



POLICIES OF THE COLLEGE OF OPTOMETRISTS OF BRITISH COLUMBIA

Current to December 3, 2017

Under section 14 of the *Bylaws of the College of Optometrists of British Columbia*, the College board may publish policies to establish standards, limits or conditions for the practice of optometry, to establish standards of professional ethics and to provide for the general administration and operation of the college.

Policies are only one part of the regulatory framework under which BC optometrists operate. Regard must also be had to the *Health Professions Act*, the *Optometrists Regulation* and the bylaws.

Unless otherwise stated, terms used in these policies have the same meaning as in the *Health Professions Act*, the *Optometrists Regulation* and section 1 of the bylaws.

Some of the policies set out below contain text boxes offering cross-references or other information. The contents of these boxes do not form part of the policies. They are for reference or information only.

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BILLING AND PROVISION OF OPTOMETRIC SERVICES

Medical Services Plan

- 1 Registrants must adhere to the British Columbia Medical Services Plan (MSP) agreement and are responsible for the accuracy of MSP billing statements.

Non-Insured Services

- 2 Before providing non-insured optometric services to patients, registrants must advise patients of the fees for those services.

Provision of Emergency Services

- 3
 - (1) Registrants must ensure adequate arrangements are in place for patients to receive emergency services outside normal business hours.
 - (2) Registrants may withdraw from responsibility for the care of a patient after giving the patient adequate notice so that he or she may make alternative arrangements, but must continue to provide emergency services to the patient in the interim.

See also: Bylaws section 115(1)(b): "A place of practice must...be accessible at all times to any registrant who practices there"

CONFLICT OF INTEREST

Definition

- 1 A conflict of interest occurs when a registrant's personal or financial interest conflicts with his or her professional responsibility, including the duty to act in the best interest of the patient.

See also: Bylaws section 132

COOPERATION WITH THE COLLEGE

Cooperation Required

- 1 Registrants must cooperate with all reasonable requests of the college, including the board, registrar, committees and staff.

Cooperation

- 2 Cooperation includes
 - (a) replying promptly to communications of the college,
 - (b) attending or appearing before the college, including the board, registrar and committees, when requested or ordered to do so, and
 - (c) assisting the college as reasonably requested.

Communications With the College

- 3 Communications with the college, including the board, registrar, committees and staff, must be courteous, professional, non-threatening and non-discriminatory.

PRIVACY POLICY

The *College of Optometrists of BC* endeavors at all times to ensure the privacy of all persons that visit our website. The College understands the requirement to maintain the privacy of all personal information that we file in our office or collect from persons from time to time. For greater detail in our privacy policy please review the following:

Freedom of Information and Protection of Privacy Act (FIPPA)

The College will be in compliance with this Act (RSBC 1996, chapter 165, and amended in October, 2004).

Collection of Personal Information

In cases where you may be providing our college with personal information by sending it to us in an email message, attachment, or in on-line renewals etc., we will ensure the personal information in that transmission will remain confidential to the College at all times, except under requests for release of that information made under the scope and restrictions of FIPPA..

Consent to Release of Personal Information

In cases where we require your personal information from a third party, we will provide you with a "Consent to release personal information" form that you will be asked to sign and return to us. You have the option of not complying if you do not wish your personal information to be released to us.

Retention Time Period

The College will only retain personal information for the time period required by the College's current policy relating to information stored by the College. Any personal information will be destroyed and securely disposed of at the conclusion of this period.

Confidentiality Agreement

All staff employed by the College and all persons participating on committees of the College will be required to sign a confidentiality agreement whereby they will commit to maintaining the privacy of personal information.

Protection of Personal Information

The College will at all times ensure that all personal information is protected against unauthorized access or disclosure by third parties.

Complaints

The College will accept any complaints or comments at any time from the public or from registrants of the College regarding this privacy policy or concern about their personal information. Please address any concerns or comments to:

The attention of the Registrar of the College of Optometrists of BC
906 - 938 Howe Street
Vancouver, BC, V6Z 1N9
Tel: (604) 623-3464
Fax: (604) 623-3465
E-mail: college@optometrybc.ca

QUALITY ASSURANCE

Introduction

The quality assurance program is an important component of the self-regulation of optometry in BC. The college bylaws allow the quality assurance committee to assess the professional performance of registrants and to require them to fulfil the appropriate requirements.

