Preparing Tomorrow’s Workforce Through Partnership with Business/Industry

ADVISORY COMMITTEE HANDBOOK 2012-2013

OPHTHALMIC TECHNICIAN PROGRAM

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President’s Welcome

Thank you for your interest in participating on our Advisory Committee. Our faculty and staff rely on seasoned input from a range of community professionals to ensure that Volunteer State Community College has the latest information on which to base our program decisions.

We depend on our advisory committee members to share with the College the latest trends in the area’s workforce. Advisory committee members are also active participants in preparing our students for internships, service experiences and other pre-employment activities. Occasionally we may also ask that you participate in program or college accreditation processes. Finally, and perhaps most importantly, advisory committee members help share with the community the compelling story of our high quality career/technical education programs.

This handbook was developed based on faculty, staff, and advisory committee input. The purpose of the handbook is to align the advisory committee process with our College vision. Your active participation will help us achieve that goal.

On behalf of the faculty, staff, and students of Volunteer State Community College, we thank you for your interest and involvement in this very important endeavor.

Jerry L. Faulkner, Ph.D.
President
Vision for Career/Technical Education (CTE) Advisory Committees

- assist in positioning the College as a leader in regional education, workforce training, and economic development programming
- assist the College in developing mission-consistent educational and training solutions for area businesses and industries
- assist the College in effectively responding to community input regarding the determination of educational programs and curriculum
- assist the College in meeting the standards and expectations of the Tennessee Higher Education Commission (THEC), the Tennessee Board of Regents (TBR), the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), and the respective program-specific accrediting, certifying, and approval agencies

Overview of CTE Advisory Committees

The career/technical advisory committees’ primary purpose is to advise and serve as the link between the College and the area’s business and industry community. Volunteer State’s career/technical programs are designed to prepare completers for entry-level positions in a variety of fields in the workforce, as well as preparing individuals currently in the workforce seeking career-advancement and/or enhancement training.

The advisory committees are groups of business and industry experts selected by the College to serve in an advisory capacity to the College’s career/technical programs. Properly functioning advisory committees help the College administration, faculty and staff members in ensuring that programs reflect the changing needs and interests of areas citizens, the business and industrial workforce, and the communities they represent. The committees shall be advisory only, having no administrative authority, and are not created to take away any of the rights and/or privileges of the College administration and program staff members.

The administration of Volunteer State Community College actively supports the important role of advisory committees. The College values the
consultative nature of advisory committees and recognizes the significance of the advice, insight and feedback to faculty, administration and staff regarding the alignment of college programs with the area’s workforce needs. Advisory committees are called upon to be active participants in the program evaluation and effectiveness processes and curriculum review. Committee members also play a major role in assisting the program staff in the identification and development of clinical and internship training sites, and provide a vital service to the College by identifying and soliciting external sources of funding and support for the development of new programs and expansion and enhancement of existing programs.

**CTE Advisory Committee Structure and General Guidelines**

Committee membership represents a broad range of community leaders from business, industry, healthcare, government, and service agencies. The number of committee members varies with the specific program; however, every attempt is made to select a representative cross section for each program area. Many committees have a lay Chairperson who is elected by the committee members or appointed by the College. In addition to the appointed members of an advisory committee, the Division Dean and faculty responsible for the program, as well as the Vice President for Academic Affairs, attend committee meetings. On most committees, student representatives also serve as members.

Members are typically appointed for one to three years and may be re-appointed for additional terms. Service is, of course, voluntary on the part of appointed committee members.

Each advisory committee shall meet at least once a year. Special meetings may be called by the program staff or chairperson.

The majority of the duties and responsibilities of committee members are consistent from one committee to another. In some cases, however; external factors, such as variations in the levels of emphasis of a particular accreditation standard by an agency, may impact the actual duties and responsibilities of the members of that committee. A detailed listing of the primary duties and responsibilities related to the committee to which you have been appointed are outlined in Section 2 of this handbook.
Section 1. Ophthalmic Technician Program

Program Description

This Associate of Applied Science (A.A.S.) degree program is designed to prepare the student to act as an entry level Ophthalmic Technician. An Ophthalmic Technician works under the direction of an ophthalmologist (an M.D.) with duties including, but not limited to, medical history-taking, visual acuity testing, refractometry, contact lens fitting, visual field evaluation, eye muscle and pupil evaluation, assisting in eye surgery, and performing a variety of technology-based diagnostic testing and patient services.

Admission to the program is limited and on a competitive basis. The deadline for application to the program is March 31st. Screening for summer entry into the program is conducted in April. Acceptance is contingent upon meeting the computer literacy requirement (INFS 1010), completion of the general education core, AHC 115*, and OPH 105 with a cumulative GPA of 3.0 or better, prior to summer term. Once students are admitted to the program, three consecutive semesters of intensive full-time study are required for graduation. This is a “one-plus-one” program consisting of one year of general education and prerequisites, plus one year of the ophthalmic major courses. Upon completion, graduates are eligible to take the national certified Ophthalmic Technician (COT®) examination.

