New York City College of Technology, CUNY

CURRICULUM MODIFICATION PROPOSAL FORM

This form is used for all curriculum modification proposals. See the [Proposal Classification Chart](http://openlab.citytech.cuny.edu/collegecouncil/files/2014/08/2013-10-09-Proposal_Classification_Chart.pdf) for information about what types of modifications are major or minor. Completed proposals should be emailed to the Curriculum Committee chair.

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| **Title of Proposal** | **Ophthalmic Dispensing I** |
| **Date** | **September 27, 2019** |
| **Major or Minor** | **Major** |
| **Proposer’s Name** | **Dr. Kara Pasner** |
| **Department** | **Business/ Vision Care Technology** |
| **Date of Departmental Meeting in which proposal was approved** | **9/19/2019** |
| **Department Chair Name** |  **Lucas Bernard** |
| **Department Chair Signature and Date** |  |
| **Academic Dean Name** | **David Smith** |
| **Academic Dean Signature and Date** |  |
| **Brief Description of Proposal**(Describe the modifications contained within this proposal in a succinct summary. More detailed content will be provided in the proposal body. | **Change in class hours. No Change in credits. The change applied to the syllabus will allow the class to meet an hour more. The course is now 2 class hours and 1 credit. The change will allow for 3 class hours and 1 credit.**  |
| **Brief Rationale for Proposal**(Provide a concise summary of why this proposed change is important to the department. More detailed content will be provided in the proposal body).  | **We have found that 2 hours is not long enough in time to instruct and apply new hands-on practicum for our first-year students. Ultimately, this change is one part of a requested class hour redistribution. The hour will be taken from VCT 2146 going down an hour.** |
| **Proposal History**(Please provide history of this proposal: is this a resubmission? An updated version? This may most easily be expressed as a list). | **This a modification for an existing course.** |

Please include all appropriate documentation as indicated in the Curriculum Modification Checklist.

For each new course, please also complete the New Course Proposal and submit in this document.

Please submit this document as a single .doc or .rtf format. If some documents are unable to be converted to .doc, then please provide all documents archived into a single .zip file.

**Changes to be offered in the Business/ Vision Care Technology department**

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| --- | --- | --- | --- |
| **CUNYFirst Course ID** | VCT 1213 |  |  |
| **FROM:** | VCT 1213 | **TO:** | VCT 1213 |
| **Department(s)** | Business/ Vision Care Technology | **Department(s)** | Business/ Vision Care Technology |
| **Course** | ~~VCT 1213 Ophthalmic Dispensing I~~ | **Course** | VCT 1213 Ophthalmic Dispensing I |
| **Prerequisite** | VCT1101, VCT1105 with a grade of C or higher | **Prerequisite**  | VCT1101, VCT1105 with a grade of C or higher |
| **Corequisite** | VCT1201, VCT1202 | **Corequisite** | VCT1201, VCT1202 |
| **Pre- or corequisite** |  | **Pre- or corequisite** |  |
| **Hours** | ~~2 hrs, 1 cr~~  | **Hours** | 3 hr, 1 cr |
| **Credits** | 1 | **Credits** | 1 |
| **Description** | This introductory course is designed to develop the student’s basic theoretical and hands-on clinical skills in preparation for patient care and service in an operational clinical setting. Topics include lens styles and materials, frame styles and materials, lens treatments, optical measurements, clinical stations and procedural systems, frame repair and adjustment, spectacle verification, patient reception, medical assisting and technical support. | **Description** | This introductory course is designed to develop the student’s basic theoretical and hands-on clinical skills in preparation for patient care and service in an operational clinical setting. Topics include lens styles and materials, frame styles and materials, lens treatments, optical measurements, clinical stations and procedural systems, frame repair and adjustment, spectacle verification, patient reception, medical assisting and technical support. |
| **Requirement Designation** |  | **Requirement Designation** |  |
| **Liberal Arts** | [ ] Yes [ x ] No  | **Liberal Arts** | [ ] Yes [ x] No  |
| **Course Attribute (e.g. Writing Intensive, Honors, etc** |  | **Course Attribute (e.g. Writing Intensive, Honors, etc** |  |
| **Course Applicability** | [ x] Major[ ] Gen Ed Required[ ] English Composition[ ] Mathematics[ ] Science[ ] Gen Ed - Flexible[ ] World Cultures[ ] US Experience in its Diversity[ ] Creative Expression[ ] Individual and Society[ ] Scientific World[ ] Gen Ed - College Option[ ] Speech[ ] Interdisciplinary [ ] Advanced Liberal Arts | **Course Applicability** | [x ] Major[ ] Gen Ed Required[ ] English Composition[ ] Mathematics[ ] Science[ ] Gen Ed - Flexible[ ] World Cultures[ ] US Experience in its Diversity[ ] Creative Expression[ ] Individual and Society[ ] Scientific World[ ] Gen Ed - College Option[ ] Speech[ ] Interdisciplinary [ ] Advanced Liberal Arts |
| **Effective Term** | Spring 2020 |  | Spring 2020 |

