

Vision Care Technician I

8397 36 weeks

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Course Description

Suggested Grade Level: 11 or 12

This course is one of two courses that prepare students to be Vision Care Assistants. Students participating in this entry-level course will acquire the knowledge and assisting-level skills to function in association with a licensed ophthalmologist or optometrist. Instruction emphasizes the anatomy, physiology, and terminology of the eye.

Task Essentials Table

- Tasks/competencies designated by plus icons (⊕) in the left-hand column(s) are essential
- Tasks/competencies designated by empty-circle icons (○) are optional
- Tasks/competencies designated by minus icons (⊖) are omitted
- Tasks marked with an asterisk (*) are sensitive.

8397	Tasks/Competencies
Understanding the U.S. Healthcare System	
⊕	Highlight the major developments of healthcare history.
⊕	Differentiate among the types of health insurance.
⊕	Differentiate among the types of medical care delivery systems.
⊕	Describe the roles of healthcare team members and the responsibilities of each member.
⊕	Differentiate among the scope and roles of the Virginia Department of Health Professions and the Virginia Department of Health.
⊕	Examine the impact of the Internet on the healthcare industry and on the individual consumer.
Identifying Legal and Ethical Issues in Health Care Practices	
⊕	Describe the purpose of Occupational Safety and Health Administration (OSHA) regulations as they relate to working in a medical office.

8397	Tasks/Competencies
⊕	Explain confidentiality and its connection to the Health Insurance Portability and Accountability Act (HIPAA).
⊕	Describe the procedures for handling pharmaceuticals in the office.
⊕	Identify the Principles of Medical Ethics (e.g., case studies, role playing, research papers).
⊕	Conduct research on medical cases, legal or ethical issues, medications, new medical procedures, or malpractice information.
Learning Basic Healthcare Terminology	
⊕	Identify common medical prefixes, roots, and suffixes and their meanings, and medical terms related to human systems.
⊕	Describe how word parts are combined to form medical terms.
⊕	Interpret common abbreviations used in the healthcare field.
⊕	Identify terminology that relates to the various elements and systems of the body.
Exploring the Anatomy and Physiology of the Eye	
⊕	Analyze the anatomy of the eye.
⊕	Analyze the physiology of the eye.
⊕	Identify optics of the eye.
⊕	Apply other basic light theory applications.
Exploring Clinical Practice	
⊕	Identify the various professions in vision care.
⊕	Demonstrate the skills necessary for daily office operation.
⊕	Maintain accurate record keeping.
⊕	Obtain patient information for documentation.
⊕	Perform a routine patient workup.
⊕	Describe specialty tests.
⊕	Schedule appointments.
⊕	Maintain currency in occupational standards and regulating agency requirements.
Demonstrating In-office Procedures	
⊕	Obtain informed consent.
⊕	Assist an ophthalmologist with a procedure.
⊕	Identify the procedures for preparing and breaking down the in-office surgical procedure room.

Legend: ⊕ Essential ○ Non-essential ⊖ Omitted

Curriculum Framework

Understanding the U.S. Healthcare System

Task Number 39

Highlight the major developments of healthcare history.

Definition

Highlights should include

- the Hippocratic Oath
- development of microscopy
- discovery of microbes as cause of disease
- history of medicines and pharmacy practice
- evolution of nursing practices
- aseptic procedures and their impact on medical care
- Vaccines for Children program
- U.S. Department of Health and Human Services
- Office of Public Health Preparedness and Response
- Patient Protection and Affordable Care Act.

Process/Skill Questions

- What is the Hippocratic Oath? Why was it developed?
- How did the development of microscopy and the discovery of microorganisms impact the medical care of infectious diseases?
- What discoveries or inventions improved surgical procedures and patient survival?
- How have the roles of nurses changed in the last century?
- What is the purpose of the Patient Protection and Affordable Care Act?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology

Teamwork Events

- Creative Problem Solving
- HOSA Bowl

Task Number 40

Differentiate among the types of health insurance.

Definition

Differentiation should include

- preferred provider organization (PPO)
- health maintenance organization (HMO)
- Medicare
- Medicaid
- private insurance
- managed care
- workers' compensation
- State Children's Health Insurance Program (SCHIP)
- Patient Protection and Affordable Care Act
- TRICARE
- diagnosis-related groups
- health savings accounts
- Railroad Retirement Program benefits
- Veterans Affairs benefits.

