



OGEECHEE
TECHNICAL COLLEGE

A Unit of the Technical College System of Georgia

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Ogeechee Technical College
Opticianry Online Program Handbook

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Online Student Expectations and Responsibilities

You, as a student, are expected to:

- Take responsibility for your online learning
- Review the course calendar and manage your own schedule to meet deadlines
- Participate in all online learning activities
- Be respectful and courteous to your instructor, mentor, peers, and other clinical site employees
- Attend scheduled lab times and come prepared
- Follow the policies of the clinical site
- Ask questions when you need clarification or additional help
- Utilize your time at the clinical site to maximize your learning experience
- Use time management skills to complete all required lab skills and assignments by established deadlines

You, as a student, can expect:

- To be treated with respect by your instructors and mentors
- To be given specific assignment instructions
- To be observed and evaluated on your work and behavior
- To become proficient in the competency areas required for the clinical experience
- To be provided any materials required to complete the assignment, either at the assigned clinical site or on campus

Behavior Expectations Policy

All Ogeechee Technical College students are expected to conduct themselves in a professional and courteous manner while on campus and at assigned clinical sites. Any inappropriate behavior reported by the mentor or other clinical site professional may result in the student being removed from the clinical site and potentially the Opticianry program.

Attendance Policy

All students are expected to show up prepared for all scheduled lab/clinical meetings. If the student is not able to attend a scheduled meeting, the student should call the mentor ahead of time, if possible. The mentor may reschedule meetings at his/her discretion, but he/she is not expected to make up time on his/her days off. Excessive absences may result in the student not being able to complete work and therefore failing the class.

Mentor Approval Process

A good mentor is a licensed professional who is willing and able to commit time and energy to help you develop the skills required to complete your classes. A mentor does more than simply “sign off” on checklists. The mentor is responsible for demonstrating skills and techniques, helping the student learn skills and techniques, and evaluating the student’s competence in completing required lab skills.

A potential mentor must meet the following requirements:

- Must be a Licensed Dispensing Optician (LDO) in the state where working
- Must have a minimum of 2 years' experience working as an LDO (?)
- Must provide a written document (resume or CV) that details clinical training and years of experience, including supervisor contact information for verification
- Must provide letters of recommendation from 2 other individuals that attest the person is highly qualified to clinically train others
- Must review the materials required for the course(s) and sign the Mentor Responsibilities Acknowledgement Form

Mentor Responsibilities

- Meet with the faculty for the course prior to (or within) the first week of the semester for orientation (may be done over the phone or online).
- Ensure the Memorandum of Agreement (MOA) is signed by the appropriate site representative and returned to the OTC.
- Provide contact information to for the faculty to communicate with the mentor throughout the semester as needed.
- Schedule an initial meeting with the student during the first week of the semester. Estimate a 30-minute meeting to review course competencies and coordinate schedules and timelines.
- Instruct the student on all competencies listed in the course clinical packet.
 - Each course has a lecture component, which is completed online. The mentor's responsibility is to teach hands-on course competencies.
 - The student is responsible for submitting all original documents by the due dates established by the faculty.
- Evaluate the student's proficiency in each hands-on competency using the provided lab skills check-off tools. A sample check-off tool is provided in this packet.

Clinical Site and Mentor Evaluation

At the end of the semester, each student is asked to complete an evaluation related to the training they received from the mentor and activities during the semester at the clinical site. The evaluation helps faculty evaluate program effectiveness and ensure the highest level of instruction is afforded to each student. The evaluation may also help faculty identify any areas that need improvement. A copy of the evaluation tool is provided in this packet.

Optical Tools and Equipment Required

Campus-based students will have access to all program resources, including the required items listed below. Students who choose to enroll in the online program and use an approved clinical site off-campus must have access to the following environments and equipment for each course listed:

A finishing laboratory which includes the following equipment at a minimum:

- Lens edger
- Hand stone/Hand edger

- Groover
- Polisher
- Tinting unit
- Manual lensometer
- Frame warmer
- PD verification device

An optical dispensary which includes the following equipment at a minimum:

- Dispensing tables
- Frame and lens displays
- Pupilometer
- Spectacle ordering system
- Frame warmer
- Manual lensometer
- Various hand tools
- Rimless and semi-rimless repair tools
- Manual and auto keratometer
- Slit lamp
- Non-contact tonometer
- Phoropter parts

Preceptor and Clinical Site Evaluation Form

Student Name: _____ Course Number: _____

Preceptor Name: _____ Semester: _____

Clinical Site: _____

Please complete this form in its entirety to provide an accurate evaluation of your clinical experience. Complete the evaluation by choosing the option that most closely matches your opinion. You are encouraged to provide details for areas you rate with a 1 or 5. This information will be used to evaluate the effectiveness of clinical sites and the Opticianry program. Your feedback is important, and it will be used to inform and improve future programs.

<u>Evaluation Item</u>	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
	1	2	3	4	5
The Clinical Preceptor provided adequate orientation to the assigned clinical area and equipment.					
The Clinical Preceptor understood the course objectives.					
The Clinical Preceptor provided direct supervision of my clinical experience.					
The Clinical Preceptor modeled effective communication skills.					
The Clinical Preceptor's attitude was positive and helpful.					
The Clinical Preceptor encouraged my active participation.					
The Clinical Preceptor was knowledgeable in the skills needed to complete course objectives.					
The Clinical Preceptor adequately explained and/or practiced procedures with me.					
The Clinical Preceptor showed enthusiasm toward teaching.					
I feel confident about the hands-on skills I learned during this clinical experience.					

General Comments (use back of page if needed):