policy will result in disciplinary procedures and may result in dismissal from the program.

USE OF ELECTRONIC DEVICES and ACADEMIC HONESTY

Honesty, the basic component of trust, is essential to both the individual and institutional integrity. With this premise in mind, CCC&TI has set forth certain behaviors as violating academic honesty and thus potentially diminishing CCC&TI's integrity, reputation for academic quality and ability to function as an academic community. The institution's faculty and administration, therefore, regard academic dishonesty as a serious offense. Guidelines are set forth in the catalog and student handbook.

Plagiarism and/or falsification of reports, records, or class/lab/clinical assignments is not tolerated in the Eye Care Fundamentals program. Plagiarism is the direct use or copy of the ideas or words of another published work or another student's work without crediting the course. Cheating includes obtaining, giving, or reporting test questions, test answers or class/lab/clinical assignments to another student. It is expected that students will follow the same code of ethics while testing online using software such as LockDown Browser and Respondus. Falsification of reports, records, or class/lab/clinical assignments is the deliberate inclusion of false information or omission of information on said documents. Documents may be school records or medical records in an affiliating agency or self-reported records. A student found to be plagiarizing, cheating, or

falsifying information may be dismissed from the Eye Care Fundamentals program.

Students in the program are expected to follow the college Academic Integrity Policy as outlined in the catalog and in the Student Handbook.

PATIENT CONFIDENTIALITY

Medical care is very personal and intimate. We have an ethical and legal obligation to never betray a person's trust. We have access to information about patients that could be damaging not only to the patient's privacy but also to the person's reputation and social relationships.

Our responsibility to maintain patient confidentiality follows into our personal and community life.

All records and personal information about patients are confidential. It is IMPERATIVE that students do not divulge any information about patients to anyone, including the patient. If a student is questioned by the patient about his/her exam results, the student should refer the question to the physician. It is beyond the scope of practice for ophthalmic assistants to discuss and interpret test results with patients. There can be dire consequences when those boundaries are exceeded.

Only during case presentations, conferences, department reports or other controlled situations is patient information allowed to be discussed, and in those situations, patients are to be identified by initials only. Confidentiality also includes not verbally discussing patient information. For example, it is a breach of confidentiality to discuss the patient's case in the hallways or tech stations. Students are expected to adhere to the written policies of the clinical site and to the program's policies.

Any breach of patient confidentiality may result in immediate dismissal from the Eye Care Fundamentals program.

In 1996 Congress passed the Health Insurance Portability and Accountability Act (HIPAA) which requires security standards to protect the confidentiality and integrity of the individually identifiable health information past, present, and future. Under HIPAA, all practice settings are required to develop and implement a written privacy policy. Training regarding HIPAA regulations will be given prior to beginning the clinical rotations. A copy of the HIPAA rules can be obtained from the HHS website www.hhs.gov/ocr/hipaa. Documentation of student HIPAA training may be presented at a clinical site, as requested by the site.

SAFETY

All students in this course will comply with all general safety rules, which apply to the type of activity in progress in each class. Violations of course/college safety rules could result in grade penalties and/or other appropriate disciplinary action, such as dismissal from the course.

CLASS / LAB / CLINICAL PARTICIPATION & STUDENT EXPECTATION POLICY

- Caldwell Community College and Technical Institute challenges students to be learners who assume responsibility for being a part of a community of scholars. Student's presence and participation in the online classroom is an important component of this challenge. Furthermore, as a part of its mission, CCC&TI offers an education that prepares students for professional employment. Each student is encouraged to develop a professional work ethic that reflects responsibility, initiative, and teamwork.

