

# **PROFESSIONAL STANDARDS OF PRACTICE**

**THE OPTICIANS OF MANITOBA**

*HIGHEST STANDARDS  
OF  
PROFESSIONAL CRAFTSMANSHIP*

## **PROFESSIONAL STANDARDS OF PRACTICE THE OPTICIANS OF MANITOBA**

### **INTRODUCTION**

Revised June 2005

Opticians and Certified Contact Lens Opticians in Manitoba must be registered to practice in Manitoba by the Opticians of Manitoba. All registrants of the Opticians of Manitoba must meet basic educational requirements and pass the examinations related to the dispensing of eyeglasses, and to the fitting of contact lenses. Registration also requires that Opticians and Certified Contact Lens Opticians keep their knowledge and skills current through continuing education.

The Opticians of Manitoba has the responsibility to regulate the practice of Opticianry through Regulations and Bylaws aimed at upholding standards of ophthalmic care, which safeguard the public from harm.

All Opticians shall maintain a standard of practice consistent with the guidelines and regulations imposed herein and from time to time by the Opticians of Manitoba through its council and each Optician is responsible for the maintenance of all such guidelines and regulations.

### **PURPOSE AND SCOPE OF THE OPTICIANS OF MANITOBA STANDARDS**

Standards of practice serve the following purposes:

1. They provide the public with clear guidelines for the quality of care they should receive from an Optician.
2. They provide practitioners with clear expectations for upholding the requirements of professional practice set by the Opticians of Manitoba.
3. They provide the Opticians of Manitoba with benchmarks by which it may investigate complaints, and, if necessary, the criteria by which it will judge whether disciplinary and/or remedial action is required.

The Opticians of Manitoba is responsible for setting minimum standards of practice with respect to business and dispensing practices, staff supervision, client management, and records management.

### **REVIEW FREQUENCY**

These standards of practice constitute present policy for the conduct of professional practice. They will be reviewed regularly by the Council of Opticians and any resulting revisions will be circulated to Opticians of Manitoba registrants.

## **CODE OF ETHICS**

It shall be the IDEAL, the RESOLVE and the DUTY of each Optician to act in accordance with the following principles:

1. I shall keep the WELFARE of my customer/patient uppermost at all times, and shall continuously enhance my educational and technical proficiency in order that my customers/patients might receive the benefits of all acknowledged improvements in Ophthalmic care.
2. I shall render my services to all my customers/patients with equal diligence, respect and without discrimination.
3. I have a duty to hold in strict CONFIDENCE all information acquired in the course of the professional relationship with my customer/patient, and shall not divulge any such information unless expressly authorized by my customer/patient, or by law.
4. I shall assist in MAINTAINING the integrity of the profession, shall contribute to, and participate in its activities. I shall encourage and participate in the education of all participants in the profession.
5. I shall foster good relationships among members of the Ophthalmic professions, in order to facilitate inter-professional relationships and REFERRALS for the benefit of my customer/patient.
6. I shall be professionally responsible for all services rendered by myself or under my supervision.

## **1. BUSINESS AND DISPENSING PRACTICES**

### **a) License Of Record**

The Council of Opticians will hold a License of Record accountable for all aspects of opticianry undertaken at the location that the member acts as License of Record. The License of Record would usually be the manager of the Optical Dispensary and therefore be responsible for all licensed Opticians and support staff working under the manager's direction. The Opticians of Manitoba has recorded the name of each License of Record from every dispensary and it is the responsibility of each License of Record to inform the Opticians of Manitoba of any changes.

Every member who becomes a License of Record at an Optical Dispensary and/or every member who ceases to be the License of Record at an Optical Dispensary must notify the Registrar immediately and never later than fourteen (14) days of that change. In addition, all licensed Opticians whether they are the License of Record or not, are required to report any changes of working address to the Registrar writing in fourteen (14) days of the change.

