

# Model Curriculum

## Vision Assistant

**SECTOR: HEALTHCARE**

**SUB-SECTOR: ALLIED HEALTH & PARAMEDICS**

**OCCUPATION: CURATIVE**

**REF ID: HSS/Q3003, v1.0**

**NSQF LEVEL: 4**



## Certificate

### CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

**HEALTHCARE SECTOR SKILL COUNCIL**

for the

### MODEL CURRICULUM

Complying to National Occupational Standards of  
Job Role/ Qualification Pack: 'Vision Assistant' QP No. 'HSS/Q3003, v1.0 NSQF Level 4'

Date of issuance: **June 19, 2019**

Valid up to **June 19, 2023**

\* Valid up to the next review date of the Qualification Pack



Authorised Signatory  
(Healthcare Sector Skill Council)

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# Vision Assistant

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Vision Assistant”, in the “Healthcare” Sector/Industry and aims at building the following key competencies amongst the learner.

<b>Program Name</b>	<b>Vision Assistant</b>		
<b>Qualification Pack Name &amp; Reference ID.</b>	HSS/Q3003, v1.0		
<b>Version No.</b>	1.0	<b>Version Update Date</b>	16/12/2019
<b>Pre-requisites to Training</b>	Class XII (Science)		
<b>Training Outcomes</b>	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• Perform the clinical as well as administrative roles and responsibilities of a vision assistant.</li> <li>• Obtain the patient’s case history</li> <li>• Measure visual acuity</li> <li>• Assess refractive status</li> <li>• Dispense spectacles and optical prescriptions</li> <li>• Facilitate necessary optical laboratory work</li> <li>• Support the clients in selection of spectacle frames and contact lenses</li> <li>• Perform support activities at ophthalmic clinic/ department/ center</li> <li>• Maintain a safe, healthy and secure working environment.</li> <li>• Apply biomedical waste disposal and infection control policies and procedures in the healthcare organization.</li> <li>• Maintain interpersonal relationships with co-workers, patients and their family members.</li> <li>• Maintain professional and medico-legal conduct at all times in accordance with legislation, protocols and guidelines set up by the healthcare provider.</li> </ul>		

This course encompasses 8 out of 8 National Occupational Standards (NOS) of “Vision Assistant” Qualification Pack issued by “SSC: Healthcare Sector Skill Council”.

S. No.	Module	Key Learning Outcomes	Equipment Required
1	<p><b>Introduction to Healthcare Systems &amp; Ophthalmology Services</b></p> <p><b>Theory Duration</b> (hh:mm) 05:00</p> <p><b>Practical Duration</b> (hh:mm) 00:00</p> <p><b>Corresponding NOS Code</b> Bridge Module</p>	<ul style="list-style-type: none"> <li>• Differentiate between the primary, secondary and tertiary healthcare service providers.</li> <li>• Identify various departments in the hospital.</li> <li>• Explain the functions of various departments in the hospital.</li> <li>• Describe the functions of ophthalmology department in a hospital.</li> <li>• Identify the IPD and OPD areas of ophthalmology department.</li> <li>• Distinguish between ophthalmic clinic set-up, department in hospital, and standalone center.</li> </ul>	
2	<p><b>Role of Vision Assistant</b></p> <p><b>Theory Duration</b> (hh:mm) 20:00</p> <p><b>Practical Duration</b> (hh:mm) 10:00</p> <p><b>Corresponding NOS Codes</b> Bridge Module</p>	<ul style="list-style-type: none"> <li>• Describe the role and responsibilities of a vision assistant.</li> <li>• Explain the importance of patient safety and comfort.</li> <li>• Explain the importance of complying with the regulations and standards related to field of work.</li> <li>• Carry out the functions to be performed by the vision assistant in ophthalmology department.</li> <li>• Discuss the importance of using correct terminologies related to ophthalmology</li> <li>• Demonstrate usage of the appropriate medical terminology during role plays depicting conversations with colleagues, patients and family.</li> <li>• Describe the use of equipment used in the ophthalmology department or an eye care facility.</li> <li>• Enumerate the activities to be performed during eye examination and procedure/ treatment.</li> </ul>	

