



STUDENT HANDBOOK

2020 - 2022

WWW.PCC.EDU/OMT

(Revised 2020)

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Note: *This handbook is intended only as a guide through the OMT program and maybe altered or revised during the course of the two-year program at the discretion of the OMT program. Although, an attempt is made in good measure to outline each possible scenario, there is no guarantee that each situation with a student will have the same outcome as described in this guide. Therefore, it is up to the decision of the OMT program and its instructors on how to best mitigate these unforeseen situations which will allow autonomy on a case by case bases.*

WELCOME MESSAGE

First, we would like to welcome you the beginning of not just the path to getting a job, but to the path of a career that will likely be life changing for you like many others before. Being part of a healthcare team is not only rewarding by helping others but satisfying knowing that you are changing other's lives by helping improve and save their vision. Being an Ophthalmic Technician is a unique sub-specialty in allied health care that will continue to change years to come. For over twenty years the OMT program at Portland Community College has been proud to help students achieve their dreams and shape their careers. We are excited to help you on your journey for the next two years and know that ***your vision is our focus*** to becoming certified as an ophthalmic technician and achieving a degree at PCC.

Sincerely,

A handwritten signature in black ink that reads "Ellie Bessarab". The signature is written in a cursive, flowing style.

Ellie Bessarab, MHA COT NCLE-C
OMT Program Director / Faculty Department Chair

PROGRAM ORGANIZATION

The Ophthalmic Medical Technology Program is located at the Cascade Campus of Portland Community College in the Division of Medical Technology and Science. Other health programs within this division include: Alcohol and Drug Counseling, Medical Assisting, Health Information Management, Medical Professions and Medical Laboratory Technology. Other related programs in this district include Emergency Services, Paralegal, Fire Science, and Emergency Dispatch 911. Nursing, Radiological Technology, Dental Programs (Dental Assistant, Dental Technician and Dental Hygienist), and Veterinary Technology are offered at other PCC campuses.

PORTLAND COMMUNITY COLLEGE CASCADE CAMPUS OMT PROGRAM

705 N. Killingsworth Street
Jackson Hall 210
Portland, Oregon 97217
Telephone 971-722-5666

College Mailing Address:
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Portland, Oregon 97280-0990

PCC FACULTY AND STAFF

PCC College President	Mark Mitsui	
Cascade Campus Dean of Instruction	Kurt P. Simonds	
AHELS Division Dean	Janeen Hull	971-722-5383
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OMT FACULTY AND STAFF

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SPONSORSHIP

Portland Community College is accredited by the Northwest Association of Schools and Colleges.

The Ophthalmic Medical Technology Program is accredited by the International Council of Accreditation (ICA). For more information visit here: <http://www.icaccreditation.org/index.html>

MISSION

The Ophthalmic Medical Technology Program provides quality training in an atmosphere that encourages full realization of each student's potential. The program offers students of all ages, races, cultures, economic levels and previous educational experience opportunities for personal growth and attainment of their professional goals.

To achieve this mission, the program offers access to residents of the PCC district as well as other Oregon and Southwest Washington residents who desire to obtain the program's specialized training. The program is committed to the development and utilization of partnerships with the eye care community to aid in maintaining the quality of the program as well as providing training opportunities for students.

Through effective teaching and student support, we strive to prepare our students for success as individuals, members of the ophthalmic profession, and citizens.

VALUES

We believe that we provide foundations for student success through a worthwhile curriculum that is practical, theoretical and of high quality.

We provide the environment to create outstanding health care professionals. We are enthusiastic about teaching and learning, and we respect all students and staff.

PROGRAM GOALS

The intended goals of the Ophthalmic Medical Technology Program are:

- ☐ To admit those students to the program that have the potential to successfully complete the program; and to appropriately counsel those applicants who require developmental and/or preparatory courses prior to program entry.
- ☐ To develop and maintain a curriculum that integrates the general education segment, the clinical segment and related subjects to the greatest extent possible and that is based on the job-entry level requirements of the ophthalmic community and the respective professional organizations; and to utilize a variety of healthcare facilities in the community to provide clinical learning experiences for students.
- ☐ To graduate sufficient numbers of Ophthalmic Medical Technicians to meet the needs of the ophthalmic community.
- ☐ To provide a program with sufficient flexibility to accommodate the individual needs of each applicant in terms of high school completion, other preparatory courses and credit for previous education and experience.
- ☐ To recognize the individual needs of students by providing a variety of learning processes.
- ☐ To keep the program in tune with the needs of the community through the expertise of advisory committees whose membership is representative of the ophthalmic medical field; through periodic graduate follow up studies; through employer studies; and

through the program evaluation and accreditation processes.

- ☐ To recruit, develop and retain qualified staff who believes in the community college concepts; who believe that each person has potential, can learn, and wants to learn; who believe in the Ophthalmic Medical Technology curriculum; and who are committed to continuing education for themselves in both their professional fields and in their development as educators.
- ☐ To encourage interested practitioners to serve on the Ophthalmic Medical Technology Advisory Committees and to participate in the clinical affiliation portion of the program.
- ☐ To employ educational technology to facilitate the educational process with the use of videos, online resources, films, animated programs, slides, etc., as appropriate and feasible.
- ☐ To involve the staff in regular evaluation of the curriculum, revision of instructional approaches and the development of related curriculum through regular staff meetings workshops and instructional materials revision projects.
- ☐ To ensure that equipment in the laboratory on campus and in the clinical affiliates is reasonably reflective of that used in the professional community is operational, available and up to date.
- ☐ To involve the faculty in student recruitment for the program and the profession.
- ☐ To maintain adequate, up to date library and audio/visual materials in the program. To maintain appropriate multimedia materials and demonstration materials.
- ☐ To ensure that each student is counseled individually each term as need arises and to inform students of job opportunities which have been referred to the program.
- ☐ To promote the recognition of limitations and legal responsibilities of the Ophthalmic Medical Technician.
- ☐ To instill in students' pride in their vocational education preparation, in the technician profession for which they are being prepared and in their conduct as professionals.

OMT PROGRAM OUTCOMES

The Ophthalmic Medical Technology program aligns with the college wide PCC Core Outcomes <http://catalog.pcc.edu/aboutpcc/pccccoreoutcomes/> to prepare students to be successful allied health professionals, which include:

- ☐ **Professional Competence**, by working within the professional legal and ethical parameters of ophthalmology
- ☐ **Critical Thinking and Problem Solving**, by applying critical thinking skills to provide safe, effective patient care. Apply academic knowledge and diagnostics testing skills in a variety of practice settings.
- ☐ **Communication**, utilize effective oral and written communication skills with patients and other health care professionals.

