

COLLEGE OF DUPAGE

Eye Care Assistant Certificate Program & Ophthalmic Technician Degree Program

FALL 2021



Registration Deadline Date:

Friday, August 20, 2021 by 5pm or until course fills

Registration is on a first-come, first serve basis.

Note: Please see specific program registration or admission packets for detailed information on when to begin completing health requirements, drug tests, CPR, criminal background checks and proof of insurance submission. Timing varies depending upon either entrance to or participation in the clinical component of a given program. Funds paid to Edward Corporate Health or to a personal health care provider/ source, CastleBranch.com, insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course(s) are not successfully completed.

COLLEGE OF DUPAGE
Nursing and Health Sciences Division
425 Fawell Blvd.
Glen Ellyn, IL. 60137-6599
www.cod.edu
(630) 942-8331

Dear Applicant:

Thank you for your interest in the Eye Care Assistant Certificate and Ophthalmic Degree Program at College of DuPage. This packet of information has been developed to provide you with a complete overview of our programs, including the process for registration.

We have made every effort to make the information in this packet complete. However, should you have further questions, please contact me at (630) 942-8398 or e-mail thomasm90@cod.edu. Thank you for your interest.

Sincerely,

Mitzi Thomas

Mitzi Thomas, COMT, BPS
Instructor/Program Chair
(630) 942-8398
Thomasm90@cod.edu

EYE CARE ASSISTANT CERTIFICATE & OPHTHALMIC TECHNICIAN DEGREE PROGRAM

Program Information Disclaimer

This Program information is published for that purpose only; however, the information in this packet is not to be regarded as an irrevocable contract between the student and the Program. The Program reserves the right to change, at any time, without notice, graduation requirements, fees and other charges, curriculum, course structure and content, and other such matters as may be within its control, notwithstanding any information set forth in this Program information packet in accordance with College of DuPage policies and procedures.

Program Descriptions

Eye Care Assistant Certificate

Students may earn the Eye Care Assistant Certificate at College of DuPage and gain the skills for entry-level positions as ophthalmology and optometric assistants under the supervision of licensed eye care professionals. Students who decide to pursue the Ophthalmic Technician degree program will have been introduced and completed the introductory Eye Care Assistant Program courses if they intend to move forward in the next level of competency in the Eye Care Field.

The program is approved by the Illinois Community College Board. College of DuPage is accredited by the Higher Learning Commission.

The program is accredited by International Council of Accreditation (ICA) and the only accredited *clinical ophthalmic assistant* program in IL.

Upon graduation, students can sit for the national certification exam for the Certified Ophthalmic Assistant (COA), administered by I-JCAHPO. College of DuPage is accredited by the Higher Learning Commission.

Information about a career as an Eye Care Assistant is available at: www.jcahpo.org.

Accreditation Status

The Eye Care Assistant program is a clinical ophthalmic assistant program accredited by the International Council of Accreditation (ICA) for Allied Ophthalmic Education Programs.

More information about ICA can be found on: www.icaccreditation.org

Address: 2025 Woodlane Drive St. Paul, MN 55125-2998

Phone: (651) 731-7243

Fax: (651) 731-0410

Email: ica@icaccreditation.org

Ophthalmic Technician Degree

Students earning the Ophthalmic Technician Degree at College of DuPage may continue on their career path after completing the Eye Care Assistant pre-requisite courses to gain the skills for intermediate-level positions as ophthalmology and optometric assistants under the supervision of licensed eye care professionals.

The Certified Ophthalmic Technician is the second core designation level confirming knowledge in 19 specific content areas specifically designed to test the Certified Ophthalmic Assistant or Ophthalmic Technician program graduate who intends to advance their career in the eye care field.

The program is approved by the Illinois Community College Board. The College of DuPage plans to seek accreditation through the International Council of Accreditation. Upon receiving accreditation, students are eligible to sit for the national the Certified Ophthalmic Technician (COT) certifying exam, administered by JCAHPO. College of DuPage is accredited by the Higher Learning Commission. Current students have special permission

from ICA to sit for the COT exam upon graduation. College of DuPage is accredited by the Higher Learning Commission.

Laboratory Skills, Competencies and Exams: Both programs have mandatory competencies that must be passed prior to going to clinical rotations. If the student does not successfully pass the competencies, the student will be withdrawn from the program. Students must maintain a 2.0 GPA for all required coursework once accepted into the program.

