



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED MEMORANDUM ORDER

No. 19
Series of 2004

**SUBJECT : PROPOSED GUIDELINES FOR THE OPTOMETRY
CLINICAL PRACTICUM / EXTERNSHIP PROGRAM**

DATE : June 4, 2004

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994", and for the purpose of rationalizing Optometry Education in the country with the end in view of keeping at pace with the demands of global competitiveness, the following Proposed Guidelines for the Optometry Clinical Practicum/Externship Program are hereby adopted and promulgated by the Commission, thus:

**ARTICLE I
VISION**

Optometry Clinical Practicum/Externship shall be an academic undertaking recognized in the Philippines and globally accepted. It shall be the minimum standard by which schools measure their performance in terms of optometry internship/externship development. Symbol of quality shall be competence, ethical values, teamwork and ability of students to respond to the patient needs in the eye health care delivery system.

MISSION STATEMENT

To develop optometry students who are professionally competent with desirable personal traits through leadership in education, research, industry, clinical field of specialization and commitment to serve the eye health care needs of the country and of the global community.

**ARTICLE II
DESCRIPTION**

The Optometry Clinical Practicum/ Externship is in the fourth year proper of the Doctor of Optometry degree. It provides an intensive, challenging, educational experience for students in a unique and individualized experience in optometric care in the context of the total health care and eye care. It provides broad clinical exposures for students through hospital and community rotations in Hospital and Community Optometry I. This provides for basic training as allied health practitioners in selected department of affiliated

hospitals/centers/clinics namely: Ophthalmology, Trauma (E.R.), Ears, Nose, Throat (ENT), Pediatric and Geriatric, Internal Medicine (Neurology, Cardiology, Endocrinology, Radiology and Neurophysiology). It further provides for training in primary care and public health optometry in community health centers. It also trains the students in both clinical and management aspects of clinic operations through rotations in affiliated private clinics.

In Hospital and Community Optometry II, the program provides exposure in specific areas of eye care and industry. It includes hospital rotations in various ophthalmological services namely: external eye diseases, cornea, anterior segment, uveitis, glaucoma, pediatric ophthalmology and strabismus, retina and neuroophthalmology. It further provides for rotations in eye centers with facilities in refractive surgeries and other new technologies. It also provides for rotation in various optometric specializations namely: cornea and contact lens, pediatric and binocular vision, low vision, sports vision, occupational and industrial optometry, practice management, laboratory operation and optical manufacturing. Finally, it provides for exposure to visual learning disabilities through rotation in Special Education (SPED) centers/clinics.

ARTICLE III OBJECTIVES

The program aims to:

1. Ensure that the students demonstrate satisfactory knowledge, skills and attitudes in the provision of quality comprehensive eye care service as a primary eye care provider.
2. Develop among students a wholistic learning responsibility and functional standards in the areas of observation, communication, intellectual-conceptual and integrative abilities and behavioral and social attributes.
3. Enhance critical/analytical-thinking skills that will enable them to participate in research undertakings, continuing professional development to respond to the challenges of the profession.
4. Develop committed, competent, and competitive optometrists in serving the eye care needs in both local and international communities.
5. Establish inter-disciplinary referral system.

ARTICLE IV REQUIREMENTS

1. Only those who have completed all the course requirements for the first three years of Optometry proper shall be qualified for internship/externship.
2. Applicants shall undergo physical and laboratory examinations (school/hospital policy).

**ARTICLE V
GENERAL RULES**

1. The school, in coordination with the accredited training clinic/center/hospital shall provide a training program in line with approved CHED updated Policies and Standards on Optometry Clinical Practicum/Externship Program (OCPEP).
2. The school and the training clinic/center/hospital shall enter into a contract of affiliation.
3. The school shall assign student clinicians only to accredited optometry training clinic/center.
4. The school shall pay the required affiliation fee to the accredited optometry training clinic/center.
5. Colleges and universities shall require their student clinicians to attend seminars/scientific symposia relevant to Optometry Education.

**ARTICLE VI
DUTIES AND RESPONSIBILITIES OF STUDENT CLINICIANS**

Section 1 **Proper Decorum**

- 1.1 Behave professionally at all times
- 1.2 Serve the patients with compassion
- 1.3 Avoid undue familiarity and intimacy with patients, staff, co-worker
- 1.4 Handle patient's information with utmost confidentiality
- 1.5 Work harmoniously with fellow interns/externs and other personnel of the institution
- 1.6 Follow the provisions in the code of ethics of the optometry clinical practicum/externship manual of conduct and training institution.