- Students will not disclose confidential information about the college, its employees, its students or any client, patient, or resident at any clinical site. Unauthorized disclosure of confidential information may result in immediate dismissal from the Eye Care Fundamentals program.
- Students will abide by all the policies of CCC&TI and all the policies of the clinical facility where job shadow takes place. Failure to abide by these policies may result in immediate dismissal from the program.
- Students will adhere to parking regulations at CCC&TI as well as clinical facilities.
- Students will maintain the dignity and rights of classmates, instructors, and clinic visitors.
- Students will communicate appropriately and effectively with clients, their instructors, fellow classmates, and other care team professionals in the clinical setting.
- Suspected use of alcohol, illegal drugs, or being under the influence of drugs which impacts a student's ability to function in a normal capacity will be addressed by and is subject to class dismissal per college policy.
- The use of profanity and tobacco products in the class/lab/clinical setting is prohibited.
- Students must maintain proper, professional, and respectful conduct/behavior in the classroom/lab/clinical settings.
- Disruptive, disrespectful, or insubordinate behavior is prohibited.
- Cheating, copying, or sharing information (questions) on any exam, test, or quiz will result in a grade of zero (0) for that exam, test or quiz and the student will be referred to Student Services and may be dismissed from the program.
- Any open displays of prejudice, harassment, or discriminate against any person or persons because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin will not be tolerated and appropriate action will be taken.
- Students will work towards performing all skills correctly and safely in the class/lab/clinical setting. It is the student's responsibility to ask for guidance from the instructor in all situations that the student is not trained to handle and in all situations in which the student feels uncertain of his/her abilities.
- Student is expected to act responsibly and take the consequences for his/her action or inaction as appropriate.
- Food and drinks are not permitted in the clinical area.

CLASSROOM ETIQUETTE AND CCC&TI STUDENT HANDBOOK

Students are expected to adhere to all college policies and procedures outlined in the CCC&TI Student Handbook and College Catalog which are available on the college's website or in Student Services. These policies and procedures include information regarding the student code of conduct, grievance procedures, procedure for grade appeal, disciplinary procedures, academic integrity, and emergency preparedness procedures.

Student handbook and college catalog are available online at the following web addresses:

<http://www.cccti.edu/Catalog/Default.asp>

<http://www.cccti.edu/Documents/CurrentEditions/StudentHandbook.pdf>

STUDENT EMAIL/MOODLE

Technology skills are a vital part of our changing world. Students who do not have internet access at home may use computers in the computer lab on campus or public access computers available at local libraries. All students at CCC&TI have been issued free Google email accounts. Students in the Eye Care Fundamentals program are expected to check their Google email regularly and use their Google email accounts for all school-related email correspondence. A Moodle sites has been established for all course work. Workshops are available for students who need additional training in this learning management system.

SPECIAL INSTRUCTIONS

Students must contact Counseling and Accessibility Services at 828-726-2716 on or before the first day of class if you have a disability and need special accommodations. Students must provide the instructor in writing of any accommodations that they are eligible to receive.

BOOKSTORE REFUND POLICY

While your textbooks are not required to be purchased at the bookstore, you should be aware of the refund policy. The bookstore does not recommend buying **any** Continuing Education class materials earlier than 14 days before class starts, as class schedules may change.

- Cash & Credit: 14 days from date of purchase with receipt.
- Check: Wait 7 days for check to clear the bank, 7 days after that to refund with receipt.

WIOA, SPONSORSHIPS AND SCHOLARSHIPS

If you are receiving financial assistance or sponsorship through an external partner such as WIOA or a work scholarship, you will need documentation from the partner stating what expenses they are covering. This will be placed on your account through our Business Office.

- You or the WIOA office must deliver your voucher to the business office prior to your bookstore visit.
- You **may** charge your books **two (2)** business days before the class starts.
- Bookstore employees normally must call the business office while you are in the store for your money to be put in your account.
- Credit cards: Visa or MasterCard cardholder must be present with photo ID. Bookstore cannot take someone else's card unless they are in the store and provide photo ID.
- Checks: You may use someone else's check, but a bookstore employee must write your driver's license # on the check.

STUDENT SERVICES, THE LEARNING RESOURCE CENTER (LRC), and Writing Center

LRC Caldwell campus: Second floor E building and Watauga campus: W460

CCC&TI has several services offered by the Student Services department. These include personal and career counseling, financial aid, academic support, writing center, advisement, the testing center, and success coaches.

COMPUTER USAGE POLICY

At times, this class may meet in the computer lab in order to utilize the equipment in the lab. During the times the class meets in the computer lab, students are NOT ALLOWED to check personal email (unless related to job search or resume completion) or access Facebook, Myspace, Twitter, etc. or access any website other than what the instructors permits. Any student caught misusing the computers or visiting sites that are not permitted, will be asked to leave the class. Students are expected to adhere to the Computer Usage Policy outlined in the Students Handbook.

STUDENT INSURANCE

All students are required to purchase student insurance through the college. The coverage is purchased through the college and is a modest fee each semester.