Students are expected to comply with the rules, regulations and procedures of College of DuPage and the affiliated clinical hospital sites. Non-compliance with rules, regulations and procedures is a basis for dismissal from either program. The Health Sciences Program Standards for Professional Conduct is available upon request and will be disseminated to the students upon their acceptance into the program.

Career Outlook

Eye care assistants and ophthalmic technicians are vital members of the eye care team. Demand and employment opportunities for certified assistants and technicians have been increasing due to the greater need of provision of eye care health. These roles prepare students to work in entry-level eye care settings. Eye care assistants work under the direction of an optometrist or ophthalmologist. They can work in various clinical settings including private, group and hospital ophthalmology departments. The individual will help the ophthalmologist or optometrist with diagnostic and treatment oriented procedures.

Information about a career as an Eye Care Assistant or Ophthalmic Technician is available at:

www.jcahpo.org.

Mission Statement of the Programs

- To help create professionals who are trained to preserve eye health by being a vital team member of the growing and in demand eye care field.
- To demonstrate reliability, self-discipline, cooperativeness, and professional deportment and demeanor in all activities related to eye care.
- To help students in developing life skills of critical thinking, effective communication, professional behaviors, as well as demonstrate safe & ethical practices.
- Provide curriculum that is built around the ICA accreditation standards as well as enriching learning experiences for the students.
- Helping create professionals who are trained to preserve eye health by being a vital team member of the growing and in demand eye care field.
- To provide a hybrid learning structure for students to earn an Associate of Applied Science degree, which will prepare graduates to take the certification exam and to meet the needs of the community.
- To collaborate with student support services to market the profession of eye care and ophthalmology, and advise potential program applicants, orient ECA Program and Ophthalmic Technician students to COD services and provide special academic assistance where necessary.

Goals of the Programs

Upon completion of the Eye Care Assistant & Ophthalmic Tech Programs, the graduate should be able to:

- Demonstrate and be skilled in diagnostic testing as required by the standards and guidelines of JCAHPO and International Council of Accreditation (ICA).
- Assist the ophthalmologist & optometrist by performing delegable tasks.
- Collect data, administer treatment, assist in ophthalmic surgical procedures, and supervise patients in a safe and effective manner deemed appropriate according to the training level and may be delegated by a supervising ophthalmologist as applicable by law.
- Become skilled professionals, qualified by didactic and clinical ophthalmic training, who perform ophthalmic procedures under the direction or supervision of a licensed ophthalmologist who is responsible for the performance of the ophthalmic medical technician.

- Render supportive services to the ophthalmologist, optometrist and management.
- Assist the physician by collecting data necessary to reach those decisions and by transmitting and executing the ophthalmologist's instructions.
- Have knowledge, problem-solving skills, psychomotor, behavioral, and clinical competencies as well as demonstrate clinical thinking.
- Skillfully and accurately perform the clinical diagnostic tests and patient services in conformation with the didactic curriculum.
- Relate tactfully and sympathetically to patients as adapt to patient's needs.
- Demonstrate proficiency in both written and spoken communication skills with patients, families and staff.
- Demonstrate the ability to contribute to the profession and community.

Statement of Health

Prior to enrolling in EYE 1101, all students in the Eye Care Assistant certificate or Ophthalmic Technician degree program will need to complete health requirements, a drug screen, background check, and complete the medical document manager requirement. Please see page 11 for instructions. The Health Requirements packet is available on the [Health Sciences Admissions](#) and the [Eye Care Assistant](#) and [Ophthalmic Technician](#) webpages. Some clinical affiliates require further testing, which is the responsibility of the student.

Students with chronic medical conditions and physical limitations are required to submit documentation of current health status relating to their specific condition. The statement should include the physician's assessment as to the student's ability to meet the program objectives and standard skills in Eye Care, and the current medications the student is required to take for health maintenance.

Statement on Medical Care and Health Insurance

Students are responsible for their own medical care and health insurance while in the program. Students must possess health care insurance in order to train at the clinical affiliate. The student is responsible for any costs that may be incurred related to personal injuries he/she may acquire while performing activities at the clinical affiliate. The affiliating clinical facility and/or College of DuPage cannot be held liable for such injuries. Please visit the [Student Health Insurance](#) website for additional details.

Students are required to provide evidence of current health insurance coverage. Please follow specific guidelines as instructed for submitting proof of insurance.