**Rationale:**

Justification for adding 1 hour to VCT1213

The sequential Ophthalmic Dispensing Courses are designed to be 3 hour labs. However, when the Vision Care Technology Department created and added VCT1213 lecture and lab in 2012, we were anticipating the creation of a I hour Dispensing externship for our students. We decided to take away 1 hour from the proposed new VCT1213 lab to save it for the planned externship. This brought the lab hours to 2 instead of 3 as the other two sequential Dispensing Courses are designed. This hour was then built into the VCT2416 clinic. As we did not pursue an externship and now have no plans to do so, we have the extra hour held in our 2416 clinical lab. We would like to move this hour into the VCT1213 lab as we have found that 2 hours is not long enough in time to instruct and apply new hands-on practicum for our first-year students.

**VCT1213-Ophthalmic Dispensing I**

Title and Course Code: VCT1213-Ophthalmic Dispensing I

Description of Course: This introductory course is designed to develop the student’s basic theoretical and hands-on clinical skills in preparation for patient care and service in an operational clinical setting. Topics include lens styles and materials, frame styles and materials, lens treatments, optical measurements, clinical stations and procedural system, frame repair and adjustment, spectacle verification, patient reception, medical assisting and technical support.

Class Hours and Credits: 2 Class Lecture Hours – 3 Credits

 2 Laboratory Hours

Prerequisites: VCT1101, VCT1105

Co-requisites: VCT1201, VCT1202

Textbook: Ophthalmic Essentials; 3rd edition, Ferguson, Roy 2012 and VCT Clinic and Dispensing Manual, 4th t edition, Strickler, Prof. Kimberly

Course Requirements: Standard attendance regulations

Coverage: 15 weeks = 30 hours

Evaluation and Grading: 2 classroom examinations – 60% each

 Final examination – 30%

 Assignments, Mentoring Projects, and Attendance, Participation – 10%

Laboratory grade – 30% (must pass both with 70% or higher)

Office Hours: Office Hours for All Faculty are posted on the Department Bulletin Board in Front of A812

Course Coordinator: Professor Kimberly Strickler

**Week 1**

**Part I** - Introduction: .5 hours

Attendance and grading procedures will be explained. Reading assignments for the semester will be distributed. Makeup examinations will be given with a documented excuse or at the discretion of the instructor.

**Part II**

History of Ophthalmic Dispensing 1.5 hours

1. Objective: An overview will be given on the history of ophthalmic

dispensing and the field of opticianry. Licensing, apprenticeship, the state of the profession and employment opportunities, the New York State website, state organizations, office of the professions, licensing in other states, overview of ABO and NCLE certification and the NYS practical will be discussed.

B. Assessment: The student will be able to identify and describe the ophthalmic profession, national certifying agencies, state licensing boards and state organizations. The student will identify the expectations of certification and licensure pertinent to opticianry. The student will be able to describe the different employment venues available to the ophthalmic dispenser.

**Week 2**

Lens Design I 2 hours

1. Objective: Single vision, segmented and non-segmented multifocal lenses will be defined and related to refractive error and the written prescription. Myopia, hyperopia and presbyopia will be reviewed and related to lens choices. Spheres, cylinders, sphero-cylindrical combinations, astigmatism and image jump as related to single vision, bifocal, trifocal and progressive lenses will be discussed. The lens guide will be detailed, and the DVI Remote and 3D Eye Office systems will be highlighted, as references for lens selection and availability. Lens cost and retail pricing will be discussed as it relates to clinical *Station* 3.

B. Assessment: Students will be able to define the properties of single vision, bifocal, trifocal and progressive lenses and understand basic uses of each. Students will be able to identify the lens product guide and clinical Station 3 price list to basic lens styles as well as define the laboratory cost and retail price of basic lenses.

