

STUDENT HANDBOOK

**EASTERN VIRGINIA MEDICAL SCHOOL
AND
OLD DOMINION UNIVERSITY**



THE BACHELOR OF SCIENCE IN HEALTH SCIENCES AND CERTIFICATE PROGRAM IN OPHTHALMIC TECHNOLOGY

Ophthalmic Technology is a critical specialty in the eye health care team. An Ophthalmic Technologist collects data and performs special testing to aid the Ophthalmologist in diagnosis and treatment of the patient. In the past ten years, Ophthalmic Technology has expanded rapidly. As more sophisticated equipment and techniques are developed, more highly skilled individuals are needed. Ophthalmic Technology lends itself to various avenues of specialization. Some of these areas are: Ophthalmic Photography, Ophthalmic Ultrasonography, Contact Lens, Ophthalmic Surgical Technology, Electrophysiology, and Low Vision Optics. A graduate of the program will be expected to have extensive knowledge of the ocular system, to be proficient in the operation of visual instrumentation, and to have developed effective communication skills in working with patients. Well-paying career opportunities, including traditional ophthalmic settings, teaching, research, business, and sales are available in the dynamic, yet under supplied profession.

The Certificate Program in Ophthalmic Technology is jointly offered by Eastern Virginia Medical School, Department of Ophthalmology and the Old Dominion University, College of Health Sciences.

The pre-clinical and general education courses are offered at, or may be transferred in to Old Dominion University. The clinical courses are offered through Eastern Virginia Medical School and its affiliates. Old Dominion University if the designated school of record.

During the twenty-two month program, the student learns with and works closely with ophthalmology residents and staff. Well equipped clinical facilities include Sentara Norfolk General Hospital and many private ophthalmologists' offices.

After successful completion of the Ophthalmic Technology Program, the student will be awarded a certificate of completion from Eastern Virginia Medical School and Old Dominion University. Additionally, sixty college credits are earned and may be applied toward a Bachelor of Science in Health Science degree from Old Dominion University. All students seeking a degree must meet Old Dominion University's requirements. Refer to college course catalog for general education and graduate requirements.

Finally, the student will be able to sit for the national board exams given by the Joint Commission on Allied Health Personnel in Ophthalmology. This international commission was created for the purpose of encouraging establishment of medically oriented programs for training allied health personnel in ophthalmology; developing standards of education and training; examining, certifying, and re-certifying; and encouraging continuing educational and occupational development.

ADMISSION REQUIREMENTS: Once the student has been accepted into the Ophthalmic Technology Program, the student must complete the following forms and submit them to the Program Director during the first week of class:

1. EVMS Medical Health Form (including verification of immunization and immunity)
2. Hepatitis B Form or Waiver
3. Each student should have a yearly PPD test.
4. Signed form acknowledging receipt and understanding of Student Handbook

TUITION: Tuition fees, both in-state and out-of-state, are set by Old Dominion University. Tuition and fees are always subject to change, and while the Ophthalmic Technology Program is not always able to notify each student individually of changes to fees, this information is widely publicized in the media on campus, Old Dominion University's catalog, and the program website www.evms.edu/ophthalmology/optech.

FINANCIAL AID: Financial aid is available through the Office of Student Financial Aid at Old Dominion University. For additional and updated information, students and interested parties may visit the office's web site at <http://web.odu.edu/af/finaid/finaid.htm>, Old Dominion's home page, <http://www.odu.edu> or the Old Dominion University Catalog.

Various Scholarships are available through Old Dominion University as well as the Education and Research Foundation of the Joint Commission on Allied Health Personnel in Ophthalmology. Information regarding the Education and Research Foundation may be found at <http://www.jcahpo.org>.

ADDITIONAL FEES: The \$400 non-refundable deposit is applied toward the purchase of textbooks. Students admitted into the Ophthalmic Technology Program are required to wear scrubs for all of the clinical courses as well as a white lab coat. A sufficient number of these uniforms must be purchased by the student. It is also recommended that the student obtain a small pocket notebook – convenient for organizing quick clinic notes.

CPR CERTIFICATION: Students are required to be certified in cardiopulmonary resuscitation prior to graduation. CPR training will be provided in the Spring Semester at a cost of \$60.00 per student (costs subject to change).

ACADEMIC HONESTY: Ophthalmic Technology students at Eastern Virginia Medical School / Old Dominion University will be expected to sign the Old Dominion University Honor Code Policy prior to the first day of attendance in the Ophthalmic Technology Program.

