

Contact Lens Certificate 2017-2018

Supervisor Information Booklet

**ABDO College
Godmersham Park
Godmersham
Canterbury
Kent CT4 7DT**

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Guidelines for Supervisors of Contact Lens Certificate Students

Your contact lens trainee is just beginning a process incorporating the learning of both the theory and practical elements of their new role. We expect this to take approximately 18 - 24 months. As this study is likely to involve a quantum leap in knowledge your support and encouragement will be vital. We have therefore put together the following as a guideline for you to help you support your student. We hope you find it useful.

College Work

Your trainee has been allocated a Personal Tutor who will mark the course assessments and provide support for the theory elements of the course.

Your trainee will be required to submit 32 weekly assignments. These must be sent to their Personal Tutor by the date on the timetable and late assignments will be penalised according to a set procedure.

Students are required to submit all coursework assignments, in line with GOC requirements, and must achieve an average mark of 40% in each subject. All units shown on the timetable with a "cc" must achieve a minimum mark of 40%; if students fail to achieve this mark they will be asked to re-submit the assignment. The deadline for re-submission will be determined by the tutor. Any late work will be treated in accordance with the Late Assignments procedure.

A "cover sheet" must be enclosed with each assignment. You must scrutinise their work before it is sent to the tutor; please check that they have attempted all of the questions to the best of their ability.

An extra copy of your student's timetable will be sent to them with their coursework for your use. Students who are unable to keep up with the schedule will be removed from the course. Any student submitting less than 100% of their coursework on time may not be permitted to sit the exams.

Block Release

Contact Lens students are required to attend block release sessions at ABDO College in Kent. This block release attendance is split into two separate weeks; one in the autumn and the other in spring.

Block release dates are sent directly to the student as soon as they are available and every attempt is made not to alter these once issued. Please make the necessary arrangements to allow your trainee to attend. Block attendance is compulsory for UK and Eire students.

Start and finish times of study weeks are designed to allow for student travel with sessions starting at 9am on Monday and finishing at 1pm on Friday. Students are expected to attend ALL lessons and must present written permission from their employer or a doctor's certificate for any sessions missed.

Regulations

The ABDO requires the Supervisor to give continuous supervision to the trainee and accept full responsibility for their actions. They can only add an additional supervisor after 6 months and 150 hours of personal practical experience with their primary supervisor.

As a Supervisor you must be either a registered Contact Lens Optician, Optometrist or Ophthalmic Medical Practitioner and must have been registered for a minimum of two years without interruption.

Supervisors may not be responsible for more than one contact lens trainee at the same stage of training. If a trainee has been referred to retake one or more sections of the ABDO Contact Lens Certificate Examination then the supervisor may also supervise a second trainee who is at a different level, on the understanding that:

- the legal requirements for the close personal supervision for contact lens fitting by either trainee is complied with at all times.
- the needs of the new trainee for advice and guidance are not neglected.
- both trainees are not preparing to take the full practical examination in the same session.

It is a compulsory requirement that all ABDO College students are registered appropriately with the General Optical Council. To undertake this course they must hold full registration with the General Optical Council. **Failure to do this will result in their removal from the course.**

It is the students responsibility to ensure that they and their Supervisor are correctly registered with the ABDO. Supervisor/Practice registration forms and guidance notes are available from ABDO Examinations & Registration Department and the ABDO website. The student must complete, sign and return the entire document.

The student must notify **BOTH** ABDO College **AND** the Exams & Registration Department if they change their Supervisor anytime during the training period.

IF YOU ARE CONCERNED ABOUT THESE REGULATIONS, OR DO NOT MEET THEM, PLEASE CONTACT ABDO COLLEGE IMMEDIATELY.

Further details are included in the member's Advice and Guidelines, section 1.7 (supervision of trainees), 3.8 (supervision in relation to fitting powered contact lenses) and 3.14 (supervision in contact lens practice) which are available on the ABDO website: www.abdo.org.uk. You should ensure that you read these sections in full, that you are fully conversant with and agree to abide by the requirements.

It is also recommended that you read the *Supervision* section in the *ABDO Information for Supervision of Contact Lens Training for Dispensing Opticians*.
ABDO Examinations - Contact Lens documents (see appendix 1)

The supervisor and practice MUST be on the current register of ABDO approved supervisors and practices (see throughout their study *Registration* section in the *ABDO Information for Supervision of Contact Lens Training for Dispensing Opticians*).

Please also ensure that you and your trainee hold current registration with the General Optical Council for the duration of this training.

Practice Based Learning

Contact Lens trainees studying by distance learning with ABDO College must receive hands-on contact lens practice under your supervision for a minimum of one day per week for the duration of their course.