See: <https://www.pcc.edu/resources/academic/degreeoutcome/default.cfm?fa=program&subject=OMT>

ACADEMIC POLICY

ACADEMIC PERFORMANCE

Students must maintain a minimum level of performance (no lower than a letter grade of "C") in each of the required technical courses (BI, MP or OMT prefix) in order to continue to progress through the OMT program. See PCC policy regarding the Academic Standards for Satisfactory Academic Progress for non-OMT/ BI/MP program courses <https://www.pcc.edu/resources/student-records/academic-progress/academic-standards.html>.

OMT PROGRAM ACADEMIC PROBATION

If the student fails to pass their final exam with a "C" or better, but the accumulative grade for the course is at a "C", the student will be placed on OMT academic program probation for the following term. Failure to pass the subsequent course(s) final exam and accumulative course in the next term with a "C" may result in an academic dismissal from the OMT program. OMT program academic probation may only occur once during each academic year. The student will be notified in writing if they are placed on academic probation. A student success plan will be given to the student to ensure they are accessing the resources available from OMT program and PCC to improve their progress through the OMT program.

PRACTICUM PERFORMANCE

Practicum performance is based on independent observations from the outside community and is graded and Pass / No Pass. If a practicum site requests that a student be removed due to performance or behavioral misconduct, the program will assess the best action for the student. The student will be placed on a student success plan, and counseled. If the student is unable to be placed into another practicum an Incomplete or No Pass will be assigned for the practicum course. Failure to complete the required clinical hours makes the student ineligible to sit for the COT exam and may result in dismissal from the OMT program regardless of the status of the student in the program.

OMT SKILLS EVALUATION

Students will be expected to perform mandatory hands-on skills to evaluate their readiness as OMTs. Students will be notified in advance of the evaluation day and time. Please note, evaluation may occur on a Saturday. These skills will focus on the six content skills tested on the COT exam. The skills are evaluated independently by the ophthalmic community to ensure objectivity. In the event the student does not meet the requirements of the skills evaluation the student may be placed on academic probation for the next term. The student will be placed on a student success plan to ensure their readiness as an entry-level OMT. Demonstration of the failed skill(s) to their instructor will be required the following term to ensure progress through the program.

OMT PROGRAM ACADEMIC DISMISSAL

Students who fail to meet the minimum level of performance in one or more courses will be informed in writing of their dismissal from the program. Once dismissed any student desiring re-admission to the program will be required to repeat the course(s) and earn a passing grade. Re-admission to the program is at the discretion of the program director and on a space-available basis.

GRADING AND EVALUATION POLICIES

The grading scale used for each class in the OMT program will be contained in each course syllabus. Students will be expected to maintain the minimum level of performance as outlined under Academic Performance regardless of the instructor's choice of grading scale.

The basis for the grade is the composite score of projects, papers, quizzes, lab modules/ clinical objectives and/or tests for each course. See "Policy on Assignments" and "Tests" which has a bearing on a grade. In making such a grade determination instructor(s) will take into consideration

student performance in the course in terms of attendance, attitude, participation, and other evidence of student achievement. Course instructors have the prerogative of raising or lowering a grade by one letter based on these factors.

Students are expected to maintain a "C" letter grade (or Pass) for each course in the program. Course instructors have the prerogative of requiring students to repeat any learning experience for which they receive less than a "C" letter grade. In making such a determination, instructors will take into consideration the importance of the learning experience to a related job entry level skill, knowledge or attitude.

Other symbols routinely used for grading and the conditions under which these may be applied are indicated below. Specific definitions are listed in the college catalog and in the schedule each term.

"I" Incomplete. When the quality of work is satisfactory, but some minor, yet essential, requirement of the course has not been completed, and for reasons acceptable to the instructor, a report of "I" may be made, and additional time granted for completion of the work.

"P" Pass. Acceptable performance. A grade of "P" represents satisfactory achievement, which would have been graded "C" or better on the regular grading scale but is given instead of a letter grade. To take a class Pass/No Pass a student must make arrangements with the instructor during the first 8 weeks of class. Note that the associate degree may have limits on P/NP grades that are allowed before selecting this option.

"NP" No Pass. Unacceptable performance when a student has arranged for the pass/no pass option in a class which permits it or when the class is only offered on a pass/no pass basis.

"W" Withdrawal. This mark is to be used only by student records when the student has followed established school procedures for properly withdrawing from class within the specified time limits.

TEST POLICY

This test policy is applicable only to those courses with an OMT prefix.

No make-up exams will be given for absences, no matter the reason for the absence.

FINAL EXAMS

No early final exams will be permitted unless there is an emergency or unusual situation and the instructor can accommodate the student. Such decisions are at the discretion of the course instructor.

Students must pass each OMT course final examination with a score of at least 70% or higher. Failure to do so may result in a dismissal from the OMT program regardless of prior cumulative grade average. Exceptions only apply if it is the first time failing a final exam for that academic term and the final course grade is a 70% or higher. See **OMT PROGRAM ACADEMIC PROBATION** and **OMT PROGRAM ACADEMIC DISMISSAL** for more details regarding academic process through the OMT program.

If a student is absent for a final exam, the student may receive an incomplete or a failing grade for that course at the discretion of the course instructor.

There will be no retake of a final exam with an unsatisfactory test score, with the exception of the COT exam. If a student does not pass the COT exam at the end of the program, the student will be required to take an additional final for the last course of the program in order to complete the associate degree requirements.

COMPUTERIZED TEST FORM INSTRUCTION

Using a #2 pencil only, students must correctly fill in the name section (Last name first, space and first name last), correctly bubble in to cover letters under the choices. No other sociological information sections should be bubbled.

All test copies must have the student name printed on them and returned with the answer sheet to the instructor. All answer sheets and computer printouts will be returned to the student but is at the discretion of the instructor to maintain academic integrity of materials from class to class. The D2L Brightspace Platform will also be utilized for quizzes and exams for distance learning, remote learning and with some face-to-face classes. Exams will be timed, and the student is to maintain academic integrity throughout the testing process. A computer/laptop and internet connection would be required to complete the exams and quizzes.

ASSIGNMENTS

Students are expected to turn in course assignments at the beginning of class, or via D2L Brightspace as indicated by the instructor. Instructors are to provide clear guidelines and deadlines for each assignment. No assignments will be accepted via FAX or email, unless the instructor has indicated this method is acceptable. **No late assignments accepted under any circumstances unless prior acceptable arrangements have been made with an instructor.**

Course assignments are to be neat. Standards of the health care community are to be observed.

HANDOUTS

The student is responsible for materials handed out during class or available via the course website. Arrangements should be made for a classmate to obtain handouts when absent.

OMT PROGRAM ATTENDANCE

Potential employers use attendance and promptness as two indicators of dependability and employability. Total class attendance percentage will be part of the final program evaluation for job references. Attending classes regularly and promptly is an important aspect of the training. Irregular attendance and habitual tardiness are indicative of an attitudinal problem which might carry over to the job situation. The highly integrated structure of the curriculum requires regular and prompt attendance for successful achievement in the program.