EYE CARE FUNDAMENTALS COURSE COSTS	
Registration	\$180.00
Campus Access fee	\$1.00
Technology fee	\$5.00
Student Accident Insurance	\$1.00
Sub-Total	\$187.00
<u>MUST BE PURCHASED AT COLLEGE BOOKSTORE & LRC</u>	
College ID Take Correct Change- must be purchased before job shadow	\$2.50
Sub-Total	\$2.50
<u>REQUIRED PURCHASES FOR CLASS (estimates)</u>	
Required Textbooks- see below	\$221
Sub-Total	\$221.00
TOTAL FOR COURSE COMPLETION (based on estimates above)	\$410.50

Eye Care Fundamentals Required Book List			
The Ophthalmic Assistant, 11th Edition	Harold A. Stein, MD, MSC(Ophth), et. al.	ISBN: 9780323757546	\$119.00
Certified Ophthalmic Assistant Exam Review Manual, 3 rd edition	Ledford	ISBN: 9781617110580	\$102.00
Total for REQUIRED textbooks:			\$ 221.00

1. You will need the books to complete the first module.
2. Each subject utilizes the online resources that come with the textbook.

EYE CARE FUNDAMENTALS CONSENT FORMS

The following consent forms are a portion of enrollment that you will complete and turn in to the program director by the first week of class. Please email the completed forms to frace@cccti.edu. Failure to submit completed forms may result in program dismissal.

Signature Page

I, _____ have read the Eye Care Fundamentals program enrollment packet. I understand and accept the policies set forth and agree to abide by all the rules and policies, and I accept the responsibilities outlined in this enrollment packet.

Student's signature Date

I, _____ hereby authorize the faculty of the Eye Care Fundamentals program at Caldwell Community College to release any information pertaining to my clinical and educational abilities, character, dependability, etc. to prospective employers. I release the faculty members and college from all liabilities in supplying information.

Student's signature Date

The student may remove this reference authorization form at any time by notifying the Program Director in writing. Removal of this form will deny the faculty the freedom to release this information to any third party.

This page must be signed and turned in to the Program Director during the first week of classes.

**EYE CARE FUNDAMENTALS
(OPH-7000)**

**Caldwell Community College and Technical Institute
Health Services Clinical Guidelines for Exposure Incidents**

Health Services students are at risk for exposure to blood and body fluids that may be contaminated with the Hepatitis B virus, the Hepatitis C virus, the Human Immunodeficiency virus (HIV) and other potentially harmful or contagious pathogens while in the lab and/or clinical setting. Information about bloodborne pathogens and how to protect oneself and others from exposure is taught before the student's first clinical experience. It is imperative that students always follow standard precautions when working with patients/clients in any type of lab and/or clinical setting. **In the event of exposure to blood or body fluids, it is the responsibility of the student to arrange and pay for initial and post-exposure medical follow-up and care.**

Following exposure to blood or bodily fluids, the student should take the following steps immediately:

1. Clean area thoroughly depending on the area exposed.
 - a. Skin exposure with blood – wash the area with antimicrobial soap and water for at least 15 seconds.
 - b. Contaminated needle stick or contaminated puncture or cut with sharp object – wash the area with antimicrobial soap and water for at least 15 seconds.
 - c. Eye exposure – rinse/flush eye with 1000 mL of water, sterile saline, or eye irrigating solution for at least 15 minutes.
 - d. Mucus membranes (mouth or nose) – rinse/flush the area with water or sterile saline.
2. Report exposure to your lab/clinical instructor, preceptor/supervisor immediately after taking the above preventive measures. If lab/clinical instructor/preceptor/supervisor is not a CCC&TI faculty member, then report the exposure to the lab/clinical coordinator of the student's health services program. The lab/clinical coordinator will assist the student in completing a CCC&TI accident report.
3. Determine the nature of the exposure and determine if there was exposure to body fluids or blood. Assess the integrity of the skin exposed to body fluids or blood.
4. Follow the agency policy for occupational exposure, testing, or post-exposure medications as indicated. If the clinical agency does not provide baseline testing and/or prophylaxis the student will need to call their primary care provider immediately.
5. Further testing, medical follow-up, and post-exposure medications will be with the student's primary care physician or local health department at the student's expense.

Student's Signature: _____

Date: _____

Student's Printed Name: _____

IJCAHPO CONSENT and RELEASE FOR USE OF IMAGE

I hereby irrevocably consent to and authorize the use by International Joint Commission on Allied Health Personnel in Ophthalmology and its assignees and licensees, (hereinafter referred to as "IJCAHPO") of any and all photographs, images, and likenesses taken of me and any reproduction of them in any form in any media whatsoever (hereinafter referred to as the "Image(s)").

