

## STANDARDS OF CLINICAL COMPETENCE FOR DISPENSING OPTICIANS

### For the following scope of practice: **Dispensing Optician**

*In accordance with the Board's core functions under section 118(i) of the Health Practitioners Competence Assurance Act 2003 (HPCA Act), the Board has set the following standards of clinical competence to be observed by Dispensing Opticians. These clinical standards are closely aligned with, and should be read in conjunction with, the Dispensing Optician Scope of Practice.*

Elements/Competencies		Performance criteria and indicators (this is not an exhaustive list)
<b>Task 1</b>	<b>Interprets Optical Prescriptions</b>	
1.1	Analyses optical prescriptions	<p>1.1.1 Consider previously dispensed prescriptions and identify any practical dispensing problems arising that might require the prescriber to review his or her specified parameters.</p> <p>1.1.2 Interpret prescriptions using an understanding of ocular errors, eye conditions and their correction.</p>
1.2	Measures inter pupillary distance	<p>1.2.1 Inter pupillary distance should always be measured using a pupilometer or pupillary rule, or any contemporary technical device that is designed for performing this measurement to required standards.</p>

1.3	Takes relevant measurements to suit the design of an optical appliance (excluding contact lenses)	1.3.1	Accurate measurements should be taken in relation to the design of the optical product.
		1.3.2	Monocular centres must be measured when required by lens design.
1.4	Adjusts lens power to account for altered back vertex distance (BVD), base prism, vertical imbalance or spectacle lens design	1.4.1	Accurately calculate and adjust lens power to account for altered BVD, base prism, vertical imbalance, and spectacle lens design.
		1.4.2	Accurately document any changes to the script due to any changes in BVD, base prism, vertical imbalance and spectacle lens design.
1.5	Accurately measures heights of segment or progression	1.5.1	Correct procedure should be applied with regard to measuring the height of monocular centres when dispensing multifocal lens forms. Manufacturer recommendation must be taken into consideration for all multifocal lenses.
1.6	Provides advice on optical appliances including lens types, frame selection, contact lens care and maintenance regimes	1.6.1	Assist client with frame selection by displaying thorough knowledge of frame features. Consider benefits and limitations of the various materials, shapes, cosmetic applications and costs. Take into account any specific requirements the client may have.
		1.6.2	Advise client regarding the selection of lenses available using an awareness of the latest lens designs and technology. Explain benefits and limitations of lens

materials, treatments and tints. Account should be taken of the use of the finished appliance and safety factors. Full explanations of what can be expected from the final product should be given. Give advice on sun protection and related accessories.

- 1.6.3 Order the optical appliance giving full and accurate information to ensure final product is exactly as specified for client.
- 1.6.4 Discuss advantages and disadvantages of contact lenses and the related lens maintenance and eye care issues.

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**Task 2      Dispenses Optical Prescriptions**

2.1      Verifies optical appliance matches the prescription as ordered using a vertometer, lensometer or by any other recognised means

- 2.1.1      The finished lenses should be verified against the prescriber's prescription using a vertometer or similar instrument.
- 2.1.2      Optical centres, segment heights, powers, addition, base curves, prism, center thickness, max/min edge thickness should be checked against the prescriber's prescription order requirements and relevant standards as necessary.
- 2.1.3      Thickness, tints and coatings should comply with Australian and New Zealand standards.
- 2.1.4      Accuracy and quality of glazing should be checked including rimless and nylon fittings.

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2.2      Duplicates optical appliances

- 2.2.1      Duplicate spectacles should be ordered according to details on file.
  - 2.2.2      Duplicate by verification of lens details using vertometer, or any contemporary technical device that is designed for performing this measurement to required standards, such as calipers, lens measure, transmittance meter, as required.
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2.3 Verifies visual acuity

2.3.1 Visual acuity should be checked upon collection as per prescribers findings.

2.3.2 Advice should be given regarding adaptation issues taking into account any previously worn spectacles.

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2.4 Fits, adjusts and adapts optical appliances to the face (excluding contact lens)

2.4.1 Frames should be checked for defects and set up according to any previous instructions e.g.pantoscopic angle, temple length.

2.4.2 Consideration should be made of any special requirements such as ptosis props, hearing aid adaptations or prosthetics. Use appropriate tools to complete adjustments.

2.4.3 A follow up service of frame adjustments frame repairs and advice should be offered.

2.4.4 Advice should be given on any relevant accessories that may be useful to client.

2.4.5 Client should be coached in the proper use and maintenance of the appliance (cleaning cloths and solutions, storage, temperature).

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2.5 Dispenses contact lenses (insertion and removal techniques)

2.5.1 Contact lenses should be checked for material, diameter and power.

2.5.2 Instructions should be given to client on insertion and removal techniques and proper handling and care of contact lenses.

2.5.3 Client should have understanding of after-care requirements, wearing time and solutions.

2.5.4 Limitations and adaptation issues should be discussed.

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2.6 Certifies a written script from Optometrist records

2.6.1 Duplicates a written script from the optometry records for spectacles.

2.6.2 Duplicates a written script from the optometry records for contact lenses.

2.6.3 Signs the script and states the name of the optometrist who prescribed the script.

2.6.4 Writes name and Board registration number next to signature. It should be clear that the dispensing optician is not the prescriber and that the prescription is being signed on behalf of the prescriber.

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**Task 3 Maintains Records**

3.1 Ensures that all dispensing data is documented in a legible, secure, accessible, permanent and unambiguous manner.

3.1.1 All relevant data including dispensing details, pupillary distances, lens form type, treatments and any frame details must be accurately recorded.

3.1.2 Any specific advice or recommendation given to a client should be recorded.

3.1.3 All recorded information must be dated and complete.

3.1.4 Handwritten errors or changes should be deleted with a single score-through (not obscured) and initialled.

3.2 Maintains confidentiality of patient records

in accordance with the Privacy Act

3.2.1 Records are kept in a readily retrievable and secure format in accordance with the Privacy Act 1993.

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#### **Task 4      Communication**

4.1      Communicates with the patient in an effective manner

4.1.1      Takes into account the physical, emotional, intellectual and cultural background of the patient.

4.1.2      Provides advice on optical eye safety and protection.

4.1.3      Appropriately recommends and makes available subsidies to patients with entitlements.

4.1.4      Identifies situations requiring emergency ophthalmic care and directs the client to an appropriate health care provider as required.<sup>1</sup>

4.1.5      Understands and utilises different strategies to elicit information relevant to the visit from the patient and/or guardian.<sup>1</sup>

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#### **Task 5      Practice Management / Professional Responsibilities**

5.1      Understands the principles of planning, establishment, development and maintenance of an optometric practice.

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• <sup>1</sup> 4.1.4 and 4.1.5 – A Dispensing Optician will need to have some underpinning knowledge of a variety of eye conditions in order to best direct the patient.

- 5.1.1 Understands practice staff roles and training needs.
  - 5.1.2 Maintains equipment in a safe, accurate state.
  - 5.1.3 Maintains personal and general safety, hygiene and comfort, including appropriate infection control measures.
  - 5.1.4 Schedules patient appointments according to the time required.
  - 5.1.5 Recognises financial obligations and reporting requirements.
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Approved by the Board: 29 October 2015  
Updated by the Board: April 2016  
Date to be reviewed: October 2018