

Pre-Qualification Period Guidance Notes

Completing the ABDO Pre-Qualification Period 'PQP' Portfolio (2015 syllabus)

Your Pre-Qualification Period (PQP) Portfolio is a supervised record of your dispensing history throughout your practical placement. This document will need to be submitted as part of the ABDO Final Qualifying Examination, (FQE) - Unit 12 under the 2015 syllabus. Your PQP Portfolio provides the evidence required to prove that you have fulfilled the criteria in order to be entered for the Final Qualifying Examination and subsequent registration with the General Optical Council (GOC).

The Initial Declaration will need to be completed and submitted prior to you starting the PQP. We recommend submitting this as soon as possible and using a traceable postal service to avoid loss or delays. Once we have received and verified your declaration we will send you a confirmation letter stating your PQP Date of Commencement. On receipt of your date of commencement all three elements of the PQP; your hours of supervised time, dispensing tasks and individual case records may be started.

In conjunction with these notes, there is a PQP guide which has been designed to help you complete your hours, dispensing tasks and individual case records. Please read all the guidance carefully before looking to start your ABDO PQP. The supervisor version of the PQP guide is also available for your supervisor(s) to read and we also ask all parties to view the relevant FBDO syllabus before signing the Initial Declaration Form.

When you apply to take your FQE Practical examination (unit 12), instruction will be given on how to present your PQP portfolio documents to ABDO, but you should be aware that having a completed PQP is a condition of sitting the FQE Practical, so please bear this in mind when you apply.

Your completed ABDO PQP portfolio consists of:

- Time Sheets (evidencing a minimum of 1600 hours of supervised time completed over no less than 200 days).
- Dispensing Tasks Sheets (see sheets for minimum number requirements for each task category).
- 51 individual detailed case records in specified categories.
- A Final Declaration form signed by the current principal supervisor to confirm that the trainee has completed all required elements of the PQP, that is ready is ready for submission and the candidate is ready for their unit 12 examination.

Compulsory Equipment Checklist



Below is a list of compulsory equipment and documentation required within the Practice. The Trainee/ Supervisor is advised to check this list and obtain any missing items prior to the Practice Visit. Please tick to confirm evidence of each item listed.

Required Documentation:		
	Copy of the Practice Health & Safety Act	Access to or copy of the ABDO Publication – Protective Eyewear or BSEN166/BSEN167 Standards (available on the ABDO website)
	Practice Public Liability Certificate	Access demonstrated to or copy of the Data Protection Act (available on www.legislation.gov.uk)
	Supervisor's current professional indemnity insurance	Copy of BS/ISO tolerances for finished spectacles
Required Equipment:		
	Files suitable for increasing angle of let-back	Lens measure
	Frame heater	Access to manual focimeter (automated focimeters are not accepted)
	Progressive power templates	Appropriate rules to measure frames and faces
	Facilities for compression plug replacement	A means of measuring Vertex distance (Vertex distance calipers or ruler)
	Facilities for supra cord replacement	Range of pliers for adjustments to include all the following:
	Facilities to demonstrate (including electronic demonstration):	<ul style="list-style-type: none"> • Round snipe nose pliers • Flat nose pliers • Rimless mount bracing pliers • Rim-forming pliers • Parallel jaw pliers • Side cutters
	• Multifocals	
	• Tinted lenses	
	• High index lenses to for comparable thickness	
	• Aspheric Lenses	
	• Coated Lenses – MAR and hard coatings	
Reasonable Access Equipment Checklist		
Trainees should have reasonable access during their training to the following equipment:		
	Corneal reflex pupilometer	Strain tester
	Photochromic demonstrator	Lens thickness calipers
	Head calipers	Trial case lenses

Guidance Notes for Case Records

Purpose of Case Records

- To demonstrate detailed, accurate record keeping when working in practice
- To demonstrate the taking and recording of relevant information
- To provide evidence of decisions when determining products dispensed and services provided
- To provide a basis for assessment of the portfolio at the time of the FQE

A Case Record can only be used to demonstrate competence in one category. The Portfolio should consist of the following Case Records:

Subject headings	Number required	Case number
Paediatric dispensing - to include at least three children aged 4 and below i.e. up until their 5th birthday.	x8	1-8
Rx from +/-5.00 to +/-9.75D	x8	9-16
Rx over +/-9.75D	x5	17-21
Bifocals	x2	22-23
Progressive powers and trifocals	x6 (to include a minimum of 3 different designs)	24-29
Occupational dispensing	x5	30-34
Involvement in a patient referral for pathological reasons	x2	35-36
Sports eyewear dispensing	x2	37-38
A Prescription for gross anisometropia	x2	39-40
Prescribed tints	x2	41-42
Personal eye protection	x2	43-44
Low Vision - to include details of assessment, the low vision aids (optical or non-optical), the training given in the use of aids, and the proposed aftercare regime advice on illumination, glare & contrast	x5 (At least x2 dispensed hand mag, LVA, high add spectacles, complex aid (x3 advice on illumination, glare & contrast)	45-49
Contact Lens – close observation of the initial assessment, fitting, collection and aftercare of a contact lens patient	x1	50
FMO manufacturing visit report	x1	51

Guidance Notes on Training Requirements

The following points (A-E) are referred to on the Final Declaration Form.

A) Spectacle Fitting

This involves the taking and recording of facial and frame measurements, as detailed in the Portfolio paperwork, and then ordering the required spectacles. Opportunity must be provided for fitting patients with marked facial abnormalities and knowledge of the most suitable frame types and measurement variations must be acquired.

B) Frame & Mount Adjustments

This will include both new and old spectacles, as detailed in the Portfolio paperwork, and be carried out by the trainee so that, after adjustment, they are optically correct and properly fitted.

C) Frame Repairs

The trainee must be acquainted with repairs that can be affected in a Practice. These will include:

- Fitting existing lenses to new frames and reshaping of spectacle rims to fit.
- Fitting of pads to adjustable pad bridge frames.
- Replacing nylon cords
- Cutting and re-shaping metal sides.
- Repairs to rimless mounts.

D) Lenses

The trainee will need to interpret prescriptions to meet requirements for accuracy of power and centration to obtain optimum ocular correction. Aspects of lens forms cosmetically acceptable and practicable in wear must be considered. As automated focimeters are not acceptable in any examination, it is recommended that the trainee has access to a manual focimeter. You are not permitted to bring your own focimeter to the examination.

The trainee must check glazed lenses, as detailed in the Portfolio paperwork; this number is to include specified numbers of:

- Bifocal or progressive power lenses.
- High power lenses ($\pm 10.00D$ or over).
- Lenses with correcting prisms.
- The remainder include a representative selection of tints, coatings and high oblique cylinders.

E) Individual Case Records

Students must keep full, accurate and contemporaneous dispensing records as an integral part of the PQP. This will provide the required evidence of practical experience and form part of the Final Qualifying Examination practical.