Accreditation
Committee on Accreditation for Ophthalmic Medical Programs (CoA-OMP)

CoA-OMP
2025 Woodlane Drive
St. Paul, MN  55125-2998
(651) 731-2944

Effective Period: Continuing Accreditation to August 2017
Program Faculty
Alisha Cornish, OD, COT
Program Director
Alisha.cornish@volstate.edu
615-230-3723

Samantha Kiernan, COT
Program Clinical Coordinator
Samantha.Kiernan@volstate.edu
615-230-2133

Clinical Sites for 2016-2017

<table>
<thead>
<tr>
<th>AFFILIATES</th>
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<tr>
<td>Cornea Consultants of Nashville</td>
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<tr>
<td>Eye Centers of Tennessee</td>
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<td>Vanderbilt Eye Institute, Lebanon</td>
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<td>Vanderbilt Eye Institute, Hendersonville</td>
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<td>Vanderbilt Eye Institute-Main</td>
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<td>Wang Vision Institute</td>
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Curriculum

General Education Requirements - Credits (16)

- Humanities and/or Fine Arts  Credits: (3)
- BIOL 2010 - Human Anatomy and Physiology I  Credits: (4)
- ENGL 1010 - English Composition I  Credits: (3)
- MATH 1010 - Math for Liberal Arts  Credits: (3) or higher
- PSYC 1030 - General Psychology  Credits: (3)

Major Core Course Requirements - Credits (49)

- AHC 115 - Medical Terminology  Credits: (3)
- BIOL 2020 - Human Anatomy and Physiology II  Credits: (4)
- OPH 102 - Ocular Anatomy and Physiology  Credits: (2)
- OPH 105 - Introduction to Ophthalmic Technology  Credits: (2)
- OPH 110C - Clinical Applications I  Credits: (4)
- OPH 112 - Ophthalmic Optics  Credits: (2)
- OPH 120C - Clinical Applications II  Credits: (8)
- OPH 121 - Basic Ophthalmic Pharmacology  Credits: (1)
- OPH 123 - Introduction to Ophthalmic Diseases  Credits: (1)
- OPH 126 - Ocular Motility  Credits: (2)
- OPH 127 - Refractometry/Retinoscopy  Credits: (2)
- OPH 130C - Clinical Applications III  Credits: (7)
- OPH 150 - Ophthalmic Procedures I  Credits: (3)
- OPH 151 - Ophthalmic Procedures II  Credits: (3)
- OPH 152 - Ophthalmic Procedures III  Credits: (3)
- OPH 153 - Ophthalmic Procedures IV  Credits: (2)

Total Degree Requirements Credits - (65)

Computer Literacy Requirement
See http://www.volstate.edu/ComputerLiteracy/ for Computer Literacy Requirements

Courses

OPH 102* Ocular Anatomy and Physiology (2) This course will present the normal anatomy of the adnexa, globe and visual pathway and the physiology of ocular movements and vision. In addition, some of the more common pathophysiology will be discussed and identified. PREREQUISITE: Formal admission to the Ophthalmic Technician Program.

OPH 105* Introduction to Ophthalmic Technology (2) This course introduces students to the history of Ophthalmic Technology, including roles and responsibilities in the field. Ethics of patient care and medical economics will also be discussed. PREREQUISITES: Formal admission to the Ophthalmic Technician Program.
OPH 110C* Clinical Applications 1 (4) Supervised practice of clinical skills learned during the Fall Semester. 202 clinical hours per semester. PREREQUISITE: Formal admission to the Ophthalmic Technician Program.

OPH 112* Ophthalmic Optics (2) Students will learn the basic physical, geometric, and physiologic optical principles as applied to the eye and visual system including the visual pathway, light transmission, absorption, reflection and refraction. PREREQUISITE: Formal admission to the Ophthalmic Technician Program.

OPH 120C* Clinical Applications II (8) Supervised practice of clinical skills learned during the Spring Semester. 404 clinical hours per semester.

OPH 121* Basic Ophthalmic Pharmacology (1) This course will acquaint the student with ocular pharmacology including diagnostic agents, therapeutic agents, antibiotics, topical anesthetics, antivirals, antihistamines/antiallergic agents, and many of the systemic medications with which they will come into contact. Indications for these agents and their common side effects will be discussed. A review of the autonomic nervous system as it relates to medications and their actions will be presented.