Where applicable, differentiation should include elements of health insurance:

- Premiums
- Deductibles
- Co-insurance
- Copayment

Process/Skill Questions

- Why are there various types of health insurance?
- Who determines who is eligible for various types of health insurance?
- What happens to patients who are not insured?
- How are Medicare and Medicaid similar? How are they different?
- How has the development of managed care impacted the cost of medical care?
- What is the difference between an HMO and a PPO?
- What is the purpose of workers' compensation?
- What does the Patient Protection and Affordable Care Act provide related to coverage, cost, and care?
- What happens to citizens who do not comply with the "minimum essential" health insurance coverage requirement?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling

Teamwork Events

- Creative Problem Solving
 - HOSA Bowl
-

Task Number 41

Differentiate among the types of medical care delivery systems.

Definition

Differentiation should include

- emergency medical services
- primary care physician's offices
- hospital emergency rooms
- urgent care centers
- community health clinics
- free clinics
- home health care
- assisted living facilities, nursing homes, independent living facilities, and retirement centers
- rehabilitation centers
- hospice care
- public health facilities
- ambulatory facilities
- mental health centers
- physical and occupational therapy offices
- Program of All-inclusive Care for the Elderly (PACE)
- pharmacies.

Process/Skill Questions

- What is the difference in the type of medical care given by each of the various medical care delivery systems?
- How does a community benefit from having a variety of healthcare delivery systems?
- What types of career opportunities are available within the various types of healthcare delivery systems?

- What are the differences among assisted living facilities, nursing homes, and independent living facilities?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology

Teamwork Events

- Creative Problem Solving
- HOSA Bowl

Emergency Preparedness Events

- MRC Partnership

Task Number 42

Describe the roles of healthcare team members and the responsibilities of each member.

Definition

Description should include roles of healthcare workers who are typically part of a healthcare team, such as those listed below, along with the responsibilities of each member:

- Physicians
- Pharmacists
- Physician assistants
- Nurse practitioners
- Registered nurses
- Psychiatrists
- Psychologists
- Physical/Occupational therapists
- Social workers
- Nutritionists
- Certified nurse aides
- Patient care technicians
- Dentists/hygienists/assistants
- Opticians/technicians

- Respiratory therapists
- Physical therapists
- Volunteers
- Speech pathologists
- Dietitians
- Chaplains
- Medical assistants

Process/Skill Questions

- Why is it important for healthcare professionals to be able to work positively in a team setting?
- What are the roles of various team members in the different medical care delivery systems?
- What is the chain of command in the various medical care delivery systems?
- What is an interdisciplinary healthcare team?
- What are the characteristics of effective team members?
- What are the best methods for building positive team relationships?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology

Health Professions Events

- Clinical Specialty

Leadership Events

- Interviewing Skills
- Job-Seeking Skills
- Medical Photography

Teamwork Events

- Health Career Display
- Creative Problem Solving
- HOSA Bowl

Recognition

- MRC Volunteer Recognition

Task Number 43

Differentiate among the scope and roles of the Virginia Department of Health Professions and the Virginia Department of Health.

Definition

Differentiation should include a contrast between the scope and functions of the [Virginia Department of Health Professions](#) and those of the [Virginia Department of Health](#).

Process/Skill Questions

- What is the function of the Virginia Department of Health?
- How does the Department of Health reach those in the community?
- What is the function of the Virginia Department of Health Professions?
- Why is a regulatory agency needed for the healthcare industry?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology

Leadership Events

- Interviewing Skills
- Job-Seeking Skills

Teamwork Events

- Creative Problem Solving
- HOSA Bowl

Task Number 44

Examine the impact of the Internet on the healthcare industry and on the individual consumer.

Definition

Examination should include online security issues, such as

- websites
- health insurance
- health savings accounts
- online access
- explanation of benefits
- online medical records
- medical and pharmaceutical information
- National Library of Medicine
- medical support groups
- community service projects
- volunteer opportunities
- the capability to order prescriptions and other health-related purchases online
- the influence of technology on the delivery of health care
- the cost impact of technology on the delivery of health care
- clear communication with healthcare professionals.