The License of Record must ensure that a licensed Optician is in direct supervision of a practice or place of business during all normal business hours.

The License of Record will be held responsible for any unlicensed dispensing carried out at the location for which they are registered as the License of Record.

A person acting as a License of Record at a business location cannot act as an itinerant Contact Lens fitter at another location unless a licensed Optician replaces the License of Record during those times

No Optician shall purport to license or supervise the practice of Opticianry at more than one Optical Dispensary at the same time.

The following are the relevant By-Laws pertaining to the License of Record:

#### **Section 32.(2)**

Every licensed Optician who owns, manages or controls a practice or business of opticianry shall maintain a record of the licensed member, or members who are responsible for any practice or business of opticianry that the said Optician owns, manages or controls. All practices, and each location where opticianry is carried on must display a notice identifying the current licence of record.

#### **Section 32 (3)**

Where a practice or business of opticianry owned, managed or controlled by a member of the Corporation encompasses more than one business location or outlet that member shall ensure that each location or outlet is properly supervised by a licence of record and no member shall purport to supervise more than one location or outlet concurrently.

#### **Section 32.(4)**

The council may cancel a licence issued under the Act and order the Registrar to remove the name of the member holding the licence from the Register or otherwise discipline a member:

Upon the Council being satisfied that the member has allowed his name to stand as the License of Record for a business or practice of opticianry in the Province of Manitoba without ensuring that the business or practice of opticianry is being directly supervised by a licensed Optician on a full time basis. For the purpose of this clause, supervision on a full time basis requires that a licensed Optician be present during the normal business hours of the practice or the business of opticianry with the exception of reasonable annual vacation or vacations of the licensed Optician of record. During vacation periods, the requirement of supervision on a full time basis shall be satisfied so long as nothing is actually dispensed without being first checked by a licensed Optician.

### **b) Response To Notice Of Complaint**

Where the Council of the Opticians of Manitoba or any member of Council designated for that purpose receives a complaint against a member of the Corporation either from a member of the public or from another Optician, the member complained against shall, within ten days of receiving notice that a complaint has been

made against him/her, file a written notice with the member of the Council who has conveyed that complaint to him/her. Furthermore, the member complained against shall respond to any further requests for information relating to that complaint that are directed to that member in ten days after the request for further information is sent to him. Failure of the member complained against to file a written answer to response within ten days after the request for a written answer or response, shall in itself constitute professional misconduct in the absence of a reasonable excuse.

The Council of the Opticians of Manitoba will consider filing professional misconduct charges against any Optician who has had a complaint laid against him/her if that Optician approaches the individual who complained against them.

**c) Staff Supervision**

All Opticians are responsible for ensuring that all of the functions of opticianry as defined in the Opticians Act are carried out by a licensed Optician or by a trained individual operating under the direct supervision of a licensed Optician and that all such functions are carried out in a professional manner consistent with the standards of the profession.

All Opticians shall be required to personally ensure that their staff or assistants are properly trained:

- i) In order to assist the Optician in their practice of opticianry so as to maintain at all times a reasonable standard of professional care; and
- ii) To provide assistance to the Optician and the public and maintain a practice, insofar as is applicable to their functions, which is consistent with the guidelines and regulations of the Opticians of Manitoba.

**2. CLIENT MANAGEMENT**

**a) Communication**

Registrants must:

- i) communicate product information so that the client is able to make a product choice on the basis of all pertinent facts;
- ii) explain the use of ophthalmic products, including all relevant information for correct ongoing care, especially for factors bearing on health and safety;
- iii) when fitting contact lenses, use a consistent protocol to instruct the client about:
  - a) warning signs of possible harm and the necessity to report any problems;
  - b) the necessity for follow up to ensure health and safety;
  - c) proper hygiene and cleaning procedures for lenses and case;
  - d) proper procedure(s) for insertion and removal of contact lenses and emergency responses to insertion and removal problems;
  - e) the necessity to comply with specified wearing time;
- iv) manage relations with clients in a professional manner.