In the course units there will sometimes be a 'Practical task' set out for your trainee to undertake. Many of these will require your input and time should be set aside regularly to discuss and carry these out. The tasks are progressive and are all linked to current work and so should be completed with the set work.

Please ensure that your trainee is involved with a variety of patients in the practice and meets the requirements for the case records. The Contact Lens Training Diary will be issued on the first block, to assist with the development of your trainee's clinical skills (see *ABDO Information for Supervision of Contact Lens Training for Dispensing Opticians*; also *The Role of the Supervisor* and *Specific Areas of Supervisor Guidance* sections).

The Association of British Dispensing Opticians arranges practice visits to ensure the standard of supervision for all students during the pre-qualification period and will require to see you, your trainee and a minimum level of practice equipment. A competency assessment of the 'collection' visit will also be carried out at this time.

Your trainee must have completed a minimum of 224 hours under the supervision of a suitably qualified professional before they may participate in the contact lens practical examination.

Books

In order to satisfactorily complete their studies, your trainee will need a number of textbooks. All set books are available from the ABDO College Bookshop by contacting 01227 733904 or bookshop@abdocollege.org.uk. They are available to purchase online from the ABDO College website: www.abdocollege.org.uk

Reports

Interim reports completed by your trainee's Tutor will be sent to you twice a year - around Christmas and Easter. These reports are to help you monitor your trainee's progress and ability to keep up with the schedule.

Fees

The course fees are due before commencement of the course. Please note that coursework will be delayed until fees are paid in full and this could delay your student's studies. If your trainee is company sponsored please help to ensure prompt payment of fees. The student must retain ABDO membership, professional indemnity insurance and GOC registration for the duration of their course.

Examinations

The distance learning contact lens course offered by ABDO College prepares students for the Contact Lens Certificate awarded by the Association of British Dispensing Opticians. There are three theory exams at the end of the year and a practical exam when sufficient practical experience has been gained.

The pass mark for all the examinations - theory and practical - is 60%. Students are permitted a maximum of 4 attempts at any examination, either theory or practical. A revision course must be taken before sitting an exam for the fourth and final attempt.

It is the student's responsibility to ensure that they have applied and paid for their exams in good time. Please encourage them to contact the Exams Department to find out the current deadlines. Late entries are not accepted for any reason.

Raising concerns and making complaints

If your trainee is unhappy or dissatisfied about any aspect of the programme, then it is important that we know about it. If you have a complaint relating to any aspect of your trainee's studies with ABDO College please contact the Courses Team, in the first instance. We may ask you to submit your complaint in writing. Where possible, the Courses Team will attend directly to, and address the details of, your complaint.

If it is not possible to resolve your concerns in this way your complaint will be escalated to the Head of Operational Services and/or the College Principal as appropriate.

We hope that you will find these guidelines helpful whilst providing supervision for your trainee Contact Lens Optician. If we can be of any further assistance please do not hesitate to contact us.

Queries regarding courses/block release etc please contact:

Courses Team
ABDO College
Godmersham Park
Godmersham
Canterbury
Kent
CT4 7DT

T: 01227 733920/21
F: 01227 733910
E: info@abdocollege.org.uk
W: www.abdocollege.org.uk

Queries regarding exams and registration please contact:

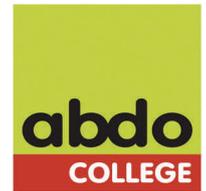
Examination & Registration Department
The Association of British Dispensing Opticians
The Old Dairy
Godmersham Park
Godmersham
Canterbury
Kent
CT4 7DT

T: 01227 732920
F: 01227 733641
E: examinations@abdo.org.uk
W: www.abdo.org.uk

Trainee Contact Lens Opticians Supervision & Registration Timelines and Documents

Training stage	Timeline	What is involved	Document	Requirements	ABDO Action
Beginning of Training Course	As soon as personal practical experience is about to begin	Registration of Primary Supervisor and Practice	Application form for initial registration of primary supervisor and practice	TCLO must have commenced an approved training course Supervisor must meet GOC registration requirements	Written confirmation of registration
Practice Visit AND In practice Assessment	12 – 6 months prior to intended Practical examination date	Practice visit involving meeting with Primary Supervisor. Assessment of Competency 5.2	Application form for Practice Visit and Competency 5.2 assessment	Visitor meeting with Primary Supervisor and TCLO TCLO to provide subject and contact lenses for Competency 5.2 assessment	Written confirmation of continued registration and Competency 5.2 Assessment result
If appropriate, development of TCLO experience	Minimum 6 months after confirmation of Primary supervisor registration AND after 150 hours of personal practical experience with Primary Supervisor	Registration of supporting supervisor	Application form for Supporting supervisor registration	Secondary Supervisor must meet the basic supervision requirements [2 years continuous GOC registration for CL practice] AND be willing to be involved	Written confirmation of registration [A meeting with a Practice Visitor will not be required]

Keeping to schedule and late assignments



It is important that you work to the course schedule supplied and submit your assignments on a weekly basis. It can be incredibly difficult to catch up if you fall behind and you will lose marks. If you are struggling for any reason, please inform the Tutor immediately.