**Week 3**

Lens Materials 2 hours

1. Objective: Crown Glass, Plastic, Polycarbonate, High Index and

Trivex lenses and properties will be defined and discussed. Use of the DVI Remote and 3D-Eye Office (Eyemaginations) Systems and the Lens Product Guide will be highlighted as reference sources. General eyewear categories will be discussed as well as laboratory cost and retail pricing of lens materials. Clinical Station 3 Patient Rx Form will be detailed for proper lens material documentation.

1. Assessment: Students will be able to identify and describe the

properties of Crown Glass, Plastic, Polycarbonate, High Index and Trivex lenses. Students will be able to identify appropriate reference guides for lens materials and understand and describe laboratory and retail pricing of lens materials. Students will be able to explain the process of lens materials documentation relating to Clinical Station 3 Rx form.

**Week 4**

Lens Treatments 2 hours

A. Objective: An overview of anti-reflective coatings, photochromic lenses, polarization, custom tints and edge finishes will be defined and discussed. Viewing the DVI Remote, 3D-Eye Office (Eyemaginations) and sample lens demonstrators as reference sources, current lens treatments will be highlighted. The clinical Station 3 Price List will be shown to examine pricing for lens coating and then compared to average retail and laboratory cost. Clinical Station 3 Patient Rx Form will be detailed for proper lens treatment documentation.

B. Assessment: Students will be able to describe and articulate the basic advantages and function of ant-reflective coatings, photochromic lenses, polarization, custom tints and edge finishes. Students will be able to identify appropriate reference sources for lens treatment and understand and describe laboratory and retail pricing of lens treatments. Students will be able to explain the process of lens treatment documentation relating to Clinical Station 3 Rx Form.

**Week 5**

Exam #1

Test covers weeks 1 through 4 2 hours

**Week 6**

Frame Materials, Styles, Products and Measurement 2 hours

A. Objective: Frame construction and basic plastic and metal frame materials will be discussed. Use of the Frames catalog and handouts will be outlined for reference to the frame products and materials. Material properties, quality and function, manufacturer brands, styles, markings, sizes and color options will be discussed Box measurements (A, B, ED, DBL, and GCD) will be defined and related to frame product. Basic selection and fitting of frames will be discussed and bar-coding security procedures will be detailed. Frame pricing as related to the clinical Station 3 Patient Rx form will be detailed for proper frame documentation.

 B. Assessment: Students will be able to identify and describe basic frame materials and properties. Students will be able to identify the proper reference guides for frame products and materials, and understand basic box and geometric measurement of frames relating to clinical measurement. Students will be able to identify the manufacturer cost and retail pricing of frames products. Students will be able to describe the process of frame documentation and identify it to the clinical Station 3 Rx form

**Week 7**

 Lens Measurement I 2 hours

 A. Objective: Monocular and binocular pupilary distance (PD), major reference point (MRP), inset, and vertex measurement will be discussed as they relate to ophthalmic lens measurement. Single vision, bifocal and trifocal segment heights will be discussed as well as basic progressive lens fitting. The pupilometer, PD ruler, distometer and pen light will be highlighted as tools used to perform eyewear measurement. The Cyber Imaging system will be discussed as a reference source and the clinical Station 3 Rx form will be detailed for measurement documentation.

B. Assessment: Students will be able to identify and describe basic theory of measuring for pupilary distance (PD), major reference point (MRP), inset calculation, and vertex distance and measurement for the fitting of single vision, bifocal, trifocal and progressive lenses. Students will be able to identify the Cyber Imaging clinical system as a tool to conceptualize ophthalmic measurements and describe basic PD, vertex and inset measurement and calculation. Students will be able to explain the process of lens measurement documentation relating to clinicalStation 3 Rx form.

**Week 8**

Clinical Methodology 2 hours

A. Objective: The importance of a systematic patient prescription analysis evaluation will be discussed and the Clinical Station 3 Patient Prescription Analysis Form will be detailed. Using the clinical Station 3 Rx form, Analysis form and a sample patient profile; a theoretical clinical ophthalmic history will be analyzed. Frames and lenses will be discussed based on the theoretical sample profile. Cyber Imaging, Eyemaginations and sample lens demonstrators will used to examine the features and benefits of select eyewear products and a clinical Station 3 Rx form will be reviewed for proper documentation including the patient tracking form. Measurements, inset calculation, frame and lens information, and eyewear pricing will be discussed as it pertains to the entire Clinical Station 3 mechanism. The DVI system will be utilized to show a sample of data entry related to laboratory fabrication.