		<ul style="list-style-type: none"> <li>Describe about the special needs of the patient that may influence the performance of test like illiteracy.</li> </ul>	
3	<p><b>Ocular Anatomy &amp; Physiology</b></p> <p><b>Theory Duration</b> (hh:mm) 25:00</p> <p><b>Practical Duration</b> (hh:mm) 05:00</p> <p><b>Corresponding NOS Codes</b> HSS/N3001</p>	<ul style="list-style-type: none"> <li>Explain the basic structure and function of the various body systems and its associated components.</li> <li>Explain about the eye and ocular anatomy.</li> <li>Explain the physiology of the eye, visual system, control of eye movements and streaming of visual information using charts and models.</li> <li>Identify the different parts of eye using 3D model.</li> <li>Describe the functions of different parts of the eye.</li> </ul>	3D models and charts of eye anatomy
4	<p><b>Common Eye Diseases</b></p> <p><b>Theory Duration</b> (hh:mm) 10:00</p> <p><b>Practical Duration</b> (hh:mm) 05:00</p> <p><b>Corresponding NOS Codes</b> HSS/N3001</p>	<ul style="list-style-type: none"> <li>List the common eye diseases.</li> <li>Describe about the signs and symptoms of the common eye diseases.</li> <li>List the ocular/visual manifestations of various systemic diseases.</li> <li>Describe about the signs and symptoms of common diseases affecting the visual system.</li> </ul>	Charts depicting Images of eye diseases and their symptoms
5	<p><b>Case History</b></p> <p><b>Theory Duration</b> (hh:mm) 30:00</p> <p><b>Practical Duration</b> (hh:mm)</p>	<ul style="list-style-type: none"> <li>Interview the patient regarding relevant information as asked in the sample format prescribed for patient having ocular and/or visual symptoms during role play.</li> <li>Evaluate information about the patient's existing use of optical correction devices during role play.</li> <li>Discuss the importance of maintaining patient's confidentiality.</li> <li>Demonstrate the rapport building skills with</li> </ul>	Sample formats for obtaining history, videos demonstrating the process of history taking

	<p>25:00</p> <p><b>Corresponding NOS Code</b> HSS/N3001</p>	<p>patients while case-taking during role play.</p> <ul style="list-style-type: none"> <li>List the frequently asked questions and answers which could be raised by patients in an ophthalmology department.</li> <li>Fill the sample format organizing relevant information collected from different sources (such as patient's reports, consultation summary, previous prescriptions, etc.) in the given case study.</li> <li>Describe the need of obtaining the patient's medical history regarding present ocular and/or visual symptoms and past ocular diseases including their onset, course of the disease, diagnostics conducted and treatment undertaken.</li> <li>Describe the importance of obtaining and recording the personal, family and social history of the patient.</li> </ul>	
6	<p><b>Basic Optics</b></p> <p><b>Theory Duration</b> (hh:mm) 25:00</p> <p><b>Practical Duration</b> (hh:mm) 15:00</p> <p><b>Corresponding NOS Code</b> HSS/N3004</p>	<ul style="list-style-type: none"> <li>Explain the concepts of light and vision.</li> <li>Explain the refractive apparatus of the human eye.</li> <li>Explain the concepts and methods applied in geometric and clinical optics.</li> <li>Demonstrate processes to apply the concepts of the geometric and clinical optics during measurement of refractive errors and dispensing the spectacles.</li> <li>Identify the various types of glasses such as ophthalmic glasses, astigmatic lenses, prisms, contact lens, etc.</li> <li>Determine the unit of power of glasses and lenses.</li> <li>Describe the principles of focimetry.</li> <li>Identify the different types of focimeters.</li> <li>Identify the different types of lenses (varifocal, bifocal and single vision lenses).</li> <li>Demonstrate the different methods of measuring and documenting sample optical prescriptions as per the type of lenses.</li> </ul>	<p>Focimeters, torch, occlude, pinhole, Snellen charts, patient table, lenses, glasses, gauges, laboratory forms, spectacles, prisms etc.</p>
7	<p><b>Visual Acuity and Vision Assessment</b></p> <p><b>Theory Duration</b> (hh:mm)</p>	<ul style="list-style-type: none"> <li>Explain the concept of visual acuity and vision assessment.</li> <li>Explain the principles of relationship between visual acuity measurement and refractive error.</li> <li>List the range of available tests for measuring visual acuity like Snellen, LogMAR, E-test,</li> </ul>	<p>Equipment to assess visual acuity, torch, occlude, pinhole, Snellen's charts, patient</p>

