



Australian Government

HLTOPD002 Dispense optical appliances

Release: 1

HLTOPD002 Dispense optical appliances

Modification History

Release	Comments
Release 1	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. New unit - incorporates content from HLTOPD403C.

Application

This unit describes the skills and knowledge required to use specialised optical knowledge to confirm and check appliance selection, fit appliances and follow procedures to complete the dispensing process.

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. Confirm appliance selection | 1.1 Check appliance selection against prescription details or customer record
1.2 Confirm selection with client
1.3 Gain consent from client for fitting where applicable |
| 2. Fit optical appliances | 2.1 Organise required fitting equipment and materials
2.2 Correctly interpret technical aspects of customer requirements from records
2.3 Follow standard fitting procedures and take account |

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes

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

of special client needs

2.4 Adjust frames to client to optimise visual performance

2.5 Ensure optical appliances meet hygiene standards

2.6 Give the client the opportunity to voice concerns in relation to optical appliance and make appropriate response

3. Instruct client on wear and care

3.1 Provide client with details about how to wear the appliance

3.2 Offer information about appliance care routines

4. Finalise dispensing process

4.1 Complete financial transactions in accordance with relevant policies and procedures

4.2 Follow correct procedures for client rebates

4.3 Complete and store records in accordance with relevant policies, procedures and confidentiality requirements

4.4 Offer follow up services in accordance with organisation 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>

Assessment Requirements for HLTOPD002 Dispense optical appliances

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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:

- performed the activities outlined in the performance criteria of this unit during a period of at least 100 hours of direct client contact work
- dispensed optical appliances to at least 5 different clients

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:
 - duty of care
 - informed consent
 - privacy, confidentiality and disclosure
 - records management
 - work role boundaries – responsibilities and limitations
 - work health and safety
- how to interpret and transpose an optical prescription
- anatomy and physiology of the eyes, including:
 - common disorders of the eye
 - structure of the human eye and its physiological functioning
 - the procedures involved in cataract extraction with intra-ocular lenses, including multifocal and toric IOL and factors that may influence the dispensing process

- implant and refractive surgery
- basic theory of light, including:
 - basic calculation of angles of incidence, refraction, deviation and critical angles
 - how light is propagated and how commonly observed effects may occur
 - various light-induced phenomena
- ophthalmic prism, including:
 - effects of ophthalmic prism upon the eyes, and the need for ophthalmic prism in prescriptions
 - solving by both calculation and graphical methods, a variety of prism problems
 - the relationship between lens power, decentration and prism
 - the use of a tangent scale to measure ophthalmic prism
 - effect produced by varying the index, diameter, prismatic specifications, or form of a lens
 - the processes and assessment of vision, colour vision and perception
 - optical calculations and measurements, including measurements to determine the inter-pupillary distance and fitting heights for all lenses
 - effects produced by varying the index, diameter, prismatic specifications and form of a lens
- features of spherical lenses and their suitability for different customers, including:
 - concepts of vergence and their use in optical calculations
 - how to construct diagrams to illustrate image formation using simple ray-tracing techniques
 - refractive effects of a lens as the sum of its 2 surface powers
 - refractive properties of spherical lens surfaces
- features of astigmatic lenses and their suitability for different customers, including:
 - how to perform calculations related to the application of astigmatic lenses in optical prescriptions
 - formulae required to calculate the centre and edge thickness of spherical and astigmatic lenses
 - nature of astigmatism
 - the difference between cylindrical and sphero-cylindrical for astigmatic conditions
 - various forms of astigmatic lenses
- features of contact lenses and their suitability for different customers, including:
 - acceptable hygiene standards
 - examples of causes of wearing problems and lens hygiene and the correct procedures for lens maintenance
 - relevant Quality Assurance Standards
 - the correct methods of contact lens handling, insertion and removal
 - the parameters of contact lenses from prescription data supplied
 - how lenses are manufactured
 - features and options for multifocal and progressive lenses

- commonly occurring problems and potential solutions in a dispensing situation
- requirements of dispensing spectacles to clients with special or complex needs, including:
 - commonly occurring problems in a dispensing situation and possible solutions
 - the appropriate action to be taken according to prescription requirements and the special needs of the client
 - visual screening
- how to determine criteria influencing dispensing procedures necessary for aspheric lenses
- referral protocol and procedures
- 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:
 - back vertex distance (BVD) gauge or rule
 - frame adjusting tools
 - opticians lens measure
 - thickness callipers
 - parallel rule or equivalent
 - millimetre rule or pupillary distance (PD) rule
 - pupillometer
 - spectacle frames
 - spectacle lenses
- modelling of industry operating conditions, including provision of services to the general public

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

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