Statement on Medical Malpractice Insurance

Malpractice insurance is required and is included in the clinical education tuition costs on an annual basis. That is, the cost of the insurance is included with the tuition costs for EYE 1101 and OPTH 2101. Students must be officially registered and listed on the instructor's class roster to be covered by the malpractice insurance.

Statement on Drug Testing/Criminal Background Check

A drug test and criminal background check are required prior to starting a clinical rotation in the Eye Care Assistant and Ophthalmic Technician program. Several clinical affiliates also require finger printing. The costs of these requirements are the responsibility of the student. You will be informed by the Program Coordinator when you will need to complete these requirements. **Please see page 11 for further instruction.**

Criminal Background Check Information

All health care workers and student health care workers are required to undergo a criminal background check in order to work in a clinical setting. A student with a positive background check containing disqualifying conditions as defined by Federal and State law will not be allowed to enter the clinical portion of the program. A student with

a positive background check containing disqualifying conditions as defined by Illinois State Law ([225ILCS46/25](#)) and 77 Ill Adm. Code 955 Section [955.160](#) will not be allowed to enter the clinical portion of this program, thus preventing the student from obtaining mandated certification and/or licensure.

NOTE: You may have been convicted and not sent to jail. People are often fined or given probation or conditional discharge rather than jail time, but these are still considered convictions. If you are unsure as to whether an arrest resulted in a conviction, contact the county in which you were arrested and speak to a representative in the Circuit Clerk's office, State's Attorney's office or your attorney.

Transportation

Students are required to provide their own reliable transportation to the college and clinical sites. Public transportation is not an option since many clinical sites are more than an hour away from the college. Clinical placements are assigned by the Clinical Coordinator to meet the needs of all students and the program. Students cannot select clinical sites. Any parking fees and/or tolls are the responsibility of the student. **Clinical sites can be over 100 miles from College of DuPage.**

Standard Skills in Health Career Programs

To participate in any Health Career program at College of DuPage that has a direct patient care or clinical education component, applicants must possess additional non-academic skills. These occupational standards are consistent with the duties of the entry-level professional in that field and are set by the individual program. These skills, which protect the health and well-being of patients, may include but are not limited to the ability to the below list. Please refer to the [Health Science Program Essential Functions](#).

In the Eye Care Assistant profession, you may be exposed to fumes, chemicals, cold, noise, radiation, blood/body fluids, and infectious diseases. Students who do not meet these standards may be considered ineligible for a program and can be withdrawn from all program classes. If you are unsure whether you can meet these requirements, you are advised to consult an adviser, counselor or member of the program faculty to discuss the situation, and/or schedule an appointment with your physician prior to applying to the program or enrolling for classes.

Statement on Clinical Education

Eye Care Assistant

Students should complete a minimum of 480 hours of full-time ophthalmologist and certified technician supervised clinical experience. This requirement is based on the requirements that the Joint Commission of Allied Health Personnel in Ophthalmology (JCAHPO) requires. JCAHPO requires that students complete these clinical requirements prior to being able to apply for the COA (Certified Ophthalmic Assistant) Certification.

60 clinical days must be obtained by the end of the 1-year certificate program. To fulfill these requirements, students will be scheduled:

Semester 1 - 1 day weekly

Semester 2 & 3 - 2 days weekly

Specific schedules will be provided 1st week of class

Clinical site placement will be determined by the program instructor. The program instructor will place the student in clinical rotations based on clinical site availability for each term. Individual clinical site requirement(s) will need to be met before student can begin rotations at the site.

Special circumstance of waiving a portion of the clinical component may be available to students who are currently employed by an Ophthalmologist. A letter from the employer/ophthalmologist that demonstrates work experience and skills, as well as the competency of skills to program coordinator will be needed to be considered in this special

circumstance. If you feel you fit under this category, please set up an individual meeting with the program coordinator to discuss the process.

Ophthalmic Technician

Students should complete a minimum of 960 hours of full-time ophthalmologist and certified technician supervised clinical experience. This requirement is based on the requirements that the Joint Commission of Allied Health Personnel in Ophthalmology (JCAHPO) requires. JCAHPO requires that students complete these clinical requirements prior to being able to apply for the COT (Certified Ophthalmic Technician) Certification.

120 clinical days must be obtained by the end of the 2-year Associate's Degree program. To fulfill these requirements, students will be scheduled between 2 to 3 days at clinical sites per week.

