



Australian Government

HLTOPD011 Process and manage optical appliance orders

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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 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 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)

Technology

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. Place optical appliance orders	1.1 Interpret and transpose optical prescriptions to prepare for ordering 1.2 Identify and follow up on inconsistencies with order details

	1.3 Document optical appliance orders using optical terminology and submit according to organisational procedures 1.4 Respond to technical queries about optical appliance orders
2. Check optical appliance orders	2.1 Compare received optical appliance order with client record and confirm match to prescription and order specifications 2.2 Organise equipment, attachments and materials required for checking optical appliances 2.3 Check spectacles using telescopic focimeter and digital lensometer to verify lens powers, axes and centration 2.4 Determine axis and centring errors and verify compliance with Australian/New Zealand standards tolerances 2.5 Check ordered lens heights and ordered lens treatments 2.6 Inspect lens surfaces for scratching and aberrations 2.7 Check framed spectacles for standard alignment and strain and make adjustments to comply with Australian/New Zealand standards 2.8 Record checks and adjustments made according to organisational procedures 2.9 Clean spectacles using cleaning agents suited to the material 2.10 Provide checked optical appliance to client
3. Service optical appliance orders	3.1 Inspect and identify maintenance and adjustment requirements for optical appliances 3.2 Identify and refer repair work outside scope of own job role for specialised repair 3.3 Perform minor repairs within the scope of own job role 3.4 Make standard alignments and adjustments to optical appliances 3.5 Hand edge lenses within scope of own job role according to organisation procedures
4. Maintain equipment and attachments	4.1 Clean equipment and attachments in accordance with manufacturer instructions and disinfection procedures 4.2 Perform routine equipment maintenance according to organisational procedures and manufacturer instructions 4.3 Store equipment and attachments according to organisational procedures and manufacturer instructions

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 organisational procedures and manufacturer instructions.
Writing	· uses industry terminology and structured templates to document optical appliance order information. · records work performed, including equipment used and adjustments made.
Numeracy	· interprets and applies Australian/New Zealand standards tolerances. · uses charts and calculations to determine the minimum size of uncut lenses to allow for pupillary distance (PD) and decentration for prism. · measures axis and centration errors. · measures powers, axes, additions, centration, segment height and pupillary distance and prism.

Range of conditions

N/A

Assessment Requirements for HLTOPD011 Process and manage optical appliance orders

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:

- transposed at least 15 different optical prescriptions
- placed orders for each of the following on at least one occasion:
 - spectacle lens edging
 - plastic frames
 - metal frames
 - nyl-tag rimless
 - tinted lenses
 - single vision lenses
 - bifocal lenses
 - progressive lenses
- checked at least 10 different orders, including performing the following for each order:
 - using telescopic focimeter and digital lensometer
 - calculating minimum size uncut (MSU) using centration chart and by calculation to allow for PD and decentration for prism
 - identifying completed spectacle lens thickness, including centre and edge
 - rectifying off axis lenses to correct ordered axis
 - neutralising lenses
 - taking frame boxing measurements
 - identifying and measuring powers, axes, additions, centration, segment height and pupillary distance (PD) and prism
- hand edged two pairs of spectacles to reduce the size and safety chamfer, including:
 - one pair with plus-powered lenses
 - one pair with minus-powered lenses
 - at least one pair fitted to a metal frame
 - at least one pair fitted to a shell (plastic) frame
- completed the following minor repairs and adjustments at least once:
 - repairing and servicing nylon rim

- inserting lens

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:

- manufacturer light transmission curves and how to interpret them
- light transmission and absorption data and how to interpret
- vacuum coatings on lenses, including:
 - absorptive tinted coatings
 - handling, cleaning and care of coatings
 - manufacturing processes
 - multiple layer antireflection (AR) coatings
 - single AR coating
 - surface reflections and ghost images
- filter and tinted lens processes, including:
 - Australian/New Zealand standards requirements for filter and tinted lenses
 - types and limitations of equipment and instrumentation used for assessing filter and tinted lenses
- properties of lenses, including:
 - curve selection and thickness
 - Australian/New Zealand standards requirements
- frame measurement systems, including boxing and datum
- drilled rimless frames including mounts and rimless types and equipment needed
- principles and processing of chemical toughening of glass lenses
- metal and plastic shell frame material, including:
 - heating
 - manipulation
 - adjusting, including shortening sides
 - handling
 - repairs
- standard nylon rims, including equipment needed
- impact resistant safety lenses, including:
 - advantages and disadvantages

- Australian/New Zealand standards for general purpose and industrial use
 - material properties, including glass, CR-39, Trivex, higher index plastic, polycarbonate and laminate
- automatic edging processes, including:
 - machine designs
 - machine operation
- edging and fitting techniques for single vision and bifocal and progressive lenses, including:
 - lens edging and grooving techniques
 - lens sizing
 - hand chamfering
- scope of routine maintenance for optical equipment
- organisational procedures for equipment maintenance:
 - routine checking of equipment
 - preparation of a maintenance program
 - regular back-ups of data
 - maintaining a record of detected faults and actions taken
 - regular workplace health and safety inspections
 - checking repairs have been carried out
- problem solving techniques to reduce unwanted vertical and horizontal prism
- decentration and its impact on blank size selection
- techniques and safety requirements for soldering metal frames and sink joints
- current and emerging technology relevant to processing and managing optical appliance orders

Assessment Conditions

The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - hand edgers
 - markers
 - optical frame adjustment tools
 - optical frame heater
 - optical rulers
 - parallel rules

- spectacle frames
- spectacle lenses
- telescopic focimeter and digital lensometer
- 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
HLTOPD005 Process and manage optical appliance orders	Equivalent	Changes to 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>.