Without my further consent, I understand that IJCAHPO may use the Images as IJCAHPO may choose, including without limitation, in connection with all books, brochures, pamphlets, advertising or other works ("Work"), in any medium, including but not limited to, social media, print and electronic, and in any derivative work based thereon throughout the world, and to use them to publicize, promote and advertise such Work, including but not limited to, use for point of sale advertising.

I also irrevocably consent to IJCAHPO's use of my own name or any fictitious name which may be used or associated with the Images.

I hereby release any and all claims of any kind I may otherwise have against IJCAHPO its employees, contractors and agents in connection with the capturing of the Images, use of the Images and association of my name or a fictitious name and the reproduction to the fullest extent authorized under applicable law.

I hereby waive any right that I may have to inspect and/or approve the Images or Work or the advertising copy that may be used in connection therewith or the use to which it may be applied. I am over 21 years of age. (If under 21, see complete the certification below.)

Individual's Signature Individual's Name

(Print) _____

Mailing Address

(Print) _____

Date _____

If the individual executing the Release is under the age of 21, the following acknowledgment is required from the individual's parent or legal guardian.

I hereby certify that I am the parent or legal guardian (circle one) of the individual who executed the foregoing Release. Acting both for myself individually and on behalf of said individual, I consent to the execution of the foregoing irrevocable Consent and Release by said individual and the grant of the rights made therein.

Signature of Parent/Legal Guardian Printed Name of Parent/Legal Guardian

Relationship to Minor _____ Date _____

2025 Woodlane Drive, St Paul, MN 55125 800-284-3937 jahpo@jahpo.org

Caldwell Community College and Technical Institute
Eye Care Fundamentals Program
Ophthalmology Job Shadowing Student Agreement & Consent Form

Program/Course: OPH-3020

Total Shadowing Hours: 16 Hours

This 16-hour job shadowing experience is a coordinated educational opportunity between CCC&TI and the hosting clinical facility. This experience is designed strictly for educational observation. To ensure patient safety, privacy, and clinical compliance, students must review and sign this agreement prior to entering the clinic.

1. Scope of the Shadowing Experience

- **Observation Only:** This experience is 100% observational. Students are present to watch, listen, and learn from clinical professionals.
- **No Patient Contact or Clinical Skills:** Students are strictly prohibited from touching patients, handling medical equipment, or performing any clinical skills or procedures (e.g., administering eye drops, operating diagnostic machinery, or assisting in examinations).
- **Supervision:** Students must remain with their assigned clinical preceptor or designated facility staff member at all times.

2. Professional Conduct and Representation

- As a student of CCC&TI, you are expected to maintain the highest standards of professional behavior, punctuality, and respect.
- **Dress Code:** Students must wear sharp business casual attire or scrubs and ID badge.
- **Compliance:** Students must follow all verbal instructions given by clinical staff. If asked to step out of a room or area for any reason, you must do so immediately and without question.

3. Confidentiality and HIPAA Compliance

- You will be exposed to protected health information (PHI). You must maintain strict patient confidentiality at all times.
- No photography, video recording, or audio recording is permitted in the facility.
- Patient cases, details, or facility specifics must never be discussed outside the clinical environment, including on personal social media accounts.

Student Acknowledgment & Agreement

I certify that I am a student enrolled at CCC&TI and am participating in a 16-hour clinical job shadowing experience in Ophthalmology.

I explicitly acknowledge that this program is for observation only, and I am not permitted to touch patients, provide care, or perform any clinical skills. I agree to abide by all clinical facility policies, confidentiality rules, and college codes of conduct. I understand that failure to comply with these requirements will result in immediate removal from the clinic and potential disciplinary action through the college.

Student Verification (To be completed prior to job shadow)

Student Name (Printed): _____

Student Signature: _____ Date: _____

Clinical Facility Verification (To be completed upon completion of hours)

Facility Name: _____

Preceptor Name (Printed): _____

Preceptor Signature: _____ Date: _____

Total Hours Completed (Max 16): _____

Job Shadow Waiver (For students employed in the field of ophthalmology)

Facility Name: _____

Preceptor Name (Printed): _____

Preceptor Signature: _____ Date: _____

Sponsoring Ophthalmologist: _____