



OFTALMOLOGIESE VERENIGING VAN SUID-AFRIKA OPHTHALMOLOGICAL SOCIETY OF SOUTH AFRICA

Pretoria Ooginstituut / Pretoria Eye Institute
Francis Baardstraat 630 Francis Baard Street
Arcadia

Posbus/P.O. Box 56184
Arcadia, 0007

Tel: (012) 427-0238 E-mail: training@eyeinstitute.co.za

Ophthalmic Assistant Course Level I & II

Why should you enrol in a Short Learning Programme for Ophthalmic Assistants?

- The course, Level I & II, is aimed at producing a well trained, motivated, efficient and confident role player in the care of ophthalmic patients.
- The course is designed to fill a vacuum by providing training for ancillary ophthalmic personnel.
- Level I will introduce relatively inexperienced personnel to the basic concepts of an ophthalmic practice, while Level II will enhance your prior knowledge and practical skills in taking care of an ophthalmic patient.

Programme outline

The Ophthalmic Assistant course is an approved course moderated through the *Ophthalmological Society of South Africa*, and presented as means of enhancing quality care in ophthalmic patients, as well as self development. Pretoria Eye Institute plays a crucial role in the administration of the course which includes the development and dispatching of the study material, the co-ordination and evaluation of the assignments and assessment papers.

It is a distant short learning programme with a theoretical and practical component.

The theory entails notes which you will have to work through as well as a compulsory assignment to be handed in on a specific required date - with **no** postponement. The practical section of this course entails the application of your knowledge and skills.

A required list of practical skills will be provided, which must be completed by the student and signed off as well as witnessed by an ophthalmologist or senior practice manager.

Applying / Registration information:

Kindly apply online by following this link: *(should you experience some issue with this portal, kindly inform me ASAP)*

www.eyeinstitute.co.za

1. After registration, you will receive an email with an acceptance letter and a invoice for the person responsible for the payment.
2. After proof of payment has been received, you will be noted as an active student and your study material will be prepared for dispatch.

Level I - Basic Course

Comprises of 9 (NINE) study units with a total of 240 recommended study hours.

- Study Unit 1** : Terminologies used in Ophthalmology
The Ophthalmic multi-disciplinary team
- Study Unit 2** : Anatomy and physiology of the eye
- Study Unit 3** : Mechanisms of eye diseases and injuries
- Study Unit 4** : Preliminary eye examination
- Study Unit 5** : Ocular emergencies and special need patients
- Study Unit 6** : Low vision
- Study Unit 7** : Ethics in Ophthalmology
- Study Unit 8** : Office and consulting room efficiency
- Study Unit 9** : Care and maintenance of ophthalmic
equipment and instruments

Duration of Course (Level I)

3 (THREE) months

Enrolment (Level I)

The programme has 2 (TWO) intakes for 2020 and will commence on the following dates:

Intake I:

- Registration : 1 January 2020 – 29 February 2020
- Course : 1 April 2020 – 30 June 2020
- Assessment : 4 July 2020
- Assignment : Date will be communicated to the student & Ophthalmologist via email.

Intake 2:

- Registration : 1 May 2020 – 30 June 2020
- Course : 1 August 2020 – 31 October 2020
- Assessment : 07 November 2020
- Assignment : Date will be communicated to the student & Ophthalmologist via email.

Requirements (Level I)

- Work in an ophthalmic practice OR
- Work in an ophthalmic environment under the supervision of an Ophthalmologist who will evaluate your practical skills.
- Access to the internet for communication purposes, tutorial letters and completion of assignments.

Fees 2020 (Level I)

R 3 100

The above mentioned fee includes all costs for the course:

- ✓ Administration
- ✓ Study manual
- ✓ Courier costs
- ✓ Certificate of Competence (after successful completion of the course)

Level II – Advanced Course

Comprises of 9 (NINE) study units with a total of **480** recommended study hours.

Study Unit 1	:	Ophthalmic Pharmacology
Study Unit 2	:	Microbiology
Study Unit 3	:	History taking of the ophthalmic patient
Study Unit 4	:	Preliminary examination of the eye
Study Unit 5	:	Refractive errors
Study Unit 6	:	Common eye disorders
Study Unit 7	:	Systemic diseases and ocular manifestations
Study Unit 8	:	Assistance with minor surgical procedures in the consulting rooms
Study Unit 9	:	The ophthalmic patient

Duration of Course (Level II)

6 (SIX) months

Enrolment (Level II)

The programme will only have 1 (ONE) intake for 2020 and commence on the following date:

- Registration : 1 February 2020 – 31 March 2020
- Course : 1 May 2020 – 31 October 2020
- Assessment : 7 November 2020
- Assignment : Will be communicated to the student & Ophthalmologist via email.

Requirements (Level II)

- **Successful completion of Level I**
- Work in an ophthalmic practice **OR**
- Work in an ophthalmic environment under the supervision of an Ophthalmologist who will evaluate your practical skills.
- Access to the internet for communication purposes, tutorial letters and completion of assignments.

Fees 2020 (Level II)

R 3 300.00

The above mentioned fee includes all costs for the course:

- ✓ Administration
- ✓ Study manual
- ✓ Courier costs
- ✓ Certificate of Competence (after successful completion of the course)
- ✓ Ophthalmic Assistant badge (only after successfully completing Level II)

Assessment admission (Level I & II)

Submission of assignment will ensure your registration for the examination and you will be noted as an “active student”.

Calculation of marks (Level I & II)

The following framework will be used:

Assignment mark	100%
Practical mark	100%
Theoretical mark	100%

In order to pass the Ophthalmic Assistant course Level I & II you must obtain a minimum mark of 50% in the theoretical and practical examination. A supplementary examination can be written once with a result of 40% - 49%. Should you be unsuccessful in passing the supplementary examination, you will have to repeat the course with the next enrolment.

Acknowledgement for the completion of the course

Certificate of Competence (OSSA approved)