Absenteeism can also adversely affect the student who is on a financial aid grant. The college is required to maintain class attendance records in order to verify a student's attendance on a specific day or dates. Students who do not attend classes are not entitled to receive funds.

Adherence to the following attendance policies is therefore important:

1. **Absence from class:**

The student is responsible for completing all course work regardless of absenteeism. The student is responsible for materials handed out in class and assignments made during class. Arrangements should be made for classmates to obtain handouts. (See "Handouts") Missed class notes may only be obtained from another student.

2. **Absence from labs:**

All lab exercises/modules must be completed for a passing grade. Excessive absences will result in a lower grade or a grade of Incomplete as deemed appropriate by the instructor. Labs are open only as scheduled unless prior arrangements have been made.

3. **Absence from tests/presentations:**

Absences from exams or assigned oral presentations may result in a score of "0" for the test or assignment. (See policy for "Tests" in the handbook)

4. **Accumulated absence:**

Attendance of less than 70% of classes will result in a failing grade ("F"). Exceptions to this policy are at the discretion of the instructor and/or Program Director.

5. **Tardiness:**

Tardiness is defined as arriving in class after the instructor has started or leaving class before it has officially ended. There is no "excused" tardiness; 3 late arrivals will constitute one absence, 4 times tardy will result in a drop of one letter grade. Children are not allowed in the classroom or labs.

6. **Absence from Practicum work site:**

All time lost from Practicum work activities must be made up. Time rescheduled will be only at the convenience of the sites. In the event that a student cannot make it to a rotation, the student is responsible for promptly notifying the Clinical Coordinator, Program Director, as well as the Practicum site supervisor.

OMT PROGRAM ESSENTIAL FUNCTIONS

PHYSICAL FUNCTIONS

1. **Physical ability** to sit, stand and move freely about the office
 - Ability to stand, walk and sit for long periods of time
 - Ability to move independently and maneuver in small spaces
 - Ability to turn and/or bend at the waist while seated or standing
 - Ability to lift and carry 35 lbs
2. **Manual dexterity**
 - Manual dexterity and motor function to operate ophthalmic equipment
3. **Visual abilities** to accurately perform duties
 - Excellent corrected visual acuity
 - Ability to read medical charts (fine print) and computer monitors
4. **Hearing abilities** to respond to patients and co-workers
 - Hear and observe patients in order to ascertain information

ACADEMIC AND INTERPERSONAL FUNCTIONS

1. **Communication** skills to safely and accurately assess patients and communicate with others
 - Verbal and written communication with patients, co-workers and the public in person and by phone
 - Obtain and document patient history and current complaints
 - Understand and work under the direction of the physician
 - Ability to communicate and carry-out written and verbal instructions
 - Instruct patients on instillation of ophthalmic medications, post-operative care and other home care
2. **Technical Aptitude**
 - Ability to use the computer and learn to navigate through a variety of platforms and simulators
 - Ability to use telephone, fax, and copier
 - Ability to master new skills and use of ophthalmic equipment quickly

- Ability to maintain a clean and hygienic work space
- Analytical and critical thinking skills
- Ability to measure, calculate, reason, analyze and synthesize
- Ability to problem-solve and troubleshoot issues
- Ability to retain/recall information given verbally
- Ability to coordinate and prioritize multiple tasks
- Ability to comprehend three-dimensional relationships of structures
- Ability to comprehend and apply abstract concepts from biological, sociological and psychological sciences
- Ability to tolerate ambiguity

3. **Interpersonal skills**

- Team player
- Positive response to instruction and supervision

4. **Professional attributes**

- Dependable and punctual
- Carefully adheres to program and affiliate policies
- Appears professional in dress and demeanor
- Maintains personal hygiene
- Appropriate and professional use of personal electronic devices

PCC ACCOMODATIONS, INCLUSION & NON-DISCRIMINATION

EQUAL OPPORTUNITY

Portland Community College affirms to right of all individuals to equal opportunity in education and employment without regard to race, color, religion, national origin, sex, age, handicap, marital status or any other extraneous considerations not directly and substantially related to effective performance.

AMERICAN WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services. The ADA was revised by the ADA Amendments Act of 2008 (P.L. 110-325), which became effective on January 1, 2009. The ADA is codified at 42 U.S.C. 12101 et seq. https://www.ada.gov/2010_regs.htm

SPECIAL ACCOMMODATIONS

Students with special learning or physical needs requiring special accommodations must contact the Office of Students with Disabilities (OSD). The OSD offers a variety of supportive services. Their telephone number is 971-722-5439. Please see <http://www.pcc.edu/resources/disability/?2> for more information.

TITLE IX/NON-DISCRIMINATION STATEMENT

Portland Community College is committed to creating and fostering a learning and working environment based on open communication and mutual respect. If you believe you have encountered sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin, veteran status, sex, sexual orientation, gender identity, or disability please contact the Office of Equity and Inclusion at (971) 722-5840 or equity.inclusion@pcc.edu.

SANCTUARY COLLEGE

PCC is a sanctuary college. For more information and resources, see www.pcc.edu/resources/undocumented-students/.

FERPA

Portland Community College and the OMT program are committed to the confidentiality of student records. For more information about FERPA visit: <https://www.pcc.edu/about/policy/privacy.html>

OMT PROGRAM POLICY

PROGRESSION IN THE PROGRAM (term by term)

Students are eligible to continue from term to term in the program provided that they meet academic and performance standards as specified in this handbook.

Students must achieve no lower than a letter grade "C" defined as 70% in each required course in the program in order to participate in a practicum or co-op education. See **ACADEMIC POLICY**.

READMISSION TO THE PROGRAM

Readmission to the OMT Program is at the discretion of the Program Director.

Students who have left the program and wish to rejoin must repeat any classes that were not completed successfully (letter grade of "C" or better) providing there is space available. The decision to re-admit will be based on space availability by the department chair. Those who have failed out of the program more than two times are not permitted for reapplication into the OMT Program.

Candidates for re-entry should contact the program office as soon as possible prior to the time they desire to re-enter, before the final OMT application cycle. Specific requirements for reapplication, retesting, etc. will be available at that time.

The OMT program may require an educational plan based on the student's ability which may include auditing or repeating past courses and content in the OMT program that the student may have already passed.

Prior passed courses that are being repeated do not count towards the second attempt towards the AAS in OMT. Students retaking courses should note that they will need to pass the second attempt with a "C" defined as 70% or higher to continue in the OMT program. Grades below a "C" defined as 70% do not constitute as a passing grade. Final exams below a "C" do not constitute as a passing for the OMT program. The PCC policy of repeating course is found here:

TERMINATION OF ENROLLMENT

The OMT Program reserves the right, upon the specific recommendation of the faculty and after the student has received written notification of the reasons and procedures, to terminate a student's enrollment in the program. Such action will be initiated when the faculty deems it inadvisable for that student to complete the program.