Student Disciplinary Policies and Procedures found in the Old Dominion Catalog will be adhered to.

EQUAL OPPORTUNITY: Policies for admission, promotion and graduation shall be implemented without discrimination or bias. Eastern Virginia Medical School and Old Dominion University do not discriminate on the basis of race, color, national origin, sex, age, handicap, or sexual orientation in its programs, activities, or employment practices as required by Title VI, Title XI and Section 504.

In compliance with the Americans with Disabilities Act, students are encouraged to register with the Old Dominion University, Office of Student Disability Services for assistance with accommodations. Eastern Virginia Medical School and Old Dominion University do not assume responsibility for providing accommodations or services to students who have not identified themselves as having a qualifying disability. Disability Services may be reached at (757) 683-4655.

GRADING AND CONTINUANCE POLICY

GRADES: Since our program does not always coincide with Old Dominion University's schedule of classes, there will be times when grades will reflect "I". This is usually the case in the second year of the program when special rotations go beyond Old Dominion's schedule. These will be corrected by the Program Director when your final grades are in. First year students do not normally experience this problem.

FIRST YEAR OPHTHALMIC TECHNOLOGY STUDENTS

Students are expected to pass each course with a grade of "C" or better. If a student receives one semester grade of $\geq 67\%$, but $< 70\%$, he/she will be evaluated on an individual basis. To remain in the program, this student must achieve a 70% on a comprehensive exam (in this subject) taken within 1 month after the failing course grade was given. Failing to pass this comprehensive exam, or receiving one semester grade less than 67%, or receiving more than one semester grade of less than 70%, will result in dismissal of the student from the program.

A grade of 65% or better must be achieved on the comprehensive final exam given in the Spring of the first year in order to remain in the program and pass to the second year of training.

| Grading Scale | |
|----------------------|--------|
| A | 94-100 |
| A- | 90-93 |
| B+ | 87-89 |
| B | 84-86 |
| B- | 80-83 |

| | |
|----|-------|
| C+ | 77-79 |
| C | 74-76 |
| C- | 70-73 |
| D+ | 67-69 |
| D | 64-66 |
| F | 0-63 |

SECOND YEAR OPHTHALMIC TECHNOLOGY STUDENTS

Students must pass all externships with a 70% or better. Students achieving less than a 70% will not be able to repeat or extend the rotation, as it would interfere with another's training, and would be dismissed from the program.

In order to graduate in good standing, receive a *certificate of completion*, and sit for national written boards, second year students must achieve at least a 65% on the comprehensive final exams given in December and May of the second year. Students receiving less than a 65% will be evaluated with regard to his/her semester grades. Continuance in the program will be provisional, providing semester grades are at least a "C" or better. A student receiving less than a 65% on the comprehensive final in May will not receive a *certificate of completion* and thus will not be eligible to sit for national written boards under the sponsorship of the Program, the Program Director, and the Medical Director.

MAKE-UP EXAMS AND QUIZZES: All students are required to take exams on the date they are scheduled. Make-up exams/quizzes will be given to students providing a doctor's note. The make-up exam/quiz must be taken the day immediately following the sick day or other emergency (e.g., family death) as indicated on the doctor's note. All other make-up exams and quizzes will be given at the discretion of the instructor, and the grade will automatically be lowered by 10 points.

MAKE-UP TIME: Make-up time must be scheduled and approved by the Clinical Instructor and the Program Director. Make-up time should be completed before the end of the individual rotation period. Full eight-hour days should be made up as such. All make-up time is subject to the same policies as regular clinic time. No credit will be granted for make-up time done outside these guidelines.

ATTENDANCE POLICY: Due to the structure of this program, regular and prompt attendance in classroom and clinical courses is required of all students. Students will notify the Program Director, with as much notice as possible, regarding known absenteeism. Students are required to call the Program Director before 7:30 a.m. on sick days or in the event of problems necessitating late arrival. **DO NOT LEAVE MESSAGE WITH CLINIC SECRETARY.** Students will be granted **3 sick days per calendar year** (September through August).

Tardiness is arriving more than 10 minutes late. Three late arrivals in one semester will be the equivalent of one unexcused absence. More than three in a semester will result in the deduction of one letter grade from the equivalent class or rotation. Continued absenteeism will require a review before the Program Director, Medical Director, and the Chairman of Ophthalmology.

