



# ABDO Contact Lens Training Diary

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## INTRODUCTION

The Contact Lens Training Diary has been designed to help those Dispensing Opticians undertaking Contact Lens Training and their Supervisors prepare to meet the required competencies. It provides structured practical skills development and contains –

- A timetable for practical clinical experience– in a natural progression from the simple tasks to the complex fittings, and in line with theory knowledge gained during the preparation for the theory examinations.
- A breakdown of specific aims in understanding and experience
- A schedule for patient numbers
- A plan for achievement of competencies
- Reminder notes regarding important dates for the various applications linked to your training and the examinations.

The Diary also contains the following –

- Assessment Table – to indicate where the competencies are assessed.
- Notes on the case record requirements for the practical examination – so these can be developed during the training period
- Patient Tracking Charts – to collate patients fitted during the personal clinical experience so that the most suitable patients may be selected for the case record element of the examination; also to help monitoring their progress so that you carry out the appropriate aftercare yourself.

## IMPORTANT NOTES

### Supervised Practical Experience

You have undertaken a training programme which introduces you to the theory and the practical aspects of contact lens practice. To be awarded the Association's Certificate in Contact Lens Practice you must demonstrate that you have attained the level of knowledge and practical skills required for successful assessment in the GOC Core Competencies in the Specialty of Contact Lens Practice. To achieve that aim you need to be personally involved with patients, in all stages of contact lens wear from fitting contact lenses to neophytes (who have never worn lenses before) to carrying out refitting and aftercare on established wearers. Registration of your supervisor and practice is required as soon as you begin practical experience as until they are registered with the Association, you may not begin collating the time and hours of your practical experience. You are required to gain practical experience for the equivalent of 1 day per week from the that point until you achieve the qualification and enter the GOC Contact Lens Specialty Register.

## **Certificate in Contact Lens Practice Syllabus**

You have received via your training course or the ABDO website, a copy of the ABDO Certificate in Contact Lens Practice Syllabus. This details the areas which will be covered by your course and which the theory examinations will address as well as details of the practical assessments. It contains information regarding your supervision and the registration of your primary supervisor – and a supporting supervisor and practice if one becomes appropriate. The website contains the various application forms with respect to supervision etc.

## **Personal Clinical Experience Hours Chart**

In the Examinations section of the ABDO website there is a Personal Clinical Experience Hours Chart for you to record the hours you spend personally carrying out contact lens consultations with patients. Your supervisor is required to sign each day's entry – this should either be your primary supervisor or if in due course you register a supporting supervisor, they may also sign the hours chart. You may also register a supporting supervisor and practice, if appropriate. Both you and your Primary supervisor would be required to sign the application to register the supporting supervisor and/or practice.

To enter for the practical examination, you must have achieved a minimum of 224 hours of personal clinical experience and a copy of your hours chart will be required to accompany the Supervisor's Declaration which is signed by your primary supervisor and submitted with the case records.

## **Development of Best Practice**

In the practical examination you will be examined in a section entitled 'Initial Assessment' on your history taking and knowledge of contact lens contraindications, your slit-lamp routine and ability to take keratometry readings – and on your theory knowledge of the instruments involved. So you should follow best practice in those areas every time you see a patient. Ensure you have a full slit-lamp routine and follow it every time you use a slit-lamp, from the beginning of your practical experience.

You should develop a routine for the appropriate stages of a new fit or refit, and of an aftercare consultation – include all the information gathering and all the checks which should be made in an ideal appointment, and carry them out with every patient. You should be permitted a longer appointment time whilst you are a trainee contact lens optician so that you always have time to complete all the stages.

In practice you should know all about the lenses and solutions you are using for your patients – and in the practical examination you will be asked to talk in detail about the lenses and care products you usually use in practice. So, the best way to prepare is to learn all about the lens material, design and care products you are going to give each patient – and to keep remembering the information! You will also be expected to have a general knowledge of other available products, whether or not our practice has access to them.

### **Patient base for case records**

The case record requirements for the practical examination have been set to provide you with a broad range of experience during your training so that when you have passed all the assessments, both theory and practical, you should be capable of immediate contact lens practice – unsupervised. So, make sure you see patients regularly in the practice and see that you follow up yourself the patients you fit. You should take personal responsibility for the follow-up appointment arrangements and should not expect the practice to remember that you wish to see a specific patient. The chart at the back of this diary is there to help you record the patients you fit with contact lenses and the relevant information regarding the category to which they apply and their aftercare frequency. The diary pages provide advice on the number of patients you should start at each stage and ideally you will have a number of patients from which to select the most appropriate for the examination.