The conditions contributing to these determinations by the faculty may include (but are not limited to):

- a. Unsatisfactory academic performance levels.
- b. Unsatisfactory clinical affiliation (practicum) performance.
- c. Unethical or unprofessional conduct.
- d. Violations of the Student Code of Conduct

CLASS CANCELLATION

Class canceled due to inclement weather will be announced over local radio/news stations, and at the PCC website. Class and lab so missed must be made up and will be rescheduled as soon as possible. See OMT PRACTICUM for further details.

LABORATORY

1. The laboratory area (OMT JH 115) is available to students only during their scheduled lab time or class time Monday through Friday.
2. Lab use is on a structured basis. Equipment will be available during lab and/or class times as required by class work.
3. Beverages (except water) and food are **NOT** permitted in the laboratory except under certain circumstances approved by the department. Beverages (except water) and food are not permitted in any PCC classroom.
4. Smoking is prohibited on all PCC campuses as of 9/9/09.
5. The laboratory is a work area only. Please be considerate of other students by working as quietly as possible. No radios/MP3 player/ cell phones may be used on the premises. *The exception to cell phone use will be at the discretion of the course instructor for imaging activities.*
6. Students must assume responsibility for their personal property. Purses, briefcases and other valuables should never be left unattended in the laboratory, in any college classroom or other college facility. The staff cannot be responsible for the personal property of the students.
7. Each student is responsible for maintaining a neat work area in the laboratory. All equipment and books must be returned to their proper place at the conclusion of class or lab session. Lab cleanup is part of the student responsibility. Students are also responsible for reporting equipment breakdowns to the lab instructor.
8. Navy blue scrubs are required to be worn in the laboratory at all times by students. A face mask provided by the college must be worn at all times while on campus. A PCC issued student ID must be worn at all times while on campus. Appearance must be neat and hygienic as if being in clinic. **See OMT dress code for more information.**

COVID-19 LABORATORY CLEANING PROTOCOL

1. The laboratory and lecture halls, the doors are to be left wide open to circulate fresh into the room.
2. A face mask must be worn at all times while in the building. Disposable face masks are available in OMT lab and classroom spaces. A face mask is to be discarded after the completion of the class.
3. Social distancing is to be maintained as much as possible.
4. Wearing gloves is required when coming in contact with the patient (ex: holding lids).
5. Wearing a face shield will be required when indicated by the instructor.
6. Each student is to minimize travel throughout the classroom or laboratory, and stay at their seats unless special lab testing is needed to be done. Each workstation must be wiped down with program-provided disinfecting wipes before switching turns, before partnering with a new partner, and at the end of class/lab session.
7. Students are to maintain cleaning all surface areas with program-provided disinfecting wipes, including countertops and chairs, between each patient, and at the end of every lab session.

8. When switching exam lanes, all of the surfaces that come in contact with the patient or the technician must be wiped down with program-provided disinfecting wipes. Instructors are to provide clear guidelines on all diagnostic equipment in the lab.
9. At the end of a class/lab session, all of the surfaces touched must be wiped down, and the air must be sanitized with a few sprays of alcohol.

ALCOHOL AND DRUG POLICY

It is prohibited to use, be in possession of, or be under the influence of alcohol while on college campus, in a remote classroom environment, during a volunteer opportunity while representing Portland Community College, or during clinical practicums. Any signs of being intoxicated may be grounds for dismissal from the program.

Illegal drugs and marijuana will not be tolerated. Use of such drugs constitutes grounds for dismissal from the program, as students may not be allowed to go to clinical sites if they test positive. This includes the presence of THC. Although legal in some states, due to federal regulations, use of cannabis or cannabis-derived products may be grounds for dismissal from the program.

Some prescription and over-the-counter drugs may cause drowsiness. If the student feels like their course performance may be altered due to certain OTC drugs, they should inform their instructors when taking such medications. If a student feels like clinical performance may be altered, the student is to inform the program director.

The student is responsible for passing a 10-panel drug screening the term before their first term at a clinical site. Please note, clinical sites may require additional, and/or random, drug screenings.

Please see the college policy for tobacco use. [Tobacco Free Policy](#).

CRIMINAL BACKGROUND CHECK

All PCC students enrolled in a health care or child care program (including Ophthalmic Medical Technology) with requirements for practical experience or field training may have to pass Criminal History Checks (CHC) as a condition of their acceptance into a medical or other facility for training. This is required by OAR 407-007-0200.

Students who do not pass the CHC may not be eligible to complete training at affiliated practicum sites, to sit for certification examinations, or be hired for some professional positions. If you believe that your history may interfere with your ability to complete the program of study or to obtain certification in your chosen field, you should contact the appropriate state board or the program director.

A student must have a background check completed by the end of Fall Term in the 1st year of the program.

Please note, an additional background check may be required by a clinical site prior to placement.

OMT DRESS CODE

Students are expected to wear navy blue scrubs and PCC provided face masks for all OMT courses, with their PCC student ID. This includes for outside course trips, with the exception of the ophthalmic professional meeting. The student will be required to wear business dress attire as if they were in an interview.

No hoodies or jackets are allowed over scrubs, a scrub warm-up jacket is acceptable or long sleeved under shirts that are white black or navy (no other colors / prints will be permitted). Classrooms and lab

spaces vary on room temperature; plan to layer the uniform to stay comfortable.

No hats, scarves, caps, or beanies are permitted unless they are part of a religious affiliation.

Scrubs may be of any cut or style/brand if they fit appropriately and are solid navy. Examples of poor fitting scrubs include pants dragging on the ground, pants pulling down and exposing abdomen or lower back, pants that ride above the ankles. Tops that are too small that reveal cleavage or lower back, tops or bottoms that are too large that can get caught on instruments.

Scrubs must be fresh, clean, and in wearable condition, stain-free, wrinkle-free, hair-free, lint-free, with no holes or noticeable wear. **SEE UNIFORM.**

PERSONAL APPEARANCE & HYGIENE

For students to be prepared for an entry-level career, the OMT program is ensuring that each student is presenting a professional image to the community when in class, lab, on outside trips and at clinic sites.

As an industry in ophthalmology and the medical field is generally more conservative about appearance. Each clinic site will vary on what is acceptable for appearance and what is not acceptable. Therefore, to ensure that students meet clinic and industry personal appearance guidelines are listed. If you have questions about what is considered covered or appropriate, please refer to the OMT department chair.

Personal appearance is to be followed 100% of the time during all OMT courses

Tattoos, Body Piercings, Body Art

- ☐ Ensure tattoos and body piercings are covered or piercings removed.

Hair: Facial & Hairstyles

- ☐ Hair must be washed and groomed. No unnatural hair colors or hair styles are permitted. Longer hair must be pulled back for safety and hygiene. Short hair must be trimmed and neat. Facial hair must be kept shaved and trimmed.

