

**SUNY**  
**ECC**  
**ERIE COMMUNITY COLLEGE**  
STATE UNIVERSITY *of* NEW YORK



***Vision Care Technology***  
**DEPARTMENT**

***STUDENT HANDBOOK***  
***2017-2018***

Preface.....	3
History.....	3
Professional Accreditation.....	3
What is an optician?.....	4
What does an optician do?.....	5
What kind of opportunities are there? .....	5
Program Philosophy.....	5
Mission Statement.....	5
Licensing Requirements.....	5
Curriculum .....	6
Required Courses.....	7
Scholarships .....	7
Students with Disabilities.....	8
Code of Conduct Policy.....	8
Attendance Policies.....	8
Late Arrival to Lab Policy.....	8
Cell Phone Policy.....	9
Policy Regarding Plagiarism and Cheating.....	9
Student Code of Conduct and Review Board Procedure.....	9
Hazard Communication Program.....	9
Academic Advisor.....	9
Student Optical Tool Kits.....	9
Vision Care Faculty.....	10
Student Resource Room.....	10
Vision Care On-Campus Clinic.....	10
Community Eye Clinic.....	10
Health Services.....	10
Guidance and Counseling .....	11
Parking Stickers.....	11
Tuition and Fees .....	11
College Course Transfer Procedures.....	11
Life Experience Assessment Program.....	12
Graduation Requirements.....	12
Appeal Procedures.....	12
Withdrawal from Course.....	12
Policy Regarding Withdrawal College.....	12
Vision Care Exit Competencies.....	12
Glossary of Terms.....	18

Attachments:

Textbooks 2017-2018  
Retention Rates  
Pass Rates for State and National Exams  
Job Placement Rates  
Academic Calendar  
Campus Map  
Safety and Emergency Procedures  
Infection Control Policy  
NYS Licensing  
Material Safety Data Sheets (MSDS)

## **Preface**

The intent of this Handbook is to provide information concerning the Vision Care Technology Program at Erie Community College. The Handbook is not designed to replace the College Catalog or other College publications where college policies, rules, and regulations can be found. Information unique to the Vision Care Department is available in the following pages. The student is encouraged to seek assistance from the Department Head, if any of the information needs further clarification. College Catalogs are available on ECC website and in the Admissions Office (S Building).

### ***HISTORY***

Erie Community College, the first multi-campus public community college outside of New York City, provides low-cost educational opportunities for the residents of Erie County, New York and other states, and foreign countries. On April 4, 1946, the Legislature of the State of New York established the New York State Institute of Applied Arts and Sciences at Buffalo, as a tuition free two-year technical institute for high school graduates.

Two years later, in 1948, when the New York State Legislature founded the State University of New York, the Institute at Buffalo became one of the units of the University. On September 1, 1953, while maintaining ties with the State University of New York, Erie County assumed sponsorship of the College, changing its name to the Erie County Technical Institute (ECTI).

Subsequently, in 1960, the Erie County Technical Institute moved to the present site of the North Campus at Main and Youngs Road in Williamsville, New York and in 1969, the name of the college was again changed, this time to its present designation, Erie Community College (ECC).

During the past sixty years, Erie Community College has undergone significant changes as it has moved to serve its constituents with better facilities, professionally accredited programs, and an outstanding teaching faculty.

Since 1947, the Vision Care Technology Program at Erie Community College has provided the education for over 2000 graduates working throughout the world. The program offers one of the finest facilities available and its staff is nationally recognized. The Program is accredited by the Commission on Opticianry Accreditation and is a member of the National Federation of Opticianry Schools.

Erie Community College's City, North and South campuses are accredited as institutions of higher education by the Middle States Association of Colleges and Schools. Erie Community College is an institution of the State University of New York (SUNY).

Erie Community College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

### ***PROFESSIONAL ACCREDITATION***

The Vision Care Technology Program at Erie Community College is accredited by the Commission on Opticianry Accreditation (COA). Specialized accrediting agencies, such as the Commission on Opticianry Accreditation, exist to assess and verify educational quality in various professions or occupations to ensure that individuals entering those disciplines will be qualified. The accrediting agency develops the educational standards by which programs are evaluated based on skills and knowledge necessary for that profession,

conducts program evaluation, and publishes a list of accredited programs that meet the national accreditation standards.

Simply stated, accreditation is recognition by a body that a program has voluntarily undergone a comprehensive study which has demonstrated that the school has set appropriate educational objectives for students who enroll; that the school does in fact perform the functions that it claims; and that the school furnishes materials and services that enable students to meet those stated objectives.

Historically, accreditation may be said to:

- Foster excellence in education through the development of standards for assessing educational effectiveness.
- Encourage improvement through continuous evaluation and planning.
- Assure the educational community, the general public, and other agencies or organizations that an institution has clearly defined and appropriate objectives, maintains conditions under which their achievement can be reasonably expected, appears in fact to be accomplishing them, and can be expected to continue to do so.

Some of the major benefits of accreditation for Vision Care programs are the following:

- Counselors, employers, educators, federal and state government officials (including state licensing boards), and professional associations rely on the accredited status of the program as an index of the quality of graduates.
- Accreditation constitutes an expression of confidence in the policies and procedures of the accredited program.
- The accreditation process involves an external source of stimulation to improve the overall quality of the program through the use of the Self Study Report and through periodic evaluation by an outside agency.

COA Contact Information:

Commission on Opticianry Accreditation  
PO Box 592  
Canton, NY 13617  
[director@COAccreditation.com](mailto:director@COAccreditation.com)  
703 468-0566 voice 888 306-9036 fax

*What is an Optician?*

Although technically referred to as an Ophthalmic Dispenser, an Optician is part of the three O's of vision care. Along with Ophthalmologist and Optometrist, who write prescriptions for corrective eyewear, an Optician provides the necessary services for proper vision care. In New York State, as in many other states, an Optician is a licensed professional. After successfully completing national and state generated examinations, an Optician is permitted to dispense eyeglasses and contact lenses in accordance with an Ophthalmologist's or Optometrist's prescription.

### *What does an Optician do?*

An Optician accurately interprets and executes prescriptions for the fitting of eyeglasses and contact lenses. This involves the careful selection, measuring, and fitting of ophthalmic frames and lenses unique to each individual. The Optician may also be involved with the actual fabrication of the eyewear. In the case of contact lenses, the use of sophisticated equipment and evaluation techniques are used to design and fit contact lenses to each individual. These skills are only the beginning of the Optician's responsibilities. The optical industry is constantly providing new and innovative products, requiring the Optician to keep abreast of the latest trends in fashion and style related to eyewear and the newest lenses and fitting techniques related to contact lenses.

### *What kind of opportunities are there?*

At the present time, there are shortages of qualified Opticians. Opticians are employed in large retail establishments, small independent offices, and health maintenance organizations. Others work directly with Ophthalmologists or Optometrists, while some choose to be self-employed. Placement information is available upon request from Erie Community College. Opticianry is a growing health care field, providing excellent career opportunities and upward mobility.

### ***PROGRAM PHILOSOPHY***

With the increase in the nation's aging population, the demand for vision care services and a trained corps of ophthalmic professional has risen. This demand exists in private businesses, health maintenance organizations, nationwide chain store operations, professional eye care offices, and in other area including ophthalmic sales and supply.

The Vision Care Technology at Erie Community College plays a unique role in providing the ophthalmic industry with trained Ophthalmic Dispensers, in providing transfer options to students who wish to earn advanced degrees, and in providing the community with sources for technical and professional upgrading and professional enrichment.

