



2021 Saskatoon Health Region Orthoptic Program Handbook

**ORTHOPTIC CLINIC
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MISSION STATEMENT

The Saskatoon Health Region Orthoptic Program aims to develop innovative, skilled and reflective orthoptists with a sound scientific approach to research and technology, and a commitment to professional development.

Our mission is to provide an educational experience that supports and surpasses the attainment of entry level orthoptic skills while the student is actively participating in the provision of quality patient-centered care.

OBJECTIVES

The program shall:

1. Provide necessary resources to ensure tailored learning experiences
2. Prepare students to act in ways that will merit trust, confidence and respect of their professional peers, the general public and other professional organizations.
3. Prepare students to become effective problem solvers utilizing the necessary technical and interpersonal skills required to effectively aid in the investigation and treatment of ophthalmic patients.

Upon completion of the program the student shall be able to:

1. Demonstrate entry-level competencies in all aspects of orthoptic practice as outlined by The Canadian Orthoptic Society Competency Profile as approved by Accreditation Canada.
2. Participate effectively in multi-professional approaches to health care delivery collaborating with ophthalmologists and other health care professionals.
3. Be committed to continued professional development.
4. Perform within the perimeter of the Certification credentials, abiding by governing laws and exercising professional judgment seeking collaboration whenever appropriate.

COURSE DESCRIPTION

The Saskatoon Health Region Orthoptic Program is one of three orthoptic schools in Canada. Students are enrolled yearly, and there are up to 3 students in attendance in years one and two combined. All learning takes place in the Eye Centre at Saskatoon City Hospital.

An outline of the course, a curriculum guide and a copy of the National Orthoptic Skills Competency Profile will be provided for students at the beginning of the course. The program is designed to prepare students to practice as entry level orthoptists, as governed by the Canadian Competency Profile, and to enable them to reach beyond the curriculum to actively participate in problem solving, exceptional patient care, and self-directed, lifelong learning.

The course is divided into two twelve-month sections. The first year begins July 1, with the completion of written assignments and the American Academy of Ophthalmology home study course for Ophthalmic Assisting prior to in person attendance. The remainder of the year consists of lectures, clinical practice, student journal presentations, academic half day attendance, and presentations at Grand Rounds. Students will alternate between periods of time where there is a heavier lecture schedule, and those where the emphasis is clinical participation, although *both* clinical and lecture occur simultaneously throughout the course. A weekly schedule is provided one week in advance, and students can expect to be in the department from 7:45 am to 4:45 pm daily. Students are scheduled to attend other subspecialty clinics as observers or assistants in their first year to gain a more rounded experience in Ophthalmology.

The second year continues with lectures in the first six months, following which emphasis shifts to consolidating information, forming opinions and honing diagnostic and management skills. Second year students will continue to attend and give presentations at academic half day, student journal presentations and Grand Rounds, and clinical experience will be emphasized. At least one major research project will be undertaken during schooling in conjunction with an orthoptist, ophthalmologist and/or resident.

Examinations are given throughout the course. A minimum of 70% is expected on **all** exams and assignments.

In January of the second year, the student will apply for the national examination set by the Canadian Orthoptic Council. This exam has three components (written, practical and oral). The student must attain a minimum of 70% on the written exam in May to be invited to continue on to the practical/oral exam in June. You can find more information here <https://www.orthopticscanada.org/pdf/Candidate%20Information%20Manual%20COC%202021.pdf>.