Oral Hygiene

- ☐ Oral hygiene must be kept by brushing teeth daily and breathe must be fresh (especially those who smoke). Breathe mints are available in lab.

Body Hygiene

- ☐ Ensure that you bath regularly to avoid having body odor. Wear body deodorant as applicable, please be mindful of strong smells.

Body Scents, Perfumes, Colognes

- ☐ No heavy scents nor body odor should be present. Please be mindful of strong oils, perfumes, colognes, body sprays, and lotions that contain scent. This can cause allergic reactions to patients or fellow students.

Jewelry

- ☐ Jewelry should be kept to a minimum, no large earrings, necklaces, or bracelets

Nails & Hand Hygiene

- ☐ Artificial nails are prohibited. Nails must be trimmed and clean. Clear or neutral (light pinks, nudes, and pastels) nail polish is acceptable if it is not chipped. Hands must be clean and washed before touching or performing clinical procedures.

Footwear

- Shoes must be clean and free of wear and tear. Open toed or open heeled shoes are not allowed. It is recommended that students wear clogs, athletic shoes (neutral colors that can go with navy) or nursing shoes.

PROFESSIONAL CONDUCT

In accepting admission into the OMT program the student commits him/her/they to the generally understood ethics of the health care field and specifically to the ethics of their chosen profession. Ethics will be addressed throughout the course of study.

An important aspect of professional ethics is the maintenance of the confidential status of patient medical records and physician/facility business. This applies to information obtained in the classroom, in the laboratory, or during practicum education affiliations. Confidential information must not be disclosed to unauthorized individuals, including family and friends.

The Department Chair will investigate all instances of alleged misconduct or unethical behavior. If necessary, the matter will be referred to the Dean for hearing and determination. Unethical or unprofessional conduct is cause for dismissal from the program.

Students are expected to complete work on an independent basis. Asking another student or graduate to share projects, papers, modules or tests is considered unethical behavior. It is equally unethical to share materials with a student who intends to cheat. Unethical conduct is cause for dismissal from the program. Please refer to the student code of conduct for specific violations and sanctions and procedures.

See Student Code of Conduct: <https://catalog.pcc.edu/policies/codeofstudentconduct/>

SOCIAL MEDIA / PHOTOGRAPHY

The OMT Program uses social media to keep up to date with communications with clinical partners, prospective students, past / current students and the general public / community. We are proud to highlight our students' activities and projects throughout the OMT program. From time to time the OMT program may request current students to be photographed for future publications through Facebook, Instagram or Twitter. Verbal consent will always be asked before creating any public posting. The OMT Program will not coerce or force any student into obtaining a photograph without the student(s) verbal permission. For printed or video materials that are produced by PCC, media consent forms will be signed by the student(s) before proceeding.

Students are encouraged to participate on the public OMT Facebook page (and other social media) by following the OMT program. Posting images or comments about other students without their verbal permission is strictly prohibited and is cause for dismissal of the OMT Program if any case or accusation occurs.

Using social media as a positive platform enhances the learning experience for the OMT Students with keeping up to date on industry articles, networking with other OMT professionals and sharing learning experiences. This also encourages students to learn how to present a professional image through social media. Visit social media pages for more information: twitter.com/OMT_PCC, facebook.com/PCCOMT instagram.com/PCCOMT

PROFESSIONAL ASSOCIATION

Students of the Ophthalmic Medical Technology Program are eligible for membership in the Association of Technical Personnel in Ophthalmology (ATPO). Benefits of membership include receipt of the official newsletters of the organization, attendance at professional meetings and involvement in the association prior to job entry.

Students are eligible to join ATPO during the program (1 year free). Application forms are available at www.atpo.org and must be signed by the Program Director as proof of student status.

Student membership is highly recommended by the OMT program staff as part of professional training and development. Professional associations provide avenues for continuing education and networking. Association involvement may be beneficial to career advancement.

Other student membership opportunities include a student rate at OPS (Ophthalmic Photographers' Society). A copy of the PCC student ID sent with an application to OPS is required to receive a discounted membership rate for one year. Benefits include full access to the OPS website, the quarterly OPS journal, and member forum access.

CONFERENCES AND COUNSELING

Course instructors are available for conferences concerning assignments, tests, course content, etc. Formal conferences may be scheduled during each term to assess student progress. Advisors will review the student's program planning and long-range goals, degree counseling for college requirements, and a program evaluation. The conference notes will become part of the student record; a copy will be given to the student at the completion of the conference.

Professionally trained counselors are also available to assist students. Help is available for matters such as learning difficulties and study skills, development and exploration, as well as for family, personal and social problems. Counselors are a good source of information about the college and its programs, community resources, etc. The counseling office at the Cascade Campus is located Student Services Building. A referral to a counselor can be made through the program staff if desired.

SUPPORT SERVICES

Faculty work closely with various college support services to provide you the non-academic support you need to succeed and reach your goals at PCC. If faculty think a student may benefit from some one-on-one help, faculty may invite a campus support specialist to reach out to students in the form of an email or phone call. Students can fill out a well-being report using the following link:

<http://www.pcc.edu/resources/report-an-incident/>

EMPLOYMENT (during school year)

The number of hours of employment while attending the OMT Program is dependent upon the student's ability. Part time employment of more than 15 to 20 hours a week is discouraged. Part time employment at an ophthalmic practice is encouraged and may count toward required hours in OMT practicum as long as the student produces COT level work.

JOB PLACEMENT

The OMT program is well known throughout the ophthalmic community and the program will receive local, regional, and national job listings throughout the year. While the OMT program does not actually place graduates, job openings are posted through the college career center and students are notified via e-mail of such opportunities. While assistance is provided to students for employment opportunities, *we cannot guarantee or promise a job to anyone.*

In addition, we will respond to requests for pre-employment information from employers with whom the student or graduate has made application. Students/graduates may list the Ophthalmic Medical Technology program as a reference on any job application. Current or past students must sign the consent to release information form from PCC. Students may electronically give permission for the OMT program to be a reference through MYPCC. The OMT program is committed to upholding the rules of FERPA and will not discuss a students' or graduates' performance in the OMT program without the students' knowledge or consent for employment purposes. The OMT program will have autonomy to discuss a student's skills, progress, behavior, successes etc... while they are placed in cooperative education with clinical sites only if they are assigned to that clinical location.

CERTIFICATION EXAMINATIONS

During the first year of the OMT program students will study and sit for the Ophthalmic Scribe Certification (OSC). The OSC test is given as an open-book test through JCAHPO, which can be saved and returned to later. After successful completion, students will have OSC credentials that can be used after their name and allows them to be eligible to document in Electronic Health Records during practicum rotations.