OPH 123* Introduction to Ophthalmic Diseases (1) Basic characteristics of common ocular disorders will be presented in this course. Included are: the anterior segment, ocular adnexa, posterior segment diseases and conditions most common to the ophthalmology practice. A review of systemic diseases relating to ocular conditions will be presented as well as common diagnostic and therapeutic treatments. Triage for ocular emergencies will be presented in detail.

OPH 126* Ocular Motility (2) Principles and techniques of keratometry, exophthalmometry, tonography, and advanced motility are presented with emphasis on skill development in these procedures.

OPH 127* Refractometry/Retinoscopy (2) This course will introduce students to the principles and techniques of retinoscopy and refractometry measurements with emphasis on skill development using various retinoscopes. Principles and techniques of spectacle fitting and adjustment will also be included.

OPH 130C* Clinical Applications III (7) Supervised practice of clinical skills learned during the Summer Semester. 354 clinical hours per semester.

OPH 150* Ophthalmic Procedures I (3) Basic principles and skills for ophthalmic procedures will be taught. These include visual acuity measurement, lens measurements, tonometry, charting, medical history documentation, use of slit lamp, OSHA requirements, and papillary exam. PREREQUISITE: Formal admission to the Ophthalmic Technician Program.

OPH 151* Ophthalmic Procedures II (3) This course introduces the student to fundamentals of surgical assisting, microbial controls, the safe handling of equipment and supplies, and the use of specialized equipment for ophthalmic photography, ultrasonography, and corneal topography. Basic interpretations of fluorescein angiography and laser procedures are also included.

OPH 152* Ophthalmic Procedures III (3) This course introduces the students to the fundamentals of surgical assisting, microbial control procedures, and safe handling of equipment and supplies. Contact lens fitting and patient instruction techniques will also be covered.

OPH 153* Ophthalmic Procedures IV (2) This course introduces the student to the principles and techniques of visual field measurement, causes of visual field loss, basic external ophthalmic exam and the documentation of all testing and exam results.
Section 2. Ophthalmic Technician Program

Advisory Committee

Responsibilities/Activities of the Committee

OPH Advisory Committee members assist the College in program development and enhancement, help to set both short and long-range program goals, and assist the College in better understanding and interpreting community and employer needs.

The primary areas of committee emphasis and associated activities are as follows:

**Curriculum and Instruction**
- review and suggest revisions to course content
- compare/contrast curriculum with the needs of the profession
- identify and explore use of new technologies
- advise on labor market needs and trends
- review, recommend, and assist in obtaining instructional materials

**Program Review**
- review and recommend program goals, objectives, and evaluative benchmarks
- participate in program evaluation
- compare student performance standards to business/industry standards
- assess, recommend, and/or provide equipment and facilities
- participate in annual and long-term program planning and development
- assist in identifying new clinical sites/intern sites/teaching locations
- assist in accreditation activities
Recruitment and Job Placement

- assist in recruiting new staff and potential students
- notify program faculty of area job opportunities for graduates
- provide or assist in obtaining cooperative work experiences, internships/externships, or service-based learning opportunities for students
- assist students in developing resumes and interviewing skills
- assist with career/job fairs and related activities
- assist in employment of graduates/program completers
- assist in conducting placement follow-ups with graduates and employers

Student Activities and Organizations

- sponsor activities in support of OPH student organizations
- support/encourage participation in OPH student organizations
- assist students with career development opportunities
- organize/conduct workplace tours

Graduate and Faculty Professional Development

- support faculty participation in retraining and back to-industry technical skill building
- identify and support professional development opportunities for faculty and graduates

Community/Public Relations

- recommend the program to employers, community, and the media
- participate in student and faculty recognition activities
- promote special College and program events
• assist in developing and implementing program marketing plans

Resources

• participate in annual review of program’s resource needs
• identify external sources of program funding and other levels of needed support
• provide tours and field trips, job shadowing experiences, and speakers
• leverage community resources and broker community partnerships
• assist in identifying and addressing special program needs (i.e., scholarships, equipment, supplies, external funding support for program expansion, etc.)

Evaluations

• participate in the annual evaluation processes regarding both program and advisory committee effectiveness; assist in the identification and implementation of any corrective and/or enhancement action plans
• participate in an annual review of graduate placement data, employer satisfaction survey results, and graduate licensure/certification results
General OPH Committee Information

Meeting times: 6:30 p.m.

Dates: May 26, 2016

Location: OPH Tech Classroom

Frequency of meetings: Once or twice a year depending on need

Special called meetings: Only when necessary

Meet for student selection: If needed

Special Projects and Areas of Emphasis for 2016-2017

Clinical Site Enhancement: Ongoing
Growth of the program: Program awareness project
Self-study: Fall 2016
Site Visit: Spring 2017
Graduation: May
Community Involvement: Guatemala Medical Mission, Vision Walk

Committee Membership for 2016-2017

Misty Bickle, COT
2010 Program Graduate
Eye Centers of Tennessee
Cookeville, TN.