**b) Follow-up**

Registrants must establish and carry out appropriate follow-up care.  
(For contact lenses; refer to the guidelines outlined in Appendix II C)

**c) Complaints**

Registrants must:

- i) respond to client complaints in a timely manner;
- ii) for eyeglasses, ensure that the product meets tolerances set by the Opticians of Manitoba;
- iii) for contact lenses, establish whether there is a possible risk to eye health. If a possible risk is detected, advise the client to seek a medical opinion.

### **3. RECORDS MANAGEMENT**

#### **a) Client files**

Registrants must:

- i) establish and maintain a consistent system for recording and filing relevant client information;
- ii) use a consistent method of accepting, analyzing, verifying, and recording prescription information;
- iii) collect and record relevant client data as outlined in Appendices I A and II A; and
- iv) keep an ongoing record of transactions and/or visits in the client's file.

In managing client records, Optician are obliged to comply with the Regulations of the Personal Health Information Act, the Freedom of Information Act, and the Bylaws of the Opticians of Manitoba.

#### **b) Records**

Registrants must:

- i) retain original and updated client files for a minimum of seven years from the last date of entry for dispensing and for contact lens fitting; and
- ii) ensure the security of client records within the business premises by taking appropriate precautions against loss, theft, or destruction.

### **4. OPERATION OF A CONTACT LENS PRACTISE.**

As noted above, every shop which purports to be an Optical Dispensary must have a 'license of record' who takes the responsibility of supervising the quality of optical goods and services which are dispensed from that establishment. This person may also be a certified contact lens optician but does not of necessity HAVE to be a certified contact lens optician.

If an Optical Dispensary wishes to sell contact lenses, this practice must be done by a certified contact lens optician. While this individual need not be a permanent and full time employee of one dispensary, he/she should be present when all fitting functions are performed. It is possible, therefore, for a single contact lens optician to perform the fitting function at several locations.

If the 'license of record' is also the certified contact lens optician in the operation, he/she may not perform the fitting function as in 'itinerant contact lens optician' without providing licensed supervision for his/her 'home' dispensary in his/her absence.

#### **a) Certified Contact Lens Optician Responsibilities**

- i) an assessment of the patient's history
- ii) 'K' readings
- iii) trial fittings
- iv) slit lamp evaluation
- v) evaluation of lens 'in situ'
- vi) determination of lenses required
- vii) check-ups
- viii) insertion and removal

The above functions may be performed by no other person aside from the certified contact lens optician.

In the case of the 'itinerant certified contact lens optician' none of the above functions may be performed in his/her absence, however, if it is necessary to order replacement lenses, the order may be placed provided that the chart has been reviewed either personally or over the telephone by the certified contact lens optician. In the event the file is reviewed over the telephone, the certified contact lens optician must visually verify the contact lenses prior to the patient's receipt of the lenses.

**b) Training And Hand-Outs**

Training and hand outs may be done by a person other than the certified contact lens optician BUT the certified contact lens optician must be on the premises when the function is being performed. A contact lens assistant may be used but must receive thorough training by the certified contact lens optician to ensure proper instruction is given to every new patient.

NO assistant may perform the function of actual insertion and removal of a contact lens on a patient. He/she may assist the patient in doing his/her own insertion and /or removal through verbal instruction and encouragement, but may not actually insert or remove the lens. A written hand-out must be provided to every new patient at the conclusion of their contact lens training session of insertion and removal to help aid patient compliance.

