

CLINICAL & SURGICAL COURSE INFORMATION & INSTRUCTIONS

The American Society of Ophthalmic Administrators (ASOA) is partnered with the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) to present a 4-day program that is designed for clinical and surgical nurses and technicians but is open to all attendees.

As in 2004, the curriculum will be developed by JCAHPO, the certifying agency for ophthalmic medical personnel. ASOA is confident that JCAHPO's close involvement will strengthen and expand the educational opportunities ASOA has always offered. The program includes hands-on workshops.



DEADLINE:

November 15, 2004

TIME LIMIT:

45 to 50 minutes

SYNOPSIS:

Summarize the major points of your course and describe how this topic will advance either the practice/professional development of the participant or the field of ophthalmology.

LEARNING OBJECTIVES:

Submissions should be followed by 2 to 3 specific objectives that define what the attendee can expect to learn from the course. Well-written objectives are action oriented and can be observed and measured.

An example of a poorly worded objective:

To teach a course about sterilization. Learn about contact lenses.

An example of an appropriately worded objective:

Upon completion of this course, the attendee should be able to

- properly sterilize instruments
- describe common pitfalls of contact lenses

COURSE LEVELS:

Advanced Clinical
Advanced Surgical
Intermediate Clinical
Intermediate Surgical
General

COURSE HANDOUTS:

If your course is accepted, you will be asked to submit an e-mail version of your handout no later than **March 10, 2005**. [Click here](#) for instructions and information about the format for course handouts. The handouts must be received by the deadline or the instructor assumes responsibility for providing 250 handout copies on site per course.

AUDIOVISUAL:

Again this year, all sessions will use a single screen format. All presentations must be delivered via computer (PowerPoint) or video (U.S. standard, NTSC). Computer presenters will have the option to use a personal laptop computer or to submit a ZIP disk or CD-ROM. **No 35 mm slide format will be accepted.**

Provided equipment includes 1 screen, ½" SVHS video player, LCD projector, microphones, and laser pointer. No PAL or SECAM will be available. These two formats must be converted to U.S. standard, NTSC. **No tapes will be converted on site.**

Additional equipment is available for a fee and must be requested in advance. ***Additional equipment is available for a fee and must be requested in advance. Please contact Paula Schneider at pschneider@ascrs.org for additional equipment needs.***

There is a MANDATORY check-in requirement on site in the Speaker Ready Room at least 1 day before your presentation.

REGISTRATION:

Clinical & Surgical Staff Program attendees, including all instructors, must register for the meeting. **If you have any questions regarding being an instructor, please contact Allison Bauer, JCAHPO Education Coordinator** (E-mail: abauer@jcahpo.org or telephone: 800-284-3937, ext 243). Please visit the JCAHPO website at www.JCAHPO.org.