The program objectives are to provide the necessary theoretical and practical training to enable the student to pass the New York State licensing examinations, the American Board of Opticianry Exam (ABO) and the National Contact Lens Exam (NCLE).

### ***MISSION STATEMENT***

The mission of the ECC Vision Care Technology program is to provide quality education and training in the profession of Ophthalmic Dispensing responsive to the placement needs of the community and lifelong learning needs of all opticians. As an equal opportunity institution, ECC welcomes all and encourages its students to learn to conduct an ethical professional practice of Opticianry in order to provide appropriate eye care to the public.

### ***PROGRAM GOALS***

Upon graduation with an Associate in Applied Science Degree in Vision Care Technology, the graduate will have gained the necessary theoretical and practical training to pass state Licensing Exams and to meet National Certification Criteria. Insure a safe and healthy work environment and to be in compliance with all safety and environmental regulation relative to fabrication, dispensing, contact lens laboratories and clinics.

## ***LICENSING REQUIREMENTS***

Ophthalmic Dispensing is a licensed profession in New York State. Licensing requirements include: graduating from an accredited college of opticianry in NYS, successful completion of American Board of Opticianry examination and National Contact Lens Registry examination (optional), and successful completion of NYS Practical examinations in Dispensing and Contact Lenses (optional). The Department Head will review all application procedures when appropriate.

## ***CURRICULUM***

The Vision Care Technology Curriculum is a two-year, four semester program which provides a theoretical and laboratory experience in optics enabling the student to explore the practical knowledge of the function and application of all types of corrective devices for vision correction. The training includes the identification and application of lens design and types, prescription analysis, ophthalmic assisting, spectacles fabrication, spectacle dispensing, geometric optics theory, anatomy and physiology of the eye, business management, professional ethics, contact lens application and dispensing, off-campus clinical experience, and communication and mathematics skills.

The following is a brief sampling of the more unique courses being offered and a listing of the required courses for the 2 year program.

### **VC140 OPHTHALMIC ASSISTING**

A course designed for ophthalmic assistants. Topics include: ophthalmic medical history taking and guidelines, screening and emergency procedures, pretesting and surgical procedures and ophthalmic instrumentation.

### **VC141 ASSISTING AND REFRACTION LAB**

This laboratory course provides practical application of knowledge acquired in OD140. Students build proficiency in the operation of ophthalmic assisting and pre-testing instrumentation. Hands-on training includes tonometry, visual field testing, retinal photography, auto lensometry and automated refraction.

Prerequisites: VC140

### **VC261 GENERAL DISPENSING PRACTICE**

A course in agency observation, study and participation, aimed at orienting the student optician to specified field work assignment with emphasis on supervised participation in the work of ophthalmic dispensing agency. In addition to observing, reporting, and recording, there is a practical application of minor and major ophthalmic dispensing skills in an actual ophthalmic dispensing setting.

### **VC283 ADVANCED CONTACT LENS LAB**

Practical applications of contact lens course. Topics include modifications of contact lenses, over-refraction of contact lenses, corneal photography, office management, and problem solving techniques. Not a required course.

## REQUIRED COURSES

### *First Year, Fall Semester*

EN 110 College Composition (3 cr)  
VC 100 Ophthalmic Dispensing I (2 cr)  
VC 110 Ophthalmic Lenses I (3 cr)  
VC 133 Introduction to Contact Lens Lab (1 cr)  
VC 140 Ophthalmic Assisting (2 cr.)  
\_\_\_\_\_ Social Science Elective \* (3 cr)  
\_\_\_\_\_ Liberal Arts Elective (3 cr)

### *Second Year, Fall Semester*

BI 254 Anatomy of the Eye (2 cr)  
VC 240 Ophthalmic Dispensing III (3 cr)  
VC 246 Ophthalmic Dispensing Lab I (3 cr)  
VC 232 Contact Lenses II (1.5 cr)  
VC 233 Lab for OD 232 (2 cr)  
VC 245 Ophthalmic Fabrication Lab II (2 cr)  
PH 172 Computer Applications in Optics II (3 cr)  
PH 173 Lab for PH 172 (0 cr)

### *First Year, Spring Semester*

EN 111 Composition & Interpretation of Lit.(3 cr)  
VC 150 Ophthalmic Dispensing II (3cr)  
VC 160 Ophthalmic Lenses II (3 cr)  
VC 141 Assisting and Refraction Lab (2 cr)  
VC 142 Contact Lenses I (2 cr)  
VC 143 Lab for OD 142 (2 cr)  
PH 170 Computer Applications in Optics I (3 cr)  
PH 171 Lab for PH 170 (0 cr)

### *Second Year, Spring Semester*

BI 255 Physiology of the Eye (2 cr)  
VC 250 Ophthalmic Dispensing IV (2 cr)  
VC 256 Ophthalmic Dispensing Lab II (3 cr)  
VC 255 Ophthalmic Fabrication Lab III (1 cr)  
VC 261 General Dispensing Practice (1 cr)  
VC 264 Ophthalmic Practice Management (2 cr)  
VC 243 Contact Lens Clinic (1 cr)

\* i.e., AN 102, PS 100, HU 100, SO 100

**The Student must also demonstrate proficiency in algebra at the level of MT 013.**

*NOTE: This is a recommended sequence. Student should consult his/her academic advisor prior to registering*

## **SCHOLARSHIPS**

The following scholarships are awarded to the Vision Care student population during April of every year:

- NYSSO Scholarships, \$750.00; sponsored by the New York State Society of Opticians.
- LensCrafters Scholarship, \$500.00; sponsored by LensCrafters.
- Richard A. Terry Memorial Scholarship, \$300.00; sponsored by friends of Dick Terry.
- Optical Society of WNY, \$300.00; College Bowl Student Travel to Vision Expo East; sponsored by Optical Society of WNY.
- Eyewear by ROI, \$500.00, Optical Foundation Scholarship; sponsored by Eyewear by ROI.

**Ophthalmic Dispensing students are encouraged to participate in the following contests:**

- Opticianry College Bowl; sponsored by Essilor of America and National Federation of Opticianry Schools.
- College Bowl competition, airfare and accommodations sponsored by National Federation of Opticianry Schools and Optical Society of WNY.

## ***STUDENTS WITH DISABILITIES***

Erie Community College is committed to serving the needs of all of our students, including individuals with disabilities. If you are a student with a physical or mental impairment that severely limits your ability to do everyday tasks like walking, hearing, learning etc. you should contact the Student Access Center, Heather Hewson, at 851-1495. A counselor would be pleased to meet with you to review whatever documentation of disability you provide and discuss your needs.

Members of the Vision Care program work with students to accommodate their needs. However, to practice Ophthalmic Dispensing in New York State, Certification and State Licensing is required. All students, including those with disabilities are required, with or without accommodations, to meet all established certification and licensure requirements.

## ***CODE OF CONDUCT POLICY***

Students violating the Code of Conduct may be suspended or dismissed from ECC by the College Review Board. The code's listing of infractions includes: physical or verbal abuse; tampering with safety alarms; possessing weapons; forcible disruption of regular College activities; cheating or plagiarism; falsifying information; misusing the College seal; unauthorized gambling; use or sale of illegal stimulants; theft, abuse or unauthorized use of public or private property.