**c) Vacations**

There shall be:

- i) no new fittings
- ii) no training and hand-outs
- iii) a system in place for emergency referrals
- iv) a system in place whereby any replacement lens orders are reviewed by a certified contact lens optician in a similar way that spectacles orders must be reviewed by a licensed individual when the license of record is on vacation

**d) Replacements From Your Own Records**

- i) a certified contact lens optician must review the record in person or by phone and then the patient may pick up the replacement lens in the absence of the certified contact lens optician provided that the re-order was approved and reviewed by the certified contact lens optician.
- ii) no person other than the patient him/herself shall perform an insertion or removal of a replacement contact lens in the absence of the certified contact lens opticians

**e) Replacements For Casual Patients**

If a person who is an existing contact lens wearer attends at the offices of a certified contact lens optician and requests a replacement lens

- i) There must be a verifiable record presented details of the original power, lens specifications, keratometer measurements and health assessment. A verifiable record presented must be on a professional letterhead and signed by the original contact lens provider. If presented an unsigned business card, verification by phone is required to confirm all information is correct. An empty vial, disposable box labels or hand written specifications on a piece of paper do not suffice as a verifiable record
- ii) The certified contact lens optician must retain the original copy of the specifications but may give a photocopy of the original back to the patient.
- iii) Casual patients must be re-fit to the extent that the specifications provided may be used as a starting point for fitting, but a history must be taken, 'K' readings done for confirmation purposes, slit lamp evaluation done, evaluation of the lens 'in situ'. This will ensure that the lens provided and the lens requested are appropriate for the patient.

#### **4. CONTINUING EDUCATION REQUIREMENTS FOR OPTICIANS**

- i) All licensed Opticians and Certified Contact Lens Opticians must be registrants of the Optician of Manitoba, certifying that they are able to practice with competency.
- ii) The Board of the Opticians of Manitoba will issue a certification attesting to the competency of the registrant.
- iii) Certification issued by the Board of Opticians of Manitoba is valid during a predetermined three-year cycle.
- iv) All certification will expire at the end of the three-year period. Re-certification for further three-year periods will be granted provided that the registrant has fulfilled the mandatory continuing education requirements designated by the Board of the Opticians of Manitoba. Failure to complete the mandatory continuing education requirements will result in the withdrawal of certification.
- v) A registrant who has failed to comply with continuing education requirements may maintain certification by successfully completing a suitable examination.

## **APPENDIX I      GUIDELINES FOR THE DISPENSING OF EYEGLASSES**

### **APPENDIX I A**

1. The following information must be included in a client's file when dispensing eyeglasses:
  - a) the client's name, address and phone number
  - b) full details of the prescription; including date and name of prescriber. It is recommended that the Optical Dispensary retain the client's prescription but must provide the client with a copy of the original prescription.
  - c) all pertinent measurements; eg. PD's, segment heights, etc.;
  - d) the frame specifications;
  - e) the lens design and materials;
  - f) the date of dispensing;
  - g) the record that a client has been advised when a lens is dispensed that does not or cannot meet impact resistance standards; and
  - h) if the prescription is a duplication of an existing pair of glasses without a written prescription or is older than 2 years, the client should be advised to return for a full eye examination and this advice should be noted in the client's file.
  
2. It is advisable that the following information also be included in a client file when dispensing eyeglasses:
  - a) the client's history pertinent to the service required;
  - b) the identity of the Optician(s) involved in the dispensing of eyewear;
  - c) all financial details of the transaction;
  - d) any warranty information.

## **APPENDIX I B      EQUIPMENT FOR DISPENSING EYEGLASSES**

It is acknowledged that there are different methods of achieving the same ends with respect to frame adjustments; thus the tools and equipment needed will vary accordingly. However, an Optician must achieve results to a professional standard whether by performing manually or by using equipment.

An Optician must have the appropriate tools for dispensing eyeglasses on all premises, and maintain them in good working and calibrated condition. These include, but are not limited to:

- a) adjustment and bench tools;
- b) lensometer;
- c) lensgauge;
- d) frame heater;
- e) millimeter ruler;
- f) pupilometer and /or penlight;
- g) frame and lens cleaning products;
- h) thickness calipers;
- i) vertex distometer;
- j) reading chart/ reading material; and
- k) tolerance chart (See Appendix IC)

The dispensary must have proper lighting facilities and mirrors to provide an appropriate environment for clients to choose eyeglasses.