	<p>45:00</p> <p><b>Practical Duration</b> (hh:mm)</p> <p>30:00</p> <p><b>Corresponding NOS Codes</b> HSS/N3002</p>	<p>Sheridan-Gardiner and tests for near vision.</p> <ul style="list-style-type: none"> <li>• Explain variance in vision assessment methods as per the age and ability of patient as well as nature of refractive error and ocular diseases.</li> <li>• Explain the importance of recording the PGP (Present Glass Prescription)- distance, intermediate, near and prismatic corrections accurately with correct notation.</li> <li>• Identify the appropriate visual acuity test/chart to be used according to patient's age, cooperation, ability, any cultural and special needs in the given case study.</li> <li>• Demonstrate the correct illumination method of the vision acuity chart as per standards.</li> <li>• Demonstrate the process of correct positioning and alignment of patient at the correct distance from the test chart as per standard protocols.</li> <li>• List the reasons for altering test distance.</li> <li>• Describe the required procedural information and instructions to be given to the patient before and after vision assessment like wearing of current optical correction appropriate to the test distance, requirements for compliance.</li> <li>• Describe the principles, uses and limitations of occluder, pinhole and stenopaic slit.</li> <li>• Demonstrate the correct usage of occluder, pinhole and stenopaic slit.</li> <li>• Apply the sample protocols for recording the result and patient's responses accurately during role play.</li> <li>• Describe the importance of torch examination of the eye.</li> <li>• Explain the use of Snellen chart according to the patient's preferences.</li> <li>• List the various non-refractive causes of reduced visual acuity and their effects on the measurement of visual acuity.</li> <li>• Explain the impact of patient's literacy level on the measurement of visual acuity.</li> <li>• Explain briefly about the assessment of eccentric viewing postures and scanning ability for patients with restricted fields.</li> </ul>	<p>table, lenses, glasses Focimeters, torch, occlude, pinhole, Snellen charts, patient table, lenses, glasses, gauges, laboratory forms, spectacles, prisms etc</p>
8	<p><b>Refraction, refractive error</b></p>	<ul style="list-style-type: none"> <li>• Explain the concept of refraction.</li> <li>• List the various types of refractive errors and</li> </ul>	<p>Autorefractor, Patient chair,</p>