Process/Skill Questions

- How do we know that protected health information is being protected on the Internet?
- What are the advantages and disadvantages of the availability of medical information on the Internet?
- How can you determine which sites are reputable for accurate and updated medical information?
- What are the dangers of ordering pharmaceuticals and prescriptions online from foreign countries (e.g., Canada, Germany, and Mexico)?
- What types of medical support groups are available online?
- What types of community service projects or volunteer opportunities are available on the Internet?
- What are the civic and social responsibilities of the healthcare professional?
- How can information technology enhance the nursing practice?
- What are the advantages and disadvantages of using online media to improve health behavior?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling

- Medical Terminology
- Knowledge Test: Medical Law and Ethics

Teamwork Events

- Creative Problem Solving
- HOSA Bowl

Identifying Legal and Ethical Issues in Health Care Practices

Task Number 45

Describe the purpose of Occupational Safety and Health Administration (OSHA) regulations as they relate to working in a medical office.

Definition

Description should include

- definition of *OSHA*
- precautions taken relating to clothing, personal hygiene, housekeeping, record keeping, and training to minimize the risk of disease or injury
- identification of areas that require compliance with OSHA regulations
- procedures for dealing with the disposal of biohazardous waste.

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology

Teamwork Events

- HOSA Bowl

Task Number 46

Explain confidentiality and its connection to the Health Insurance Portability and Accountability Act (HIPAA).

Definition

Explanation should include

- types of patient information that must be kept confidential (e.g., demographic data, medical records, test results, appointment information, financial information)
- formats of patient information that must be kept confidential (e.g., printed data, handwritten data, electronic data, X-ray and other test reports)
- how the information is stored to ensure privacy
- the importance of maintaining patient confidentiality in and away from the workplace
- the need to inform patients of their right to privacy
- the role of HIPAA in legally mandating patient privacy across the United States.

Process/Skill Questions

- What types of patient information are considered confidential?
- What initiated the need for HIPAA? How has this legislation influenced the healthcare industry?
- What types of patient information can be released to other healthcare providers and third-party payers?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology
- Knowledge Test: Medical Law and Ethics
- Knowledge Test: Transcultural Health Care

Teamwork Events

- HOSA Bowl

Task Number 47

Describe the procedures for handling pharmaceuticals in the office.

Definition

Description should include

- the issues of security and inventory procedures
- procedures for secure storage of samples
- procedures for proper disposal
- examples of controlled substances that employees may typically encounter in the workplace
- office policy concerning drug use and product sampling
- office policy concerning pharmaceutical representatives.

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
 - Medical Terminology
 - Knowledge Test: Medical Law and Ethics
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Task Number 48

Identify the Principles of Medical Ethics (e.g., case studies, role playing, research papers).

Definition

Identification, according to the AMA's Principles of Medical Ethics, should include a discussion of

- integrity
- individual responsibility to society and community
- respect for human dignity
- lifelong study
- professional autonomy or self-rule.

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology
- Knowledge Test: Medical Law and Ethics
- Knowledge Test: Transcultural Health Care

Leadership Events

- Researched Persuasive Speaking

Task Number 49

Conduct research on medical cases, legal or ethical issues, medications, new medical procedures, or malpractice information.

Definition

Conducting research should include using

- medical libraries and online information
- legal codes
- office policy manuals
- documentation of pertinent information.

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology
- Knowledge Test: Medical Law and Ethics
- Knowledge Test: Transcultural Health Care

Leadership Events

- Researched Persuasive Speaking

Teamwork Events

- Medical Innovation
-

Learning Basic Healthcare Terminology

Task Number 50

Identify common medical prefixes, roots, and suffixes and their meanings, and medical terms related to human systems.

Definition

Identification should include the following:

- Dividing medical terms into prefixes, suffixes, and roots
- Identifying the origin of each prefix, suffix, and root
- Giving the meaning of each prefix, suffix, and combining form
- Combining vowel
- Medical terms for human systems

Identification should include word parts such as those listed below:

- Prefixes (e.g., peri-, epi-, hypo-)
- Roots (e.g., hepat/o, cardi/o, nephro)
- Suffixes (e.g., -megaly, -itis, -malacia)

Process/Skill Questions

- From which languages are most medical terms derived? Why?
- Why should healthcare workers know the common medical prefixes, suffixes, and roots?
- Why is it important to explain medical terms to the lay person?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology

Teamwork Events

- HOSA Bowl
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Task Number 51

Describe how word parts are combined to form medical terms.