Appendix I C

**TOLERANCE CHART**

INSPECTION ROUTINE	PROVISIONS AND TESTING PROCEDURES	TOLERANCE															
<p>Physical Quality and Appearance</p> <p>Surface Imperfections</p> <p>Internal Defects</p> <p>Localized Power Errors</p>	<p>The lens must be inspected against a black background in light from an open-shaded 40 watt incandescent clear lamp with the lens 12 inches from the light source.</p> <p>(see above)</p> <p>A high contrast grid pattern is viewed through the lens with the lens 12 inches from the eye.</p>	<p>Pits, scratches, greyness, or water marks are not acceptable. Minute hairline scratches are acceptable.</p> <p>Bubbles, striae, and inclusions are not acceptable.</p> <p>The grid must appear smoothly curved and gradually distorted. Waves found by visual inspection are acceptable if no deterioration in image quality is found when the localized area is examined with a lensmeter, focimeter, or vertometer.</p>															
<p>Refractive Power (Sphere and Cylinder)</p> <p>Untreated Glass Lenses</p> <p>Treated Glass/ Impact Resistant and Plastic Lenses</p>	<p>Power in each principle meridian is measured with a lensmeter, focimeter, or vertometer at the major reference point (MRP).</p> <p>(see above)</p>	<p>0.00 to 6.00 D: <math>\pm 0.06</math> D.          6.25 to 12.00 D: <math>\pm 1\%</math>.          above 12.00 D: <math>\pm 0.12</math> D.          Maximum cylinder power variation: <math>\pm 0.12</math> D.          The difference in the refractive power error of the two lenses of a pair cannot exceed the tolerance specified for a single lens.</p> <p>0.00 to 6.00 D: <math>\pm 0.12</math> D.          6.25 to 12.00 D: <math>\pm 2\%</math>.          above 12.00 D: <math>\pm 0.25</math> D.          Maximum cylinder power variation: <math>\pm 0.12</math> D.          The difference in the refractive power error of the two lenses of a pair cannot exceed the tolerance specified for a single lens. For example</p> <table border="0" data-bbox="779 1701 1234 1858"> <thead> <tr> <th colspan="2"><u>Error</u></th> <th><u>Difference</u></th> </tr> <tr> <th>OD</th> <th>OS</th> <th></th> </tr> </thead> <tbody> <tr> <td>+0.06</td> <td>-0.06</td> <td>0.12</td> </tr> <tr> <td>+0.12</td> <td>+0.06</td> <td>0.06</td> </tr> <tr> <td>-0.12</td> <td>-0.12</td> <td>0.00</td> </tr> </tbody> </table>	<u>Error</u>		<u>Difference</u>	OD	OS		+0.06	-0.06	0.12	+0.12	+0.06	0.06	-0.12	-0.12	0.00
<u>Error</u>		<u>Difference</u>															
OD	OS																
+0.06	-0.06	0.12															
+0.12	+0.06	0.06															
-0.12	-0.12	0.00															