	<p><b>assessment and autorefractor</b></p> <p><b>Theory Duration</b> (hh:mm) 45:00</p> <p><b>Practical Duration</b> (hh:mm) 30:00</p> <p><b>Corresponding NOS Codes</b> HSS/N3012</p>	<p>their correction methods.</p> <ul style="list-style-type: none"> <li>Describe the principles and methods of objective and subjective measurement of refractive error.</li> <li>Demonstrate the process of cross-checking the patient's vision related issues and existing use of optical corrections before beginning of the procedure.</li> <li>Determine the patient's visual needs from the sample visual reports and patient interview form.</li> <li>Demonstrate the process of correct positioning and alignment of patient for the procedure as per standard protocols.</li> <li>Demonstrate the instillation process of mydriatic or cycloplegic drops or ointments as indicated by health professional following applicable protocols.</li> <li>List the indications and contraindications for medications used for cycloplegic refraction and possible adverse effects.</li> <li>Describe the required procedural information and instructions to be given to the patient before and after refractive error assessment.</li> <li>Demonstrate the process of measuring refractive error using an autorefractor.</li> <li>Describe the importance of measurement of refractive error for distance with and without instilling drops.</li> <li>Prepare an estimate of refractive error from unaided visual acuity.</li> <li>Explain the changes in corneal curvature and refraction which are induced by wearing the contact lens.</li> <li>List functions of different types of retinoscopy: mirror, spot, streak and auto-refractometry.</li> <li>Explain the relevant requirements and protocols for maintenance and calibration of equipment.</li> <li>Discuss the protocols for recording the result accurately.</li> <li>Select the appropriate alternatives for correction as per the nature of the refractive error from the case study.</li> <li>List the possible pathological conditions associated with refractive errors.</li> </ul>	<p>patient couch, manikin, mydriatic or cycloplegic drops or ointments,</p>
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9.	<p><b>Dispensing of optical prescriptions</b></p> <p><b>Theory Duration</b> (hh:mm) 30:00</p> <p><b>Practical Duration</b> (hh:mm) 20:00</p> <p><b>Corresponding NOS Code</b> HSS/N3004</p>	<ul style="list-style-type: none"> <li>Identify the presence of conditions such as near-sightedness, farsightedness, or astigmatism based on tests and patient's reports in the sample case study.</li> <li>Demonstrate measurement of existing visual aids of patient with manual and automatic focimeters with respect to distance, intermediate, near and prismatic corrections in skill lab.</li> <li>Identify that there is requirement of continued use of existing optical correction or need of dispensing new spectacles from the given case study.</li> <li>Discuss about the importance of using optical correction with the patient and their relatives during role play.</li> <li>Select eyeglasses, contact lenses, low vision aids, and topical medications for the eyes as per sample optical prescriptions.</li> <li>Inspect that the sample spectacles contain precise measurements and the type of lenses as per the sample prescription.</li> <li>Differentiate between different types of lenses.</li> <li>Identify the optical centre of a lens and lens decentration in the sample spectacle.</li> <li>Demonstrate the usage of lens focimeters, gauges, and clocks to ascertain power, axis, major (prism) reference positions, center and edge thicknesses, prism for single-vision and multi-focal lenses.</li> <li>Demonstrate the method of spectacle correction by neutralizing the lenses.</li> </ul>	<p>Samples of various types of spectacles, focimetres, major prisms</p>
10.	<p><b>Working in optical center</b></p>	<ul style="list-style-type: none"> <li>Distinguish between the frame and lens.</li> <li>Organize information on lens specifications</li> </ul>	<p>Various glasses,</p>

	<p><b>and laboratory</b></p> <p><b>Theory</b> <b>Duration</b> (hh:mm) 30:00</p> <p><b>Practical</b> <b>Duration</b> (hh:mm) 35:00</p> <p><b>Corresponding</b> <b>NOS Code</b> HSS/N3010</p>	<p>(such as size, material, colors and style) collected from sample optical prescriptions on sample laboratory order forms during role play.</p> <ul style="list-style-type: none"> <li>• Explain the importance of providing the accurately filled laboratory order forms to ophthalmic laboratory technicians for grinding and inserting the lenses into a frame.</li> <li>• Select appropriate spectacle frames and contact lenses as per the patient's preferences during role play.</li> <li>• Demonstrate usage of a lensometer for recording the existing eyeglass prescription.</li> <li>• Examine sample contact lenses using appropriate instruments in skill lab.</li> <li>• File the record of prescriptions accurately as per instructions laid down by trainer.</li> <li>• Demonstrate method of adjusting sample spectacle frames in mock set-up.</li> <li>• Explain about the requirements and protocols for maintenance and calibration of equipment.</li> <li>• Prepare a report of the latest trends of frames/contact lenses available in industry using desk research.</li> <li>• Describe the possible consequences of interpreting the inaccurate measurement from optical prescriptions.</li> <li>• List the common types of glasses and contact lenses available in optical centers.</li> <li>• Select eyeglass frames, lenses, and lens coatings as per need and patient preference in the given case study.</li> <li>• Discuss the information to be given to clients about adapting to, wearing, or caring for eyeglasses/ contact lenses.</li> <li>• Demonstrate the method of inserting, removing, and caring of the contact lenses.</li> <li>• Determine the correct fitness of contact lenses.</li> <li>• Demonstrate fixing, adjusting and re-fitting of the sample broken frames.</li> <li>• Demonstrate adjusting of the glasses or contact lenses till proper fit and comfort is confirmed by the client.</li> <li>• Demonstrate the best practices used for recording facial frame measurements in skill lab.</li> </ul>	<p>contact lenses and frames of spectacles</p>
<p>11.</p>	<p><b>Ophthalmic</b> <b>Equipment</b></p> <p><b>Theory</b></p>	<ul style="list-style-type: none"> <li>• Describe the uses of various equipment used in ophthalmology department.</li> <li>• Explain standard operating procedure followed for storing the ophthalmology equipment</li> </ul>	<p>Various equipment used in the ophthalmology</p>