Special circumstance of waiving a portion of the clinical component may be available to students who are currently employed by an Ophthalmologist. A letter from the employer/ophthalmologist that demonstrates work experience and skills, as well as the competency of skills to program coordinator will be needed to be considered in this special circumstance. If you feel you fit under this category, please set up an individual meeting with the program coordinator to discuss the process.

Clinical Affiliates **sites subject to change******

- Chicagoland Eye Consultants
- DuPage Eye Center
- DuPage Medical Group
- Eye Care Center of Lake County
- Geneva Eye Care
- Loyola Hospital
- Miller Eye Center
- Retina Associates LTD
- Spectrum Eye Institute
- Wheaton Eye Clinic

Non-Discrimination Statement

The College prohibits discrimination in its admissions, employment, and educational programs or activities on the basis of race, color, sex, religion, creed, national origin, age, ancestry, marital status, sexual orientation, gender identity and expression, arrest record, military status or unfavorable military discharge, citizenship status, and physical or mental disability. The College will protect an individual's right to express their viewpoint or opinion, so long as it does not violate State or Federal law and is not detrimental to the College.

This Policy against discrimination applies throughout all College environments, whether on campus, at work assignments off campus, at College-sponsored social functions, or otherwise.

Procedures to facilitate the College's prohibition of discrimination will be promulgated consistent with the Policy. (Board Policy 20-5).

Student Email Policy

College of DuPage will send all official communications to you through your official COD email (dupage.edu). You will no longer be able to use a preferred email account. You do have the option to forward these communications to a personal email account if you wish.

Check your COD email weekly for important information like:

- Official COD communications
- Financial aid communications
- Petition to graduate

- Transfer credit evaluation
- Prerequisite proof Sensitive
- FERPA-related communications
- Transcript order
- Important messages from instructors

For more information on the student email policy go to:

https://cod.edu/student_life/resources/information_technology/email/email-policy.aspx.

Citizenship/Visa Status

If you are not a U.S. citizen or a permanent resident of the U.S., and if you have any questions or concerns regarding your eligibility to participate in health sciences programs, please contact the **International Student Office**, SSC 2225, (630) 942-3328, e-mail: **intlstdt@cod.edu**.

Qualified applicants will be considered out-of-district in the admissions ranking process if they are **not** a:

- U.S. citizens
- Permanent residents

Licensure/Credentialing

Students can sit for the national certifying exam, the Certified Ophthalmic Assistant (COA) or the Certified Ophthalmic Technician (COT), administered by JCAHPO.

Eye Care Assistant Pre-requisite Courses

(Must be completed by the end of Summer 2021 semester)

Pre-Requisite Required Classes: Must be no more than 5 years' old and have earned a "C" or higher

A&P 1500	Survey of Human Anatomy & Physiology	4 credit hours	OR
A&P 1551 or 71	Human Anatomy & Physiology I	4 credit hours	AND
A&P 1552 or 72	Human Anatomy & Physiology II	4 credit hours	

(This will count as the Physical and Life Science requirement for the A.A.S. degree.)

HLTHS 1110	Biomedical Terminology	3 credit hours
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(This will count as the Global/Multicultural Studies or Contemporary Life Skills requirement for the A.A.S. degree.)

Total: 7-11 credit hours

Eye Care Assistant Program Sequence

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*Eye Care Assistant Program Classes: Fall 2021 Semester*

|          |                                    |                |
|----------|------------------------------------|----------------|
| EYE 1101 | Principles of Eye Care Assistant I | 8 credit hours |
|----------|------------------------------------|----------------|

**Total: 8 credit hours**

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Eye Care Assistant Program Classes: Spring 2022 Semester