GENERAL EXPECTATIONS

1. Clinic hours are 7:45 – 4:45, Monday to Friday. Students are expected to be in attendance during these hours unless granted permission for absence by the Program Director. Every third Friday is a Saskatoon City Hospital Bank Day at which time the department is closed to patient care. This day may or may not be given as a study day at the discretion of the Program Director. Students should count on being present daily including bank days.
2. Students are expected to attend assigned seminars, all rounds, and assigned journal clubs. Beginning in the last part of the first year students will be expected to deliver presentations at rounds and journal club. Resident seminars may be held early in the morning before clinic hours or on Wednesday afternoons. Grand Rounds take place Friday mornings from 7:30 – 8:30. Department journal club is generally held every 2 months after hours.
3. Patient care comes first during clinic time. There will be times when the clinic is very busy and teaching time is minimized. There is opportunity for further discussion after 3:30 pm **daily**. Please make use of this time to ask any further questions about didactic or clinic material. It is the student's responsibility to bring questions for clarification during this time. Feel free to ask any clinical orthoptist or the Program Director for assistance. This is the scheduled time for help. Junior students are encouraged to discuss questions with senior students as well.
4. Orthoptic education is a building process. Students are responsible to learn, practice and become proficient in each examination skill or technique as it is taught. Once students have been evaluated and achieve competency, they are expected to retain that skill. Students may have to practice skills on other team members (clinicians, students, staff) to gain and retain their abilities. Failure to maintain competence in all skills can be grounds for dismissal.
5. Students will examine and treat clinic patients under the supervision of an orthoptist within the Canadian Orthoptic Scope of Practice, and Competencies. Students will introduce themselves and the supervising orthoptist to patients and families. Both the student and the supervising orthoptist must sign all workups. The patient should not be excused from the room until the supervising orthoptist has confirmed the examination is complete and has signed off. During busy clinic periods, students may have multiple supervisors as the clinic mandate is to respect patient appointment times.
6. The ultimate responsibility for patient care lies with the referring physician. In the clinic the supervising orthoptist is responsible. Please be respectful about what is discussed in front of the patient.
7. Students may give out the classroom number or have calls directed to the main clinic number (306-655-8058) for messages and emergencies. Students may not take telephone calls when in the clinic unless it is an emergency. Please leave cell phones in the classroom.
8. Professional appearance is expected at all times (office casual). During the pandemic it is suggested that all staff and students wear scrubs or uniforms as clothing should be washed after each clinic day. No blue jeans are allowed in clinic. Picture ID should be worn above the waist at all times. Saskatoon City Hospital is a scent-free zone. Please follow the Saskatchewan Health Authority dress code for accessories and grooming.

9. Instrument and lane cleaning, and other clinic tasks are part of the program and they will be assigned. The examination rooms are to be tidied and restocked at the end of the day and the classroom should always be left tidy. Students will be asked to assist in this process as laid out in the Orthoptic Clinic Cleaning Policy.
10. Students must follow Saskatchewan Health Authority privacy policies with respect to patient charts and communication of patient information.
11. The student log book is an important part of orthoptic education and must be brought to clinic daily. Students may be dismissed to retrieve it. This will adversely affect clinic time and learning.
12. An accurate tally of the number of examinations performed is the student's responsibility. Students will keep a daily patient logbook and compile statistics monthly.
13. The Eye Care Centre Library and the Orthoptic Program Library are for all staff to use. Please sign out materials or reshelv books when finished.
14. Students are expected to complete all practical and didactic material within the twenty-four months of the course. All Canadian Orthoptic Competencies must be attained prior to the national exam.
15. Students are required to keep the program updated of any address or telephone number changes.

STUDENT ADVOCATE

A student advocate is available as an impartial third party intermediary to provide confidential, non-academic support to students. The contact information for the advocate is in the appendix (distributed at orientation).

The advocate is available during office hours, and an appointment can be requested at the mutual convenience of the student and the advocate. Students are welcome to bring a support person to any meeting with the student advocate.

HEALTH RECORDS

The occupational health office will review students' health records and all immunizations will be updated as required, per Saskatchewan Health Authority guidelines.

COURSE EVALUATIONS

Students are given the opportunity to provide feedback about the course in 3 ways.

Module Evaluations: After each module, students are given a module evaluation asking specific questions about the didactic and clinical components covered in that module, as well as soliciting additional comments or concerns from the student. The module evaluation is returned to the student advocate, who de-identifies the information, and sends a report to the Program Director and Eye Center manager. The student advocate may request an in person meeting with the student prior to sending this report. This report may be shared at the Education Committee Meeting at the discretion of the Program Director.

Program Evaluations: Six months after the completion of the course, the student will be sent a program evaluation in order to solicit information about the relevance and completeness of the course in reference to their current employment. This will be returned to the Program Director, and the student may send the same information or additional information to the Student Advocate if they wish. This information will be de-identified and shared at the Education Committee meeting, and/or the Advisory Committee meeting.

Consultation with the Student Advocate: At any time during the program, or until the program evaluation is received, students may request a meeting or contact the student advocate by other means to discuss matters that they do not wish to discuss with the Program Director or other staff members. The student advocate will work with the student to decide the best course of action for addressing the concerns with the parties involved if the student wishes to take the matter further.

ATTENDANCE

Students are expected to be present 7:45 to 4:30 pm daily, including bank days, except for statutory holidays and holidays as outlined in the holiday section. 100% attendance is required for externships. Any absence must be communicated to the Program Director.