Elvis Brandon, MESS
Dean of Health Sciences
Volunteer State Community College
1480 Nashville Pike
Gallatin, TN 37066

Jana Allen
Special Projects Coordinator
Volunteer State Community College
Gallatin, TN.

George Pimentel, Ed.S, DA
VP of Academic Affairs
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1480 Nashville Pike
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Wayne Chumley, COT  
Corneal Consultants of Nashville  
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Nashville, TN 37203  

Alisha Cornish, OD, COT  
Program Director  
Volunteer State Community College  
Gallatin, TN 37066  

Gary Jerkins, MD  
Program Medical Director  
Nashville Vision Associates  

Amanda Rippy, OT  
2010 Program Graduate  
Loden Vision Centers  

Megan Knight, COT  
2014 Program graduate  
Nashville Vision Associates  

Susan Henry, COA  
Loden Vision Centers  
907 Rivergate Parkway  
Goodlettsville, TN 37072  

MaryGlynn Potts, COT  
Corneal Consultants of Nashville  
2011 Murphy Avenue, Suite 602  
Center  
Nashville, TN 37203  

Samantha Kiernan, COT  
Program Clinical Coordinator  
Technician: Sherman Aesthetic  

Section 3. General College Information

History
The establishment of a state community college at Gallatin involved the cooperative work of many civic leaders and citizens of Sumner County as well as State officials. A unified proposal for a college was presented by Robert L. Wendling, leading a Sumner County delegation, to the Tennessee Higher Education Commission in Nashville on September 11, 1967.

This local initiative anticipated future General Assembly action to authorize and appropriate funds. Upon the recommendation of State Education Commissioner J. H. Warf, Governor Buford Ellington presented the college legislation to the 1969 General Assembly, and it was adopted. Following this action, the Tennessee Higher Education Commission on June 2, 1969 authorized the State Board of Education to establish a community college in Sumner County.

Commissioner Warf and his staff members, T. Wesley Pickel and Hal R. Ramer, accompanied by THEC Chairman John R. Long, Jr., and THEC
executive John Folger, visited Sumner County to inspect four prospective sites provided by the county. City and county civic leaders hosted the visit. On July 29, 1969, Commissioner Warf notified Sumner County Judge I. C. McMahan that a 100-acre tract bought the property from Louis Green, Sr., and deeded it to the State on December 4, 1969. In accordance with State Board of Education requirements, the County also provided $250,000 toward initial construction costs, the City of Gallatin agreed to extend utilities to the site, and the City and County agreed in perpetuity to protect surrounding land zoning and area environmental conditions compatible to a college, along with the provision of police and fire safety services.

On May 8, 1970, Dr. Hal Reed Ramer was elected by the State Board of Education as the founding president of the newly authorized college, effective July 1, 1970. For the preceding seven years, he had been assistant state commissioner for higher education. President Ramer proposed to the Board and Chairman Warf that the new college be named Volunteer State Community College, and this was approved by the board on July 2, 1970. Groundbreaking ceremonies for the first four buildings, Hardaway Construction Company, contractor, were held on November 5, 1970. Pending completion and occupancy of the initial campus facilities in early 1972, temporary operations were located in the Cordell Hull Hotel building in Gallatin. Utilizing the hotel and the educational facilities of several Gallatin churches, the College began instruction in the fall of 1971 with 581 students. In 1972, the General Assembly established the Tennessee Board of Regents as the governing board for the State University and Community College System, at which time the central control of the College transferred from the State Board of Education to the Regents System. On February 1, 2003, Dr. Warren R. Nichols became Volunteer State’s second President.

The College has experienced phenomenal growth in enrollment, curricula, staff, program, public service, facilities, and quality, into this, the thirty-fourth year of its operation. The main campus of Volunteer State is now comprised of sixteen buildings. Numerous off-campus operations extend the College's instruction and public service roles throughout its multi-county area. Since its 1971 inception through the current academic year, more than one hundred thousand persons have attended the College.
Statement of Mission
Volunteer State Community College is a public, comprehensive community college offering associate degrees and technical certificates. The institution is committed to excellence in serving the citizens of northern Middle Tennessee. Volunteer State provides quality innovative educational programs; strengthens community and workforce partnerships; addresses the needs of a global society; promotes cultural and economic development; inspires lifelong learning and prepares students for successful careers, university transfer, and meaningful civic participation through the use of exemplary faculty and staff.

Degrees
The College offers Associate Degree career programs in business, early childhood education and Health Sciences, plus university parallel programs in over 50 major areas.
- Associate of Applied Science-designed for job entry
- Associate of Arts-designed for transfer
- Associate of Science-designed for transfer

Certificates
The College offers a number of Technical Certificate programs specifically designed for job-entry skill development and workforce skill enhancement.