## ***ATTENDANCE POLICIES***

Regular classroom and lab attendance is expected. If an absence is necessary, it is the student's responsibility to notify the instructor to obtain missed assignments and handouts. Upon a sixth absence, students will drop a full letter grade (Example: from A to B) for the course. For each subsequent absence, students will drop a half letter grade. (Example: from B to B- to C, etc.)

No student will be penalized for missing classes and/or examinations due to the observance of a religious holiday, as prescribed by Section 224 of the State Education Law.

Program attendance policy is uniform throughout all class and lab sessions.

## ***LATE ARRIVAL TO LECTURE POLICY***

If arriving late to a lecture, please enter the room quietly and take your seat from the back of the room. Any handouts which were given out may be picked up at the end of the class period. Please do not come in to class late and disrupt the instructor if the lesson has already begun. As you may have already been marked absent, it is your responsibility to see the instructor after class to be marked present.

## ***LATE ARRIVAL TO LAB POLICY***

As laboratory classes often involve working with a partner, your late arrival will not only affect the quality and quantity of your work, but will have a negative impact on your partner's ability to complete their work. Therefore, it is expected that you will be on time for your labs. Arrival of one half hour late will be marked as a half absence. Arrival one hour late will be marked as a full absence. Remember, missing labs can greatly impact your final grade. (See attendance policy.)

### ***CELL PHONE POLICY***

No cell phone use, viewing text or texting while class or lab is in session. Cell phone must be in vibrate mode in the classroom or lab. If there is a need to check for or receive a call (parent with sick child, New York Alert or similar need), the student must inform the instructor in advance. Students will excuse themselves and take emergency calls outside of the classroom or lab to prevent disturbing other students. Cell phones will not be used as calculators in class or lab.

Violation of department cell phone policy will result in a student being asked to leave the class or lab session.

### ***POLICY REGARDING PLAGIARISM AND CHEATING***

In the instance of suspected student cheating or plagiarism, the instructor must inform the student of the alleged misconduct. The instructor may then dismiss the student from the course with such action carrying with it the issuance of an automatic F.

Following dismissal from the course, the student has the right to appeal such sanction through the student grievance procedure.

### ***STUDENT CODE OF CONDUCT AND REVIEW BOARD PROCEDURES***

The student should make every attempt to resolve a conflict with the respective instructor. If the student and faculty member cannot arrive at a solution, please refer to the Vision Care Technology Department Head. Grievance procedures are outlined in the College Catalog.

### ***HAZARD COMMUNICATION PROGRAM***

The student should refer to the Department Head for a copy of Hazard Communication Program. All accidents and possible safety violations should be reported to the faculty member in charge and the Department Head. General safety procedures will be reviewed in each laboratory at the beginning of each semester.

### ***ACADEMIC ADVISOR***

The student will be assigned a faculty member as an academic advisor at the beginning of the first semester. The student is encouraged to seek academic assistance when necessary, academic advisement for the following semester course load and schedule when appropriate.

### ***STUDENT OPTICAL TOOL KITS***

The Vision Care Department requires that students acquire a complete tool kit. The tool kit requirement is necessary by the student's third semester. The tools are necessary for lab assignments, from the third semester throughout the completion of the program.

### ***VISION CARE TECHNOLOGY FACULTY***

Acara, Janet, Assistant Professor, Ophthalmic Dispensing; A.A.S., Erie Community College; B.S., Empire State College, M.S. Ed. State University College at Buffalo, Registered Ophthalmic Dispenser, ABO, NCLE Master, NYSSO, FCLSA. Office location B100B.

Braun, John J., Instructor Ophthalmic Dispensing, A.A.S Erie Community College; B.S. Ed. State University College at Buffalo, Registered Ophthalmic Dispenser, FNAO, ABO, NCLE, NYSSO. Office location B100C.

Sendker, Matthew O.D. Assistant Professor of Biology/Ophthalmic Dispensing; B.A., State University College at Buffalo; B.S. and Doctor of Optometry Degree, Pennsylvania College of Optometry. Courses taught include Anatomy of the Eye and Physiology of the Eye.

Jordan, Ann, Assistant Professor of Ophthalmic Dispensing; A.A.S., Erie Community College; B.S.; SUNY Empire State College; Registered OD Ophthalmic Dispenser, NYSSO.

Godert, John, F., Professor and Department Head of Ophthalmic Dispensing; A.A.S., Erie Community College, B.S. Ed., M.S. Ed., State University College at Buffalo, Registered Ophthalmic Dispenser, ABO, NCLE, FNAO, NYSSO. Office Location B100A

Danna, John, Professor of Physics; B.S., Niagara University; M.S., University of Connecticut. Courses taught Computer Application in Optics I and II.

### ***STUDENT RESOURCE ROOM B100***

The Student Resource room is located in B100 and is open Monday through Friday from 8:00 am to 4:00 pm. Ophthalmic periodicals are available for student use.

### ***OPHTHALMIC DISPENSING ON-CAMPUS CLINIC***

The Vision Care Department operates an on-campus optical clinic for faculty, staff, and students at North Campus. Services include eyewear adjustments and minor repairs. Senior students will rotate through the clinic in the third and fourth semesters as part of Dispensing Lab requirements.

### ***COMMUNITY EYE CLINIC***

The department is proud to support the Community Eye Clinic at Friends of Night People, 394 Hudson St., Buffalo, NY. Dr. Charles Hornberger, performs eye examinations twice a month at the facility. The clinic offers patients in need an eye exam and Rx eyeglasses. Vision Care Technology students provide the dispensing of eyewear services. Eyewear expenses are funded by Upstate New York Transplant Services.

### ***HEALTH SERVICES***

Staffed by a Registered Nurse on Monday -Friday (8:00am-4:00pm) , the Health Services Clinic provides students with accessible health care. At the clinic students may seek treatment, consultation and/or referrals. Information on accident and health insurance policies is available. The college nurse is located in the Spring Student Center. Emergency medical services available are through the campus nurse and the Main and Transit Rescue Squad, located one mile east on Main Street.

## ***GUIDANCE AND COUNSELING***

The college, aware that current and prospective students face a great number of decisions and stresses while pursuing higher education, provides counseling services free of charge to all students. Students may make an appointment with a counselor to discuss admissions, career planning, transfers, or personal difficulties. The Counseling office is located in S Building, Rooms 212 and 213.

## ***PARKING STICKERS***

Parking stickers are available from the Security Office located in S Building, Room 115. Students may park in Lots 4,5,6,7,8,10, and 11. Please note that failure to park only in the student parking lots will result in your being issued parking ticket by the Town of Amherst. The Security Office also maintains a LOST AND FOUND department.

## ***TUITION AND FEES***

College policies regarding academic credit and college costs are outlined in the college catalog and department catalog under the headings "Tuition and Fees" and "Academic Policies." College catalogs are available upon request from the Admissions Office. See insert for current Tuition and Fee information. Tuition can be paid at the Bursar Office located in S Building, Room 117.

## ***COLLEGE COURSE TRANSFER PROCEDURES***

The following identifies the steps needed to transfer course work from other colleges to Erie Community College.

How to get courses evaluated.

1. The student arranges for an official transcript to be sent from the outside college to:  
ADMISSIONS  
ERIE COMMUNITY COLLEGE  
6205 MAIN STREET  
WILLIAMSVILLE, N.Y. 14221-7095
2. The transcript will be forwarded to the department for a review and recommendation.

What is considered in the evaluation process?