Students are required to discuss absences of more than one week duration with the Program Director prior to the occurrence. If a student is away for three consecutive weeks or a total of 7% of instructional hours in a year, a review will be undertaken to ensure the advisability of continuing with the program. A student may be dismissed based on attendance that falls below this level.

Students may submit a written request for leave of up to a total of 3 months duration during the program to the Program Director, indicating the circumstances requiring absence. The Program Director will consult with SHA Human Resources to determine whether the leave falls within HR policy and respond to the student within 48 hours. Any extended leave may disadvantage the student's learning and may lead to them being unprepared for the final exam. Any leave (other than maternity leave) longer than 3 months will require the student to withdraw from the program.

HOLIDAY TIME

Students will be allowed a total of six weeks holiday during the course. One week each year will be taken over the Christmas break during department closure, and one week at the time of the statutory holiday in February of each year. Two additional weeks will be scheduled as requested by the student with the approval of the Program Director (usually taken in summer after the first year).

ILLNESS

If you are sick, please stay home. Notify the Program Director of your absence. Abuse of sick time is grounds for dismissal. An absence of one continuous week or longer in duration will require a doctor's note indicating that treatment has been sought and when the student is fit to return to the clinic. If a student is away for three consecutive weeks or a total of 7% of instructional hours in a year, a review will be undertaken to ensure the advisability of continuing with the program. Students are encouraged to discuss any health matters that may be affecting clinical or academic performance at any time with the student advocate or Program Director. Any disclosure will remain confidential unless deemed otherwise by the student. Accommodation will be made where feasible to facilitate learning and clinical progress.

MATERNITY LEAVE

A student may take up to one calendar year for maternity leave at any time during the program.

A student may choose to take a leave of 3 months or less, and return full time in order to complete the course in the regular time period.

A leave of 3 months to one year in length will postpone graduation by one year.

Students will be required to withdraw from the course for leaves over 1 year.

In order to complete the Saskatoon Orthoptic program after a maternity leave, the student must:

- Be in full time attendance for 5 months before taking the certifying written exam
- Have spent the equivalent of at least twenty-one (21) months in attendance
- Examine a minimum of 600 patients by January 1 of the year of anticipated graduation
- Attain a minimum grade of 70% on the comprehensive multiple choice exam on or close to January 15th of the year of anticipated graduation
- Have attained all other program requirements as laid forth in the Program Policies that are not specified above

The Program Director must sign the student's application for Canadian Orthoptic Council Examination in assurance to the COC that the student will be prepared for the National

exam process. The Program Director, in consultation with the clinical staff, retains the right to refuse to sign, or to revoke support for the student after the exam application has been made, if the student is not prepared for the exam. The student may appeal this following the process outlined in “Eligibility for National Certification Exam”.

ACADEMIC ACHIEVEMENT

The first four months of the program are considered probationary. An examination (written, oral and/or practical) and an evaluation by the faculty at the end of this period will determine an individual's suitability to continue with the program. A student may appeal a dismissal at the end of probation. (see Appeals Policy)

The course load is divided into modules, each having one or more sections. A written, practical or oral exam (or combination thereof) is given on each section as is shown in the course outline. Students must obtain 70% to pass each exam. If the student does not obtain 70%, the exam will be analyzed by the Program Director and discussed with the student with respect to areas of remediation and additional learning. A second assessment of materials will be offered (exam or assignment). If a pass mark of 70% is not achieved on the second assessment, the student will then fail that exam.

Students are required to hand in all assignments and papers by the determined date. All assignments or papers that have a mark assignment must grade at least 70%. If not, the Program Director and student will discuss areas of remediation and additional learning before the student rewrites the paper or assignment. If they fail to achieve 70% on the second draft, this is considered a failure. If an assignment is not submitted, this is also considered a failure.

The student may be subject to dismissal after two failures. Students may appeal this dismissal (see Appeal Policy).

Students are expected to maintain competence in all clinical skills after successful skills evaluations are attained at the times indicated in the course outline. The Program Director can request repeat skills evaluations at any time. Failure to maintain skill competence will result in dismissal. There will not be any additional opportunities to prove competency after the student's skill performance has been judged incompetent.

ACADEMIC INTEGRITY

Students are expected to maintain integrity in all aspects of their didactic and clinical experience. Clinical experience is guided by ethical decision making and patient confidentiality as laid out by the COC Canadian Code of Ethics, Saskatchewan Health Authority Policies and Procedures, and PIPEDA (<https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-personal-information-protection-and-electronic-documents-act-pipeda/>). Deviations from Academic Integrity will be addressed in the following manner:

As examples, but not a comprehensive list, the following are instances of academic dishonesty:

Plagiarism, cheating, dishonest presentation of academic credentials, falsification of information, or claim of ownership of another person's work.