	<p><b>Duration</b> (hh:mm) 30:00</p> <p><b>Practical Duration</b> (hh:mm) 10:00</p> <p><b>Corresponding NOS Codes</b> HSS/N3011</p>	<p>safely.</p> <ul style="list-style-type: none"> <li>Describe the process of cleaning and sterilization of the instrument.</li> <li>Describe the purpose of fumigation, swab, pads, drums and autoclaving.</li> <li>Describe the importance of the maintenance and calibration of the equipment.</li> <li>Describe the inventory management practices such as FIFO (First In First Out) used in ophthalmology department.</li> <li>Describe the importance and need of inventory management of ophthalmic equipment, materials and consumables.</li> <li>Demonstrate use of FIFO (First In First Out) using sample inventory checklist in mock set-up.</li> </ul>	<p>department like autorefractors, Snellen's chart etc.</p>
12.	<p><b>Ophthalmic Clinic Management</b></p> <p><b>Theory Duration</b> (hh:mm) 30:00</p> <p><b>Practical Duration</b> (hh:mm) 40:00</p> <p><b>Corresponding NOS Code</b> HSS/N3011</p>	<ul style="list-style-type: none"> <li>List the various supportive activities required at the ophthalmic clinic/ department/ center.</li> <li>Demonstrate skills for scheduling, rescheduling and cancellation of new and follow-up appointments.</li> <li>Design a reminder message which could be sent to the patients about their upcoming appointments.</li> <li>Describe importance of collecting patient's personal information including insurance provider details.</li> <li>Demonstrate billing activities for various processes in a mock set-up.</li> <li>List various supportive activities expected from the vision assistant before and after ophthalmic procedures.</li> <li>Describe the importance of organizing the previous records of the patient from database before scheduled appointment.</li> <li>Carry out assembling of the previous records of the patient from sample database given by the trainer.</li> <li>Describe the variations in patient preparation techniques as per prescribed examination and procedure.</li> <li>Prepare mannikin for examination and procedure during role play.</li> <li>Demonstrate correct techniques of applying eye medications and eye drops in 3 D model of eye.</li> </ul>	<p>Mock set-up of an eye clinic,</p>