The college strongly believes in a quality assurance program that meets the needs and expectations of patients and the community. Key elements of the Quality Assurance program are designed as proactive measures to foster continuing professional education and to improve the performance of registrants. The college believes that the promotion of continuous quality improvement of the profession will improve patient outcomes.

The Quality Assurance Program involves four pillars of professionalism: continuing education, peer circles, practitioner assessment and support for registrants in the process.

Although each of the Four Pillars of the program has a specific purpose, they are to maintain and advance scientific knowledge in the practice of optometry, enhance professional competency, assure the public of professional/clinical performance and improve patient outcomes.

PART 1—CONTINUING EDUCATION REQUIREMENTS

Definitions

- 1 In this policy,
- | | |
|----------------------|--|
| “accredited program” | means an educational program approved by the Registrar or the Council on Optometric Practitioner Education (COPE); |
| “peer circle” | means a peer circle as defined in section 3 of this part. |
| “registration year” | means November 1 to the following October 31 in each year |

Approved Program and Program Provider

- 2 (1) In this section, “**approved program provider**” means the following bodies:
- (a) a program provider approved by the Council on Optometric Practitioner Education (COPE);
 - (b) any other body that is approved by the Board.

Note: Commercial entity is not considered to be an “approved program provider”. Course instructors who apply to the Registrar for accreditation of their continuing education program, are expected to meet the same standards that COPE requires for commercially supported continuing education. (Refer to the [COPE Standards for Commercial Support](#), page 20-22)

- (2) In this section, “**approved program**” means a continuing education program approved by the Quality Assurance Committee, under section 71 of the Bylaws, as follows:
- (a) an accredited program given by an approved program provider, whether given in person or by long-distance or self-study delivery methods such as correspondence, video, computer or internet;
 - (b) peer circles; and
 - (c) the continuing education activities listed in section 4 of this part.

Accreditation Requirements

Accreditation will be granted in accordance with current COPE standards and requirements for course qualification and must meet the goals of advancing and enhancing scientific optometric knowledge, professional competency, promoting safe, effective and ethical optometric practice and improving patient outcomes. Refer to the Criteria for COPE Qualification of Continuing Education. Courses provided in an exclusive manner will not be deemed acceptable.

Peer Circles

- 3
 - (1) In this policy, “peer circle” means a small-group, interactive learning environment, guided by a facilitator, for the purpose of encouraging safe, effective and appropriate eye-care practices.
 - (2) A peer circle must have a facilitator.
 - (3) A facilitator of a peer circle must:
 - (a) be a therapeutic qualified registrant;
 - (b) be in good standing with the College;
 - (c) not be the subject of public notification, pursuant to inquiry or discipline proceedings; and
 - (e) be appointed by the Quality Assurance Committee.

Note: Peer circles facilitate collegial discussion among registrants about practice methodology and clinical best practices. Discussion may include topics relating to the current practice of optometry and patient care, record keeping, technology/equipment, and practice management.

Continuing Education Activities

- 4 For the purpose of calculating hours of yearly continuing education programs under section 73 of the Bylaws, the following activities will be accredited the specified number of hours:

Activity	Course category	Hours accredited
For each hour of attendance at or participation in an accredited program under section 2(2)(a) ¹	Ocular health ²	1 hour
	Other ³	1 hour
For each hour of instruction or formal presentation of an educational course under section 2(2)(a)	Ocular health	2 hours
	Other	2 hours
Publication of an article in a refereed optometric or ophthalmological journal	Ocular health	5 hours
	Other	5 hours
Publication of a case report in a refereed optometric or ophthalmological journal	Ocular health	2 hours
	Other	2 hours
For each hour of peer circle participation or peer circle facilitation	Ocular health	1 hour
	Other	1 hour
For serving the CEO/CACO as an exam question developer	Ocular health	No more than 10 hours per year

Achieving Fellowship in the American Academy of Optometry	Other	10 hours
Achieving Diplomate of American Academy of Optometry	Other	14 hours

Proof of Attendance of Completion

- 5 Continuing education program hours under section 4 must only be claimed by the registrant if the registrant is able to provide proof of having attended the program or completed the course for which continuing education program hours are sought. Acceptable proof includes the original continuing education attendance certificate or continuing education attendance recorded within OE Tracker.