EYE 1102	Principles of Eye Care Assistant II	8 credit hours
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Total: 8 credit hours

~~~~~  
*Eye Care Assistant Program Classes: Summer 2022 Semester*

|          |                                      |                |
|----------|--------------------------------------|----------------|
| EYE 1103 | Principles of Eye Care Assistant III | 9 credit hours |
|----------|--------------------------------------|----------------|

**Total: 9 credit hours**

|            |                       |                |
|------------|-----------------------|----------------|
| SURGT 1000 | Ethics in Health Care | 4 credit hours |
|------------|-----------------------|----------------|

**29 credit hours**

\*Classes will be in a Hybrid format which includes: online instruction, face-to-face lecture/lab time and clinical rotations.

## Ophthalmic Technician Pre-requisite Courses

|            |                                      |                |
|------------|--------------------------------------|----------------|
| EYE 1101   | Principles of Eye Care Assistant I   | 8 credit hours |
| EYE 1102   | Principles of Eye Care Assistant II  | 8 credit hours |
| EYE 1103   | Principles of Eye Care Assistant III | 9 credit hours |
| SURGT 1000 | Ethics in Health Care                | 4 credit hours |

### General Education Courses Required to Graduate

**It is highly recommended that potential candidates complete as many or all of these courses prior to entrance into the program.**

Please see the following link to the Student Planning Worksheet for the Associate in Applied Science Degree for details.

[https://cod.edu/student\\_life/resources/counseling/pdf/student\\_planning/student\\_planning\\_aas\\_current.pdf](https://cod.edu/student_life/resources/counseling/pdf/student_planning/student_planning_aas_current.pdf)

#### General Education Required Categories:

|                                                                   |             |
|-------------------------------------------------------------------|-------------|
| Speech 1100, 1120 or 1150                                         | 3 credits   |
| English 1101 or 1105                                              | 3 credits   |
| Math 1100, 1102, 1120, 1428, 1431, 1635, Psych 2280 or Socio 2205 | 3-5 credits |
| Humanities and Fine Arts                                          | 3 credits   |
| Social and Behavioral Sciences                                    | 3 credits   |

## **Ophthalmic Technician Program Sequence**

|                                                                      |                           |                               |
|----------------------------------------------------------------------|---------------------------|-------------------------------|
| ~~~~~                                                                |                           |                               |
| <i><b>Ophthalmic Technician Program Classes: Fall Semester</b></i>   |                           |                               |
| OPTH 2101                                                            | Ophthalmic Technician I   | 4 credit hours                |
|                                                                      |                           | <b>Total: 4 credit hours</b>  |
| ~~~~~                                                                |                           |                               |
| <i><b>Ophthalmic Technician Program Classes: Spring Semester</b></i> |                           |                               |
| OPTH 2102                                                            | Ophthalmic Technician II  | 5 credit hours                |
| <i><b>Ophthalmic Technician Program Classes: Spring Semester</b></i> |                           |                               |
| OPTH 2103                                                            | Ophthalmic Technician III | 5 credit hours                |
|                                                                      |                           | <b>Total: 10 credit hours</b> |
| ~~~~~                                                                |                           |                               |
| <b>14 credit hours</b>                                               |                           |                               |

\*Classes will be in a Hybrid format which includes: online instruction, face-to-face lecture/lab time and clinical rotations

## Eye Care Assistant & Ophthalmic Technician Registration Requirements

The following are **REGISTRATION REQUIREMENTS** for the Eye Care Assistant & Ophthalmic Technician program. These Registration requirements are a part of your **PACKET**. Your packet must be complete in order to be considered for **REGISTRATION** and allowed to **REGISTER** for the course.

**NOTE: Admission Committees for all Health Science programs has the right to deny admission to any applicant that they feel is unable to fulfill these essential functions as described.**

Use this **Registration Requirements checklist** to assure that you have everything you need to complete your packet. There is a **Registration Deadline** of **Friday, August 20, 2021 at 5pm or until course fills** for this program. Be sure all items below are completed in advance of that deadline.

- \_\_\_\_\_ 1. Attend a mandatory **Eye Care Assistant/Ophthalmic Technician [Advising Session](#)**. **It is required that an applicant attend an advising session within a 12 month period prior to the application deadline.** A Photo ID is required for attendance at advising sessions.