INSPECTION ROUTINE	PROVISIONS AND TESTING PROCEDURES	TOLERANCE
Refractive Power (Addition)	The power of the addition is measured with a lensmeter, focimeter, or vertometer in accordance with the instructions at the end of this chart.	±0.09 D. The curves of the reading and distance portions of a one-piece bifocal must meet sharply and be free of surface irregularities.
Cylinder Axis Untreated Glass Lenses  Treated Glass Impact Resistant and Plastic Lenses	The axis is determined in relation to the cutting or mounting line and is measured with a lensmeter, focimeter, or vertometer.  (see above)	0.12 to 0.37 D: ±3°. 0.50 to 1.00 D: ±2°. above 1.12 D: ±1°.  0.12 to 0.37 D: ±5°. 0.50 to 1.00 D: ±3°. above 1.12 D: ±2°.
Prism Power and Location of Specified MRP	Measured with a lensmeter, focimeter, or vertometer at the MRP. A lens specified without prism will be considered a 0Δ lens.	Vertical: ±0.25Δ per lens or a 0.25Δ imbalance. Horizontal: ±0.25Δ per lens or a 0.50Δ imbalance.
Segment Size	Measured with a ruler, at the widest part of the segment, on the segment side of the lens.	±0.5 mm. The segments must be symmetrical. Trifocal intermediate vertical dimension: ±0.25 mm.
Segment Location	Measured with a ruler, from the apex of the bevel to the highest portion of the segment, on the concave side of the lens.	±0.5 mm.
Front Base Curves	Measured with a lens clock, in the principle meridians, at the center of the lens.	±0.75 D.

INSPECTION ROUTINE	PROVISIONS AND TESTING PROCEDURES	TOLERANCE
Warpage	(see Front Base Curves)	±1.00 D.
Lens Size Plastic Frames Metal Frames Rimless Mount	Measured with a ruler (see above). (see above) Measured with a ruler in accordance with the boxing system.	±0.5 mm. ±0.5 mm. Must fit into specified frame. Lens shapes must match. Edges must be straight and smooth with all sharp edges removed.
Thickness Specified Industrial Dress	Measured with a caliper at the thinnest part of the lens. Measured with a caliper at the thinnest part of the lens. Measured with a caliper.	±0.2 mm 3.0 mm Not less than 2.0 mm at the optical center (OC). Average thickness between the OC and the thinnest edge not less than 1.7 mm. Edge thickness of not less than 1.0 mm at the thinnest part of the edged lens.
All treated glass/impact resistant and plastic occupational protective lenses must meet the requirements for power, size, etc. as specified in this chart and those of ANSI Z87.1-1968.		
Before they are mounted into frames, all treated glass/impact resistant and plastic lenses must be capable of withstanding the impact of a 5/8 inch steel ball dropped from 50 inches. This test is to be conducted at room temperature, with the lens supported by a plastic tube (1 inch inside diameter, 1-1/4 inch outside diameter) with a 1/8 inch neoprene gasket on the top edge.		
<p>A generalized set of instructions for measuring the power of the addition follow:</p> <p>a) neutralize the distance portion of the lens with the temples pointing away from you (reading A)</p> <p>b) turn the eyeglasses over so that the temples are pointing towards you. Neutralize the distance portion again (reading B). If the lens is a spherocylinder lens, you must adjust the cylinder wheel. For example: The distance prescription is +4.00 +1.00 X 075. The axis is 15° from the vertical. When the eyeglasses are turned over, the axis will still be 15° from the vertical but in the opposite direction. The cylinder wheel will read 105°</p> <p>c) neutralize the near portion of the lens with the temples pointing towards you (reading C)</p> <p>d) the algebraic difference between readings C and B (C - B) equals the power of the addition</p> <p>e) because of the prismatic effect that occurs when neutralizing the near portion, the target may be blurred. Use the auxiliary prisms to shift the target to the center of the reticle</p>		

## **APPENDIX II      GUIDELINES FOR THE FITTING OF CONTACT LENSES**

### **APPENDIX II A**

1. The following information must be included in the file of a client who is being fitted for contact lenses:
  - a) the client's name, address and telephone number;
  - b) full details of the prescription, including date and name of prescriber. It is recommended that the optical dispensary retain the client's prescription but must provide the client with a copy of the original prescription.
  - c) the pre-fitting evaluation must include but is not limited to;

- i) medical history
- ii) medication;
- iii) keratometry reading;
- iv) slit lamp examination;

It is advisable that the following also be included but is not limited to;