In any case where a member of the Eye Care Center staff believes that a student has acted in an academically dishonest manner, they will bring the matter to the attention of the Program Director. The Program Director will record this information in the student's academic record, interview the student, and seek any other information relevant to the accusation. Once all information has been collected, the Program Director will choose to address the issue in one of the following manners:

1. In the case that the information brought forward by the staff member is unsubstantiated at the time, all record of it will be removed from the student's file and kept separately and indefinitely in the Program Director's files on the health authority server, governed by the confidentiality rules of Saskatchewan Health Authority.
2. In the case that the information brought forward by the staff member appears to be substantiated, a meeting will be held with the Program Director, the Eye Centre Manager, the student, and a supportive person named by the student, at which all information collected about the situation will be presented by the Program Director, and the student will be given opportunity for rebuttal. The Program Director and the Eye Centre Manager will decide whether the situation requires remediation or immediate dismissal, and will give this decision to the student in writing within 2 work days. Each instance of academic dishonesty shall be possible grounds for dismissal. All decisions made at this time will be final with no opportunity for appeal.

ELIGIBILITY FOR THE NATIONAL CERTIFICATION EXAM

The student must apply to the Canadian Orthoptic Council to take the National Certifying Exam in January of the second year. The Canadian Orthoptic Council stipulates that the application include the Program Director's signature, indicating that the student will be prepared to take the exam. The Program Director may refuse to sign the application if the student is ill prepared. The program reserves the right to withdraw support for the application at any time up to the second Wednesday before the COC written examination. All decisions about denying or withdrawing support will be made by the Education Committee in a meeting prior to the second Wednesday before the COC written examination, and will be communicated to the COC immediately.

The decision to support, or to deny or withdraw support for the examination application will be based on the student's:

1. Satisfactory completion of the course contents, following the academic achievement policy
2. Attainment of ALL of the Canadian Core Competencies prior to the second last Wednesday before the written examination
3. Achievement of an average of 70% on AACO practice midterms and Mock Practical examinations undertaken after January of the year of examination.

All decisions to deny or withdraw support are final. In the case that the candidate chooses to pursue the examination for the following year, they may attend the program following the "Returning Student Education Policy".

TUITION

Tuition for Canadian citizens is \$5000 per year, due in the following increments:

Year one	May 30	\$1000
	July 1	\$1500
	January 1	\$2500
Year two	July 1	\$2500
	January 1	\$2500

Tuition for international students is \$10,000 per year, due in the following increments:

Year one	May 15	\$2000
	July 1	\$3000
	January 1	\$5000
Year two	July 1	\$5000
	January 1	\$5000

A change in tuition cost will not apply to students currently in the program.

Included in the tuition:

Ophthalmic assistant course

Other expenses to be covered by the student (in addition to tuition):

Textbooks (optional)

Final exam fee

Flight, accommodation, registration and meals at the final exam location and COS meeting

Tuition Refund Policy for National and International Students

The first two installments of tuition are **non-refundable (May 2021 and July 2021)**. If a student chooses to withdraw or is asked to discontinue the following refund policy will be enforced.

After the third installment is paid January 1, and before May 31, tuition will be refunded on a prorated basis. The refund will be based on months of attendance as follows:

	National	International
1 st installment, May 30 – Dec 31	No refund	No refund
Jan 1-30	2500	5000
After Jan 31	2000	4000
After Feb 28	1500	3000
After March 31	1000	2000
After April 30	500	1000
After May 31	300	500
After June 30	No refund	No refund

After the fourth installment is paid July 1, and before January 1, tuition will be refunded on a prorated basis. The refund will be based on months of attendance as follows:

	National	International
July 1- July 30	2500	5000
After July 31	2000	4000
After Aug 30	1500	3000
After Sept 31	1000	2000
After Oct 31	500	1000
After Nov 30	300	500
After Dec 31	No refund	No refund

After the fifth installment is paid Jan 1, and before April 30, tuition will be refunded on a prorated basis. The refund will be based on months of attendance as follows:

	National	International
Jan 1 – Jan 30	2500	5000
After Jan 31	2000	3500
After Feb 28	1000	2000
After March 31	500	1000
After April 30	No refund	No refund

STUDENT LOANS

An application form must be completed to determine eligibility for a Canada-Saskatchewan Integrated Student Loan. These forms are available from the Student Financial Assistance Branch or visiting <https://www.saskatchewan.ca/residents/education-and-learning/student-loans>, or the relevant website of the student's home province. Students must request a proof of enrollment from the program if they have previous student loans. Please consult the student loans website for repayment information. If you have difficulty repaying your loan please contact student loans services.