- \_\_\_\_\_ 2. If you have not been admitted to College of DuPage, please complete the **non-refundable \$20 [College of DuPage General Admissions Application](#)** online. **This application is for general admissions to College of DuPage only.**
- \_\_\_\_\_ 3. To ensure that all of your eligible credits are evaluated towards the admission requirements, turn in **ALL** official Transcripts from institutions that you have attended. Immediately:
  - a. Submit your official transcript(s) to **College of DuPage, [Office of Student Records](#)**. *If College of DuPage is the only institution you have attended, you do not need to request official transcripts.*
  - b. Verify receipt of your transcript(s). Log into myACCESS account, click on ‘myACCESS for Students’, select ‘**My Profile**’. The receipt status of your transcript will be listed under ‘**Transcript Institutions**’.

NOTE: If you have an international transcript from high school or college, it must first be evaluated. Please visit the following website [http://cod.edu/registration/records/trans\\_eval\\_listing.aspx](http://cod.edu/registration/records/trans_eval_listing.aspx) for details.

- \_\_\_\_\_ 4. **All pre-requisite courses must be completed by the end of Summer 2021 semester with a grade of “C” or better. Classes must have been completed less than five years ago (Summer 2016 – Summer 2021).**
  - Anatomy & Physiology 1551/1571 & 1552/1572 OR A&P 1500. Note: If you choose to take the ANAT two-course sequence (1551 & 1571 OR 1572 & 1572, then both courses need to be completed by the end of the Summer 2021 semester)
  - Health Sciences 1110, Biomedical Terminology (Must be equivalent to College of DuPage course).

**NOTE: SURGT 1000: Ethics in Health Care must be completed by the end of the Eye Care Assistant program (Summer 2022)**

- \_\_\_\_\_ 5. Complete a Criminal Background Check. The College of DuPage has partnered with [CastleBranch.com](http://CastleBranch.com), a background check service that allows students to purchase their own background checks online. The results of a background check are posted to the [CastleBranch.com](http://CastleBranch.com) website in a

secure, tamper-proof environment, where the students, as well as the program coordinator can view the background check.

To order your background check, please follow the instructions below.

- a. Go to [CastleBranch.com](http://CastleBranch.com)
- b. In the **PLACE ORDER** box, enter package code: **OK53bg**
- c. Select a method of payment: Visa, MasterCard or Money Order
- d. You will receive a **Release Form** when placing your order and it will be in your CastleBranch To-Do List
  - a. Complete and return the CastleBranch Release Form by faxing to e-mailing to [expedite@castlebranch.com](mailto:expedite@castlebranch.com) or 910-343-9731

Please note, that your background check will **not** get processed until the release form is received so please return to them ASAP.

The results will be available at your e-mail in approximately 48 to 72 business hours. ***You must wait until your results are completed and the Program Specialist has received your results before you are eligible to register.***

\_\_\_\_\_ 6. Submit the completed Health Requirement Acknowledgement Form (page 13) to [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu)

\_\_\_\_\_ 7. Once all above steps are completed, please e-mail [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu) to notify them of your interest in either the Eye Care Assistant or Ophthalmic Technician program. You will then receive instructions to register for EYE 1101.

### **To be completed by September 1<sup>st</sup>:**

All **Health Requirements**, including a chart review with *Edward Corporate Health* and drug test **must be completed by September 1<sup>st</sup>**. Please see pages 13-14 for instructions and watch the following video: <https://youtu.be/M6khaCBRj04>.

For any questions; please e-mail [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu)

# College of DuPage

## Health Career Programs

### Health Requirement Acknowledgement

Part of this program is to complete health requirements prior to the first clinical rotation. Please see the [health requirement packet](#) for details. **Please do not complete these requirements until you are instructed to do so.** Along with the health requirements, you will also complete a drug test and background check.

Failure to submit the necessary paperwork, obtain the required examinations and vaccinations, and/or are obtain clearance to participate in all the program's clinical activities, without restrictions and/or precautions, you may be considered ineligible for the program and can be withdrawn from the program courses in which you are registered.

I, hereby, acknowledge that:

- a. I have reviewed the [Health Requirement packet](#) for the program and understand that the program has specific requirements that must be completed during specific time periods as directed.
- b. I have reviewed and understand that enrollment and participation in the clinical component of the program is subject to the practices and requirements of the clinical site, which may necessitate additional health requirements.
- c. I understand that my failure to complete the health requirements mandated by the program and/or the clinical site may prevent either my registration into the program or continuation in the program.

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Signature

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Date

---

Print

---

Program Name

