

OPHTHALMIC MEDICAL PERSONNEL

ADMISSIONS INFORMATION

DEADLINE for SUMMER 2024 CLASS: May 1st

DEADLINE for FALL 2024 CLASS: July 15th

Caldwell Community College & Technical Institute

2855 Hickory Boulevard

Hudson North Carolina 28638

Program Information

The one-year diploma program in Ophthalmic Medical Personnel prepares individuals to provide support services under the supervision of a licensed physician specializing in Ophthalmology. Course work includes both classroom and clinical instruction with an emphasis on taking medical and ocular histories and performing a variety of ocular measurements including lensometry, refractometry, keratometry, tonometry, muscle balance screening, and perimetry. Graduates of the OMP program should be eligible to take the International Joint Commission of Allied Health Personnel in Ophthalmology (IJCAHPO) national certification exam for Certified Ophthalmic Assistant (COA).

Graduates are employed in medical institutions, clinics or physicians' groups.

Most disciplines of Health Sciences require registration, certification or licensure to practice in the health care field. Most examining boards require proof of good moral character to apply to take the registration, certification or licensure examination. IJCAHPO can be reached at 800-284-0937 or jcahpo@jcahpo.org.

Applicants should be aware that travel in out-of-service areas may be required for clinical placement.

Admission Process

The Ophthalmic Medical Personnel program is a one-year diploma with a limited class size offered on the Caldwell Campus in Hudson, NC. Acceptance into the program is first-come, first-served based upon completion of ALL admissions requirements. Approximately 15 students are accepted into the program each year. Other eligible students remain on a waiting list for future admittance. Students are notified of their acceptance during the month of May to begin the summer program and during July to begin the fall program. Admission remains open until all seats are filled.

*****Refer to NOTIFICATION PROCEDURE section of this document for more details*****

Admission Requirements

The following requirements must be completed before an applicant can be considered for acceptance to the program.

1. **CCC&TI application.**

Applications are available online at www.cccti.edu.

2. **Official documentation of high school graduation/high school equivalency.**

A high school graduate should request an official transcript to be sent to CCC&TI indicating date of graduation. This is required even if the applicant holds a college degree.

Applicants with a high school equivalency must provide official documentation to CCC&TI from the granting institution.

Reproduced copies of documents are not acceptable.

3. **Official transcripts of any college work.**

The applicant should request colleges to mail transcripts directly to CCC&TI.

If currently enrolled at another college, he should request a transcript now and another one at the completion of his courses.

College transcripts must be received and evaluated in order to exempt the student from placement tests.

4. **Gateway English and math readiness**

Applicant must be eligible to enter the program required gateway (college-level) English and math courses without a co-requisite or have successfully passed English and math transition courses as follows:

ENG 002 with a grade of P2

MAT 003 with a grade of P2

Contact one of the following in the Health Sciences Admissions Office for questions about English and math readiness:

Caldwell Campus

Last Names A-L: Amy Huffman 828.726.2710 or ahuffman@cccti.edu

Last Names G-L: Cristian McLaughlin 828.726.2704 or cmclaughlin@cccti.edu

Last Names M-Z: Ruthie Price 828-726-2711 or rprice@cccti.edu

Watauga Campus

Movita Hurst 828-297-3811 *5200 or mhurst@cccti.edu

5. **Information session**

To become a qualified applicant, all students must complete the OMP Information Session with the program director Faith Race: <https://visit.cccti.edu/event/461150> or sign up by scanning the provided QR code.

To receive credit for the Ophthalmic Medical Personnel Information session, complete the OMP Confirmation form at the end of the information session. This completed form will automatically be emailed to Ruthie Price once you click the submit button.



6. **MAR (Minimum Admissions Requirements) Review**

Contact the Health Sciences Admissions Office to request the MAR Review as soon as ALL the above admissions requirements (steps 1-5) have been completed. During the MAR Review, the Health Sciences Admissions Office will review your file for completion. If all admissions requirements have been met, you will be assigned a consideration date which determines the order in which students are accepted. Request the MAR review by contacting one of the following:

Caldwell Campus

Last Names A-F: Amy Huffman 828.726.2710 or ahuffman@cccti.edu

Last Names G-L: Cristian McLaughlin 828.726.2704 or cmclaughlin@cccti.edu

Last Names M-Z: Ruthie Price 828-726-2711 or rprice@cccti.edu

Watauga Campus

Movita Hurst 828-297-3811 *5200 or mhurst@cccti.edu

7. ***Only one prior entry/admittance to or attempt of any ophthalmic training program without successful program completion is allowed in order to be an eligible applicant.*** If an applicant exceeds this limit, he/she may submit a written appeal to the director of the Ophthalmic Medical Personnel program for further consideration.
- *When considering whether to admit an individual into a specific program of study, the College shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants. Furthermore, graduation from a CCC&TI health science program alone does not guarantee that the student has met all eligibility requirements for licensure, certification, or registry required in order to practice in the related medical field. Prospective students should contact the appropriate agency prior to enrollment if they have any questions concerning their eligibility for credentialing examinations and legal ability to practice.*

The OMP consideration date is given after completing ALL ADMISSIONS REQUIREMENTS.

NOTIFICATION PROCEDURE

Summer Starting Program: The students with the earliest consideration dates will be notified of acceptance to the summer starting Ophthalmic Medical Personnel Program in early May. Additionally, other complete applicants will be notified of either “alternate” or “complete” status. All complete students must respond to their notification letter by the established deadline communicated within the letter to secure their position on the waiting list. Complete applicants may be considered (by order of consideration date) if an accepted student declines or is disqualified before the start of the program.

All other OMP applicants who were incomplete with admissions requirements at that time will receive notification of his/her admission status via CCC&TI student email accounts and letter mailing during May each year. The notification will require a student response to keep their OMP application active for the next application period.

Fall Starting Program: The students with the earliest consideration dates will be notified of acceptance to the fall starting Ophthalmic Medical Personnel Program in early July. Additionally, other complete applicants will be notified of either “alternate” or “complete” status. All complete students must respond to their notification letter by the established deadline communicated within the letter to secure their position on the waiting list. Complete applicants may be considered (by order of consideration date) if an accepted student declines or is disqualified before the start of the program.

All other OMP applicants who were incomplete with admissions requirements at that time will receive notification of his/her admission status via CCC&TI student email accounts and letter mailing during July each year. The notification will require a student response to keep their OMP application active for the next application period.

AFTER ACCEPTANCE: At the time an applicant receives their acceptance notification letter, the following requirements will be expected. Failure to submit proper and complete documentation by the deadlines specified will result in forfeiture of their seat in the class.

1. Physical examination.

An accurate and satisfactory completed student medical form (health form) which includes appropriate documentation of immunizations by the health care provider or county health department and physical exam results must be submitted to Certified Background Check Medical Document Management by the deadline stated in the acceptance letter. The physical examination form may be downloaded from the Certified Background web site when the order is placed. **Each student will be responsible for the cost of the electronic health form tracking.** Requirements include current TB (1 step) skin test (within 12 months), mumps/measles/rubella blood titer or vaccine, proof of chicken pox immunity by vaccination or blood titer, and current immunizations for tetanus and diphtheria. It is required to complete and submit a COVID-19 vaccination status form. More information about this form and how to access it are at the provided link under Vaccination Protocols: <https://www.cccti.edu/COVID-19/Default.asp>. The student is also encouraged to obtain Hepatitis B immunizations. Otherwise, the decision to decline the Hepatitis B immunizations must be formally documented.

2. Infant, Child and Adult CPR certification.

One of the following is required: American Heart Association Basic Life Support Healthcare Provider course OR American Red Cross Professional Rescuer or Healthcare Provider OR National Safety Council Healthcare Provider. A copy of the CPR certification should be submitted by the deadline established by the program director.