- v) reason for contact lenses
  - vi) tear evaluation
  - vii) H.V.I.D.
  - viii) palpebral aperture; and
  - ix) lid assessment
- d) the specifications of final lenses fitted;
  - e) the fitting date and the date dispensed;
  - f) the care system provided or recommended;
  - g) the recommended follow-up care and a record of follow-up care (See Appendix IIC);
  - h) details of all communications between the dispenser and the client's prescribing medical doctor or optometrist; and
  - i) available history of any past contact lens wear

2. It is advisable that the following information also be included in a client file when dispensing contact lenses:
  - a) financial details of transaction (financial details should be provided to the client)
  - b) the refund policy should be clearly spelled out and communicated to the client during the initial interview with written confirmation and details recorded on the client's file;
  - c) the visual acuity achievable with the client's spectacles and/or previous contact lenses
  
3. Contact lenses should not be fitted without the benefit of a prescription that is no more than twenty-four (24) months old. A prescription means a record of the refractive error of the eye, including, if appropriate, reading add, prisms, and back vertex distance.

## **APPENDIX II B      EQUIPMENT AND SUPPLIES REQUIRED FOR THE FITTING OF CONTACT LENSES**

### **THE CONTACT LENS ROOM**

Every Optical Dispensary supplying contact lenses to the public should have a contact lens fitting area that provides hygienic, safe facilities and equipment. The Certified Contact Lens Optician for that dispensary must recognize and rectify any unsanitary or unsafe conditions. The contact lens area should meet the following criteria:

1. Fitting areas must be well lit, and if necessary, furnished with chairs that adjust in height to accommodate the measuring equipment and the fitting procedures.
2. A sink equipped with hot and cold running water together with disinfectant soap must be readily accessible to the Contact Lens Fitter. Contact Lens Fitters must wash their hands prior to contact with each client and before inserting contact lenses.
3. If cloth towels are used, a fresh towel must be used by the contact lens fitter or assistant on occasion they handle contact lenses, and a fresh towel must be supplied to each client.
4. All surface areas and equipment in the contact lens area must be cleaned after each client visit.
5. Trial and stock lens vials and storage units must be kept reasonably clean.
6. Trial contact lenses must be cleaned, disinfected and resealed after each use. It is suggested that an all in one system be used for this purpose.
7. All tools used in insertion and removal of contact lenses, e.g. tweezers and suction cups, must be disinfected after each use.
8. All solutions used in the contacts lens area must be recapped after each use.
9. All starter kits and resale solutions must be current-dated.

### **NECESSARY EQUIPMENT FOR SOFT CONTACT LENSES**

- a) a lensometer;
- b) a keratometer / ophthalmometer;
- c) a slit lamp / biomicroscope;
- d) a visual acuity chart for distance and reading
- e) crimper and caps
- f) rinsing, cleaning and disinfecting solutions
- g) diagnostic contact lens trial sets
- h) fluorescein strips
- i) a trial lens set for purpose of prescription verification
- j) tolerance chart (See Appendix IID)

Equipment must be calibrated at all times.

### **NECESSARY EQUIPMENT FOR RIGID CONTACT LENSES**

- a) a lensometer;
- b) a keratometer / ophthalmometer;
- c) a slit lamp / biomicroscope;
- d) a hand magnifier with measuring grid;
- e) visual acuity chart for distance and near
- f) a diameter gauge
- g) fluorescein strips
- h) diagnostic contact lens trial sets
- i) proper solutions for hard lenses
- j) a trial lens set for purpose of prescription verification
- k) a radiuscope
- l) a suction cup for the removal of rigid contact lenses (eg. DMV remover)
- m) tolerance chart (See Appendix IID)

### **RECOMMENDED EQUIPMENT**

- a) an ultraviolet lamp (Burton lamp)
- b) a thickness gauge;
- c) a modification unit;
- d) a shadow graph

Any instruments including those listed above, used in the fitting or the checking of contact lenses are considered to be within the scope of practice of the Certified Contact Lens Optician to the extent that they are authorized to practice under section .1. of the Opticians Act of Manitoba.

