



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

CHED MEMORANDUM ORDER (CMO)

No. 31

Series of 2004

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

**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 Internship and 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 departments of affiliated hospitals/centers/clinics, specifically in Ophthalmology, Ocular Emergencies, Ears, Nose, Throat (ENT), Pediatrics Geriatrics, Internal Medicine (Neurology, Cardiology, Endocrinology), Occupational Rehabilitation and Radiology; through which rotation optometry externs may observe clinical and medical situations with the endpoint of knowing when to properly refer patients for medical and surgical management. It further provides for training in primary care and public health optometry in community health centers. It also exposes the students to the many aspects of practice management 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 so that the optometry extern may better recognize and appreciate the different eye conditions and diseases as they relate to the practice of optometry with the endpoint of knowing when to properly refer patients for medical and/or surgical management. It further provides for rotations in eye centers with facilities in refractive surgery and other new technologies to acquaint optometry externs with the aspects of preoperative and postoperative management. 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.

It shall be the responsibility of the individual Colleges of Optometry to coordinate with the respective departments in affiliated hospitals/centers/clinics in which their externs will rotate.

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 Internship and Externship Program (OIEP).
2. The school and the training clinic/center/hospital shall enter into a contract of affiliation.
3. The school shall assign students 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 INTERNS

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 internship/externship manual of conduct and training institution.

ARTICLE VII OFFENSES AND SANCTIONS

Section 1

Sanctions on offenses incurred by interns 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 internship/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 internship/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 clinician
 - 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 students 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 internship/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

This CMO shall take effect immediately and shall remain in force until otherwise revoked or superseded.

For strict compliance.

Pasig City, Philippines
September 22, 2004


BRO. ROLANDO R. DIZON
Chairman