The Saskatchewan Advantage Scholarship may be available during a student's learning period. It is the student's responsibility to get details.

TCOS and COC SCHOLARSHIP

The Canadian Orthoptic Society (TCOS) and Canadian Orthoptic Council (COC) are pleased to provide a yearly scholarship opportunity to a student enrolled in their second year of study at an accredited Canadian Orthoptic Teaching Program. Each year a new topic is determined by the TCOS Scholarship Committee and distributed to the teaching programs. The paper topics may range from natural history, current concepts, review, treatment modalities, etc. The committee evaluates how well applicants perform their literature review, validity of their sources, and how well they can digest the breadth of information into their own words. Each year the successful candidate will be awarded a scholarship in the amount of \$1,000 (total), from TCOS and COC, and an invitation to present their paper at the Canadian Orthoptic Society Scientific session during the Canadian Ophthalmology Society annual conference.

In order to successfully submit their application students must:

- Complete TCOS Scholarship application form
- Provide proof of Canadian citizenship or Permanent Residency status
- Ensure Orthoptic Program Director or current instructor submits Evaluation Form
- Completed applications and papers must be received by the last Friday in September each year

Paper Requirements:

- Approximately ~1000 words
- Font 12
- APA guidelines in citing references
- Paper must include all relevant references and evidence-based research
- Any plagiarism will result in disqualification

FOREA Scholarships

The Foundation for Orthoptic Research and Education in the Americas offers scholarships and research funding to students and orthoptists wishing to pursue a project, present a paper or attend a meeting. Visit them at <http://forea.net/> for more information.

JCAHPO Scholarships

The Joint Commission on Allied Health Personnel in Ophthalmology offers orthoptic student opportunity to apply for their scholarships. More information can be found here. Please ask the Program Director if you have questions. Note the deadline dates. You may apply and receive this scholarship once in your program.

<https://www.jcahpo.org/foundation/scholarships-grants-and-awards-available/>

VOLUNTARY WITHDRAWAL

In the event that the student voluntarily withdraws from the program, the student must send a written withdrawal to the Program Director indicating an effective withdrawal date to obtain a tuition refund. If the withdrawal occurs after an extended absence, the date may not be backdated to a time during the absence. A program exit evaluation will be given for the student to provide feedback to the program. In addition, the student may request a meeting with the Student Advocate to discuss any matters. All keys, books, calendars with patient coding, and any other clinical property must be returned on the last day of attendance. Any participation in ongoing research or other activities must be addressed or ended with respect to Saskatchewan Health Authority and Biomedical Ethics policies. Please see the tuition policy re: refund of tuition.

The rules set forth by Immigration Canada regarding the withdrawal of a student studying in Canada on a student visa will apply in this situation.

INTERNAL DISPUTE

In the event of a non-academic dispute, the student will bring the matter to the attention of the student advocate for discussion and action as decided. If the student does not feel the issue has been adequately resolved, they may request a meeting with the Human Resources specialist appointed to the Eye Care Centre, to be held within 5 working days. The student may bring a supportive person to this meeting.

The HR specialist will discuss the issue with the student and take action as required under Saskatchewan Health Authority policies and procedures within 5 calendar days

DISMISSAL

1. Should a student fail to meet the standards of the program after passing probation, they may be dismissed (see Academic Achievement).
2. All aspects of the program including practicums, papers, written and practical examinations must be successfully completed before the student will be given a certificate of program completion. Failure to satisfactorily complete all of these at the assigned deadlines will result in dismissal (refer to Academic Achievement). The program director can withdraw their approval for advancement to the national examination at any time after the exam application has been signed, and will notify the Canadian Orthoptic Council.
3. Regular attendance is essential in completing the program. If the student is absent for three consecutive weeks, or a total of 7% of instructional hours, a review will be undertaken to ensure the advisability of continuing with the program. 100% attendance is required for externships. Extended absence may be grounds for dismissal. (see Attendance Policy).

4. Gross incompetence, insubordination, dishonesty, academic dishonesty, failing to respect a patients' confidentiality, or any other contravention of Saskatchewan Health Authority or Canadian Law may be considered grounds for dismissal.
5. All dismissals will be communicated in writing directly to the student by the Program Director and will include the reason for dismissal and documentation of supporting evidence.