Definition

Description should include the following:

- Building terms from word parts by blending roots, prefixes, and suffixes
- Separating longer terms into roots, prefixes, and suffixes, and defining their meanings
- Showing how and why combining forms may vary slightly in spelling from term to term (e.g., using the combining form *hepat-* when the suffix begins with a vowel, as in *hepatitis* vs. using the variation *hepato-* when the suffix begins with a consonant, as in *hepatomegaly*)

Process/Skill Questions

- How would a healthcare worker use knowledge of prefixes, roots, and suffixes to determine the definition of a medical term?
- What is a combining vowel? When is a combining vowel used?
- What is the usual way to add a suffix to a word root that begins with a consonant? Why?
- What are the prefixes that indicate color? When might such prefixes be used?
- What are the prefixes that indicate number? When might such prefixes be used?
- What are the common prefixes used to construct medical terms?
- What are the common suffixes used to construct medical terms?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology

Teamwork Events

- HOSA Bowl

Task Number 52

Interpret common abbreviations used in the healthcare field.

Definition

Interpretation should include providing the meanings of common Latin and Greek abbreviations, symbols, and acronyms, such as:

- PRN – as needed
- G0P0 – grava 0, para 0 (no pregnancies and no live births)
- H&P – history and physical
- ♀ - female
- ♂ - male
- DOA – dead on arrival
- CHF – congestive heart failure
- b i d – twice a day
- Bx – biopsy
- Rx – prescription

Process/Skill Questions

- Why are abbreviations, symbols, and acronyms used in health care?
- Why are there regional differences in abbreviations, symbols, and acronyms?
- Why is it important to distinguish when upper and lower case letters, abbreviations, or acronyms are used?
- Why is it important to know a facility's approved abbreviations list?
- Why are some medical abbreviations no longer used?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology

Teamwork Events

- HOSA Bowl
-

Task Number 53

Identify terminology that relates to the various elements and systems of the body.

Definition

Identification should include defining, spelling, and pronouncing terms related to the following:

- Common medical conditions (e.g., inflammation, swelling, pain)
- Anatomical reference system (e.g., planes, regions, direction)
- Coronal
- Transverse
- Sagittal/midsagittal
- Structural units (e.g., cells, organs, tissues)

Process/Skill Questions

- How can pronunciation affect the meaning of a term?
- Why is it important to spell a medical term correctly?
- Why is a basic foundation in suffix and prefix recognition helpful to all healthcare workers? To healthcare consumers?
- How do healthcare workers explain certain medical jargon to lay people and patients?
- What are look-alike, sound-alike (LA/SA) medical terms?
- Why is it important to understand the planes of the body?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology

Teamwork Events

- HOSA Bowl

Exploring the Anatomy and Physiology of the Eye

Task Number 54

Analyze the anatomy of the eye.

Definition

Analysis should include

- identifying the parts of the eye
- explaining the production and flow of tears
- identifying the five layers of the cornea
- explaining the contraction and expansion of the iris
- explaining the function of rods and cones
- tracing the fibers of the optic nerve to the visual cortex
- identifying the muscles attached to the eye by name
- describing the purpose of the parts of the eye
- identifying the anterior and posterior segments of the eye
- locating the anatomy of the retina.

Process/Skill Questions

- How does the iris regulate light?
- What are the components of the visual pathway?
- Why are the muscles of the eye considered involuntary?
- How does the anatomy of the eye change with aging?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology

Teamwork Events

- HOSA Bowl

Task Number 55

Analyze the physiology of the eye.

Definition

Analysis should include

- explaining the alignment of the eyes
- describing the role of fixation in visual acuity
- explaining causes for fixation difficulty
- explaining fusion
- identifying the functions of the extra ocular muscles
- using appropriate terminology for the physiology and movements of the eye
- identifying divergence and convergence
- discussing the relationship of depth perception to monocular and binocular vision
- describing the eye's ability to accommodate focus on an object
- determining the effects of intraocular pressure
- discussing the function of tears
- determining the function of the retina.

Process/Skill Questions

- What causes age-related dry eye?
- How does it affect the eye? What causes intraocular pressure changes?
- How does fusion create binocular vision?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology

Teamwork Events

- HOSA Bowl

Task Number 56

Identify optics of the eye.