		<ul style="list-style-type: none"> <li>Describe the sterilization protocols of surroundings and equipment used during eye-care procedures.</li> <li>Inspect that the equipment is sterilized and ready for use in mock-set-up by applying the sterilization protocols.</li> <li>Examine the availability of adequate stock of supplies and equipment required for the examination and procedure in the mock set-up using sample checklist.</li> <li>Demonstrate changing of the eye bandages following the eye surgery/procedure on manikin.</li> <li>Demonstrate the procedure of insertion and removal of contact lenses.</li> <li>Design sample eye-care related information leaflet depicting about specific eye conditions and eye care.</li> </ul>	
13.	<p><b>Confidentiality, Documentation and Records</b></p> <p><b>Theory Duration</b> (hh:mm) 20:00</p> <p><b>Practical Duration</b> (hh:mm) 20:00</p> <p><b>Corresponding NOS Codes</b> HSS/N3011</p>	<ul style="list-style-type: none"> <li>Define the role and responsibilities for the vision assistant in reporting and documentation.</li> <li>Describe reporting matrix and its methods.</li> <li>Explain various types of records to be maintained in the ophthalmology department.</li> <li>Describe the method of storage and retrieval of records.</li> <li>Explain the importance of documentation of patient follow up.</li> <li>Perform compilation of all relevant information in sample formats related to patient’s profile and laboratory results.</li> <li>Explain the importance of reviewing the medical records for completeness and maintaining them as per the organization protocol.</li> <li>Apply standard norms and legislation to complete the detailed paperwork for documenting clinical and procedure related records in a sample case study.</li> <li>Describe the importance of using the Hospital Information System (HIS) for maintaining longevity of the records and prompt retrieval of patient’s medical charts.</li> <li>Demonstrate the process of recording sample patient information in the HIS.</li> <li>Describe the importance of maintaining follow-</li> </ul>	Sample formats of reports and hospital documents

		<p>up register as per organizational policies.</p> <ul style="list-style-type: none"> <li>• Demonstrate the counselling skills while providing information on the importance of regular follow ups with the physician during role play.</li> <li>• Explain the importance of storing current and past records safely and securely as per organizational policy.</li> <li>• Determine the specified time period for retention of medical records from case study.</li> <li>• Describe Standard Operating Procedure (SOPs) regarding disposal of medical records.</li> <li>• Explain the purpose of obtaining written consent of authorized officer before sharing any patient related information to others.</li> <li>• Explain the importance of keeping security and confidentiality of the medical records.</li> </ul>	
14.	<p><b>Basic Computer Knowledge</b></p> <p><b>Theory Duration</b> (hh:mm) 20:00</p> <p><b>Practical Duration</b> (hh:mm) 20:00</p> <p><b>Corresponding NOS Codes</b> HSS/N3011</p>	<ul style="list-style-type: none"> <li>• Identify various parts of computer system.</li> <li>• Discuss the foundation concept of operating systems and their functions.</li> <li>• Discuss the utilities and basic operations of the latest version of software.</li> <li>• Demonstrate basic computer working like feeding the data, saving the data and retrieving the data.</li> </ul>	Computer with internet facility and latest version of software
15.	<p><b>Bio Medical Waste Management</b></p> <p><b>Theory Duration</b> (hh:mm) 15:00</p> <p><b>Practical Duration</b> (hh:mm)</p>	<ul style="list-style-type: none"> <li>• Categorize the different types of biomedical waste.</li> <li>• Explain the importance of proper and safe disposal, transportation and treatment of bio-medical waste.</li> <li>• Identify the various types of colour coded bins/containers used for disposal of biomedical waste.</li> <li>• Explain the local guidelines of biomedical waste disposal.</li> <li>• Segregate the biomedical waste in the given situation applying the local guidelines.</li> </ul>	Different coded color bins, chart for color coding of bins

