

## CLINICAL & SURGICAL WORKSHOP 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. **The program includes hands-on workshops, that will be held on Tuesday, April 19.**



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.

### **DEADLINE:**

**November 15, 2004**

### **TIME LIMIT:**

**1½ to 2 hours**

### **SYNOPSIS:**

Summarize the major points of your workshop 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

## **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. Please contact Paula Schneider at [pschneider@ascrs.org](mailto: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](mailto:abauer@jcahpo.org) or telephone: 800-284-3937, ext 243). Please visit the JCAHPO website at [www.JCAHPO.org](http://www.JCAHPO.org).