Definition

Identification should include

- using appropriate terminology

- identifying the characteristics of physical optics
- identifying the characteristics of geometric optics
- identifying the characteristics of ophthalmic optics
- determining focal length and power of lens
- comparing the properties of concave and convex lenses
- explaining the uses of prisms as they apply to ophthalmology
- calculating focal point ($D = 1/f$) for both concave and convex lenses
- identifying problems presented by spherical and chromatic aberration
- identifying lens aberrations and their solutions
- calculating transposition.

Process/Skill Questions

- What is the difference between being far-sighted and near-sighted?
- What is the difference between astigmatism, and presbyopia?
- What types of prisms are used in ophthalmology?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology

Teamwork Events

- HOSA Bowl

Task Number 57

Apply other basic light theory applications.

Definition

Application should include

- diagramming vergence
- diagramming absorption, reflection, and refraction
- calculating Snell's law
- calculating the critical angle of a lens's material
- demonstrating dispersion and Abbe value
- calculating the speed of light.

Process/Skill Questions

- What are the indications of Snell's law?
- How does the speed of light apply to standard vision?
- How does Abbe value affect vision?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology
- Medical Math

Teamwork Events

- HOSA Bowl

Exploring Clinical Practice

Task Number 58

Identify the various professions in vision care.

Definition

Identification should include

- determining the role of the ophthalmologist
- determining the role of the optometrist
- identifying the responsibilities of the optician
- identifying the responsibilities of the optometric assistant/technician
- discussing the roles of the ophthalmic medical personnel
- identifying the role of the ocularist
- identifying the subspecialties in the optical professions
- identifying the regulatory agencies associated with opticians, optometrists, and ophthalmologists
 - [Department of Professional and Occupational Regulation](#)
 - [Virginia Department of Health Professions](#)
 - [American Society of Ocularists](#)

- [Opticians Association of Virginia.](#)

Process/Skill Questions

- What age requirements exist for opticians in the state of Virginia (e.g., 18 or emancipated)?
- What is the scope of practice for an optician?
- What are the requirements for examination and renewal?
- What accredited postsecondary programs are available for opticians in Virginia?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology

Health Professions Events

- Clinical Specialty

Leadership Events

- Medical Photography

Teamwork Events

- Health Career Display
- HOSA Bowl

Task Number 59

Demonstrate the skills necessary for daily office operation.

Definition

Demonstration should include

- maintaining inventory where appropriate
- maintaining work station
- disinfecting/sterilizing equipment
- calibrating machines
- replacing equipment bulbs

- retrieving specialized equipment for specific situations.

Process/Skill Questions

- What are the opening and closing procedures for an office?
- What is the difference between disinfecting and sterilizing?
- Why must machines/equipment be calibrated regularly?
- How often are they calibrated?

HOSA Competitive Events (High School)

Health Professions Events

- Clinical Specialty
-

Task Number 60

Maintain accurate record keeping.

Definition

Maintenance should include

- retrieving patient files and records (SOAP)
- updating files as needed
- returning files in an appropriate and predictable routine
- archiving files as needed
- applying the EMR system to record keeping
- demonstrating use of the EMR system
- adhering to HIPAA guidelines
- maintaining confidentiality
- handling files in an ethical and secure manner
- determining the need to destroy confidential information
- destroying documents
- using the appropriate protocol
- reporting incidents as necessary to the appropriate entity
- discussing only appropriate information with a patient.

Process/Skill Questions

- What HIPAA training is necessary for maintaining patient files and records?
- What technology skills are needed to maintain patient files and records?

- What programs are used? How long should records be maintained before they are destroyed?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
 - Medical Terminology
 - Knowledge Test: Medical Law and Ethics
-

Task Number 61

Obtain patient information for documentation.

Definition

Obtainment should include

- taking patient history (e.g., medical, social/lifestyle, employment, ocular, surgical)
- using appropriate ophthalmic terminology, acronyms, and abbreviations
- observing a patient for physical evidence of health
- asking a patient to describe the chief complaint
- recording the chief complaint (e.g., date of onset, intensity, duration, severity, location)
- recording patient information obtained from interview and observations.