### **Assessment of the GOC core competencies**

The theory examinations assess your background knowledge. Two criteria of the core competencies are assessed during the practice visit. The remaining competencies are assessed in the practical examination. A chart is in the syllabus and is included in this diary to clarify where the competencies are addressed in the various assessments. Full details of the competencies on the GOC website [ [www.optical.org](http://www.optical.org) ].

Success in the 'in-practice' assessments is a requirement for entry to the practical examination, so you must request a practice visit by completing the appropriate form between 12 and 6 months before you intend to sit the Practical examination by the following deadlines –

- 31 July for the Winter practical examination session
- 31 January for the Summer practical examination session.

The form is available to download on the ABDO website.

### **Supervision and Practice Registration with the Association**

As mentioned above, you must complete an application form to register your supervisor and practice as soon as you begin practical experience. Your [primary] supervisor must remain on the ABDO register of approved supervisors throughout your training and until you are qualified as a Contact Lens Optician. In the period 12 – 6 months prior to your practical examination, a practice visit will take place to approve continued supervision – and to carry out the Competency 5.2 assessment. The practice visit and in-practice competency assessment application forms must be completed within the deadlines above. If it becomes necessary for you to change supervisor or practice during your training, it is essential that you advise ABDO Examinations and Registration Department IMMEDIATELY, completing the change of details form - this available from the ABDO website.

### **Supporting Supervisor and Practice Registration with the Association**

You may if appropriate, register a supporting supervisor and/or practice. The person selected must be suitably qualified and you may be supervised by them for up to 33% of your clinical experience time.

A member of the Association's Visitor team will contact you at the appropriate time, to make arrangements to visit your supervisor and yourself at your contact lens experience practice. The visit cycles for the appropriate examination session begin on the following dates–

31 July for the Winter examinations

31 January for the Summer examinations

Please read the section in the Syllabus re Approval conditions.

**The WHAT TO DO WHEN Section: October to December**

Period	Practical Experience	Specific Aims	Patients
<b>October to December</b>	All aspects of lens collection  Involvement in all aspects of new fittings and aftercare (under total supervision)	To gain experience in the use of: (a) Keratometer (b) Slit-lamp  To gain understanding of: (a) fitting procedures (b) aftercare procedures	Begin fitting 6 patients –  Ideally <b>3 RGP</b> and <b>3 Soft</b>  [under full supervision but trainee responsible for all appointments]

By the end of the period –

Trainee Competency	Supervisor signature
<ul style="list-style-type: none"> <li>• Lens collection including wearing schedules</li> <li>• Clinical record completion</li> <li>• Good hygiene</li> <li>• GOC Rules</li> <li>• Keratometry and other initial measurements</li> <li>• Lens orders</li> </ul>	

**Reminder notes**

An application for registration of your supervisor must be submitted as soon as you begin practical experience.

### The WHAT TO DO WHEN Section: January to March

Period	Practical Experience	Specific Aims	Patients
<b>January to March</b>	All aspects of aftercare (checked by or reporting back to Supervisor) Further involvement in simple and complex fittings – and aftercare [under supervision]	To gain experience in simple rigid and soft lens fittings To gain experience in routine aftercare	Carry out all aspects of aftercare (reporting back to Supervisor) Begin fitting a further <b>12</b> patients – to build patient base for selection of suitable case records for practical examination

By the end of the period –

Trainee Competency	Supervisor signature
<ul style="list-style-type: none"> <li>• Initial patient discussion</li> <li>• Slit-lamp operation and observation (not recognition/action at this stage)</li> <li>• Simple aftercare consultations</li> </ul>	

#### Reminder notes

Theory examination application must be with ABDO Examinations and Registration Department by 1 March – it is suggested it is sent at least 2 weeks prior to that date.

