

APPENDIX C



OPTICIANS OF MANITOBA (OOM)

SUPERVISOR'S AGREEMENT

Name of Student: _____

I agree to be physically present and provide direct ¹supervision, check and approve the work of the above named student. By signing this form I also understand that I will be subject to and must abide by the provisions of the Opticians Act of Manitoba and the policies, Practice Directions and By-laws of the Opticians of Manitoba.

Date: _____ Name of Supervisor: _____

Opticians of Manitoba License Number: _____

Signature of Supervisor: _____

SUPERVISORS PLEASE NOTE:

- A student supervisor may supervise two eye glasses students but only one contact lens student at a time.
- Supervising opticians have the right to refuse to supervise a student when the supervising optician, in the best interests of the public, deems such action to be appropriate.
- As the Supervisor, you are responsible for advising the Registrar of the OOM of any changes in supervision within fourteen (14) of the change.
- All Supervisors must have held an active license and been practising for a minimum of three years as a Licensed Optician if supervising an Eye Glasses student and three years as a Contact Lens Licensed Optician if supervising a contact lens student, be in good standing and be approved by the Registration Committee
- All changes in Supervision must be approved by the Registration Committee of the Opticians of Manitoba.

¹ Direct Supervision - means supervision must be onsite

- You **must** ensure that the student:
 - has current valid Student Registration with the Opticians of Manitoba by **checking the expiry date on their student registration card**
 - is displaying their student registration card at all times when working in the dispensary.

Please note: If a student does not have current, valid student registration with the Opticians of Manitoba, they will not be given credit by NAIT for any student practicum hours which they submit.

- If a student works for a dispensary which includes more than one location and the student will be working in more than one location, the student must have a supervisor at each location and each supervisor must sign a supervisor's agreement.
- The optician who signed the supervisor's agreement must provide a minimum of 70 % of the supervision provided for the student themselves. If for any reason however the supervisor who signed the agreement is not on site in the dispensary where the student is working and is therefore unable to directly supervise the student, the supervisor may delegate their responsibility for supervising the student to another Licensed Optician whom they deem to have the knowledge and skills to do so. The amount of supervision provided in these circumstances must not however exceed 30% of the total number of supervised hours for the student. **While the student is being supervised by the Licensed Optician to whom the supervisor delegated their responsibility, the supervisor who signed the agreement, still retains full liability for the actions of the student.**
- If two opticians in a dispensary agree to jointly provide the required hours of direct supervision for an eye glasses student, if the opticians are only working in the dispensary part time or due to other responsibilities they have in the dispensary, can only supervise a student part time , each supervisor must provide 70% of the hours of direct supervision that they have agreed individually to provide to the student.
- If two opticians in a dispensary agree to jointly provide the required hours of direct supervision for a contact lens student, if the opticians are only working in the dispensary part time or due to other responsibilities they have in the dispensary, can only supervise a student part time , each supervisor must provide 85 % of the hours of direct supervision that they have agreed individually to provide to the student.
- The *Opticians Act* permits students registered by the Opticians of Manitoba to perform Reserved Acts of dispensing, under the direct supervision of a licensed optician or contact lens licensed optician. The tasks in dispensing eyewear are not simply delegated, however, to students. The supervising

optician remains responsible and accountable for the safety and the quality of the care provided by the student. Before permitting students to perform a Reserved Act, the supervising optician must ensure that he/she has assessed the potential harm associated with the act and has determined that the student has the knowledge, skills and judgement to perform the act safely and effectively.