Process/Skill Questions

- How can a patient's employment affect his/her visual health and wellbeing?
- How can lifestyle affect visual health and wellbeing?
- What medical conditions can affect your visual health?
- What is the importance of understanding the circumstances of a patient's chief complaint?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology
- Knowledge Test: Human Growth and Development
- Knowledge Test: Transcultural Health Care

Health Professions Events

- Clinical Specialty
-

Task Number 62

Perform a routine patient workup.

Definition

Performance should include

- checking visual acuity (e.g., distance and near, corrected and uncorrected)
- using an automated refractor
- retrieving current eyeglass prescription
- performing manifest refraction
- checking vital signs
- checking muscles for imbalance (e.g., cross cover, covered/uncovered, motility)
- checking pupil size, constriction, and APD
- checking confrontation visual field
- checking intraocular pressure
- instilling drops (numbing and dilating)
- determining need for additional specialty tests
- documenting all results.

Process/Skill Questions

- How do you maintain the sterility of drops during application?
- What is the proper action to take if drops become contaminated?
- What is the difference between contact and non-contact intraocular pressure testing?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology

Health Professions Events

- Clinical Specialty

Leadership Events

- Medical Photography
-

Task Number 63

Describe specialty tests.

Definition

Description should include

- pinhole test
- super pinhole test
- Amsler Grid
- BAT test
- stereopsis test
- Ishihara test
- Humphrey visual field (A)
- Ocular Coherence Tomography (A)
- A and B scan (A)
- Schirmer Test
- Fundus Photography (A)
- Fluorescein Angiography (A)
- Orbscans/Cornealtopography
- pachymetry
- keratometry.

Process/Skill Questions

- What is the function of an Amsler Grid?
- What equipment is necessary for each test?
- What patient preparation is necessary for each test? Equipment preparation?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology

Health Professions Events

- Clinical Specialty

Leadership Events

- Medical Photography

Teamwork Events

- HOSA Bowl
-

Task Number 64

Schedule appointments.

Definition

Scheduling should include

- conducting triage telephone calls
- determining type (e.g., urgent, follow up, initial fitting, wellness exam) and length of appointment
- following office procedures to deal with no-shows
- scheduling emergency appointments in such a way as to minimize disruption of other scheduled appointments
- recording appointments promptly
- using practice management software (e.g., front office, medical visit, billing, dispensary).

Process/Skill Questions

- What is the appropriate length for each type of office visit?
 - What types of patients require follow-up visits?
 - What constitutes an eye emergency?
-

Task Number 65

Maintain currency in occupational standards and regulating agency requirements.

Definition

Maintenance should include

- maintaining staff OSHA training and testing
- following OSHA regulations and protocol for the workplace
- reviewing updates as they are available
- maintaining appropriate SDS documentation
- adhering to DPOR regulations (Grounds for Disciplinary Action – 18VAC80-30-160).

Process/Skill Questions

- For what does OSHA stand?
- What is an SDS?
- What is Career Safe Training?

HOSA Competitive Events (High School)

Health Science Events

- Knowledge Test: Medical Law and Ethics

Demonstrating In-office Procedures

Task Number 66

Obtain informed consent.

Definition

Obtaining informed consent should include

- reading the consent form
- explaining the risks, benefits, and alternatives of procedure
- obtaining a patient's signature on the consent form
- reviewing preoperative and post-operative instructions with a patient
- explaining anesthesia and its results, implications, and cautionary measures
- describing the provider's role in the explanation of the risks, benefits, and alternatives of informed consent.

Process/Skill Questions

- Who can give informed consent?

- What circumstances would require another individual to consent for a patient (e.g., minors, disabilities, cognitive aptitude)?
- Why may informed consent be given prior to anesthesia?
- What are the legal ramifications of failing to acquire informed consent?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology
- Knowledge Test: Medical Law and Ethics
- Knowledge Test: Transcultural Health Care

Teamwork Events

- HOSA Bowl
-

Task Number 67

Assist an ophthalmologist with a procedure.

Definition

Assistance should include

- following the doctor's requests during the procedure
- caring for the patient's needs during the procedure
- assisting the patient out of the procedure room
- reviewing post-operative instructions with the patient.

Process/Skill Questions

- What is the appropriate recovery time after an out-patient procedure?
- Why is it important to verify and document patient's understanding of post-operative instructions?
- What are the general care needs of a patient in a surgical suite?