Reading Assignment: Clinic and Dispensing Manual, Station 3

B. Assessment: Students will be able to list the steps of the entire clinical process. Students will have applicable knowledge of patient analysis, lens product knowledge, basic ophthalmic fit, including frame styling and lens measurements, frame selection and clinical pricing. The student will also be able to describe the outcome and proper recording procedures on Clinical Station 3 forms. Students will be able to describe the relevance of the DVI computer laboratory system and the method of processing a clinical job.

**Week 9**

Exam #2

Test covers weeks 1 through 8 2 hours

**Week 10**

Frame Repair I 2 hours

A. Objective: Use of clinical replacement parts will be discussed and basic eyewear repair related to Clinical Station 5 will be highlighted for replacement of screws, nose pads, temple covers and nylon string for semi-rimless frames.

Reading Assignment: Clinic and Dispensing Manual, Station 5

B. Assessment: Students will be able to identify and describe the basic skills of frame repair, including: nose pad and screw replacement, semi-rimless nylon replacement and temple tip replacement associated with frame repair work in Clinical Station 5.

**Week 11**

Frame Adjustment I 2 hours

A. Objective: Basic skills of standard bench alignment, temple adjustment, guard arm positioning and pantoscopic tilts will be defined and discussed as they relate to Clinical Station 5. Ophthalmic tools related to basic frame adjustment will be discussed. Use of frame warmers and bead pans will be detailed for basic temple and earpiece adjustment.

Reading Assignment: Clinic and Dispensing Manual, Station 5

B. Assessment: Students will be able to describe the theory of basic bench alignment and simple adjustment of clinical eyewear relating to dispensing in Clinical Station 5.

**Week 12**

Spectacle Verification 2 hours

A. Objective: Spectacle verification procedures will be shown and lensometry will be reviewed and related to Clinical Station 4. Clinical accounting, record keeping, bursar payments and laboratory invoicing will be detailed and discussed. Clinical Station 4 forms and accounting system will be shown to record data and analyze profit margins. Patient notification for eyewear dispensing will be discussed as it relates to Clinical Station 4.

Reading Assignment: Clinic and Dispensing Manual, Station 4

B. Assessment: Students will be able to describe and articulate the process of recording payment and invoice data in the clinical accounting book. Students will be able to define the uses of the lensometer and a visual assessment as it relates to the verification of a completed eyewear job. Students will be able to understand the process of basic bench alignment of frames and how to inspect and clean the lenses for clinical dispensing relating to Clinical Station 4. Students will be able to correctly describe the verification and patient notification procedures on the clinical tracking form.

**Week 13**

Patient Reception 2 hours

A. Objective: Introduction to patient reception skills including; exam scheduling, patient greeting, triage, the Office Mate system for patient data entry, HIPPA requirements and forms, insurance coding, record keeping and filing, telephone etiquette, appointment verification, and clinical flow as it relates to Clinical Station 1 will be detailed an discussed.

Reading Assignment: Clinic and Dispensing Manual, Station 1

B. Assessment: Students will identify and articulate basic clinical Station1 skills including: proper “patient” greeting, scheduling an appointment in the clinical appointment book and documentation of appointment in the Office Mate computer system. Students will be able to define and articulate basic telephone skills including: answering questions, making appointments and directing calls to the proper area or clinical instructor. Students will be able to recognize and explain clinical patient flow and triage. Student will be able to recognize and explain Clinical Station 1 forms to and explain HIPPA requirements, clinical guidelines and hours of operation. Students will be able to identify the importance of patient records and describe how to create a new patient record.

**Week 14**

Ophthalmic Assisting 2 hours

A. Objective: Ophthalmic office procedures will be detailed and discussed. Patient greeting, exam coding, triage, history taking, prescription handling and completing HIPPA requirements will be defined and discussed. Instructional manuals relating to ophthalmic assisting and ancillary testing equipment will be discussed. Lensometry, auto-refraction, auto-tonomerty, stereopsis and other basic tests as related to Clinical Station 2 will be examined and discussed.

Reading Assignment: Clinic and Dispensing Manual, Station 2

B. Assessment: Students will be able to recognize and define the basic steps of taking a patient’s history and neutralizing a current spectacle prescription. Student will be able to describe the steps of auto-refraction, auto-tonomerty and stereovision testing. Students will be able to explain the importance of exam office operation, prescription handling and patient flow with emphasis on patient care as it relates to Clinical Station 2

**Week 15**

Exam #3- Final

Test covers weeks 1 through 14 2 hours