

BRIEFING NOTE

TO: Board of Directors

FROM: Registration Committee

DATE: June 3, 2024

SUBJECT: 10.5 Student/Intern Supervision Policy
APPENDIX A: Draft Student/Intern Supervision Policy

☒ For Decision ☐ For Information ☐ Monitoring Report

Purpose:

To approve proposed changes to the Student/Intern Supervision Policy.

Background:

The Student/Intern Supervision Policy sets out the guiding principles by which the College of Opticians of Ontario (the “College”) carries out its mandate on setting the minimum professional standards that an optician must meet to be eligible to supervise students and interns. The scope of supervision in the policy covers opticianry students not registered with the College, registered student opticians, and registered intern opticians.

The amended Registration Regulation which will come into force on July 1, 2024 no longer includes the student optician class of registration. As a result, all student optician certificates of registration will be cancelled effective July 1, 2024.

For Consideration:

The Registration Committee proposed revisions to the Student/Intern Supervision Policy to reflect the regulatory change noted above. As such, information pertaining to the supervision of registered student opticians has been removed from the policy.

The revised draft of the Student/Intern Supervision Policy is attached as **Appendix A**.

Public Interest Considerations:

The proposed revisions to the policy ensure that the policy is up to date and reflects the amendments to the Registration Regulation.

Diversity, Equity, and Inclusion Considerations

The proposed revisions are not expected to result in substantive changes to student/intern supervision practices; therefore, no diversity, equity, and inclusion concerns have been

identified.

Risk Management Considerations

Aligning the policy with the requirements of current regulation ensures that opticians are informed of the change of the registration status of the students they supervise and the jurisdiction students fall under and helps mitigate the risks should a complaint arise regarding the actions or conduct of the student.

Recommendation/Action Required:

That the Board approve the proposed revisions to the Student/Intern Supervision Policy. If approved, this policy will come into effect on July 1, 2024.

REGISTRATION POLICY

Student and Intern Supervision

The College of Opticians of Ontario (the College) is committed to supporting registered opticians who provide on-site education to opticianry students and interns. The College strongly encourages registered opticians to participate in the preparation of students and interns studying opticianry. The education and training of opticians requires learning in both the classroom and in the practice setting. While the classroom training is provided within approved opticianry education programs, students and interns receive clinical training from registered opticians.

Guiding Principles

These guiding principles apply, with necessary modifications, whether the individual being supervised is a registrant of the College or not.

Student and intern opticians are permitted to perform all aspects of the controlled act of dispensing eyewear under the supervision of a registered optician. The tasks of dispensing eyewear are not delegated to students or interns. Registered opticians who supervise students and interns are responsible for all patient services provided by the student or intern and are expected to adhere to the supervision requirements set out in this policy. The supervising optician accepts and maintains primary responsibility for the student or intern whom they supervise. Under no circumstances should an optician permit a student or intern to dispense in the absence of the optician. The supervising optician accepts responsibility for judging the knowledge, skills and abilities of the students and interns under their supervision prior to assigning patient care responsibilities.

Optician Responsibilities

Opticians who supervise students or interns function as clinical educators. The supervising optician and the student or intern should meet to jointly formulate clear, objective and measurable goals to be used in the evaluation process, prior to the student or intern providing clinical services. The goals should be measured using a schedule to be determined jointly by the supervisor and the student or intern. The supervising optician shall also:

1. Be registered with the College, in good standing, without terms, conditions or limitations on their certificate of registration;
2. Be actively and currently practising for a minimum of three (3) years within the last five years or have fitted a minimum of 750 eyeglasses within the last five years in Ontario or in another Canadian jurisdiction where opticianry is a regulated profession. Registrants, who wish to supervise the contact lens fittings of student or intern opticians, must also meet the requirements of the College's Contact Lens Mentor policy.

3. Provide the College with the names of all students and interns they are supervising;
4. Be comfortable assessing their own skills and abilities as well as evaluating the skills and abilities of others and should agree to act as a clinical educator only in areas of clinical practice where they are competent;
5. Be familiar with students' and interns' learning objectives and with their curricula, including course content, program philosophy and expectations;
6. Orient the student or intern to the facility (including equipment, protocols and documentation requirements) and to the specific conditions, needs and/or goals of individual patients;
7. Ensure ~~an individual the student~~ who they are supervising ~~is registered and in good standing with the College as a student optician or intern optician or, if the student is not registered with the College, ensure that they are~~ enrolled in an approved educational institution ~~and fulfilling the requirements to become a registrant of the College~~ and the act being performed is within the scope of practice of the profession and is done under the supervision or direction of the supervising optician.
8. Ensure ~~an individual the intern~~ who they are supervising is registered and in good standing with the College ~~as a student optician or intern optician or, if the student is not registered with the College, ensure that they are~~ enrolled in an approved educational institution ~~and fulfilling the requirements to become a registrant of the College~~ and the act being performed is within the scope of practice of the profession and is done under the supervision or direction of the supervising optician.
9. Ensure that duties assigned are appropriate to the student or intern's level of education, ability, experience, comfort level and learning style, as well as the complexity of the environment/practice setting;
10. Provide feedback to the student or intern regarding performance on a consistent, timely basis, based on the criteria established by the respective opticianry educational program;
11. Have the right to refuse to supervise or to discontinue supervising a student or intern when the supervising optician, in the best interests of the public, deems such action to be necessary and appropriate.

Determining the Amount of Supervision Required

1. The supervising optician must always directly supervise a student's or intern's patient contact. Direct supervision means that a registrant must be on-site, able to intervene, and available to provide in-view observation, formal feedback and guidance while a student or intern performs a controlled act.
2. The amount of supervision a student or intern will need will depend on the type of task assigned and the overall competence of the student or intern.

Identification

To avoid confusion or misrepresentation, registered opticians, and registered ~~students and interns~~ **intern opticians** must wear their College issued photo identification badge in compliance with the Registration Regulation. Students ~~who are not registered~~ must wear a photo identification badge issued by the educational institution while working in a practice setting. The badge issued by the educational institution must include the name and a photograph of the student, the name of the educational institution and the current valid year.

Complaints

~~Student and intern~~ opticians ~~who are registered with the College~~ are registrants of the College. Accordingly, complaints regarding the actions or conduct of ~~student and~~ intern opticians will be handled in compliance with the complaints provisions of the *Regulated Health Professions Act, 1991* and the policies of the College. Dependent upon the circumstances, complaints regarding the actions or conduct of students ~~(registered with the College or not)~~ or interns could also result in an investigation of the supervising optician.

For More Information

Students, interns and opticians with questions about supervision should contact the College.