



Australian Government

HLTOPD007 Dispense single vision optical appliances

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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 describes the skills and knowledge required to interpret prescriptions, confirm the selection of single vision optical appliances, fit and adjust them to meet individual client needs, and provide advice on their use and care. It covers the full dispensing process from initial measurements through to client instruction and record keeping.

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

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. Support clients to select single vision optical appliances	1.1 Access and interpret prescriptions and client records to identify prescribed requirements

	1.2 Consult with client to identify individual needs in relation to appliance options 1.3 Discuss and suggest suitable appliances to meet individual needs 1.4 Verify client selected appliance against prescribed optical requirements 1.5 Explain selected appliance benefits and confirm selection with client
2. Fit single vision optical appliances	2.1 Explain fitting process and obtain client consent for fitting 2.2 Select and prepare fitting equipment and materials 2.3 Take client measurements and record in client records 2.4 Fit optical appliances according to standard procedures to meet prescribed optical requirements 2.5 Check and adjust frames for optimal fit, comfort and vision 2.6 Consult with client to confirm satisfaction with appliance fit, comfort and vision 2.7 Clean and disinfect optical appliances to meet organisational infection control and hygiene requirements
3. Provide client instructions	3.1 Instruct client on appliance wear, daily care and maintenance according to practitioner's instructions 3.2 Address client questions and concerns and confirm client understanding of appliance use
4. Finalise dispensing process	4.1 Process financial transactions according to organisational procedures 4.2 Process client rebates according to organisational procedures and health fund and rebate requirements 4.3 Offer follow up services according to organisational procedures 4.4 Complete and store records according to organisational record management procedures and privacy requirements

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
Learning	· maintains knowledge of industry advancements, latest products and technologies for single vision optical appliances, and evolving client needs.
Reading	· interprets organisational procedures and practitioner's instructions.
Oral communication	· discusses single vision appliance selection with the client. · uses active listening and respectful language to respond to client questions. · explains the correct use and care of single vision optical appliances using language appropriate to the client's level of understanding.
Numeracy	· interprets technical specifications in prescriptions and client records. · measures and records inter-pupillary distance and fitting heights. · uses measuring tools to take measurements. · calculates and records financial amounts.

Range of conditions

N/A

Assessment Requirements for HLTOPD007 Dispense single vision optical appliances

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 dispensed single vision optical appliances, including:

- dispensed to at least 5 different clients, including:
 - more than one gender and varying ages
 - at least two children aged up to 12
- dispensed at least 5 different combinations of single vision designs and materials

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:

- legal and ethical considerations for dispensing optical advice to clients, including:
 - duty of care
 - informed consent
 - privacy, confidentiality and disclosure
 - records management
 - work role boundaries including responsibilities and limitations
 - work health and safety
 - infection control and hygiene
- organisational procedures, including:
 - dispensing
 - financial transaction processing
 - rebate documentation requirements
 - record management
 - client follow-up protocols
 - referrals
- how to interpret and transpose single vision optical prescriptions and client records
- basic theory of light, including:

- calculation of angles of incidence, refraction and deviation, and critical angles
 - light propagation and commonly observed optical effects
 - light-induced phenomena
- ophthalmic prism, including:
 - effects of ophthalmic prism upon the eyes, and the need for ophthalmic prism in prescriptions
 - methods for solving prism-related problems using both calculation and graphical methods
 - the relationship between lens power, decentration and prism
 - effect produced by varying the index, diameter, prismatic specifications, and form of a lens
- optical measuring tools, techniques and requirements
- optical calculations and measurements including:
 - inter-pupillary distance
 - fitting heights
 - binocular
 - monocular
 - near centration distance
- features of spherical lenses and their suitability for clients, including:
 - concepts of vergence and use in optical calculations
 - refractive effects of a lens as the sum of its two surface powers
 - refractive properties of spherical lens surfaces
- features of astigmatic lenses and their suitability for clients, including:
 - calculations related to the application of astigmatic lenses in optical prescriptions
 - nature of astigmatism
 - difference between cylindrical and sphero-cylindrical for astigmatic conditions
 - types of astigmatic lenses
- myopia control lenses, including benefits and limitations of lens options currently available
- factors influencing dispensing procedures necessary for aspheric lenses
- how to select a suitable single vision lenses and lens treatments for clients
- frame measuring tools, techniques and requirements, including:
 - boxing frame measuring system
 - datum frame measuring system

- basic facial fitting and adjustment of spectacle frames and mounts
- single vision optical appliance usage requirements, including:
 - wear
 - maintenance
- children's eyewear dispensing, including:
 - developmental vision needs in children
 - child-friendly frame materials and design
 - lens types and treatments for children
 - paediatric eye health and safety
 - behavioural considerations when working with children
- health fund and rebate requirements

Assessment Conditions

Skills must have been demonstrated in the workplace with the addition of simulations and scenarios where the full range of contexts and situations have not been provided in the workplace.

The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - client records
 - frame adjusting tools
 - lens height measuring tools
 - manufacturer instructions
 - optical frame heater
 - optical ruler
 - opticians lens measure
 - organisational procedures
 - parallel rule or equivalent
 - prescriptions for single vision optical appliances provided by optometrists and ophthalmologists
 - pupillometer
 - spectacle frames
 - spectacle lenses
 - thickness callipers
- modelling of industry operating conditions, including provision of services to individuals with varied needs

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

Mandatory Workplace Requirements

The candidate must perform the activities outlined in the performance criteria of this unit during a period of at least 100 hours of direct client contact work in a clinical workplace.

Unit Mapping Information

Previous Code and Title	Equivalence	Comments
HLTOPD002 Dispense optical appliances	Not-Equivalent	Changes to the application, elements, and performance criteria, performance evidence, knowledge evidence, and assessment conditions.

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>.