3. Criminal background checks/Drug screening/ other expectations.

Criminal background checks and/or drug screenings are required for the student to participate in the clinical component of each OPH course. **A signed acknowledgement statement must have been submitted to the Health Sciences Admissions office as an admissions requirement** (a copy of the form will be given to the applicant to sign during the information session – see admissions requirement #5). All costs associated with criminal background checks and drug screenings are the responsibility of the student.

The students will assume responsibility for all health care or emergency room costs they might incur during their clinical rotations.

The student will assume the responsibility for travel to and from the clinical site and all associated costs.

The student will complete a final evaluation of all clinical rotation sites, including faculty and educational experience.

4. Progression Requirements

A minimum of 2.0 (grade of C) must be maintained in each of the Ophthalmic Medical Personnel classes (those with prefix OPH) and in COM 120, ENG 111, MED 121, and PSY 150.

A grade of D in any of these general education classes requires repeating the class and obtaining a C or above.

Registration in each successive OPH course requires a grade of C or better in the preceding OPH course.

Please note: Each applicant is responsible for:

- ***completing admission requirements,***
- ***confirming receipt of letters and documents in the admissions office,***
- ***keeping CCC&TI informed in writing of any personal information changes,***
- ***keeping copies of all documentation submitted to CCC&TI.***

Technical Standards for Ophthalmic Medical Personnel Program

| Functional Ability | Standard | Examples of Required Activities |
|---|---|---|
| Observation | | |
| Visual | Normal or corrected visual acuity sufficient for accurate observation and performance of technician duties. | <ul style="list-style-type: none"> • See objects up to 20 feet away • Read and interpret the electronic medical record and/or associated paper medical records. • Read dials on ophthalmic instruments such as, but not limited to: keratometer, phoropter, lensometer, tonometer, biomicroscope |
| Hearing | Normal or assisted ability sufficient for assessment of patients | <ul style="list-style-type: none"> • Hear normal speaking level sounds |
| Communication | | |
| Communication | Oral communication skills sufficient to communicate in English with accuracy, clarity, and efficiency with patients, their families and other members of the health care team, including non-verbal communication, such as interpretations of facial expressions, affect and body language. | <ul style="list-style-type: none"> • Give verbal directions to or follows verbal directions from other members of the healthcare team and participate in health care team discussion of patient care • Elicit and record information about health history, current health state and responses to treatment from patients or family members. • Convey information to patients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner |
| Motor Function | | |
| Gross Motor Skills | Gross motor skills sufficient to provide the full range of safe and effective care of the ophthalmic patient | <ul style="list-style-type: none"> • Move within confined spaces such as a treatment room, examination room, or OR suite • Assist patients with impaired mobility with safe transfers • Administer CPR and maintain current certification |
| Fine Motor Skills | Fine motor skills sufficient to perform manual instrumentation as well as automated instrumentation | <ul style="list-style-type: none"> • Pick up and grasp small objects with fingers such as surgical instruments • Perform manual Lensometry; Refractometry; Keratometry, biomicroscopy • Perform various methods of tonometry with biomicroscope or handheld • Perform various imaging techniques • Perform pachymetry, contact lens insertion and removal, and other precise tasks |
| Behavioral and Social | | |
| Emotional/Behavioral | Emotional stability and appropriate behavior sufficient to assume responsibility/accountability for actions | <ul style="list-style-type: none"> • Establish rapport with patients, instructors and colleagues • Respect and care for persons whose appearance, condition, beliefs and values may be in conflict with their own • Deliver patient care regardless of patient's race, ethnicity, age, gender, religion, sexual orientation or diagnosis • Conduct themselves in a composed, respectful manner in all situations and with all persons • Work with teams and workgroups • Demonstrate emotional skills to remain calm and maintain professional decorum in an emergency/stressful situation • Demonstrate prompt and safe completion of all patient care responsibilities • Exhibit ethical behaviors and exercise good judgment |
| Professional Attitudes and Interpersonal Skills | <p>Present professional appearance and demeanor; demonstrate ability to communicate with patients, supervisors, physicians, and co-workers to achieve a positive and safe work environment</p> <p>Follow instructions and safety protocols</p> <p>Honesty and integrity above reproach</p> | |