**APPENDIX II C            GUIDELINES FOR FOLLOW UP CARE FOR  
CONTACT LENS CLIENTS**

All persons being fitted with contact lenses should receive regular follow-up evaluations to ensure that the individual is experiencing trouble free wearing. Complete records of these follow-up evaluations should be kept, and should include but is not limited to:

- a)        date of the follow-up evaluation
- b)        keratometry findings
- c)        slit lamp evaluation
- d)        a record of any problems experienced by the client
- e)        any changes in medication or medical history
- f)        current visual acuity achieved and any over-refraction required to improve same.
- g)        changes in lens design ordered or dispensed
- h)        current care system and any recommended changes

It is recommended that:

1. For a client wearing soft lenses on a daily wear basis:

Within the first year a new client should be seen a minimum of three times: within two weeks, two months, and six months and then at yearly intervals, unless otherwise indicated.

2. For a client wearing rigid lenses:

Within the first year a new client should be seen a minimum of three times: within three weeks, two months, and six months and then at yearly intervals, unless otherwise indicated.

3. A client wearing extended wear lenses:

- a) After the initial insertion the client should be seen within the first 24 hours of sleeping with the lens. If there are no problems, the client should be seen after wearing lenses three days, one week, two weeks, one month, three months, and then maintain three to six month intervals thereafter.
- b) Contact Lens Fitters should recommend that clients leave lenses out overnight twice a week, but if this is not possible, at least once a week.

	PMMA	RGP		SOFT
<b>CURVATURES</b>				
<b>Spherical Curvatures ( ± mm)</b>				
Base curve radius	0.025	0.025		-----
<b>Toric base curve radii ( ± mm) separation</b>				
0 - .20 mm	0.02	0.05		-----
.21 - .40 mm	0.03	0.06		-----
.41 - .60 mm	0.05	0.07		-----
over .60 mm	0.07	0.09		-----
<b>REFRACTIVE POWERS</b>				
<b>Spherical powers ( ± D) <sup>1),2)</sup></b>				
0.00 - 6 D	0.12	0.12	0.00 - 8D	0.25
6.12 - 15 D	0.25	0.25	over 8D	0.50
15.12 - 20 D	0.37	0.37		-----
over 20 D	0.50	0.50		-----
<b>Cylinder power ( ± DC) <sup>2),3)</sup></b>				
0.00 to 2 DC	0.25	0.25		0.50
2.12 to 4 DC	0.37	0.37		0.50
over 4 DC	0.50	0.50		0.50
<b>Cylinder axis ( ± %) <sup>4)</sup></b>				
0.00 to 1.50 DC	5	5		8
over 1.50 DC	3	3		5
Bifocal add ( ± D) <sup>5)</sup>	0.25	0.25		0.25
<b>LINEAR DIMENSIONS ( ± mm)</b>				
Overall diameter	0.05	0.05		-----
Bifocal seg height	0.10	0.10		-----
Truncation height	0.10	0.10		-----
Truncation axis ( ± %)	5	5		-----
Center thickness ( ± mm of t <sub>c</sub> )	0.02	0.02		-----

## NOTES

- 1) The effects of base curve radius error and spherical refractive power are additive for rigid lenses. The effective error shall not exceed 0.25 D.
- 2) Diopter = D; diopter of cylinder = DC
- 3) Spherocylindrical powers shall be transformed to meridional powers and the tolerance applied to each meridional power.
- 4) This would refer to front toric design on RGP lenses.
- 5) The add may be difficult to read on some designs.

The above chart specifies tolerances which we believe are possible for a typical Optician's office to verify. They are based on the ANSI Z80. 20-1998 chart, but have been modified slightly. They are in no way meant to reduce the responsibility of the manufacturer's labs to produce lenses in accordance to standards.