Each student will have a **Spring Break** which will closely coincide with Old Dominion University's Spring Break schedule. In order to provide clinical coverage, first and second year students will have separate Spring Break weeks.

Each student will be given **one (1) week of vacation time in the summer**. Students may request a specific week for vacation, and every effort will be made to accommodate the student. Only one student may take vacation in any one month period unless approved by the Program Director.

LECTURE: Students are required to attend and be on time to every lecture. If the student is absent, he/she will be responsible for obtaining lecture notes. Students who are ill for more than 2 days consecutively will be required to have a doctor's note.

CLINICAL: Absenteeism of clinical time will not be tolerated and will affect grading. Students are required to attend all clinic hours for which they are scheduled. Each missed clinical session must be made up by the end of the semester. The general attendance policy shall apply to clinic courses.

DIDACTIC/CLINICAL REQUIREMENTS: Students are required to log a certain amount of hours in each of their subspecialty rotations as well as in didactic course study. Requirements are set in order to maintain accreditation with the Committee on Accreditation for Ophthalmic Medical Personnel.

1. The didactic portion of the program begins the second week of September and ends 22 months later in the second week of June.
2. The clinical portion of the program begins on or about October 1st and ends 22 months later on the last day of June.

GRAND ROUNDS: Grand Rounds is when the residents present interesting patient cases to the community ophthalmologists. Grand Rounds are held every month at the Lions Eye Center at 4:00 p.m. according to the Grand Rounds Schedule. All students will report to the Eye Clinic at 4 p.m. and review the cases. This is usually quite interesting and affords each student with additional learning. **This is mandatory and failure to attend will be counted as an unexcused absence.**

RESIDENT LECTURES: The Ophthalmic Technology Program is fortunate to have the Eastern Virginia Medical School's Department of Ophthalmology's Residents training alongside our students. Students will be required to attend various resident lectures. The program director will provide students with a list of **required** lectures.

INCLEMENT WEATHER/CLASS CANCELLATION: Students admitted to the Ophthalmic Technology Program will follow Eastern Virginia Medical School policy with respect to inclement weather cancellations. If Eastern Virginia Medical School classes are cancelled due to inclement weather, clinical rotation courses will follow the policy of each individual clinical facility. Information on closings will be available on all local television and radio broadcasts.

PROFESSIONALISM: Students are expected to behave as responsible members of the Ophthalmic Technology Program in the classroom and as responsible professional members of the eye care team in the clinical setting. Students are expected to avoid any conduct that would be in violation of the policies of Eastern Virginia Medical School, Old Dominion University, or the Ophthalmic Technology Program. Old Dominion University, Code of Student Conduct may be found in the ODU catalog under Student Disciplinary Policies and Procedures on page 14. Eastern Virginia Medical School, Code of Student Conduct may be found in the EVMS Student Handbook under Student Rights and Responsibilities on page 20.

Students admitted to the Ophthalmic Technology Program are expected to complete the course requirements which necessitate the physical and mental abilities listed in the Ophthalmic Technology Program's Technical Standards.

Expected professional behaviors include but are not limited to:

1. Communicates in a consistently pleasant, polite, professional manner, and conveys respect in interactions with instructors, healthcare providers, other students, and patients.
2. Does not engage in rumors, gossip, lying or slander.
3. Does not commit a misdemeanor or felony.
4. Does not commit acts which violate the rights of others.
5. Assumes accountability for personal behavior as a representative of Eastern Virginia Medical School/Old Dominion University's Ophthalmic Medical Technology Program.

PROFESSIONAL APPEARANCE: All Ophthalmic Technology students are required to follow the professional appearance code while at clinical sites and lectures. Dress appropriately: no jeans, mini skirts, shorts, or sandals. Remember when you are in lecture or clinic that every physician is a potential employer, a neat, clean, and professional appearance is expected at all times. Hair must be clean, and facial hair should be kept neat and trimmed. Working closely with patients requires that students maintain strict personal hygiene standards. Fingernails must be kept short, clean, and

filed. Jewelry – two posts per ear only. No other body jewelry, e.g., nose rings, lip rings. No necklaces or earrings which could get tangled in the slit lamp.

NO perfume or cologne is allowed due to patient allergies. Tattooing of arms, legs, etc. may be considered unacceptable by clinical sites. Patient populations vary, and some segments find body piercing or tattooing offensive. It is recommended that tattoos be covered voluntarily.