Students who successfully complete the OMT program are eligible to take the national certifying examination given by the Joint Commission of Allied Health Personnel in Ophthalmology (JCAHPO) just prior to the end of their second academic year. An application must be filed and fees payable during the winter term in the second year of the OMT program. The program director will provide the necessary information prior to the time applications must be submitted. Grade options for OMT courses in the final term of the program are mostly limited to Pass/No Pass. When a student successfully completes (passes) the national certification examination, final course examinations will be waived. Should a student not pass the national examination, course finals will be required, and the Pass/No Pass grade will be awarded.

Although the OMT has a strong reputation for students successfully passing their COT written examination we cannot guarantee that every student will pass. It is up to the individual student to review the COT course materials and study well in advance before the COT examination date.

If a student successfully passes the COT exam but does not pass all the required OMT courses with (70% or Pass), JCAHPO will not release the certificate to the candidate regardless of passing the written COT exam. Students then would be given the opportunity to complete the incomplete coursework to achieve passing or would be required to retake to the course for a passing grade. This would be determined on a case-by-case situation.

CAREER-ENTRY COMPETENCIES UPON GRADUATION

Graduation from the program is not contingent upon a student passing the external certification examination. Based on the program's objectives, upon completion of the program of learning the graduate at career entry will:

- Appreciate and apply strict adherence to the highest level of medical ethics.
- Demonstrate an understanding of the basic concepts applicable to ophthalmic medical procedures and an awareness of the clinical applications of ophthalmic medicine.
- Apply academic knowledge and clinical experiences in making appropriate professional decisions.
- Function effectively as a contributing member of the ophthalmic team.
- Provide consistently high-quality patient care.
- Be self-directed and responsible for his/her professional actions.
- Perform routine ophthalmic duties in a professional, accurate and timely manner.
- Perform all procedures within professional standards of quality assurance.
- Participate in continuing education for technical and professional development.
- Recognize the legal responsibilities inherent in the practice of ophthalmic medicine.

PROFESSIONAL OBJECTIVES

Theoretical knowledge, technical skills and interpersonal relations and professionalism provide the cornerstones for success as an ophthalmic medical technician. Students must demonstrate competence in each of these areas to become competent ophthalmic medical technicians.

Knowledge

Objectives related to knowledge and application of knowledge in the ophthalmic clinical setting includes:

1. Effective communication, including writing, reading, listening and oral communication.
2. Understanding of facts and principles related to ophthalmic diagnostic and surgical procedures.
3. Application of knowledge to working situations.
4. Recognition of problems, errors in performance and discrepancies in results.
5. Problem solving and analysis leading to appropriate course of action.

Skills

The student will demonstrate the following skills with increasing ease through the sequence of ophthalmic courses:

1. Improvement in accuracy, speed and precision.
2. Organization of work, as demonstrated by logical work flow, productivity and economy of time and materials.
3. Safe, skillful and orderly technique with good attention to details of the test procedures.
4. Manual dexterity, coordination and ease in handling equipment with a minimum of mishaps and abuse.
5. Maintenance of medical records and reports that are complete, timely, accurate and legible with good attention to established protocols.

Interpersonal Skills and Professionalism

Interpersonal skills and professionalism are essential for the ophthalmic medical technician in providing high quality patient care and in performing as a member of the health care team. The following criteria are evaluated for each student:

1. Interest, enthusiasm and willingness to learn.
2. Initiative and motivation as demonstrated by independence in performing routine procedures, preparation before class, decreasing need for supervision, willingness to go beyond the required assignments, and recognition of opportunities to improve quality and productivity of work.
3. Adaptability to stress as shown by appropriate composure during stressful and/or new situations, and flexibility in adjusting to varying situations with compromising individual integrity.
4. Cooperation, courtesy, interpersonal sensitivity, respect for the difference and needs of others, and a team spirit in personal relations with other students, clinical staff and

instructors.

5. Professional attitude as shown by an appropriate level of confidence and a positive outlook toward work and other people.
6. Cleanliness and orderliness as seen on one's personal hygiene, professional appearance and maintenance of the work environment.
7. Integrity as demonstrated by the admission and documentation of errors, recognition of the potential danger of short cuts, and the maintenance of patient and co-worker confidentiality.
8. Responsibility and dependability as measured by punctuality, attendance and reliability of work.
9. Positive response to supervision and willingness to accept constructive criticism.
10. Perseverance and diligence in completing all assigned tasks and work through difficulties until acceptable results are achieved.
11. Appropriate use of personal electronic devices in classes, labs, and clinical rotations

HEALTH RELATED REQUIREMENTS AND RECOMMENDATIONS

PROGRAM VACCINATIONS & SCREENINGS

The Ophthalmic Medical Technology Program requires all students to adhere to Oregon Health Authority's rules as outlined in OAR 409-030-0100 to 409-030-0250, that all students who participate in clinical education have proof of immunity with titer, current vaccination, booster record, or start of vaccination sequence. This means all students entering the Ophthalmic Medical Technology Program must provide proof of immunization status and tuberculosis screening. Cost of vaccinations and any screenings is the financial responsibility of the student.

Please note, a TB check will be required the term before clinical rotations begin and every 12 months thereafter while in the program.

In addition, many clinics and hospital-based practicums will require a flu shot in addition to the state required vaccinations or proof of immunity.

It is the student's responsibility to continue to up their vaccination profile, which is managed through a vendor called Castle Branch.

IMMUNIZATION STATUS:

There are two ways in which a student may demonstrate immune status.

1. Submitting valid record of vaccine administration or,
2. Submitting a copy of blood titer lab results showing immunity

List of required vaccines:

- Tetanus (Tdap) / Td or Tdap booster – current within the last ten years
- Varicella: **two** shots or blood titer lab results
- Measles, Mumps, & Rubella (MMR): **two** shots or blood titer lab results
- Hepatitis B Vaccine: **three** shots or blood titer lab results

List of recommended vaccines:

- Influenza – annually – some clinical sites may require a flu shot or to wear a mask

TUBERCULOSIS SCREENING: *Note: must be within 6 months of clinical practicum and every 12 months thereafter.*

TB Screening can be met by either;

1. Submitting the PPD skin test or,
2. Submitting blood test results for the QuantiFERON Gold
3. T-SPOT

A positive test will require a clear chest x-ray.

If a student cannot have a vaccination due a medical reason, they are to visit their healthcare provider and submit a formal letter listing the vaccination exemption reason. This may not guarantee that a student will be allowed at certain clinical sites that have strict requirements and will be decided on a case-by-case basis. Per the Oregon Health Authority rules, non-medical exemptions from immunizations are not allowed.

Please note that these are basic requirements and some clinical sites can add additional requirements or due dates that must be met by the student prior to their practicum experience.

All vaccinations need to be completed with proper documentation provided the term before clinical practicums begin.