| Intellectual, Conceptual and Quantitative Abilities | | |
|---|--|--|
| Cognitive/Quantitative Abilities | Reading comprehension skills and mathematical ability sufficient to understand written documents in English involving measurement, calculation, reasoning, analysis and synthesis | <ul style="list-style-type: none"> • Collect subjective and objective data from patients • Accurately process information from medical records and policy and procedure manuals • Record measurements such as, but not limited to, intraocular pressure, visual acuity, pupil assessment, refractometry readings, lensometry readings, spectacle correction, keratometry results • Calculate spherical equivalent • Transpose prescriptions |
| Conceptual/Spatial Abilities | Conceptual/spatial ability sufficient to comprehend three-dimensional and spatial relationships | <ul style="list-style-type: none"> • Comprehend spatial relationships in order to properly perform various methods of tonometry, digital imaging techniques and other technical skills requiring contact with the eye |
| Physical Ability | | |
| Physical Endurance | Physical stamina sufficient to remain continuously on task for up to a 8 hour clinical shift while standing, sitting, moving, lifting and bending to perform patient care activities | <ul style="list-style-type: none"> • Walk/stand for extended periods of time; position and transfer patients. |
| Mobility | Physical ability sufficient to move from room to room and to maneuver in small spaces; manual and finger dexterity; and hand-eye coordination to perform technician duties | <ul style="list-style-type: none"> • Move around facility and in exam and treatment rooms • Perform tasks that require bimanual dexterity such as, but not limited to, contact lens insertion and removal, manual lensometry, manual keratometry, biomicroscopy |

Caldwell Campus Disability Services
Telephone: 828-726-2746

Watauga Campus Disability Services
Telephone: 828-297-3811 ext. 5263

Curriculum for Ophthalmic Medical Personnel (D45210)
One-Year Diploma – Summer Semester Start

| Summer | | Class | Lab | Credits |
|---------------|--|--------------|------------|----------------|
| OPH 150 | Introduction to Ophthalmic Medical Assistant | 2 | 0 | 2 |
| OPH 151 | Ocular Anatomy and Physiology | 2 | 0 | 2 |
| MED 121 | Medical Terminology I | 3 | 0 | 3 |
| ENG 111 | Writing and Inquiry | 3 | 0 | 3 |
| COM 120 | Interpersonal Communication | 3 | 0 | 3 |
| | | 13 | 0 | 13 |
| | | | | |
| Fall | | | | |
| OPH 115 | Ophthalmic Clinical Procedures I | 1 | 2 | 2 |
| OPH 116 | Ophthalmic Medical Asst. Practicum I | 0 | 18 | 6 |
| OPH 117 | Ophthalmic Clinical Procedures II | 1 | 2 | 2 |
| OPH 119 | Ophthalmic and Basic Refractometry | 2 | 0 | 2 |
| PSY 150 | General Psychology | 3 | 0 | 3 |
| | | 7 | 22 | 15 |
| | | | | |
| Spring | | | | |
| OPH 113 | Intro to Diseases of the Eye | 2 | 0 | 2 |
| OPH 114 | Basic Ophthalmic Pharmacology | 2 | 0 | 2 |
| OPH 118 | Ophthalmic Patient Care | 2 | 0 | 2 |
| OPH 120 | Ophthalmic Medical Asst. Practicum II | 0 | 18 | 6 |
| | | 6 | 18 | 12 |
| | Total | 26 | 40 | 40 |