APPEALS

A student may appeal an assigned grade in the following manner:

Students are required to complete a second knowledge assessment where a grade of 70% was not achieved. If the SECOND assessment has been graded with a mark under 70%, the student may make a written request to the Program Director and Department Chair for review of the grade within seven calendar days of receipt of grade. The Department Chair will be provided with the lecture material, a copy of the assessment key and a copy of the student's graded assessment. The decision on the appeal will be made by the advocate and Program Director within fourteen calendar days of the written request and will be final. This decision will be communicated to the student in writing.

Dismissals for reasons of academic dishonesty may not be appealed. The following will apply to all other dismissals:

After being provided written documentation of dismissal, the student may choose to appeal by presenting the Eye Centre Manager with a written request within seven calendar days. The request must state why the student is appealing the dismissal, and provide evidence to support the request. A copy of the written dismissal notice and other documents from the Program Director must be included with the appeal request.

The Eye Centre Manager will acknowledge the receipt of the appeal and forward a copy of all material to the Program Director within one business day. The Eye Centre Manager will then assemble an Appeal Committee, which shall be composed of one manager from Saskatoon City Hospital (excluding the Eye Centre Manager), one Saskatchewan Health Authority employee from the Human Resources Department and a community ophthalmologist. The Appeals Committee will attempt to meet within ten calendar days of the Eye Centre Manager receiving the appeal.

At the meeting of the appeals committee, the Program Director will provide a rebuttal to the student's written appeal, including any pertinent documentation, and will answer any questions from the committee. The student will also attend the meeting of the appeals committee and will be given an opportunity to reply to the Program Director's rebuttal and will answer any questions from the committee. The Program Director and student will be excused from further appeals committee discussion and voting. The appeals committee decision will be made by simple majority vote, and returned to the student and Program Director within three calendar days of the meeting.

All decisions of the Appeals Committee are final.

The student will continue to attend lecture and clinic during the appeal process.

The rules set forth by Immigration Canada regarding the dismissal of a student studying in Canada on a student visa will apply in this situation.

FAILURE OF NATIONAL CERTIFICATION EXAMS

In the event of failure of either the written or the oral/practical Canadian Orthoptic Council examinations, the student may request a placement with the program under the Returning Student Education Protocol.

In order to access a placement in either circumstance, the student must present any feedback they have received from the Canadian Orthoptic Council Head Examiner about their exam performance.

RETURNING STUDENT EDUCATION

Candidates who are unsuccessful at the COC examination, may *choose* to return to the program to prepare for examination the following year.

The returning student will spend a specified period of time in lecture and/or clinical participation, as follows:

1. Initial Re-assessment of knowledge and skills.
 - a. After the equivalent of 2 days of clinical observation with 1 or more orthoptists, the student will be asked to perform all tests that are taught during the 2 year course
 - b. Within the first 2 weeks after the SHR Orthoptic Program and the student agree to commence the study period, the student will write a comprehensive multiple choice exam to assess the amount of knowledge retained
2. For students preparing to take the written, and oral/practical exams:
 - a. The program will provide up to the equivalent of 6 months of full time attendance prior to the June COC examination AND/OR the evaluation of 100 clinical cases.

3. For students preparing to take only the oral/practical exam:
 - a. The Program will provide up to the equivalent of 6 weeks (240 hrs) of full time attendance prior to the June COC examination AND/OR the evaluation of 100 clinical cases.
 - b. The student will be provided with clinical, practical and oral practice. The program is not responsible for delivering lecture material as the student received all lectures during the initial 24 month learning period.

Tuition will be charged on a prorated basis with respect to national student tuition.

INTERNATIONAL INTERNSHIP REQUESTS

The Saskatoon Orthoptic Program offers the opportunity for International Orthoptic Students to attend an internship at our school. Each request for internship will be considered based on the following:

1. Program vacancy. The maximum number of students in the program at any given time is 3. If a seat is vacant, an internship may be considered.
2. Determination that the program and Saskatoon City Hospital Eye Centre have sufficient staff to provide an environment for student success. The needs of the students currently enrolled will be considered, as well as the operational needs of the Orthoptic Clinic.