Email to [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu) or return to:  
College of DuPage Nursing & Health Science Division Office, HSC 1220

# Eye Care Assistant & Ophthalmic Technician – Fall 2021 Admits

## STEPS FOR COMPLETING Health Requirements, Medical Document Manager and Drug Test

All steps below **MUST** be completed by **9/1/21**

### 1. Health Requirements—**Begin this step as soon as possible.**

Please read the Health Requirements Packet. You have two options for completing your health requirements. You can use your **own Healthcare Provider** or choose **Edward Corporate Health (ECH)**. (You are encouraged to use your own healthcare provider so that you can use insurance. ECH does not accept insurance). The link to the Health Requirements Packet is located on the Eye Care Assistant & Ophthalmic Technician website. Go to the COD homepage and choose “Academics”/ “Programs of Study”/ “Health Sciences” / “Eye Care Assistant” or “Ophthalmic Technician” / “Health Requirement Packet”. Please also refer to <https://youtu.be/M6khaCBRj04> for detailed instructions.

**NOTE:** Please **start your health requirements as soon as possible** as you must have IGg immune titers for Hep B, MMR & Varicella. Proof of the vaccine series will **not** be acceptable.

- **QuantiFERON TB Gold Blood Test:** Complete on **8/3/21 or later**. You must wait until 8/3/20 to complete this test
- Physical Exam – within the last year
- TDAP vaccine
- Hepatitis B Immune IGg Titer (blood test)
- Varicella Immune IGg Titer (blood test)
- MMR – Measles (Rubeola), Mumps, Rubella Immune IGg Titer (blood test)
- **Flu Vaccine:** The new **2021-2022 Flu Vaccine**

If you have NOT yet received the current 2021-2022 flu vaccine (given last fall season), you should not be concerned. You are exempt from that particular vaccine. (If you did obtain this vaccine already, that is fine, however, you will still be required to obtain the new vaccine that will come out this summer/fall season.) All students are **REQUIRED** to obtain the new **2021-2022 Flu Vaccine** that will come out in July/August 2021. You must upload proof of this vaccine in your Castle Branch account.

After you complete all the necessary health requirements by visiting your own Healthcare Provider or Edward Corporate Health from Step 1 above, you need to be officially cleared by **Edward Corporate Health** by scheduling an appointment for an in-person **Chart Review**. Follow Step 2 for details.

### 2. Call Edward Corporate Health **NOW** to schedule the in-person **Chart Review appointment**, choosing dates **8/3/21 through 9/1/21**. Even though you probably have not completed all of your health requirements, the goal is to reserve an appointment time now.

Cost of Chart Review: \$30

The reason in which you have to wait for your Chart Review is due to the fact that the QuantiFERON TB Gold Blood Test must be done on **8/3/21 or later**. You cannot have your Chart Review until after the QuantiFERON TB Gold Test is complete. (I apologize for the quick turnaround time, however, this is the only way in which we can prevent you from having to pay for more than one test per year).

Edward Corporate Health options: (Again, call **NOW** to schedule your appointment, choosing dates 8/3/21 through 9/1/21).

1. Naperville (630) 527-7299 press #2
2. Bolingbrook (630) 527-7299 press #2
3. Addison (331) 221-0570 press #2
4. Elmhurst (331) 221-0570 press #2

3. **Medical Document Manager** - **Begin this step as soon as possible.**  
Order the following Package Code through [www.CastleBranch.com](http://www.CastleBranch.com).

Order Package Code: **OK53im**

This code allows you to order & pay for the below (\$35):

1. **Medical Document Manager** – **AFTER** you have completed your Chart Review with Edward Corporate Health, you will upload your health records. The first document you are able to upload is the Edward Clearance form, then proceed to upload all other documents. This piece needs to be completed with everything “cleared” by **9/1/21**.

**Please refer to the Health Requirements Video Link (<https://youtu.be/M6khaCBRj04>)**

4. **Drug Test** – Can begin **On 8/10/21 or later** through [www.CastleBranch.com](http://www.CastleBranch.com)

**On 8/10/21 or later**, Order Package Code: **OK53dt**.

Once you place the order & pay, please go to your “To Do List” in your Castle Branch account and print the “Chain of Custody” form. You will then need to go to the Quest Diagnostic Lab location listed on the bottom of the Chain of Custody form and take the 10-panel urine drug test. (If you take the drug test earlier than 8/10/20, you will need to re-pay and re-take the drug test.

5. **CPR Card** – Can begin this step now.

You will need to obtain CPR Certification through the **American Heart Association (AHA) and choose ‘Basic Life Support (BLS) Providers’**. The class **MUST** be for ‘Healthcare Providers’. (*NOTE: If you take a CPR course that is different than the above, it will NOT be accepted and you will be asked to complete the correct course*). You will upload proof of this to your Medical Document Manager in CastleBranch.

6. **Insurance Coverage** - Can begin this step now.

You will need to have valid insurance that covers you for the entire length of the program. You will upload a copy of your card through your Castle Branch profile (Medical Document Manager). If you need assistance obtaining insurance through the College, please visit <http://insurewithintegrity.com/COD/>.

**DUE DATE:** for all requirements above is **9/1/21**

For questions, please email [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu)