

Education & Training Plan

Ophthalmic Assistant Online

MyCAA Information

Tuition: \$4000 (ABO exam included)

MyCAA Course Code: LIT-OAS2

Course Contact Hours: 370 Hours

Program Duration: 6 Months

(Please note these courses are approved as one course block)

This training program combines:

- Ophthalmic Assistant
- Computer Basics

Program Description

You can start an exciting new career with our Optician Assistant online training program. First you will receive complete Computer Basics training. This course will teach you the things you need to know in order to get and keep a job in the modern workplace. Many jobs require that you have a basic understanding of both computer hardware and software. Companies now rely heavily on email, Excel spreadsheets, PowerPoint presentations, Access databases, and Word documents. This course is designed to give you the fundamental computer knowledge you need to survive in the workforce today.

Optician (Ophthalmic) Assistants play a vital role in eye care. They perform ophthalmic procedures under the direction or supervision of a physician. An ophthalmic allied health professional assists the ophthalmologist by collecting data, administering tests and treatments, and supervising patients. This course provides all the practical information you need to complete your day-to-day tasks as an Optician Assistant. You will learn detailed information on paramedical training, ophthalmic technology, and efficient office management. This course also covers the anatomy, physiology, optics, pharmacology, and microbiology of the eye. After completing this course, you should be able to: Identify the core elements of eye anatomy and optics, Identify the steps for dealing with patients and maintaining patient records, Comprehend contact lenses and the visual field, Identify eye and vision disorders and Identify surgical techniques and special procedures related to the eye.

After completing this course, you should be able to:

- Identify the core elements of eye anatomy and optics
- Identify the steps for dealing with patients and maintaining patient records
- Comprehend contact lenses and the visual field
- Identify eye and vision disorders
- Identify surgical techniques and special procedures related to the eye Comprehend the basics of how computers work and their various parts
- Identify the steps for completing various tasks in Windows 7
- Identify basic methods and strategies for using the internet
- Identify methods for maintaining and troubleshooting your computer
- Identify the steps for completing various tasks in Microsoft® Office 2010

Outline

Basic Sciences

- Anatomy of the Eye
- Visual Pathway

- Ocular Muscles
- Physiology of the Eye
- Alignment of the Eyes
- Intraocular Pressure
- Color Vision
- Physical Optics
- Geometric Optics
- Spherical & Chromatic Aberrations
- Pharmacology
- Locally Administered Drugs
- Anesthetics
- Side Effects of Systemic Medications
- Microbiology
- Bacteria, Viruses & Fungi
- Specimen Collection for Culture

Clinical Practice

- Office Efficiency and Public Relations
- Dealing with Patients
- Scheduling Appointments
- Filing & Office Equipment
- Medical Ethics
- History Taking
- Patient Information
- Preliminary Examination
- Vision Assessment
- External Examination
- Ophthalmic Equipment
- Computerized Corneal Topographic Analysis
- Electroretinography
- Refractive Errors
- Emmetropia & Ametropia
- History of Spectacles
- Facts about Glasses
- Production of Prescription Lenses

Contact Lenses & the Visual Field

- Rigid Contact Lenses
- How the Corneal Contact Lens Works
- Evaluating the Fit & Adjustments
- Soft Contact Lenses
- Advantages & Disadvantages of Soft Contact Lenses
- Disinfection & Cleaning
- Correction of Astigmatism
- Advanced Techniques in Contact Lens Fitting
- Follow-up Keratometry
- Role of the Corneal Topography
- Gas-permeable Lenses
- Managing a Contact Lens Practice
- Visual Fields
- Facilities for Field Testing
- Tangent Screen
- Special Perimetric Techniques
- Automated Visual Field Testing
- Threshold Testing
- Frequency Doubling (FDP)

Ocular Injuries & Eye Disorders

- Diagnosis of Ocular Injuries
- Intraocular Foreign Bodies
- Contusions, Penetrations & Lacerations
- First-aid Care by the Ophthalmic Assistant
- CT & MRI Scans
- The Urgent Case
- Ocular Emergencies
- Common Eye Disorders
- Common Retinal Disorders
- Glaucoma: Primary & Secondary
- Congenital Glaucoma
- Examination of the Newborn, Infant and Small Child
- Common Pediatric Disorders
- Maintenance of Ophthalmic Equipment
- Diagnostic Ultrasound
- Ultrasound Biomicroscopy