If the above are met, the program will require the international student and/or their institution to:

1. Provide a formal written request for internship including an explanation of the internship goals
2. Provide a course description, and indication of the academic and clinical competencies acquired by a typical student at this time
3. Provide information about the physical requirements of the internship including:
 - a. Clinical experience
 - i. With an orthoptist: number of patients, time, level of supervision
 - ii. With an ophthalmologist: types of patients, time, level of hands on practice
 - iii. With other eye care providers
 - b. Non clinical requirements
 - c. Other supports required – ex introduction to other eye care providers; space to work in; supervision of written work

Once it is determined that an internship request can be supported, SHA approval is required.

Applicants who are accepted for placement are required to:

1. Apply for the appropriate visa per Citizenship and Immigration Canada. This may take 3-4 months. <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada.html>
2. Provide an original or notarized copy of a criminal records check, including a vulnerable sector check from their country of residence. If this is not available, a criminal records check must be done upon arrival in Saskatoon

3. Make their own arrangements for housing and other personal requirements in sufficient time to be prepared to begin attendance on a predetermined date

The student's institution is required to:

1. Complete Saskatchewan Health Authority agreements and provide any other paperwork required by the authority (ex. proof of insurance, immunization records) at least 2 weeks in advance of the internship dates or as required by the HR department.

PLACEMENT REQUESTS

INTERNATIONAL ORTHOPTISTS

The Orthoptic Program offers the opportunity for Internationally Certified Orthoptists to complete a placement in our facility prior to sitting the COC exams as suggested by the Canadian Orthoptic Council (COC).

(<http://www.orthopticscanada.org/pdf/Certification%20Information%20for%20International%20Orthoptists%20-%20Final.pdf>) Each request for placement must include proof of approval from the COC. Each request will be considered based on the following:

1. Program vacancy. The maximum number of students in our center at any given time is 3. If a seat is vacant, a placement MAY be considered.
2. The program and Saskatoon City Hospital Eye Centre have sufficient staffing to provide an environment for successful preparation for the COC Examinations. The needs of the students currently enrolled will be considered, as well as the operational needs of the Orthoptic Clinic.
3. The applicant has shown proof of English competency that meets the requirements for international students as outlined in our application package.

If all of the above are met, the program will require the applicant to:

1. Provide documentation from COC proving the candidate is eligible to sit the Canadian exam
2. Write a proctored multiple choice exam of entry level orthoptics to determine familiarity with Canadian Orthoptic curricula and indicate the level of instruction and mentoring the student will require
3. Attend an interview either in person or via telephone, Skype, Facetime or similar

Applicants who are accepted for placement are required to:

1. Apply for the appropriate visa, per Citizenship and Immigration Canada. This may take 3-4 months. <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada.html>
2. Complete the Saskatchewan Health Authority pre-hire online learning package
3. Provide an original or notarized copy of a criminal records check no more than 3 months old, including a vulnerable sector check from their country of residence. If this is not available, a criminal records check must be done upon arrival in Saskatoon
4. Make their own arrangements for housing and other personal requirements in sufficient time to be prepared to begin attendance on a predetermined date
5. Pay tuition of \$5000 as soon as a Canadian visa is obtained. This must arrive at Saskatoon City Hospital at least 2 weeks prior to the predetermined start date. This

tuition is non-refundable past 7 calendar days of the predetermined first day of attendance.

The program will provide:

1. An environment conducive to preparing for the COC national examination
2. Clinical supervision by a certified orthoptist or pediatric ophthalmologist at all times
3. Access to learning materials for preparation for the COC national examination including but not limited to: the lecture materials used by the program, AACO midterm examinations, review sessions with senior orthoptic students, the Orthoptic Library, the Canadian Orthoptic Syllabus, the Canadian Orthoptic Competencies
4. Practical and oral assessments of entry level orthoptic knowledge similar to the Canadian National Examinations

RECERTIFICATION PLACEMENT

The Orthoptic Program offers the opportunity for orthoptists requiring recertification by the Canadian Orthoptic Council (COC) to complete their mandated recertification placement in our facility. Each request for placement must include proof of compliance with the COC's policy on eligibility, and proof of approval from the COC. Each request will be considered based on the following:

1. Program vacancy. The maximum number of students in our center at any given time is 3. If a seat is vacant, a placement MAY be considered.
2. The program and Saskatoon City Hospital Eye Centre have sufficient staffing to provide an environment for successful preparation for the COC Examinations. The needs of the students currently enrolled will be considered, as well as the operational needs of the Orthoptic Clinic.
3. The COC has recommended a minimum placement of no more than 6 months.