Please be aware that **all** Tutors must follow the schedule below. It is expected that this will eliminate any differences between Tutors and provide a fair and even framework for the students. Please do not ask them to deviate from it.

- Assignments are due on Wednesdays. However, electronic submissions must arrive by 11.59pm on Tuesdays. Emailed assignments must be in PDF format.
- Assignments submitted early will not be returned before the due date as this releases answer guides into the student network.
- Postal assignments received after Wednesday will be marked as late, unless proof of postage can be produced.
- The **first** time an assignment is submitted late it will be marked and returned with a warning that further late submissions will be penalised.
- The **second** late assignment will be marked, awarded with half marks and returned with a warning that any further late submissions will not be accredited with any marks.
- **All subsequent** late assignments will always be corrected so that you can rectify any mistakes you have made. However no marks will be allocated for these assignments on your record sheet.
- If your course contains CC assignments (Diploma, Degree and Contact Lens Certificate; see Guidelines section for further information), re-submission of CC assignments will not be considered late, as long as they are submitted in accordance with the deadline provided by your Tutor.

If you have arranged an extension with the Tutor prior to the due date and have met the new date agreed, this will not be considered late.

Degree Students only

Due to University regulations extensions of more than two weeks may not be authorised for degree students without the agreement of the Principal. Under normal circumstances degree students requiring an extension of more than two weeks will have to apply for concessions by following the formal concessions procedure.

ABDO College Contact List

Academic Staff

College Principal	Jo Underwood	01227 733906
Senior Lecturer	Gillian Smith	01227 738829 x 930
Lecturer	Sally Bates	01227 738829 x 949
Lecturer	Simon Butterfield	01227 738829 x 951
Lecturer	Haydn Dobby	01227 738829 x 933
Lecturer	Katie Nicholls	01227 738829 x 952
Lecturer	Sue Rose	01227 738829 x 903
Lecturer	Stuart Tanner	01227 738829 x 950
College Technician	Mark Turner	01227 733923
College Technician	Frances Mecoy	01227 733924

Operational Services

Head of Operational Services	Jill Kemp	01227 733908
Courses Coordinator	Gill Bickle	gbickle@abdocollege.org.uk

Senior Course Administrator	Claire Raffill	01227 733920 (tues/thur/fri)
Senior Course Administrator	Rachel Blazyca-White	01227 733921
Senior Course Administrator	Paula Hall	01227 733917
Documentation Administrator	Wendy Ellis	01227 733909 (mon-thurs)

Student Accommodation	The Courses Team	01227 733920/21
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ABDO College Bookshop	Justin Hall	01227 733904
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Finance Department

Accounts Assistant	Lakshman Jayatilaka	01227 733907
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Address

ABDO College
Godmersham Park
Godmersham
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CT4 7DT

Tel. no: 01227 738829, select OPTION 1

Fax. no: 01227 733910

Email: info@abdocollege.org.uk

Web: www.abdocollege.org.uk

Reception

Receptionist	Helen Lilley	01227 733905
Receptionist	Jill McAdams	01227 733901

Association of British Dispensing Opticians - Contact List

Secretariat

General Secretary	Tony Garrett	01227 738829
Chief Finance Officer	T Pavanakumar	01227 733918
Personal Assistant	Jane Burnand	020 7298 5100

Membership Department

Membership Officer	Katie Docker	01227 733912
Membership Assistant	Tom Veti	01227 733922
Membership Assistant	Tara Davis	01227 733902
Membership Assistant	Angela Summers	01227 733902

Marketing

Marketing Manager	Michael Potter	01227 738829 x 936
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The above members of association staff are based at ABDO College.

Examinations & Registration

Director of Professional Examinations	Alicia Thompson	athompson@abdo.org.uk
Head of Exams & Registration	Mark Chandler	01227 732920
Office Manager	Charlene Baker	01227 732924
Examinations Assistant	Emma Hastings	01227 732921
Examinations Assistant	Lorraine Chandler	01227 732923
Examinations Assistant	Lisa Wilkinson	01227 732921
Examinations Assistant	Sheila Taylor	01227 732927

Address

The Association of British Dispensing Opticians
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