HOSA Competitive Events (High School)

Health Professions Events

- Clinical Specialty

Task Number 68

Identify the procedures for preparing and breaking down the in-office surgical procedure room.

Definition

Identification of preparation procedures should include

- identifying the purpose and type of various equipment and instruments
- identifying appropriate instruments for the procedure
- identifying the appropriate equipment for procedure
- identifying proper medication identifying the patient as correct for the scheduled procedure.

Identification of breaking-down procedures should include

- disposing of sharps properly
- disposing of soiled materials in the proper biohazard containers
- disinfecting the procedure room
- applying aseptic techniques (e.g., sterilizing the instruments)
- securing the room.

Process/Skill Questions

- What are the appropriate instruments for various surgical procedures (e.g., LASIK, cataract)?
- What are three methods of patient identification?
- What are the appropriate medications for numbing for surgical procedures? For dilation?

HOSA Competitive Events (High School)

Health Science Events

- Medical Terminology

Health Professions Events

- Clinical Specialty
-

SOL Correlation by Task

Highlight the major developments of healthcare history.	History and Social Science: GOVT.15, VUS.14
Differentiate among the types of health insurance.	English: 11.5, 11.8, 12.5, 12.8 History and Social Science: GOVT.9, GOVT.15
Differentiate among the types of medical care delivery systems.	English: 11.5, 12.5
Describe the roles of healthcare team members and the responsibilities of each member.	English: 11.5, 12.5
Differentiate among the scope and roles of the Virginia Department of Health Professions and the Virginia Department of Health.	English: 11.5, 11.8, 12.5, 12.8 History and Social Science: GOVT.8, GOVT.9, GOVT.16
Examine the impact of the Internet on the healthcare industry and on the individual consumer.	English: 11.5, 12.5 History and Social Science: GOVT.15
Describe the purpose of Occupational Safety and Health Administration (OSHA) regulations as they relate to working in a medical office.	English: 11.5, 11.8, 12.5, 12.8 History and Social Science: GOVT.16
Explain confidentiality and its connection to the Health Insurance Portability and Accountability Act (HIPAA).	English: 11.5, 12.5 History and Social Science: GOVT.16
Describe the procedures for handling pharmaceuticals in the office.	
Identify the Principles of Medical Ethics (e.g., case studies, role playing, research papers).	
Conduct research on medical cases, legal or ethical issues, medications, new medical procedures, or malpractice information.	English: 11.8, 12.8
Identify common medical prefixes, roots, and suffixes and their meanings, and medical terms related to human systems.	
Describe how word parts are combined to form medical terms.	English: 11.3, 12.3
Interpret common abbreviations used in the healthcare field.	

Identify terminology that relates to the various elements and systems of the body.	English: 11.3, 11.5, 12.3, 12.5 Science: BIO.4d
Analyze the anatomy of the eye.	Science: BIO.4d
Analyze the physiology of the eye.	Science: BIO.4d
Identify optics of the eye.	Science: PH.8
Apply other basic light theory applications.	Science: PH.8
Identify the various professions in vision care.	
Demonstrate the skills necessary for daily office operation.	
Maintain accurate record keeping.	
Obtain patient information for documentation.	
Perform a routine patient workup.	
Describe specialty tests.	
Schedule appointments.	
Maintain currency in occupational standards and regulating agency requirements.	
Obtain informed consent.	
Assist an ophthalmologist with a procedure.	
Identify the procedures for preparing and breaking down the in-office surgical procedure room.	

Appendix: Credentials, Course Sequences, and Career Cluster Information

Industry Credentials: Only apply to 36-week courses

- Certified Optometric Assistant (COA) Examination
- College and Work Readiness Assessment (CWRA+)
- National Career Readiness Certificate Assessment
- Workplace Readiness Skills for the Commonwealth Examination

Concentration sequences: *A combination of this course and those below, equivalent to two 36-week courses, is a concentration sequence. Students wishing to complete a specialization may take additional courses based on their career pathways. A program completer is a student who has met the requirements for a CTE concentration sequence and all other requirements for high school graduation or an approved alternative education program.*

- Vision Care Technician II (8398/36 weeks)

Career Cluster: Health Science	
Pathway	Occupations
Health Informatics	Medical Assistant
Support Services	Front Office Assistant
Therapeutic Services	Optician