Surgical Techniques

- Aseptic Techniques
- Minor Office Surgery
- Complications During &/or After Office Surgery
- The Operative Patient
- Types of Eye Surgery
- Highlights of Ocular Surgery
- Eye Dressings
- Assisting the Surgeon
- Amoxic Environment
- Lasers in Ophthalmology
- Types of Lasers and Their Clinical Use
- Ambulatory Surgery
- Postoperative Recovery
- Computerized Corneal Topography
- Keratoconus
- Refractive Surgery
- Wavefront Aberrations and Custom Ablation

Special Procedures & the Role of the Eye Care Assistant

- Ocular Motility & Binocular Vision
- Ophthalmic Photography
- Visual Aides for the Partially Sighted
- Community Ocular Program
- Blind Person in the Modern World
- Art and the Eye
- Reading Problems in Children
- Cardiopulmonary Resuscitation
- Computers in Ophthalmic Practice
- Allied Health Personnel in Ophthalmology
- Ophthalmology Ethics
- The Scope of Practice
- Testing of Ophthalmic Skills
- Ophthalmic Assistants in North America
- Assisting in the International Community

How Personal Computers (PCs) Work

- Getting to Know Your Personal Computer System
- Pieces & Parts: Computer Hardware
- The Right Tools: Computer Software
- Microprocessors & Computer Memory
- CD/DVD Drives
- Keyboards & Mice
- Modems & Network Connections
- Sound & Speakers
- Video & Monitors
- Printers & Scanners
- USB Flash Drives

Getting to Know Windows 7

- Working Your Way Around the Desktop
- The Start Up Menu & Task Bar
- The Shortcut Keys
- Displaying Help
- Opening & Closing Windows
- Minimizing & Maximizing Windows
- Understanding & Working with Icons
- Using the Toolbar
- Personalize Your Desktop
- Learning about Faxing
- Dealing with Multimedia

Using the Internet

- Different Types of Internet Connections
- Understanding the Web & Internet Explorer
- Internet Security
- Searching the Web
- Downloading Files
- How Email Works
- Receiving & Reading Email
- Sending Files via Email
- Deleting & Filing Your Email
- Working with Your Contacts
- Understanding & Using Instant Messaging

Maintenance, Common Problems & Viruses

- Easy PC Troubleshooting
- Using System Recovery Options
- Performing Routine Maintenance
- Defragmenting
- Backing Up Your Computer
- Dealing with Common Problems
- What is "Safe Mode"?
- Undoing the Damage with System Restore
- Safeguarding Your System from Computer Viruses
- Cleaning Monitors & Scanners
- Cleaning & Maintaining Your Printer

Microsoft Office 2010

- The Components of Office 2010
- Using the Ribbons
- Finding and Replacing
- Setting the Formatting

- Using Word 2010
- Putting Excel 2010 to Work
- Performing with PowerPoint 2010
- Database Actions with Access 2010
- Staying in Touch with Outlook 2010
- Using the Office Help System
- Cloud Computing with SkyDrive

The Extras

- Understanding Scanners
- Using Windows Live Photo Gallery
- An MP3 Primer
- Burning Audio CDs
- Making Movies with Your PC
- Adding Sound & Special Effects
- Burning a DVD
- Downloading from a Digital Camera
- Organizing Your Photos
- External Card Readers

System Requirements:

Internet Access

- Broadband or high-speed internet access is required. Broadband includes DSL, cable, and wireless connections.
- Dial-Up internet connections will result in a diminished online experience. Moodle pages may load slowly and viewing large audio and video files may not be possible.

Hardware

- Windows hardware configurations and processors are acceptable
- Mac computers **MUST** have Microsoft Windows Operating Systems over Bootcamp (Bootcamp is a free download from Apple's website)
- 1 GB RAM minimum recommended
- Operating Systems
 - Windows XP, Vista or 7 and Mac OS X 10 or higher with Windows
- Web Browsers
 - Google Chrome is highly recommended
 - Internet Explorer is not recommended as it may not display certain menus and links
- Cookies **MUST** be enabled
- Pop-ups **MUST** be allowed (Pop-up Blocker disabled)
- Kindle Reader App is needed for many of our courses (No special equipment needed. This can be downloaded onto your computer.)
- Adobe PDF Reader
- Media Plug-ins (These may be required depending on your course media.)
- Adobe Flash Player (Required for many of our career courses and ALL of our IT courses.)
- Adobe Acrobat Reader, Apple Quicktime, Windows Media Player, &/or Real Player
- PowerPoint Viewer (Use this if you don't have PowerPoint)

****Subject to change, as courses and materials are updated.****