**ARTICLE VII
OFFENSES AND SANCTIONS**

Section 1 **Sanctions on offenses incurred by student clinicians shall be subjected to the schools' disciplinary measures. The offenses include the following:**

- 1.1. absences/tardiness

- 1.2. cheating in any form (intercalation, forgery, falsification of documents, etc.)
- 1.3. alcohol intake
- 1.4. inflicting injuries
- 1.5. carrying deadly weapons
- 1.6. use of prohibited drugs
- 1.7. sexual harassment
- 1.8. vandalism
- 1.9. willful destruction of hospital property
- 1.10 gambling
- 1.11 stealing

ARTICLE VIII
RESPONSIBILITIES OF THE SCHOOL AND THE ACCREDITED OPTOMETRY
CLINIC AND HOSPITAL

Section 1 Responsibilities of the School

The school shall:

- 1.1. familiarize with the accredited optometry clinic/centers in the implementation of the program
- 1.2. meet the following requirements before applying for affiliation to the optometry clinic and hospital training center.
 - 1.1.1 recognition from the Commission on Higher Education (CHED) in conjunction with the Board of Optometry, PRC.
 - 1.1.2 compliance with the provisions of R.A. 8050, Optometry Law.
- 1.3. provide a clinical coordinator/instructor experienced in actual clinical work to monitor the students' attendance, behavior and performance, in coordination with the optometry clinic/hospital.
- 1.4. coordinate with the affiliate in implementing the internship/externship program
- 1.5. ensure that clinical coordinators and students observe and abide by the policies, rules and regulations of the optometry clinical practicum/externship clinical training manual and that discipline is maintained at all times.
- 1.6 implement sanction on offenses committed by students in coordination with the accredited optometry clinic/hospital training center.

1.7 A clinical coordinator for every ten(10)-fifteen(15) students shall be provided by the school to:

1.7.1 monitor individual attendance, behavior and performance, in coordination with the training clinic/center/hospital both in theoretical and practical application.

1.7.2 guide in reading and applications of theoretical knowledge gained from school to actual practice.

1.7.3 assist the preceptor in the implementation of the program.

Section 2

Responsibilities of the Affiliated Optometry Clinic/Hospital/Center

2.1 the duly accredited and licensed optometry clinic/hospital shall be the official clinical practicum/externship training centers.

2.2 the accredited optometry clinic/hospital shall allow students to attend official school activities/functions when requested by the Dean without sanctions.

2.3 the preceptor shall orient the students on the following:

- number of patients a student should see/attend to
- types of projects/output the student will be expected to do
- the educational nature of the program
- the importance of the optometrists' orienting patients, office, or hospital staff to the student's presence and role
- information about the optometry school and how the preceptorship experience fits into the overall curriculum

2.4 The preceptor shall evaluate the performance of the student clinicians based on the following criteria:

- a. patient evaluation
- b. patient care
- c. conduct, attitude and appearance

Section 3

Joint Responsibilities of the Institution and the Training Clinic/ Hospital/ Center

The school and the accredited optometry clinic/hospital shall:

3.1 prepare and implement the optometry clinical practicum/externship training program

- 3.2 monitor and evaluate the implementation of the program and institute changes
- 3.3 maintain cooperation and harmonious relationships among student clinicians and staff

Section 4 Duties and Responsibilities of a Clinic Coordinator

- 4.1 provide both preceptors and preceptees with an appropriate description of program goals and expectations
- 4.2 provide preceptors with a list of diagnostic and laboratory/clinical skills in which participating students are knowledgeable
- 4.3 encourage the preceptee and preceptor to develop together a set of learning objectives that fit within the program goals and meet the particular needs of the individual student as well as the special interests and competencies of the preceptor.
- 4.4 encourage preceptee and preceptor to review learning objectives at different times during preceptorship to determine the extent to which they are met, modify them based on realistic assessment and evaluate the adequacy of the setting for accomplishing the objectives.
- 4.5 encourage preceptee and preceptor to evaluate the extent to which program and individual goals have been met.
- 4.6 provide an opportunity for development of preceptee and preceptor by conducting workshops.

**ARTICLE IX
TRAINING METHODOLOGY**

The training pedagogy shall include but not limited to the following:

1. lectures and seminars
2. multi-media instructions
3. case presentation
4. formal discussions/debates
5. reading assignments
6. daily activity report

**ARTICLE X
PERFORMANCE EVALUATION**

1. To evaluate the performance of the students, the following shall be applied:

1.1 Examinations (50%)

1.1.1 Theoretical

- Quizzes
- Shifting examinations
- Final comprehensive examinations

1.1.2 Practical

1.2 Clinical Performance (50%)

1.2.1 Competency Skills

1.2.2 Attitude and Behavior

1.2.3 Attendance and Punctuality

**ARTICLE XI
CRITERIA OF AN AFFILIATION CENTER**

Section 1. Private Clinic

- 1.1 Good patient base
- 1.2 Peer Recognition in area of specialty
- 1.3 Availability of instruments/equipment relevant to area of specialty
- 1.4 Availability of learning resources
- 1.5 Accessibility

Section 2. Hospital


- 2.1 Teaching Hospital

Section 3 Community Health Center

- 3.1 Accessibility

For strict compliance.

Pasig City, June 21, 2004.


ROLANDO RAMOS DIZON
Chairman

ADCC/Quinta Folder
OAG OPTOMETRY INTERNSHIP PROGRAM

OSS Conrad 6-23
Chairman's Office Edm 6/23/04
Comm: Punzal Amelicio 6-23-04
Comm: Puno Edm 6/23/04
Comm: Padolina Chito 6/23/04
Comm: Maglangit Edm 6/23/04
APS Edm 6/23
E.O. Edm 6/23
OPS Edm 6/23
CLS Edm 6/23
IAS Edm 6/23
HEDF Edm 6/23
OPPRI Edm 6/23
PRIS Edm 6/23
BTEBAP Edm 6/23/04

CHEDRO6 copies mailed - 6/23/04