1. Only courses from an accredited College are accepted into Erie Community College.
2. No grade below C- will be transferred to Erie Community College.
3. Education and Religion courses are not accepted.
4. If requested by a coordinator, the student is expected to make available a description of the course(s) being evaluated for transfer into Erie Community College.
5. The courses transferred are identified by the code "CC" on the Erie Community College transcript.
6. "CC" waives course requirements but does not contribute to Quality Point Average of the student. Thus, the letter grade originally achieved in the course at the originating college is lost in the transfer process.
7. Maximum of thirty (30) credit hours can be accepted as transfer credit from another college.

## ***LIFE EXPERIENCE ASSESSMENT PROGRAM (LEAP)***

The Life Experience Assessment Program (LEAP) allows students the opportunity to utilize life learning for credit towards their degree. Students must prepare a portfolio which will be evaluated by two faculty members familiar with course material. The portfolio information is available through the department head.

## ***GRADUATION REQUIREMENTS***

Before an Associate's Degree or certificate will be granted, the candidate must:

1. Satisfactorily complete all courses listed in the OD Program. (NOTE: Degree requirements are listed in the Degree Programs section of the college catalog).
2. Attain a cumulative QPA of 2.0 or above.
3. Meet all financial obligations to the College.
4. Finish all course work within the ten-year period immediately preceding the date the degree is to be awarded.
5. File a graduation application form in the Registrar's Office.

## ***APPEAL PROCEDURES***

If students fall below a minimum quality point average (QPA) for a specific number of credit hours, the Academic Dean will notify them by letter of their probationary status or dismissal from the program. The standards for these categories are illustrated in the college catalog.

## ***WITHDRAWAL FROM COURSE***

A student withdrawing from a course must complete the official withdrawal form available from the department head by the last date to withdraw as published in the academic calendar. A "W" will be indicated on the student's transcript.

## ***POLICY REGARDING WITHDRAWAL FROM THE COLLEGE***

A student withdrawing from the college must complete the official withdrawal forms available in the Campus Counseling Center by the last date to withdraw as published in the academic calendar. This procedure, once completed, terminates current registration in all courses. Students who fail to complete the withdrawal procedure will no longer be in good standing. To reenter the College, once the withdrawal procedure has been followed, the student must apply for re-admission through the College Admissions Office located in S Building, Room 205.

Admission Fee Refund, Tuition Liability, and Tuition Refunds are identified in the college catalog and department catalog.

## ***VISION CARE TECHNOLOGY EXIT COMPETENCIES***

The intent of exit competencies is to identify for the student what specific skills he or she is responsible for upon successful completion of all required courses. The competencies reflect individual course objectives. In addition, exit competencies can also assist an employer in identifying what specific skills a graduate has mastered.

## **A. Ophthalmic Assisting**

The student will be able to:

- demonstrate knowledge of and ability to take a relevant, concise ophthalmic history
- identify basic anatomy and physiology of the eye
- demonstrate knowledge of the basic concept of the field of vision and instrument use
- demonstrate knowledge of ophthalmic ointments and understand the advantages and disadvantages of each
- demonstrate knowledge of an instrument use
- distinguish between objective and subjective auto refraction
- demonstrate basic knowledge of and ability to perform color vision test and use of Amsler grid
- identify basic ophthalmic emergencies and procedures
- demonstrate basic knowledge of microbial control, sanitation, disinfection, sterilization and contamination
- identify basic ophthalmic instrumentation and their uses, and perform basic maintenance
- demonstrate knowledge of HIPAA and how it influences policy, procedure and duties in the ophthalmic health care setting.

## **B. Ophthalmic Lens Theory**

The student will be able to:

- describe the action of light rays through refractive mediums.
- recognize and describe basic and advanced lens forms.
- describe parameters of various single vision lens forms.
- utilize formulas for lens functions.
- name and describe various common lens materials.
- illustrate and describe basic multifocal lens forms.
- measure and list Group Base Curves of various lenses.
- identify absorptive lenses.
- identify and describe various characteristics of lens treatments.
- calculate decentration for single vision and multifocal lenses.
- calculate the effective power of lenses due to change in vertex distance.
- 

## **C. Ophthalmic Dispensing**

The student will be able to:

- list and identify historical and evolutionary developments related to opticianry.
- list laws governing opticianry in New York State.
- list and identify anatomical and physiological functions of the human eye.
- analyze eye planes and interocular distances related to ophthalmic lenses.
- list and discuss visual acuity testing systems.
- list and identify refractive abnormalities of the eye.
- list frame parts and materials.
- list and identify ophthalmic refractive equipment.
- differentiate among the functions of ophthalmic lenses.
- develop problem solving and creative abilities in analyzing single vision and multifocal prescriptions.
- list dispensing procedures theory.
- calculate Accommodation Convergence Accommodation Ratios (ACA).
- design eyewear (frame and lenses).
- compute and compensate for vertical imbalance.

- recognize various surgical techniques and their advantages.
- discuss various eye disorders.
- design Iseikonic lenses.
- demonstrate vision screening-N.Y.S. Motor Vehicle requirements.
- list lens neutralization techniques including single-vision and multifocal lenses.
- interpret prescription ordering terminology.
- record patient information.
- discuss visual axis measurement theory.
- analyze cataract prescriptions.
- demonstrate occluders and their use.
- appraise progressive and blended multifocals.
- employ tints and coatings.
- discuss federal and state regulations pertaining to prescription eyewear.
- discuss third party payments.

#### **D. Dispensing Lab**

The student will be able to:

- analyze patient's prescription to understand exact needs to promote optimum comfort, visual efficiency and cosmetic acceptability.
- determine relationship between prescription and patient needs.
- make recommendations to patient by determining frame and lens type.
- take all necessary measurements including interocular distance (far and near), vertex distance, multifocal position, and frame parameters.
- evaluate frame and lens recommendations for proper visual performance and cosmetic appearance.
- evaluate parameters of new and old eyewear by comparing previous and current prescription, base curves, centering, frame size and fit, lens materials, lens thickness and weight, and multifocal position.
- analyze current visual problems related to current eyewear.
- offer additional frame and lens products to fulfill patient's needs.
- verify ordered eyewear in accordance with ANSI standards.
- utilize all required hand tools for frame adjustments.
- dispense plastic and metal eyewear.
- dispense and fit occluders.
- demonstrate eyewear performance and applicability to patient.
- interact professionally and courteously with patient.
- calculate the costs of ophthalmic products and services.

#### **E. Ophthalmic Practice Management**

The student will be able to:

- describe the personal skills necessary to obtain an entry level position as a dispensing optician.
- utilize successful communications skill with patients including special needs strategies.
- address the needs of a culturally diverse patient base
- demonstrate application of HIPAA regulations as they pertain to patients in the ophthalmic practice
- contrast present day marketing strategies of various dispensing practices adopting or rejecting favorable position
- calculate markup procedures for a dispensing practice
- evaluate capture rate and chair cost as critical benchmarks for practice
- prepare and present a research report stating support or opposition of a practice management topic

## **F. Ophthalmic Fabrication**

The student will be able to apply psychomotor skills in:

- lensometer usage.
- layout of single-vision and multifocal lenses.
- lens blocking.
- pattern making.
- automatic bevel edger usage.
- hand beveling.
- plastic lens dying.
- lens insertion.
- bench alignment.
- demonstrating and applying rules and regulations for safe work practices in the fabrication laboratory.

The student will be able to:

- verify finished eyewear in accordance with ANSI standards.
- maintain equipment following a routine maintenance schedule.
- compute and analyze data by applying formulae, performing computations, and interpreting ophthalmic measurements.
- interact professionally and courteously with fellow students/ workers.

## **G. Contact Lens Theory and Lab**

The student will be able to:

- list the important contributions of individuals to the contact lens field.
- list different types of contact lens materials.
- identify anatomical structures related to contact lens wear.
- assess the application of contact lenses, advantages and disadvantages, indications and contraindications.
- describe basic fitting procedures.
- obtain a general history to determine visual, physiological, pathological, and activity needs of the patient.
- gather information concerning past patient records to assess suitability for lens wear.
- interpret refractive error and keratometry readings to meet patient's visual and physiological needs.
- discuss lens wear options as related to the patient's ocular and prescription.
- conduct a diagnostic lens evaluation.
- determine lens parameters and evaluate objective findings and patient subjective responses to diagnostic lens fitting.
- order lens by specify lens parameters.
- educate patient on all aspects of lens wear.
- evaluate initial lens fit and patient's subjective vision by using diagnostic procedures and instrumentation.
- determine the patient's subjective response to lens wear.
- observe lens fit by using instrumentation and diagnostic tools.
- determine need for lens modification.
- reinforce lens care and handling protocols with patient.
- schedule future appointments with patient.

The student will be able to apply psychomotor skills in:

- slit lamp (biomicroscope) usage.
- keratometry.
- radiuscope usage.
- lensometer usage.
- thickness gauge usage.
- diameter gauge usage.
- Burton lamp usage.
- measuring magnifier usage.
- instrumentation calibration.
- lens modifications.
- assessing technical aspects of patient's ocular status by using instrumentation to determine lens type and design.
- verifying lens parameters in accordance with ANSI standards.

#### **H. Assisting and Refraction Lab**

The student will be able to:

- capture, save and retrieve high resolution digital retinal images utilizing the fundus camera
- measure and record intra-ocular pressure with use of a non-contact tonometer
- determine refractive error with automated refraction testing utilizing simultaneous cross cylinders
- conduct auto lensometry
- perform standard white/white kinetic perimetry using an automated visual field system

#### **I. Theoretical Optics and Principles**

The student will be able to:

- apply the theories related to the nature and property of light.
- utilize and apply the laws of optics to find images in mirrors and lenses.
- analyze optical components such as mirrors and lenses as they relate to optical systems.
- design and analyze simple two lens systems including microscopes and telescopes.
- use a light meter and photometer to observe the inverse square law of radiation and describe how this concept is used in photometry.
- explain the wave properties of light and how these relate to the phenomena of interference, diffraction, and polarization effects.
- analyze complex optical systems as replaced by single Gaussian equivalents.

#### **J. Anatomy and Physiology of the Eye**

The student will be able to:

- locate each anatomical part of the eye.
- detail the histologic structure of each of the anatomical parts of the eye.
- identify the functions of each of the anatomical parts of the eye.
- discuss the relationship of the structures of the eye to one another.
- describe structure and function of the visual pathway.
- discuss the relationship of the eye to the orbit and to the appendages of the eye.  
describe the location and function of the muscles of the eye.
- describe the function, structure, and pathologies of the vitreous.

- explain the structure and actions of neurons, including: the action potential, synapse, EPSP, IPSP, and summation.
- explain the functioning and wiring diagram for the nerve cells in the retina.
- explain the origin and meaning of electroretinogram components.
- describe image processing as it occurs at each point in the visual pathway, including ganglion cells, concentric cells, simple, complex, and hyper complex cells.
- describe the distribution of photoreceptors and its importance in creation of receptive fields of ganglion cells.
- explain how blood is supplied to the retina.
- describe the origin and symptoms of common retinal pathologies.
- contrast the anatomy of rod and cone photoreceptors.
- describe and contrast the light absorption spectrum for rods and cones.
- explain the properties of light, including: wave and particle duality, refraction, wave properties, spectrum, and chromatic aberration.
- describe basic features of color perception including: contrast, hue, lightness, saturation, and successive color contrast.
- explain how the color image is created, including: cone cells opponent color cells, double opponent color cells, and color columns.
- explain the cause and symptoms of the various forms of color deficiency, and how they can be detected.
- define binocular vision.
- contrast the types of fusion with the grades of binocular vision.
- explain the primary concepts involved in binocular vision, including: visual lines, retinal points, horopter, panum's area, and stereopsis.
- describe the development of binocular vision.
- define orthophoria.
- contrast the types of heterophoria and their measurement.
- define heterophoria.
- describe the optical defects that are produced in strabismus.
- contrast comitant and non-comitant strabismus.
- describe the methods of measuring strabismus and the function of prisms in this disorder.
- describe the origin, development, and treatments for the common heterotropias.
- explain the AC/A ratio and its significance.
- define visual acuity.
- describe and contrast the commonly used acuity charts.
- explain the significance of acuity measurements.
- describe the method for testing near acuity.
- list important factors that influence visual acuity.
- describe the development of visual acuity.
- diagram and describe the arterial blood supply of the eye and surrounding structures.
- list the functions of the eyelids.
- describe the structures of the lids including the conjunctiva, muscles, and glands.
- describe and contrast common pathologies of the eyelids.
- describe the major parts of the lacrimal apparatus and functions.
- describe the shape and position of each orbital bone.
- describe the foramina of the orbit and their functions.
- describe the position, structure, and function of the four orbital fascia.
- list the cranial nerves going to ocular structures and their functions.

- describe the layout of the autonomic nervous system.
- compare the sympathetic and parasympathetic divisions in terms of their pre- and post- ganglionic fiber arrangements, pharmacology and actions on target structures.
- describe uses, actions, and side effects of mydriatic, cycloplegic and miotic drugs.
- list drugs that lower intraocular pressure and their mode of action.
- compare the common methods of delivering ocular drugs.

### **K. College Composition and Interpretation of Literature**

The student will be able to:

- improve his ability to express himself in writing through the reading of essay and prose fiction.
- improve his ability to write accurately, specifically, and logically.
- improve his analytical and critical thinking through the reading and writing of essays and/or research papers.
- increase his mastery of grammar, syntax, and diction.
- appreciate the salient characteristics of poetry, prose fiction, and drama.
- demonstrate an acquaintance with selected works from each of these genres.
- analyze and interpret these works based on sound critical thinking.
- develop an increased mastery of the principles of good writing.

### **L. College Mathematics**

The student will be able to:

- perform operations with real numbers, perform operations with algebraic expressions, factor algebraic expressions, perform operations with algebraic fractions, solve linear equations, graph functions, solve systems of linear equations, perform operations with radicals, solve variations problems, perform operations with logarithms, and solve linear inequalities.
- solve applications of right triangles, perform vector addition, perform operations with complex numbers, solve systems of quadratic equations, graph trigonometric functions, solve trigonometric equations, apply the law of sines and cosines to the solutions of oblique triangles, solve inequalities, graph conic sections and solve parametric equations.
- compute and analyze ophthalmic data by apply formulae and performing computations.

### ***GLOSSARY OF TERMS***

**ADVISOR:** A professional staff member who assists you in planning your educational and career goals.

**A.A.S. DEGREE (Associate in Applied Science):** A degree conferred by Erie Community College, Vision Care Technology department.

**B BUILDING (Bretschger Hall):** A group of buildings connected; located at east end of campus- see map.

**COLLEGE CREDIT (Unit of measure):** For developmental courses. It does not count toward a Degree, Quality Point Average, or the 240 Program. It does contribute to full-time status.

**CREDIT HOUR:** Is what a course is worth. It indicates the number of classroom hours per week that class is held.

**CUMULATIVE QUALITY POINT AVERAGE:** Each semester's quality point average added together and then divided by the number of semesters involved.

**CURRICULUM:** Program of study; consisting an area of specialization. Sometimes called Department.

**D BUILDING:** Richard R. Dry Memorial Building- Library on North Campus.

**DEGREE CREDITS:** Credits from courses which will not count toward an Associate's Degree. It affects your Q.P.A.

**DEVELOPMENTAL COURSES:** Courses remedial in nature. The need for these courses are recommended from the results of the pretest scores. They carry college credit. Satisfactory completion of these courses permits entry into the Degree Courses which follow.

**EXTERNAL TRANSFER CREDIT:** Erie Community College credit granted for courses taken at another school. This is shown on an Erie Community College transcript by the code "CR".

**GRADE POINTS:** Is the earning of a letter grade:

A ..... 4.00

A-..... 3.67

B+.... 3.33

B ..... 3.00

B-..... 2.67

C+.... 2.33

C ..... 2.00

C-..... 1.67

D+.... 1.33

D ..... 1.00

D-..... 0.67

F ..... 0.00

**K BUILDING:** Kittinger Hall Building on North Campus.

**L BUILDING:** Lawrence Bell Sports Center-(Gym) Building.

**MASTER COURSE LIST:** A booklet containing the courses which will be offered in a given semester. Each semester has a different Master Course List. It is a tool for the scheduling of your courses.

**MATRICULATE:** Enrolled in a specific curriculum at the college. A matriculated status allows you the full range of services within the school.

**PREREQUISITE:** The background course or requirement that must be achieved before a more advanced course can be taken.

**PRETEST (Placement Test):** An Erie Community College diagnostic test designed to measure your ability in English and Mathematics. The scores received are linked to specific courses at E.C.C. Respecting the recommendations allows a greater chance for academic success.

**QUALITY POINT AVERAGE:** Grade points in a semester divided by the total credit hours for that semester.

**REGISTRAR OFFICE:** The office on campus which holds your transcripts, verifies your status at school, documents your schedule, and processes your graduation certification.

**S BUILDING:** Spring Student Center (North Campus) bookstore, cafeteria, Registrar, Admissions and Financial Aid. Located at the southwest corner of campus.

**SECTIONS:** Are the various classes and number given to them of the same courses. The sections of a course meet either at a different time, different instructor, or different room.

**TRANSCRIPT:** An official copy of a student's educational record.

**VISION CARE TECHNOLOGY DEPARTMENT**

**TEXTBOOKS**

**2017-2018**

		<u>NEW</u>	<u>USED</u>
VC 110			
Walker	Pure Optics (2 <sup>nd</sup> Edition) 2006 ISBN 1-4243-0469-5	\$72.75	N/A
VC 100			
Brooks	System for Ophthalmic Dispensing (3 <sup>rd</sup> Edition) 2007 ISBN 9780750674805	177.25	133.00
Stein	Ophthalmic Assistant (9 <sup>th</sup> Edition) 2012 ISBN 9781455710690	103.75	78.00
VC 133			
CLSA	Contact Lens Manual Vol. 1 Contact Lens Manual Vol. II (2 <sup>nd</sup> year)	155.00 97.25	N/A
Ophthalmic Tool Kit (Too kit required for 2 <sup>nd</sup> semester Prices are subject to change		191.74	(approx. pricing)

- **There are only 4 textbooks to purchase for the program (listed above). They are used throughout the 2 years for various courses. It is not recommended to rent, as rentals are per semester.**

**5 YR STUDENT RETENTION RATES FOR  
ERIE COMMUNITY COLLEGE VISION CARE PROGRAM**

<u>YEAR</u>	<u>RETENTION RATE (%)</u>
2013	89.0
2014	88.5
2015	85.0
2016	83.0
2017	82.0

**NATIONAL CERTIFICATION AND NYS LICENSING  
OPHTHALMIC DISPENSERS AND CONTACT LENS PRACTITIONERS**

Students are eligible to participate in the American Board of Opticianry National Exams and the National Contact Lens Examiners Exam. Upon graduation with an Associate’s Degree in Applied Science in Ophthalmic Dispensing, the graduate is eligible to participate in the New York State Licensing Examination for Ophthalmic Dispenser and Contact Lens Practitioner.

See the following table of National Certification and State Licensing Pass Rates for Erie Community College Ophthalmic Dispensing Graduates.

**American Board of Opticianry National Certification**

Year	ECC Pass Rate	National Pass Rate
2017	89%	57%
2016	95%	57%
2015	96%	55%
2014	92%	61.6%
2013	95%	62.5%

**National Contact Lens Exam National Certification**

Year	ECC Pass Rate	National Pass Rate
2017	80%	61%
2016	100%	48%
2015	87.5%	56%
2014	94%	60.0%
2013	94%	53.5%

**NYS Ophthalmic Dispensing License Practical**

Year	ECC Pass Rate	State Pass Rate
2017	94.4%	82.8%
2016	90%	74.1%
2015	93%	72.4%
2014	82.6%	76.7%
2013	81.2%	80.2%

**NYS Contact Lens Ophthalmic Dispensing License Practical**

Year	ECC Pass Rate	State Pass Rate
2017	75%	63.2%
2016	100%	38.8
2015	36.4%	33.3%
2014	50%	52.2%
2013	20%	29.7%

# JOB PLACEMENT RATES FOR VISION CARE TECHNOLOGY GRADUATES

## AS SURVEYED BY YEAR

### YEAR 2013

Employed Full-Time	75%	
Employed Part-Time	19%	
Working Out of Field	0%	
Continuing Education Full-Time		0%
Continuing Education Part-Time		0%
Unavailable	0%	
Unemployed	6%	

### YEAR 2014

Employed Full-Time	72%	
Employed Part-Time	7%	
Working Out of Field	0%	
Continuing Education Full Time		14%
Continuing Education Part Time		0%
Unavailable	0%	
Unemployed	7%	

### YEAR 2015

Employed Full-Time	49%	
Employed Part-Time	28%	
Working Out of Field	0%	
Continuing Education Full Time		19%
Continuing Education Part Time		0%
Unavailable	0%	
Unemployed	4%	

### YEAR 2016

Employed Full-Time	69%	
Employed Part-Time	6%	
Working Out of Field	0%	
Continuing Education Full Time		25%
Continuing Education Part Time		0%
Unavailable	0%	
Unemployed	0%	

### YEAR 2017

Employed Full-Time	68%	
Employed Part-Time	22%	
Working Out of Field	0%	
Continuing Education Full Time		5%
Continuing Education Part Time		0%
Unavailable	0%	
Unemployed	5%	

**ERIE COMMUNITY COLLEGE**  
**2017-2018 Academic Calendar approved by the FFECC Executive Council**  
**Fall 2017**

Registration	Monday	August 28
Registration	Tuesday	August 29
Faculty Meeting	Wednesday	August 30
Run/Cancel	Thursday	August 31
Labor Day (observed holiday)	Monday	September 4
Instruction Begins	Tuesday	September 5
Last Day to Add	Monday	September 11
Mid-Term Grades Due	Friday	October 27
Election Day (observed holiday)	Tuesday	November 7
Veterans' Day (observed holiday)	Friday	November 10
Last Day to Withdraw	Monday	November 13
Thanksgiving Recess	Thursday – Saturday	November 23-25
Classes Resume	Monday	November 27
Semester Ends	Friday	December 22
Observed Holiday	Monday	December 25
*Grades Due	Thursday	December 28

\*\*Wednesday, November 8<sup>th</sup> runs a Friday schedule

\*Due to the time constraints of the schedule, it is imperative that faculty meet contractual obligations and submit final grades as scheduled.

Schedule will be reexamined if the schedule of Erie County holidays is revised.

**Winter 2017-2018**

<b>Nine (9) Instructional Days + One (1) Snow Day</b>		
Instruction Begins	Tuesday	December 26
New Year's Day (observed holiday)	Monday	January 1
Instruction Ends	Saturday	January 6

**Snow Day: Tuesday, January 9**

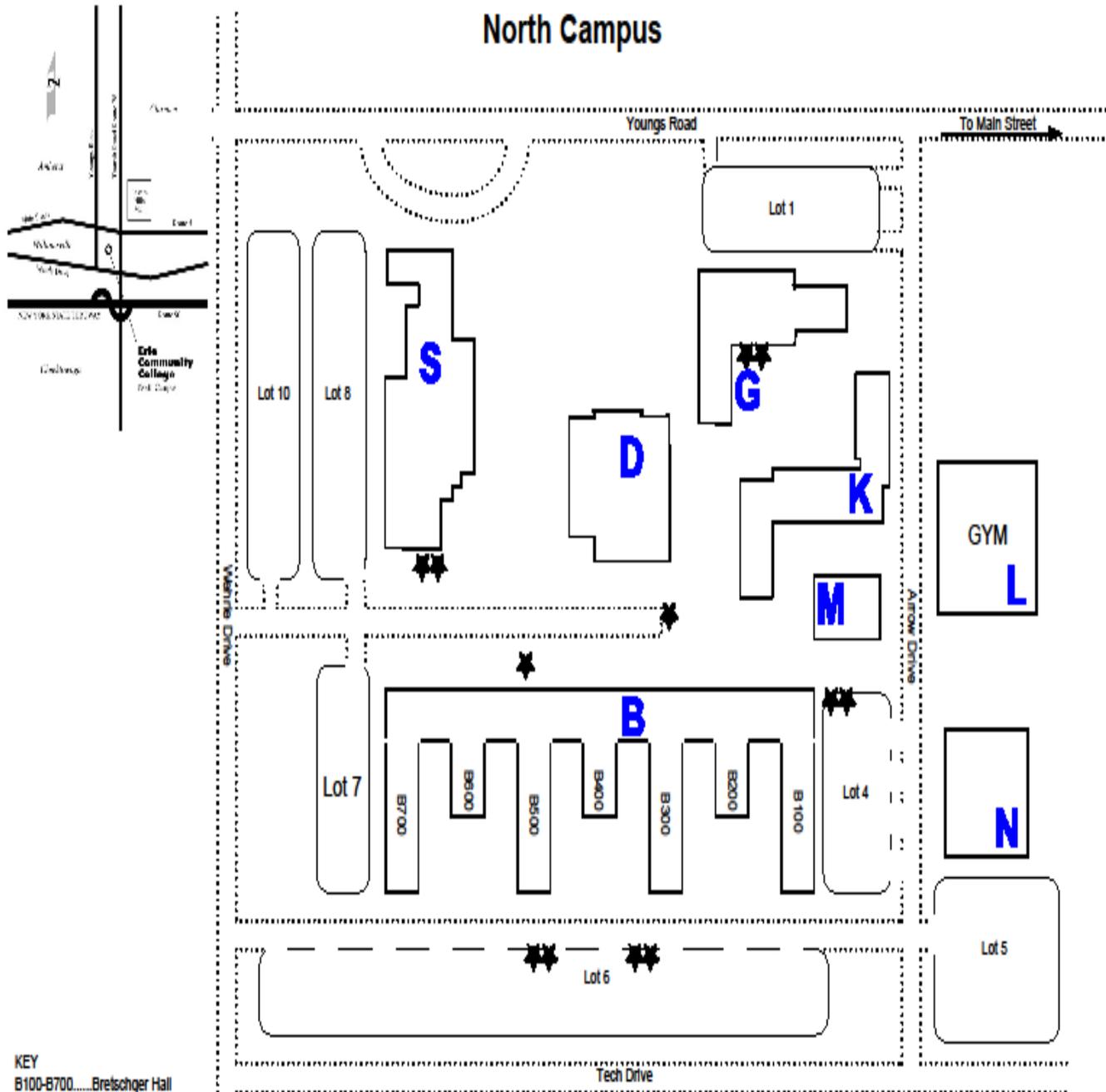
**Nine Days of instruction: December 26, 27, 28, 29**

**January 2, 3, 4, 5, 6**

**Spring 2018**

Registration	Monday	January 8
Registration	Tuesday	January 9
Faculty Meeting	Wednesday	January 10
Run/Cancel	Thursday	January 11
Martin Luther King (observed holiday)	Monday	January 15
Instruction Begins	Tuesday	January 16
Last Day to Add/Drop	Monday	January 22
Presidents' Day Recess	Monday – Saturday	February 19-24
Classes Resume	Monday	February 26
College Day - no classes	Friday	March 16
Midterm Grades Due	Friday	March 16
Spring Recess	Monday – Saturday	March 26-31
Classes Resume	Monday	April 2
Last Day to Withdraw	Friday	April 6
Semester Ends	Monday	May 14
Spring Commencement	Wednesday	May 16
*Grades Due	Friday	May 18

# North Campus



- KEY**
- B100-B700.....Bretschger Hall
  - D.....Library
  - G.....Gleason Hall Administration
  - K.....Kittinger Hall
  - L.....Gym
  - S.....Spring Student Center
  - M.....Mary Lou Rath Child Care Ctr
  - N.....Nunan
  - ★.....Handicapped Parking

## Erie Community College North Campus

6205 Main Street  
 Williamsville, New York 14221  
 716-634-0800

Not to Scale

**ERIE COMMUNITY COLLEGE / NORTH CAMPUS**  
**SAFETY AND EMERGENCY PROCEDURES**

**A. EMERGENCY PHONE NUMBERS**

1. On Campus Emergencies:
2. Security Office: 851 – 1433
3. Nurse: 851 - 1499
4. Amherst Police, Main/Transit Fire Dept., Ambulance & First Aid: 911
5. College Operator/Receptionist: 851-1002

**B. EMERGENCY PHONES** are located in the halls at the following locations. Calls go directly to the Security office when they are picked up.

1. 1<sup>st</sup> floor K Building next to the elevator.
2. B101 near entrance to B Building
3. B700 near entrance to B Building

**C. PERSONAL INJURY ACCIDENTS OR MEDICAL EMERGENCIES**

1. For minor accidents and emergencies, the Nurse will treat patients in the nurse's office.
2. Notify the School Nurse.
3. Notify Security if unable to contact the Nurse.
4. If the situation warrants, call 911 for an ambulance and a first aid response, then call Security.
5. Personal injury accidents must be reported as soon as possible to your supervisor, the nurse, or the security department so that necessary forms can be completed.