Consumption of candy, food, or gum chewing is not permitted while working with patients. Food and/or drinks are not allowed in any patient care room. Please keep food and drinks in the library/break room area.

The second year class will choose a scrub color to be worn in clinic for the following year. Students are required to wear scrubs and a white lab coat at all times in the clinics. Students will also wear EVMS name badges while in clinics.

Failure to adhere to the professional appearance code will result in a warning. Further violations can result in dismissal from the clinical setting. This will be considered an absent day.

WITHDRAWAL FROM THE OPHTHALMIC TECH PROGRAM

If a student must withdraw from the Ophthalmic Technology Program for any reason, he/she must follow the withdrawal procedures outlined by Old Dominion University. He/she should also contact the Program Director as soon as possible in order to be considered for readmission. Readmission is on a space available basis and cannot be guaranteed.

READMISSION TO THE OPHTHALMIC TECH PROGRAM

Students must meet with the Program Director as soon as possible to begin the readmission process. Students must re-apply to the Program Director in writing and show an overall GPA of 2.0 with Old Dominion University. Request for readmission does not guarantee readmission. Readmission will also be based on class space availability. The course work must be completed within a maximum of 5 years from the original admission date.

PATIENT CONFIDENTIALITY: Students will be provided with HIPAA training during the first week of class. Training will be provided by Eastern Virginia Medical School's Health Services Department.

All records and personal information about patients is absolutely confidential. It is IMPERATIVE that students not divulge any information about patients to anyone, including the patient. If a student is questioned by a patient regarding his/her exam results, the student should refer the question to the physician. Students are expected to adhere to the written policies of the clinical sites as well as to the policies of this

Program. Failure of the student to comply with the guidelines for confidentiality will lead to dismissal from the Program.

HEALTH INSURANCE: Old Dominion University Student Health Services is located at 1007 South Webb Center. Old Dominion University recommends that all students have adequate health insurance coverage to cover services beyond the scope of the campus health center. The University does not sponsor a group student health insurance plan, but provides resources for students to search for individual health insurance plans. Students not covered by a group plan (parents, spouse or employer sponsored) can access health information on the web at www.odu.edu/studenthealth or call Student Health Services, (757) 683-3132.

LIABILITY INSURANCE: Liability Insurance is carried for each Ophthalmic Technology Student through Eastern Virginia Medical School. Additional information may be obtained from the Program Director.

CELLULAR PHONES AND PAGERS: Cell phones are NOT permitted in the clinic. Cell phones will be permitted in class, however, must be put in silence/vibrate mode. Pagers may be allowed at the discretion of the program director. All phone calls should be made during scheduled break times.

STUDENT EMPLOYMENT POLICY: It is understood that some students may find it necessary to work part-time during the Ophthalmic Technology Program. It is recommended that students not seek employment during the first semester of the Program. Students may be employed with the understanding that the Ophthalmic Technology Program, and all of its parts, are to take precedence over any other activity. The Program's attendance policy will be strictly enforced.

Students enrolled in the program may be employed in ophthalmic offices or clinics on non-program time. The following guidelines for employment have been established:

1. The employment is a relationship between the student and the employer. The Program will not act as an intermediate between the student and the employer.
2. The Ophthalmic Technology Program is not responsible, legally or otherwise, for any actions of the Ophthalmic Technology Student, when performed outside the scope of his/her Ophthalmic Training Program.
3. Employment is to take place ONLY at times considered outside of the scheduled classes, including clinical schedule.
4. Scheduled paid working hours cannot be substituted for clinical education hours.
5. Clinical make-up hours cannot be done during paid working hours.

6. Clinical evaluations cannot be completed during paid working hours.

SUBSTANCE ABUSE POLICY: The Ophthalmic Technology Program is committed to upholding a learning environment that supports student well-being and growth. Students are expected to report to class/clinical sites unimpaired by alcohol or drugs. The Old Dominion University, Director of Health Sciences, Public Safety Officers, and College Counselors work with community agencies and Employee Assistance Programs to establish liaison relationships for students who need treatment, drug abuse counseling or related support. Students who are suspected of substance abuse will meet with the instructor, the Program Director, and any advocate of their choice. The student will then be advised of any documented behaviors that are considered disruptive or unsafe. If the actions or behaviors continue after the conference the student will be suspended from the class/clinical. For further information, please refer to the Student Handbook section of the Old Dominion University Catalog.