	05:00  <b>Corresponding NOS Code</b> HSS/N9618		
16.	<b>Safety, Emergency Medical response &amp; First Aid</b>  <b>Theory Duration</b> (hh:mm) 20:00  <b>Practical Duration</b> (hh:mm) 10:00  <b>Corresponding NOS Codes</b> HSS/N9617	<ul style="list-style-type: none"> <li>• Explain the basics of first aid.</li> <li>• Identify precautions to be taken for self-safety.</li> <li>• Identify the hospital emergency codes.</li> <li>• Explain about disaster management techniques to deal with institutional emergencies.</li> <li>• Demonstrate usage of hospital emergency codes and basic first aid in a mock drill depicting an institutional emergency.</li> <li>• Define Basic Life support and its components.</li> <li>• Demonstrate Cardio-Pulmonary Resuscitation (CPR) on manikin.</li> <li>• Identify the common ophthalmic emergencies.</li> <li>• Define the escalation matrix for referral and management of ophthalmic emergencies.</li> </ul>	Crash cart trolley, first aid box, CPR Nursing Manikin, Ambu Bag With Mask Adult, Torch
17.	<b>Soft Skills and Communication</b>  <b>Theory Duration</b> (hh:mm) 25:00  <b>Practical Duration</b> (hh:mm) 10:00  <b>Corresponding NOS Code</b> Bridge Module	<ul style="list-style-type: none"> <li>• Discuss the importance of effective communication with patients, relatives and colleagues without using jargons and colloquial terms.</li> <li>• Apply effective communication methods using appropriate terminology as per policies and procedures in the role play.</li> <li>• Describe about the attributes of a team player.</li> <li>• Apply confidentiality and privacy practices related to patient's information</li> <li>• Apply skills of team-work, prioritization of work and time management during daily activities.</li> <li>• Apply basic reading and writing skills.</li> <li>• Apply grammar and composition.</li> <li>• Apply problem solving and decision making skills within scope of work.</li> <li>• Demonstrate effective patient-centric approach in medical service.</li> <li>• Explain the importance of working in limits of competency and authority</li> <li>• Identify the effects of non-compliance</li> <li>• Explain the importance of maintaining</li> </ul>	Case studies and demonstrative videos on team work, group dynamics

		<p>relationship with other departments in order to seek support if required.</p> <ul style="list-style-type: none"> <li>• Explain work ethics in the hospital set up.</li> <li>• Discuss objection handling.</li> <li>• Apply rules and policies of organization for maintaining code of conduct.</li> <li>• Demonstrate best practices in the field.</li> <li>• Apply basic telephone and email etiquette.</li> <li>• Analyse the information gathered from observation, experience, reasoning, or communication during the role play.</li> <li>• Apply the information gathered from observation, experience, reasoning, or communication to act accordingly.</li> <li>• Define rapidly changing situations</li> <li>• Demonstrate adaptation with rapidly changing situations defined in sample case study.</li> </ul>	
18.	<p><b>Infection Control Policies and Procedures</b></p> <p><b>Theory Duration</b> (hh:mm) 25:00</p> <p><b>Practical Duration</b> (hh:mm) 10:00</p> <p><b>Corresponding NOS Code</b> HSS/N9618</p>	<ul style="list-style-type: none"> <li>• Explain the concept of healthy living.</li> <li>• Describe the importance of infection control and prevention.</li> <li>• List strategies for preventing transmission of pathogenic organisms.</li> <li>• Demonstrate the steps of spill management.</li> <li>• Describe the nosocomial infections.</li> <li>• Explain the importance of incident reporting.</li> <li>• Develop techniques of self-hygiene.</li> <li>• Explain the concept of immunization.</li> <li>• Describe the hand-hygiene guidelines and procedures used in healthcare-settings.</li> <li>• Demonstrate the procedures of hand hygiene.</li> <li>• Explain the importance of using Personal Protective Equipment (PPE).</li> <li>• List the types of PPE.</li> <li>• Describe the process of wearing and removing each of the PPE.</li> <li>• Demonstrate the techniques of proper usage of PPE.</li> <li>• Explain various vaccinations against common infectious diseases.</li> </ul>	<p>Gloves Disposable, Surgical Gloves Packet, Mask Packet, Shoe Cover Packet, Hair Cap Packet, Sponge Cloth, Wet Wipes Packet</p>
	<p><b>Total Duration (hh:mm)</b> <b>750:00</b></p>	<p><b>Unique Equipment Required:</b> Trial Set, Trial Lens Set For Hoffa, 20D Lens Ocular, A Scan, Applanation Tonometer, Auto Lens Meter, Auto/Digital Keratometry, Chair Unit, Direct Ophthalmoscope, Direct Retinoscope, Fundus</p>	