For more information see:

<https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=57874> &
<https://www.oregon.gov/oha/HPA/HP/Pages/sct.aspx>

For Oregon state health resources please see: <https://www.oregon.gov/oha/Pages/index.aspx>

STUDENT HEALTH

1. Successful student participation in the program requires maintenance of a level of physical and mental health sufficient to complete the program.
2. If there is evidence that a student's mental or physical condition is a contributing factor the substandard achievement in the program, the student shall be counseled to seek help from a private physician or Student Counseling Services. In the course of these procedures, it may be deemed necessary for the student to submit statements from a physician pertaining to his/her mental and/or physical abilities to continue in the program. Cases in which a student refuses to seek such assistance or the OMT staff feels that the student should not continue in the program will be referred to the Dean for final determination.
3. In the event of pregnancy, a student may be asked to comply with the following conditions for safety of the student:
 - a. After pregnancy is verified, the program may request the attending physician to attest in writing to the student's physical capacity to continue in the sequence.
 - b. The student may be required to withdraw from any practicum/co-op work site by the quarter during which they reach the eighth month of pregnancy. This decision would involve the practicum/co-op work site, the student and the OMT staff and, if necessary, the student's physician. After delivery, they may request re-admission in the proper course sequence with their physician's approval.

ACCIDENTS AND INJURIES

Any accident to the student on the campus or at a clinical affiliate must be reported to the Ophthalmic Medical Technology Program office immediately. While on regularly scheduled clinical rotations, students are covered through the college insurance; any accident is to be reported to the OMT office promptly.

Emergency situations may receive treatment through hospital emergency rooms; however, minor treatment should be arranged outside the hospital at clinics, urgency centers, etc. Students should avail themselves of less expensive health care services when possible.

IF A STUDENT IS INVOLVED IN AN ACCIDENT OR INJURY WHILE AT A CLINICAL SITE, FOLLOW SEQUENCE OF REPORTING:

1. **REPORT THE ACCIDENT OR INJURY IMMEDIATELY.** Inform the on-site supervisor or the acting clinical instructor that you have been involved in an accident or have been injured. This is to be done no matter how insignificant the accident may appear to have been.
2. THE SUPERVISOR WILL HELP IN DETERMINING IF MEDICAL ATTENTION IS DEEMED NECESSARY AND DIRECT APPROPRIATE ACTION.

COMPLETE THE REQUIRED FORMS:

3. Complete all forms required of the respective Clinical Affiliate. These forms may be obtained from the on-site supervisor. Return the completed form to the location designated by the Supervisor. Save copies for PCC and for personal records.
4. Complete the PCC Accident Report Form Via this web link: <http://www.pcc.edu/hr/incident-report/>. Print out a copy of the form give to Department Chair or to the department secretary at PCC within 24 hours of the incident. The Department Chair will process the papers and complete the required accident report through PCC.
5. Sign ALL of the Accident Report Forms.
6. **SEEK FOLLOW UP CARE IF THE ACCIDENT HAS RESULTED IN INJURY.** For additional medical attention go to Occupational Health at Emanuel, or Student Health at PCC, or to a private physician. Document and report all follow up care.
7. **SAVE A COPY OF ALL FORMS.** This is for the student's own protection in the event additional care is needed at later time.

GENERAL EDUCATION

Associate of Applied Science Degree - Please refer to the 2020-2021 PCC catalog for complete information on degree requirements and basic competencies.

See: <http://catalog.pcc.edu/academicregulations/standardsforsatisfactoryacademicprogress>

GRADUATION PROCEDURES

1. Ensure that all courses have been completed or substituted from other institutions properly by visiting with the OMT Advisor every year.
2. It is not necessary for students to file a petition for graduation. Degree requirements are tracked through the Graduation Office and degrees are automatically awarded.
3. OMT graduates will be awarded an Associate of Applied Science Degree in Ophthalmic Medical Technology and may participate in the Portland Community College graduation ceremonies.
4. Candidates must maintain a minimum level of performance (no lower than a letter grade of "C" in technical courses) to be eligible for the AAS degree in Ophthalmic Medical Technology.
5. All candidates for degrees must attend Portland Community College at least two terms and accumulate at least 30 hours of satisfactory work at PCC. The 30 credits must include the last nine hours of the major.
6. All candidates for degrees must demonstrate competency in basic mathematical and writing skills. Comprehensive requirements are listed in the College Catalog. The student must also have 16 credits of general education. (*subject to change*)

GRADUATION

A student must achieve satisfactory progress, i.e., must earn a minimum quarterly grade point average of 2.00 to receive the Associate of Applied Science Degree with PCC (see college catalog, Standards for Satisfactory Academic Progress. Each candidate must complete the applicable OMT curriculum that stipulates a grade point average of (C average) 2.0 in order to move through to the next course of the program.

GENERAL INFORMATION

D2L

PCC uses the education platform "Desire to Learn" D2L. Traditional face-to-face lectures will use this format to access course materials at the discretion of the instructor. Some course may be "hybrid" or "flipped" courses that allow access to course material when not in the classroom.

LIBRARY

The Cascade Campus has a library of many materials for the health occupations including reference books, periodicals, tapes, lensometer with glasses, and JCAHPO learning system disc. The materials in the Library are subject to that department's circulation policies and procedures. See the college catalog for additional information on media and drop-in centers.

Study areas including small conference rooms for study groups and a typing/computer room are available for student use by reservation.

WRITING GRAPHICS LAB

Computer Labs are available to students. The Labs are available when not being used by computer students, however, students must work within posted times. Do not bring software from home; however, word processing software is available in the computer lab.

REGISTRATION (TERM BY TERM)

Students should pre-register for the next term when announced. Online registration is the available method for signing up for classes. Please refer to the schedule published each term for details on how to use the website for registration. Permission to continue in the program will still be at the discretion of the department chair.

The faculty/advisors are available for general education courses and program counseling on an appointment basis prior to registration each term. Students will see advisors concerning general education courses unless they have a previously approved program.

SCHEDULES

Class, laboratory, and clinical schedules will be published and distributed to students at the beginning of each term. These schedules may be revised to take advantage of special learning opportunities.

STUDENT RECORDS

The PCC district shall follow all applicable state and federal laws, rules and regulations which apply to student records. All information contained in the college records which is personally identifiable to any student shall be kept confidential and not released except upon the lawful subpoena or other order of a court of competent jurisdiction.

Portland Community College may publish "directory information" as a part of the operation of departments internal to the college without student's written consent. Such information may include name, address, class standing, date of attendance, major, date and type of degree and degrees and awards received.

A student may direct in writing that such directory information be kept confidential. This option may be exercised by filing a written, dated and signed request at the Registration office prior to the closing of registration during the term of the academic year in which the student first enrolls.

GRIEVANCE PROCEDURES

It is recognized that a process for the resolution of student complaints is necessary. Details of the PCC Student Rights and Responsibilities Handbook, the Student Code of Conduct and the grievance procedure are available on the college website at <http://www.pcc.edu/about/policy/student-rights/>.