Curriculum for Ophthalmic Medical Personnel (D45210)
One-Year Diploma – Fall Semester Start

| Fall | | | | |
|---------------------------|--|-----------|-----------|-----------|
| First 8 weeks | | | | |
| OPH 150 | Introduction to Ophthalmic Medical Assistant | 2 | 0 | 2 |
| OPH 151 | Ocular Anatomy and Physiology | 2 | 0 | 2 |
| Second 8 weeks | | | | |
| OPH 115 | Ophthalmic Clin Proc I | 1 | 2 | 2 |
| OPH 119 | Ophtha Optics & Basic Refract | 2 | 0 | 2 |
| General Education Courses | | | | |
| MED 121 | Medical Terminology | 3 | 0 | 3 |
| ENG 111 | Writing and Inquiry | 3 | 0 | 3 |
| COM 120 | Interpersonal Communication | 3 | 0 | 3 |
| | Total | 16 | 2 | 17 |
| Spring | | | | |
| 12-week courses | | | | |
| OPH 113 | Introduction to Diseases of the Eye | 2 | 0 | 2 |
| OPH 116 | Ophtha Med Assist Pract I | 0 | 18 | 6 |
| OPH 117 | Ophthalmic Clin Proc II | 1 | 2 | 2 |
| OPH 118 | Ophthalmic Patient Care | 2 | 0 | 2 |
| General Education Course | | | | |
| PSY 150 | General Psychology | 3 | 0 | 3 |
| | Total | 8 | 20 | 15 |
| Summer | | | | |
| OPH 114 | Basic Ophthalmic Pharma. | 2 | 0 | 2 |
| OPH 120 | Ophtha Med Assist Pract II | 0 | 18 | 6 |
| | Total | 2 | 18 | 8 |

Estimated OMP Program Costs

| Item Expense | Amount | Expense Timeline |
|--|--|---|
| Tuition* | \$3318 (in state) + Fees and Insurance | \$76.00 per semester hour \$7 per course activity fee \$2 per course campus service fee \$2 per semester for accident insurance |
| Liability (Malpractice) Insurance | \$13.00 | Summer semester |
| Criminal Background Check, Drug Screen, Immunization Tracker | \$137.00 | Summer semester |
| Student Activity Fee | \$35.00 | Fall and Spring semesters |
| Graduation Fee | \$25.00 | Spring semester |
| Wrist watch (digital or analog) | Cost varies | Summer semester |
| Uniforms | Approximately \$150.00 + shoes | Summer semester |
| Certification Exam** | \$300.00 (paid to ICAHPO) | Spring semester |
| Textbooks | Approximately \$550.00 for OMP program + general education texts | Most of this expense will be incurred in the Summer semester |
| Travel | Varies | Students are responsible for travel to and from school and clinical sites plus any parking fees. Students are responsible for travel for field trips and community service projects |

* May be subject to change without notice as determined by the General Assembly of North Carolina

** Subject to change without notice as determined by ICAHPO

*** Students paying with financial aid should follow up with the Financial Aid office regarding fall aid disbursement. Late start fall classes may cause a delay in disbursement.

For additional information, please contact:

Ruthie Price, B.A.
Coordinator, Health Sciences Admissions
828-726-2711
Email: rprice@cccti.edu

Movita Hurst
Counselor, Student Services (Watauga Campus)
828-297-3811 *5200
mhurst@cccti.edu

Amy Huffman, B.A.
Director, Admissions and Academic Planning
828-726-2710
E-mail: ahuffman@cccti.edu

Faith Race, B.S., C.O.T., O.S.C.
Director, Ophthalmic Medical Personnel
Diploma Program
828-726-2248
frace@cccti.edu

Since health program standards are mandated by accrediting and regulatory agencies, revisions to the above information may be necessary. Efforts will be made to keep changes to a minimum and finalized one year in advance of the starting date of the program; however, the college reserves the right to revise any part or section as necessary.