### The WHAT TO DO WHEN Section: April to June

Period	Practical Experience	Specific Aims	Patients
<b>April To June</b>	<p>Simple rigid and soft fittings</p> <p>All aspects of aftercare (reporting back to the Supervisor)</p> <p>Complex fittings (under supervision)</p> <p>Involvement in all aspects of new fittings and aftercare (under total supervision)</p>	To gain experience in complex fittings	Begin fitting a further <b>12</b> patients – to build patient base for selection of suitable case records for practical examination

By the end of the period –

Trainee Competency	Supervisor signature
<ul style="list-style-type: none"> <li>• Simple rigid and soft lens fittings</li> <li>• All aspects of aftercare</li> <li>• Communication skills</li> </ul>	

#### Reminder notes

IF the student is planning to take the practical examination in the following **JANUARY**

[1] They must have completed fittings and issued lenses to all their case record patients by **31 May** - to achieve the required six months period for aftercare.

[2] The application for a practice visit and the in –practice Competency 5.2 assessment **MUST** be submitted by **31 July**.



## The WHAT TO DO WHEN Section: Before the Certificate Practical Examination

Period	Practical Experience	Specific Aims	Patients
<b>July onwards</b>	Expand their experience in all aspects of contact lens practice	To increase knowledge of contact lens practice	Expand patient base to gain further experience and if timing allows, enable a wider choice of case records for the practical examination

By the end of the period –

Trainee Competency	Supervisor signature
<ul style="list-style-type: none"> <li>• Preliminary assessment</li> <li>• Rigid and soft fittings including some complex lenses</li> <li>• Aftercare</li> <li>• Lens verification and recognition</li> <li>• Effective communication</li> <li>• Legal and professional issues</li> </ul>	

### Reminder notes

IF THE STUDENT IS PLANNING TO TAKE THE PRACTICAL EXAMINATION IN THE **WINTER** SESSION, THE FOLLOWING DATES APPLY:

- Initial lenses issued to all their case record patients by **31 May**
- The application for a practice visit and the in –practice Competency 5.2 assessment **MUST** be submitted by **31 July**.
- Examination application must be submitted to the Examinations and Registration Department by **1 October at the latest**.

IF THE STUDENT IS PLANNING TO TAKE THE PRACTICAL EXAMINATION IN THE **SUMMER** SESSION, THE FOLLOWING DATES APPLY.

- Initial lenses issued to all their case record patients by **30 November**
- The application for a practice visit and the in –practice Competency 5.2 assessment **MUST** be submitted by **31 January**
- Examination application must be submitted to the Examinations and Registration Department by **1 March at the latest**.

## Case Records Information

Candidates taking the the Association's Certificate in Contact Lens Practice examination **are required** to present ten case records by 31 May (Summer Exams) or 30 November (Winter Exams) before the CL practical examination. These are used in Section 5b of the examinations and should demonstrate the range and depth of experience of a candidate. A number of the case records will be chosen by the examiner to discuss with the candidate, including decisions made and actions taken.

Case notes are required to cover the following categories:

A mix and range of prescriptions:

- to include myopes and hyperopes of under and over 5 dioptries
- to include a minimum of **two** rigid lens patients
- to include a minimum of **two** toric lens patients
- to include a minimum of **two** patients demonstrating bifocal/multifocal contact lens management of their near vision requirements (over readers or monovision are not sufficient).
- A mix and range of lens designs and replacement modalities, and a mix and range of lens materials including silicone hydrogel
- A minimum of **two** aftercare problems – to show clinical problems caused by contact lens wear [ issues with the cornea or adnexa which require refitting or a major change in management]: these case records do not need to have been originally fitted by the candidate but must meet the same aftercare requirements of the other records

**THE CASE RECORDS ARE REQUIRED TO DEMONSTRATE THAT** there has been A MINIMUM period of SIX MONTHS **since the** first pair of lenses were issued, to allow **appropriate** aftercare appointments to take place – so the number of appointments will depend on the type of lens, the type of lens wear and the patient's ocular status.

Therefore, the case records presented must show **the initial contact lenses issued, at the latest, by 31 May (for Winter exams) and 30 November (for Summer exams)**. The aftercare should be current – that is it should be no longer than 12 months since the last aftercare consultation. If the records do not meet these criteria, they will be considered invalid. The reduced number of records therefore presented will reflect in the marks for that section.

NB Those re-sitting the case records section of the examination should be aware that if they are re-presenting any of their original case records, it will be expected that those case records will show up-to-date aftercare. For example, if the candidate indicates that an aftercare consultation should occur in the period between the first and subsequent examination attempts, the re-submitted







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