<p><b>Theory Duration (hh:mm)</b> <b>450:00</b></p> <p><b>Practical Duration (hh:mm)</b> <b>300:00</b></p>	<p>Camera, Glucometer, Vision Drum-2, Field Analyser, Manual Keratometer, Orbscan II, Retinoscope, Schioetz Tonometer, Slit Lamp, Distance And Near Visual Acuity Chart For Paediatric (Snellen Chart), Teller, cardiff visual acuity chart, Distance And Near Visual Acuity Chart For Adult (Snellen Chart), Torch, Pin Hole, Occluder Cross Cylinder, Model Of Eye Ball, Artificial Eye, Gloves, Wipes, Screen for privacy, Mydriatic drug (Sample) - Non expired, Mydriatic drug (Sample) - Non expired, Colour Vision Chart - 14 plates, Gloves Disposable, Surgical Gloves Packet, Mask Packet, Shoe Cover Packet, Hair Cap Packet, Sponge Cloth, Wet Wipes Packet, Case studies and modules of soft skills, scenario based learning modules, Different coded colour bins, chart for colour coding of bins, Computer with internet facility and latest MS Office</p> <p><b>Classroom equipped with following arrangements:</b></p> <ul style="list-style-type: none"> <li>• Interactive lectures &amp; Discussion</li> <li>• Brain Storming</li> <li>• Charts &amp; Models</li> <li>• Activity</li> <li>• Video presentation</li> </ul> <p><b>Skill lab equipped with following arrangements:</b></p> <ul style="list-style-type: none"> <li>• Well illuminated room 3 meter length or 6 meter</li> <li>• Dark Room</li> <li>• Unique equipment as Listed at the last</li> <li>• Demonstration of various functions</li> <li>• Case study</li> <li>• Role play</li> </ul> <p><b>Visit to Diagnostic Center &amp; Hospital</b></p> <ul style="list-style-type: none"> <li>• Field assignment</li> </ul>
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- Grand Total Course Duration: 1500:00 Hours (750 Hours for Classroom & Skill Lab Training + 750 mandatory Hours OJT/Internship/Clinical or Laboratory Training)

*(This syllabus/ curriculum has been approved by SSC: Healthcare Sector Skill Council)*

## Trainer Prerequisites for the Job role: “Vision Assistant” mapped to Qualification Pack: “HSS/Q3003 v1.0”

Sr. No	Area	Details
1	<b>Description</b>	Trainer is responsible for delivering accredited training service, mapped to the curriculum detailed above, in accordance with the Qualification Pack “ <u>HSS/Q3003, v1.0</u> ”.
2	<b>Personal Attributes</b>	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	<b>Minimum Educational Qualifications</b>	<ul style="list-style-type: none"> <li>• MS Ophthalmology or</li> <li>• Medical Graduate or</li> <li>• B.Sc. in Optometry or</li> <li>• Diploma in Optometry or</li> <li>• Optometrist</li> </ul>
4a	<b>Domain Certification</b>	Certified for Job Role: “ <u>Vision Assistant</u> ” mapped to QP: “ <u>HSS/Q3003 v1.0</u> ” with minimum score of 80%.
4b	<b>Platform Certification</b>	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “ <u>MEP/Q2601</u> ” with minimum score of 80%.
5	<b>Experience</b>	<ul style="list-style-type: none"> <li>• MS Ophthalmology with 1 year of industry experience or</li> <li>• Medical Graduate with experience of 4 years (including 2 year of experience working in Ophthalmology Unit) and 1 year of teaching experience or</li> <li>• B.Sc. in Optometry with experience of 5 years (including 4 year of experience working in Ophthalmology Unit) and 1 year of teaching experience or</li> <li>• Diploma in Optometry with experience of 6 years (including 5 year of experience working in Ophthalmology Unit) and 1 year of teaching experience or</li> <li>• Optometrist with experience of 5 years (including 3 year of experience working in Ophthalmology Unit) and 1 year of teaching experience</li> </ul>

## Assessment Criteria

For the Assessment Criteria, please refer to the QP PDF.