



Australian Government

HLTOPD005 Process and manage optical appliance orders

Release: 1

HLTOPD005 Process and manage optical appliance orders

Modification History

Release	Comments
Release 1	<p>This version was released in <i>HLT Health Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency requirements. Significant change to knowledge evidence. Removed prerequisite.</p>

Application

This unit describes the skills and knowledge required to use specialised optical knowledge to place, check and service orders for spectacle frames and lenses.

This unit applies to optical dispensers who work according to prescriptions provided by optometrists or ophthalmologists.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element

1. Place optical appliance orders

- 1.1 Interpret and transpose optical prescriptions
- 1.2 Identify and follow up on discrepancies
- 1.3 Complete ordering procedures using correct optical terminology and documentation
- 1.4 Respond to technical queries about optical appliance orders

2. Check optical appliance orders

- 2.1 Verify details of order received against client record

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element

2.2 Organise required equipment and materials

2.3 Check the spectacles on the focimeter to identify and verify powers, axes and centration

2.4 Determine any axis or centring error and apply Australian standards tolerances

2.5 Check lens surface for scratching and aberrations

2.6 Adjust frames to standard alignment and check for strain as appropriate

2.7 Clean spectacles using cleaning agents suited to the material

2.8 Fit appliances from checked orders to client

3. Service optical appliance orders

3.1 Identify maintenance and adjustment requirements for optical appliances

3.2 Make minor repairs and identify when work needs to be referred to specialist frame repairer

3.3 Make standard frame adjustments to optical appliances

3.4 Fit and edge lenses according to scope of own job role and organisation requirements

4. Maintain equipment

4.1 Clean equipment and attachments in accordance with manufacturer's recommendations and infection control procedures

4.2 Complete routine maintenance procedures on equipment in accordance with manufacturer's requirements

4.3 Store equipment and attachments in accordance with manufacturer's recommendations and organisation policies and procedures

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and

employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>