If all of the above are met, the program will require the applicant to:

1. Write a proctored multiple choice exam of entry level orthoptics to evaluate the level of mentoring required
2. Attend an interview either in person or via telephone, Skype, Facetime or similar

Applicants who are accepted for placement are required to:

1. Complete the Saskatchewan Health Authority pre-hire online learning package
2. Provide an original or notarized copy of a criminal records check no more than 3 months old, including a vulnerable sector check from their area of residence. If this is not available, a criminal records check must be done upon arrival in Saskatoon
3. Make their own arrangements for housing and other personal requirements in sufficient time to be prepared to begin attendance on a predetermined date
4. Pay tuition of \$3500 within 1 week of acceptance. This tuition is non-refundable past 7 calendar days of the predetermined first day of attendance

The program will provide:

1. An environment conducive to preparing for the COC national examination
2. Clinical supervision by a certified orthoptist or pediatric ophthalmologist at all times
3. Access to learning materials for preparation for the COC national examination including but not limited to: the lecture materials used by the program, AACO midterm examinations, review sessions with senior orthoptic students, the Orthoptic Library, the Canadian Orthoptic Syllabus, the Canadian Orthoptic Competencies
4. Practical and oral assessments of entry level orthoptic knowledge similar to the Canadian National Examinations

Appendices:

Contacts:

Joel Hyndman (Program Director)
Office (306) 655-8094 Cell (306) 291-1043
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Info on international study visa
<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada.html>

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Email michael.walby@saskhealthauthority.ca

Heather Rattanavong (Clinical Orthoptist)
Office (306) 655-8058 Cell (306) 270-6634

Lindsay Donaldson (Clinical Orthoptist) – Casual
Cell (306) 220-2072

Clinic fax # (306) 655-8119 Attn. Orthoptic Clinic

Student Advocate:

To Be Determined
Office Rm
Office phone: (306) 655-

Eye Care Centre Manager

Megan Ferguson
Clinic (306) 655-8474
Cell (306) 321-6011
Email Melissa.racine@saskhealthauthority.ca

Medical Director:

Dr Frozan Qasemi (306) 242-9990
City Centre Eye Surgeons
619 8 St E Unit 200, Saskatoon, SK S7H 0R1

Communication:

In all matters (scheduling, education, holiday etc.), the students will consult the Program Director.

HOW TO ACCESS THE WEEKLY CALENDAR

To Access the Calendar from the SHA network:

Open Microsoft Outlook
Click on File – Open – Other user’s folder
Type in Hyndmanj
Choose “Calendar”
Click OK

You will receive a printed copy of the calendar each week to keep track of your patient exams.

STUDENT RECORDS

Student records are kept in the Program Director’s file on the confidential server, governed by the confidentiality rules of Saskatchewan Health Authority and accessible only by the Program Director. These records consist of the initial application, all documentation of pre-requisite courses, all certificates of completion of outside programs (ex AAO OA course, McMaster Ethics Certificate), copies of tuition invoices, and original performance assessment documents, as well as any other correspondence with or about the student. After course completion, all student files are kept for 2 accreditation cycles on the Program Director’s SHA drive.

Students are required to keep their contact information updated (address, phone number, outside email address) for this file.

The Program Director is the only person with access to the complete student record. If students wish to access their record, they may make a request in writing to the Program Director and arrangements will be made to review the record with both parties present.

Clinical orthoptists may request in writing to see a student’s record. This request will be considered by the Program Director, and if granted, arrangements will be made to review the record with both parties present (orthoptist and Program Director).

Student didactic and clinical practice progress is a topic of review for every meeting of the Education Committee. Where possible, exam marks and other information are de-identified and collated. The Education Committee has the right to request access to the student’s complete record during the course of a committee meeting and this will be documented in the meeting minutes.

All originals of graded materials are returned to students for their records after they are scanned to the student’s file. The Program Director keeps a spreadsheet document of marks

on the Health Authority server. Both the student and the Program Director have identical information about student marks on graded materials.

Should the student wish to draw attention to any documentation in their record, a discussion can be held during the time that the student and Program Director are reviewing the student record together. The Program Director will decide if the document has bearing on the student's future academic experience or performance and relay this information to the student. If the student does not wish to address the document with the Program Director, they may ask in writing for a copy of the document in question and send a written request for its review including the reason they are asking for review, to the Education Committee. At this time, the Education Committee will be given access to the entire student record, and after its review, will send a written reply to the student. The Program Director (or the clinical orthoptist or other staff member as author of the document) will retain their right to have input on this as a member of the Education Committee.