SEXUAL HARASSMENT POLICY: The Ophthalmic Technology Program is dedicated to a college environment that is free of sexual harassment. Sexual harassment is defined as unwelcome or unsolicited sexual advances, demands for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual harassment is considered to be misconduct and is subject to disciplinary action.

DISCIPLINARY GUIDELINES: The Ophthalmic Technology Program follows institutional disciplinary guidelines. Disciplinary measures shall be imposed for conduct which adversely affects the Institutions' and Program's pursuit of educational objectives. Offenses and sanctions are outlined in the Student Handbook section of the Old Dominion University Catalog.

HEALTH POLICIES

COMMUNICABLE DISEASE POLICY: A student who has a communicable disease, or who is a carrier of a communicable disease, may attend and participate in clinical experience courses whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others. A student who believes he/she has contracted a communicable disease will contact a physician immediately and not participate in clinicals until the physician states that it is safe to do so. They should also present a written statement from the physician that indicates the student's fitness to continue clinical education. The student will be permitted to make up any clinical time missed due to communicable disease.

PATIENTS WITH COMMUNICABLE DISEASE: Due to increasing concern about the care of patients with infectious diseases (Hepatitis B, AIDS, TB, etc.) students are required to comply with the exact procedures established by the clinical sites

when caring for these patients. A copy of Sentara Norfolk General, Lions Center for Sight's Infection Control Policy Memorandum is attached hereto.

STUDENT SERVICES

ADVISING: The Old Dominion University, College of Health Sciences advisor for Ophthalmic Technology is available to advise students as needed. Student concerns related to tests, course content, performance, etc. can be addressed during scheduled meetings with the Program Director. Students may meet with the Program Director as needed. There are no set office hours. Further information regarding advising may be found in the Old Dominion University catalog under Campus Services.

COUNSELING: Counseling services are offered through Old Dominion University. For more information on this service, please contact the Program Director or refer to the Old Dominion University catalog under the sections on campus services and counseling services. Students may also call counseling services at 683-4401 or contact them via the web at www.studentsservices.odu.edu/counseling.

LIBRARY: Students have access to the Eastern Virginia Medical School Brickell Library and Old Dominion University Library along with resources offered by both institutions. The Ophthalmic Technology Program maintains a reference library in the Office of Ophthalmic Technology, the Lions Center for Sight, the Ophthalmology Resident Office, and the Sentara Norfolk General Library.

EVMS COMPUTER LAB: Computer facilities which are located in the Brickell Library in Lewis Hall contain 61 IBM compatible network systems and two laser printers divided between a computer lab and a computer classroom. These computers are dedicated solely to instructional programs. There are a large number of education programs, test questions, clinical problem-solving programs, and interactive computer programs for the students to use, as well as an attendant on duty to provide assistance.

BOOKSTORE: Eastern Virginia Medical School's bookstore is located in Lewis Hall on the 1st floor. Old Dominion University's bookstore is located in Webb Center. Each bookstore offers text books, school supplies, medical equipment supplies, stamps and various school paraphernalia.

BADGES: Eastern Virginia Medical School student badges will be provided by the Office of Human Resources. Students will be sent to Human Resources during the first day of class to obtain their badges. Students should obtain student IDs at the Old Dominion University main campus. The student ID office is in Webb Center.

PARKING: Parking media will be provided to students who present an EVMS student badge. Students should contact Ms. Linda Lopez in Auxiliary and Support

Services at 446-7496. Students will be required to abide by the parking regulations of Eastern Virginia Medical School.

GRADUATION REQUIREMENTS: Graduation requirements for the Ophthalmic Technology are indicated in the Grading and Continuance Policy of the Ophthalmic Technology Program's Student Handbook.

Requirements for Undergraduate Degrees may be found in the Old Dominion University Catalog or on line at www.odu.edu.

IMPORTANT PHONE NUMBERS: Phone numbers of all students, residents, and clinics will be provided to each student during the first week of class.

MISCELLANEOUS: Any problems with respect to the Ophthalmic Technology Program including tests, clinic schedules, staff, residents, etc. should be discussed with the Program Director.

ACCEPTANCE OF STUDENT HANDBOOK POLICIES

I, _____, have read the student handbook
and agree to abide by the policies contained therein.

Program Director

Student