**D. FIRE EVACUATION**

1. The fire alarm is a loud, pulsating horn accompanied by strobe lights.
2. Any person suspecting or observing a fire should activate a pull-box in the affected area and then notify Security. A fire alarm activation automatically bring a fire department response.
3. Close all doors and windows and turn off lights unless natural lighting conditions dictate otherwise.
4. Evacuate the building by the nearest exit and retreat at least 100 feet from the building.
5. DO NOT use the elevators.
6. Follow any instructions given over the P.A. system.
7. Any person who for physical reasons cannot descend from a second floor should proceed to the handicap evacuation point.
8. All personnel are required to evacuate and remain outside until the ALL CLEAR is given. Normally the silencing of the alarm will be the signal for the all clear.

**E. FIRE EXTINGUISHERS**

1. located in all hallways and in many labs. Their location is clearly marked. Use of extinguishers is as follows:
2. Use of extinguishers is as follows:
  - A. Pull the pin and hold the unit upright.
  - B. Free the hose, stand back eight feet and aim at the base of the fire.
  - C. Squeeze the lever and sweep the hose from side to side.
3. Below are the type of extinguishers available and the type of fires they can be used on:
  - A. Class A extinguishers – the most common fire with combustibles such as wood, cloth and paper.
  - B. Class B extinguishers – for flammable liquids, gases and grease.

- C. Class C extinguishers – for use on electrical fires.
- D. Class D extinguishers – for use on fires created by flammable metals, such as magnesium, titanium and sodium.
- E. Class ABC extinguishers – can be used on all Class A, B, and C fires but not class D.

**F. PROTECTION OF PERSONAL PROPERTY**

- 1. Keep valuables with you at all times.
- 2. Never leave valuables in an insecure office, desk or classroom, even for short periods of time.
- 3. Do not leave property exposed to view in an automobile.

**G. PERSONAL SAFETY**

- 1. Please report any suspicious activity and/or person(s) to the Security office.
- 2. Also contact Security to report any safety or security problems.
- 3. Notify security if you plan to work on campus during off hours especially if you plan to work alone.
- 4. When walking to automobiles at night, try to walk with others. Have vehicle keys in hand. Make sure you check in and around the vehicle before you get in.
- 5. Security may not be able to provide escorts on a routine basis but for emergencies and late night situations, Security can provide escort assistance.

**EMERGENCY PROCEDURES FOR  
ECC CAMPUSES**

In light of the current world happenings, it is time to reiterate emergency procedures for Erie Community College. We want to assure the college community that ECC has established procedures and protocol to deal with emergency incidents. This brief synopsis will cover all emergency/evacuation procedures for all types of incidents.

**Fire Alarms:**

When a fire alarm is sounded:

- 1. Close all windows and doors.
- 2. Turn out lights.
- 3. Leave the building by the nearest exit.
- 4. Do not use elevators.
- 5. Disabled persons are to proceed to evacuation points.
- 6. Proceed as far away from the building as possible and necessary.
- 7. Do not re-enter the building until the “All Clear” is given.
- 8. Follow all directives given by fire, police and College Safety personnel.

Bomb Threats, Weather Closings, Hazardous Materials, Civil Disorder, Terrorist Alerts, or any other type of incident that merits partial or total evacuation:

When notified of an evacuation:

- 1. Leave the building by the nearest exit.
- 2. Proceed as directed by fire, police or College Safety personnel.  
(For example: if there is a bomb threat, remove yourself as far away as four to five city blocks from the building. A bomb search takes a few hours to complete so an “All Clear” will not be given right away.)
- 3. For all evacuation proceed off the campus in a calm and orderly manner.

## Lock Downs:

Lock downs will be established for the safety of the college community. In the event that a lock down directive is issued, it will be requested that all faculty, staff, students and visitors vacate the hallways and secure themselves (lock the doors) in the nearest classroom, office or room. People should remain inside their secured location until advised by emergency personnel that it is safe to leave the area. Persons outside the facility will not be allowed to enter the building until an “All Clear” is given.

Remember, remain calm and orderly and follow the directions of emergency personnel.

### ERIE COMMUNITY COLLEGE OPHTHALMIC DISPENSING PROGRAM

#### INFECTION CONTROL POLICY

#### FOR

#### CONTACT LENS LABORATORY

1. All faculty and students are to wear nitrile (non-latex) gloves when touching anyone in the Contact Lens Laboratory.
2. All objects coming in contact with the eyes are to be discarded in a biological waste container. The items include used gloves, fluorescent strips, cotton swabs and tissues.
3. Surfaces are to be wiped down with a 2% Lysol solution. These include table tops, chin rests and forehead rests. Paper towels are to be discarded in biological waste containers.
4. Contact lenses will be cleaned and disinfected after insertion and removal from the eye.
5. Biological waste container will be removed when full and taken to B611.

## **Material Safety Data Sheets**

The Material Safety Data Sheet (MSDS) is a detailed information bulletin prepared by the manufacturer or importer of a chemical that describes the physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling and use, emergency and first aid procedures and control measures. Information on an MSDS aids in the selection of safe products and helps prepare employers and employees to respond effectively to daily exposure situations as well as to emergency situations.

The MSDS/s are a comprehensive source of information for all types of employers. There may be information on the MSDS that is not useful to you or not important to the safety and health in your particular operation. Concentrate on the information that is applicable to your situation. Generally, hazard information and protective measures should be the focus of concern.

MATERIAL SAFETY DATA SHEETS ARE LOCATED IN LAB B110 ON WALL ABOVE THE TINTING AREA. They are readily available for student review at all times when in the laboratory. Personal copies of Material Safety Data Sheets are available upon request.

## Sections of an MSDS and Their Significance

What information is provided on an MSDS?

- Company Information
- Hazardous Ingredients
- Physical Data
- Fire and Explosion Hazard Data
- Health Hazard Data
- Reactivity (Instability) Data
- Spill or Leak Procedures
- Special Protection Information
- Special Precautions

OSHA specifies the information to be included on a MSDS, but does not prescribe the precise format for an MSDS. A non-mandatory MSDS form that meets the Hazard Communication Standard requirements has been issued and can be used as is or expanded as needed. The MSDS must be in English and must include at least the following information:

### Section I – Chemical Identity

- The chemical and common name(s) must be provided for single chemical substances.
- An identity on the MSDS must be cross-referenced to the identity found on the label.

### Section II - Hazardous Ingredients

- For a hazardous chemical mixture that has been tested as a whole to determine its hazards, the chemical and common names of the ingredients that are associated with the hazards and the common name of the mixture must be listed.
- The standard required the preparer to describe the precautions for safe handling and use. These include recommended industrial hygiene practices, precautions to be taken during repair and maintenance of equipment and procedures for cleaning up spills and leaks. Some manufacturers also use this section to include useful information not specifically required by the standard, such as EPA waste disposal methods and state and local requirements.

### Section VIII – Control Measures

- The standard requires the preparer of the MSDS to list any generally applicable control measures. These include engineering controls, safe handling procedures and personal protective equipment. Information is often included on the use of goggles, gloves, body suits, respirators and face shields.
- The hazardous chemical's physical and chemical characteristics, such as vapor pressure and flash point.
- Physical hazards, including the potential for fire, explosion and reactivity/instability.

- Known health hazards.
- OSHA permissible exposure limit (PEL), ACGIH threshold limit value (TLV) or other exposure limits.
- Emergency and first-aid procedures.
- Whether OSHA, NTP or IARC lists the ingredient as a carcinogen.
- Precautions for safe handling and use.
- Control measures such as engineering controls, work practices, hygienic practices or personal protective equipment required.
- Primary routes of entry.
- Procedures for spills, leaks and clean-up.