



Australian Government

HLTOPD006 Assist with optical appliance selection and maintenance

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Modification History

Release	Comments
1	This unit of competency was first released in HLT Health Release 10.0.

Application

This unit of competency describes the skills and knowledge required to support workers in the optical industry with optical appliance selection and maintenance.

It applies to optical assistants working under supervision, and optical dispensers who provide non-clinical support services to workers in optical industry. The unit does not include providing technical advice or dispensing prescriptions.

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.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite unit(s)

No pre-requisite units

Competency field(s)

N/A

Unit sector(s)

Optical Dispensing

Elements and Performance Criteria

Element	Performance criteria
<i>Elements define the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>

1. Assist supervisor to select and prepare optical appliances	1.1 Consult with supervisor to gather and review client needs and preferences 1.2 Identify and match suitable optical appliance materials, lens and frame types according to client needs and preferences 1.3 Document the findings and present to supervisor for review and reference
2. Maintain optical appliances	2.1 Inspect optical appliance and consult with supervisor to determine optical appliance alignment, adjustment and repair needs 2.2 Identify and refer repair work outside scope of own job role for specialised repair 2.3 Perform minor repairs within the scope of own job role 2.4 Make standard alignments and adjustments to optical appliances 2.5 Consult with client to confirm optical appliance fit, comfort and functionality 2.6 Record repairs performed according to organisational record management procedures

Foundation skills

The foundation skills essential to performance of this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

Skill	Description
Reading	· interprets information from organisational databases and product catalogues to assist with product selection.
Oral communication	· uses questioning and active listening to collect information about client needs and personal preferences.
Writing	· maintains accurate documents in accordance with organisational record management procedures.

Digital literacy outcomes are included in the Companion Volume Implementation Guide.

Range of conditions

N/A

Assessment Requirements for HLTOPD006 Assist with optical appliance selection and maintenance

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- assisted supervisor with the selection of optical appliances for at least 5 clients according to their needs and preferences, including:
 - at least 3 different lens types
 - at least 3 different lens materials
 - at least 3 different frame types
 - at least 3 different frame materials
- completed each of the following maintenance tasks on metal frames, on at least one occasion:
 - standard alignment and adjustment
 - lens insertion
 - tightened optical appliance screws
 - replaced frame sides
 - replaced frame fronts
 - replaced pads
 - replaced screws

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- optical dispensing industry context, including:
 - industry structure and characteristics
 - connections between key industry stakeholders
 - environments for optical practice
 - processes and functions of optical dispensaries and laboratories
- terminology used to describe optical appliance types, features and uses
- basic anatomy and physiology of the eye, including:

- structure of the eye and how each part contributes to vision, including the processes of light refraction and image formation
 - common disorders of the eye and the implications for optical appliance selection, including:
 - cataracts
 - glaucoma
 - refractive errors, including myopia, hyperopia, astigmatism and presbyopia
 - implant and refractive surgery
- processes and assessment of vision, colour vision and perception
- legal requirements and ethical considerations for providing support to clients, including:
 - duty of care
 - informed consent
 - privacy, confidentiality and disclosure
 - records management
 - work role boundaries, roles and responsibilities of optical assistants, optical dispensers and optometrists
 - criteria for referring optical appliances for specialised repairs
 - work health and safety
- needs and preferences of different client groups
 - children
 - youth
 - adults
 - older people
- factors Influencing optical appliance selection, including:
 - the principles of cosmetics and fashion
 - parameters of lifestyle and image
- types and functions of lenses, including:
 - single vision
 - multifocal, including bifocal and trifocal
 - progressive lenses
 - myopia control lenses
 - occupational lenses
- lens treatments, including:

- photochromic lenses
 - polarised lenses
 - antireflection (AR) and multicoated antireflection (MAR)
- types and performance characteristics of spectacle frames
- properties and applications of lens materials
- metal and shell frame materials, including:
 - types, physical properties and aesthetic qualities
 - handling techniques to prevent damage
 - heating and manipulation methods
 - standard adjustment and alignment methods
 - minor repair and component replacement methods

Assessment Conditions

The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - optical frame adjusting tools
 - optical frame heater
 - organisational databases and product catalogues
 - replacement frame parts
 - spectacle frames
 - spectacle lenses
- modelling of industry operating conditions, including:
 - integration of time constraints
 - integration of problem-solving activities

Assessors must satisfy the current Standards for Registered Training Organisations (RTOs) /AQTF mandatory competency requirements for assessors.

Mandatory Workplace Requirements

Assessment of performance evidence may be in a workplace setting or an environment that accurately represents a real workplace.

Unit Mapping Information

Previous Code and Title	Equivalence	Comments
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HLTOPD001 Provide advice on optical appliances	Not equivalent	Changes to the application, elements, and performance criteria, performance evidence, knowledge evidence, and assessment conditions. 100 hours of Mandatory Workplace Requirements removed.
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Links

Companion volumes, including implementation guides, are found on the national training register - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>.