TELEPHONE USE

OMT lab and office phones are limited to staff use, unless in an emergency. Cell phones should be turned off or in silent mode during class time and clinical rotations. Please respect instructors, fellow students, peers and coworkers by not being on cell phones unless using technology for a specific class task (i.e. taking slit lamp photos during lab time).

No use of cell phones / clinic phones with permission when at the clinical sites unless while on breaks or lunch hours. Keep cell phones put away to be engaged in the practicum experience.

Please inform friends or relatives to call the college Campus Safety Department, or the practicum site only in case of emergency.

WITHDRAWALS

Program Withdrawals

Students should confer with the OMT Faculty or Department Chair before making application at the business office to withdraw from the program. It is important to know why a student decides to withdraw, for program planning purposes. The Department Chair may offer assistance with tuition refunds (where applicable), proper procedure for dropping courses, etc. A student may be readmitted to the program at the term of exit and will repeat the entire term upon readmission. It may be deemed advisable for a student to audit previously completed courses upon readmission to assure continuity in the program.

Class Changes (Add/Drop)

Discussion with the assigned OMT faculty advisor should take place prior to the time the student initiates add/drop procedures. This applies to general education courses as well as the OMT courses. Failure to do so may result in inadequate hours or types of courses necessary for degree requirements.

Consult the Class Schedule for add-drop procedures in case of course changes or program withdrawals.

OTHER INFORMATION

Consult the College Catalog for information on financial services, bookstore, food services, parking, insurance and student activities, etc.

PRACTICUM POLICIES

- Students are responsible for their own transportation to and from Practicum work sites and any parking fees associated with their clinical sites. Students must have transportation to practicum facilities throughout the Portland metropolitan area and surrounding communities. Planning ahead due to heavy traffic is strongly recommend ensuring that students arrive on-time for practicum rotations.
- Every effort is made to accommodate student requests to be at certain clinical rotations and rotations that are close to their geographic location. However, to ensure that the student receives a well-rounded experience students are expected to be willing to travel within any part of the Portland Metro area which may include practicum rotations to Vancouver and other outlying suburbs outside of Portland.
- Schedules and other specific details will be given to students at the first-class session of Seminar in the term coinciding with the practicum rotation. This may change term by term with communication sent via email due to the variety of practicum schedule.
- Students are not to be substituted for paid staff, as students may not take the responsibility or the place of "qualified" staff. However, after demonstrating proficiency, students may be permitted to perform procedures with careful supervision.
- Students may be employed in the clinical facility outside their regular education hours provided the work is limited so it does not interfere with regular academic responsibilities. The work must be non-compulsory, paid and subject to employee regulations.

UNIFORMS

The basic "uniform" requirement for the OMT Program is solid navy-blue scrubs, closed toed shoes, optional warm-up jacket and PCC student ID badge. (Scrubs must be purchased by the

student, a limited amount of scrubs will be available at the bookstore) Some clinic sites may request professional clothing, which does not include jeans, cords or casual pants (i.e. stirrup pants/yoga pants) and must be appropriate to the facility. Neatness and cleanliness of clothing is very important. The student must wear their PCC ID with scrubs or if required business professional clothing at all times. See **OMT DRESS CODE**.

This clothing requirement identifies the individual as a student of Portland Community College and not as an employee of the facility. The navy-blue scrubs and PCC student ID badge also assures a professional appearance.

COLLEGE CLOSURES

Students may go to practicum sites when the college is closed using best judgment concerning weather conditions. Clinical/hospital-based offices have a different point of view concerning closure due to weather. Students may also find that experience may be better on "snow" days as not all the staff are able to get to work and students are presented unique opportunities to help. Supervisors at practicum sites will take notice of a student's diligence in attending during adverse conditions.

Time missed from practicum when the college is closed due a holiday or weather will not need to be made up. However, if the college is open and you are unable to get to practicum due to weather or illness, this time must be scheduled with the site for make-up.

If a clinic site recognizes a holiday, in which PCC does not recognize, the time for the practicum will need to be made up. Holidays include Columbus Day and Presidents' Day in which the college is still open, and the student will need to coordinate with the clinic site and clinical coordinator on an alternate day to be completed.

ROTATION CLINICAL SKILLS/LAB SKILLS TRACKING

Each student is responsible for documenting their clinical and lab experiences through an application program. All clinical skills, lab skills and documentation will be submitted, tracked, and approved by faculty and preceptors.

EVALUATIONS

A "Clinical Student Evaluation" form with the student's name and dates of rotation will be provided to the site supervisor at each clinical site. It will be completed during the last week of the term. The completed evaluation form will be reviewed with the student by the supervisor at that time. After review, the student is responsible for returning the completed forms to the clinical coordinator no later than the last day of finals week.

A second form is available for students to evaluate their experiences in clinical practicum rotation. This form will be distributed during the last "Seminar" class of the program. One copy will go to the Practicum site; one will stay on file in the department.

At the end of each term, each student will have an opportunity to review his/her progress and evaluations with the Department Chair. A student may request a progress report at any time during a term. It is recommended that students make copies of their evaluations for future review.

RECORD KEEPING:

All documentation must be neat and legible. Use only approved terminology. Clearly document clinical experience. Only legible work will be accepted.

OMT LAB STANDARDS

1. Labs are 2 hours and 50 minutes. You are expected to be present (both mentally and physically), and on time.
2. Limit your conversations to ophthalmology related topics while in the lab.
3. Wash your hands. Before patient contact, after patient contact, and again for good measure.
4. Treat each colleague as if they were real patients, (i.e. educate them as if they were a patient, and provide confidentiality, respect, aseptic technique, professional behavior). Introduce yourself and explain each step as if you were working up a patient.
5. Turn off, clean, put away, and recover equipment when finished.
6. No cell phone use unless part of assigned lab. (i.e. slit lamp photos)
7. Complete labs to the standards of documentation. Use only approved abbreviations, black or blue ink, or assigned computer documentation and make legible.
8. **Show a sense of professionalism and pride.** Students must follow the OMT uniform policy, and must wear a face mask while on campus. Tattoos, cleavage (including posterior cleavage) covered, visible piercings removed or covered, basic hygiene (teeth brushed, wear only approved scrubs, use breathe or clothing fresheners (especially smokers), bath or shower within 24 hours of lab. Long hair must be tied back, facial hair groomed; hair appropriately styled/groomed no bright or extreme hairstyles. No strong fragrances or perfumes allowed.
9. Keep the lab clean, well-stocked, and well organized.
10. **Lab time is OMT job training.** Constantly keep busy, even if actual modules are completed; work on areas when you are weak, ask questions, review, and keep socializing to an appropriate level. Help fellow colleagues as a team. The primary objective of labs is to practice becoming the most skilled and proficient technician possible before graduation.