Annual CE Requirements

- 6 In accordance with Part 5 of the Bylaws, the Quality Assurance Committee specifies the following continuing education hours for Full⁴ and Non-practising registrants:
- (1) In each registration year, no less than 20 accredited continuing education hours must be obtained.
 - (2) *A maximum of 10 hours out of the required 20 accredited continuing education hours may be on subjects other than ocular health.*

CE Self-Recording and Self-Reporting

- 7
1. Registrants are required to Self-record and Self-report their Continuing Education hours.
 2. Registrants are required to retain all original continuing education certificates for a minimum of seven (7) years commencing December 1, 2010.
 3. Upon request of the Registrar, registrants are required to provide all original continuing education certificates. This will be carried out by, but not limited to, Continuing Competency Assessments and Audit by the Registrar.

Commencing November 1, 2017:

- Registrants will no longer be able to carry forward CE hours into the next registration year.
- Registrants who have authorized the College to enroll them in OE Tracker, or have provided the College with their current *OE Tracker* number, will not be required to self-report their continuing education hours. The College will use *OE Tracker* to confirm continuing education hours.
- Registrants who are not enrolled in OE Tracker will be required to submit proof of completing the requirements set out in section 63, along with the associated administrative fee, to the College by registered mail, prior to registration renewal for the next registration year.
- Although CPR is a requirement of registration, it no longer qualifies for CE.

¹Note: a registrant must not claim continuing education program hours for an educational program he or she repeats in the same registration year.

²“Ocular health” includes educational programs classified as clinical optometry, ocular disease and related systemic disease

³“Other” includes educational programs classified as optometric business management

⁴ Full registrant means:

- (a) a therapeutic qualified registrant who is a member of the class established by section 51(1)(a);
- (b) a non-therapeutic qualified registrant who is a member of the class established by section 51(1)(b); or
- (c) a limited registrant who is a member of the class established by section 51(1)(c);

Exemptions

8 Despite section 73(1) of the bylaws, registrants need not fulfil the requirements of the quality assurance program in the registration year if:

1. They successfully complete the national qualifying examination or national qualifying examination equivalent in the same registration year,
2. Completion of Optometric residency program

Note: A request for an exemption from fulfilling the requirements of the Quality Assurance Committee program must be delivered in writing to the Registrar.

CONTINUING EDUCATION RECORD FORM

Please use this form to record your CE credits.

- All registrants must retain CE certificates obtained prior to November 1, 2017, for seven years and provide them to the Registrar upon request.
- Registrants enrolled with OE Tracker will not be required to provide CE certificates obtained after November 1, 2017.
- Registrants not enrolled with OE Tracker must retain all CE certificates and provide them to the College prior to each registration renewal after November 1, 2017, along with the administrative fee.

LAST NAME FIRST NAME MIDDLE REG NO. PHONE NUMBER

YEAR OF CE									
				CE HOURS FROM PREVIOUS YEAR	CE HOURS		TOTAL CE		
DATE	SPONSOR/PROVIDER	TITLE/SUBJECT AREA			OCULAR HEALTH	OTHER			
TOTAL # HOURS FOR EACH CATEGORY									

PLEASE REFER TO BYLAW 73 FOR INFORMATION ON CE REQUIREMENTS, BYLAW 104 FOR RETENTION OF DOCUMENTATION AND PART 1 – CONTINUING EDUCATION REQUIREMENTS OF THE COLLEGE POLICIES

PLEASE NOTE: YOU ARE SOLELY RESPONSIBLE FOR THE ACCURACY OF THIS FORM. KEEP A COPY OF THIS REPORT FOR YOUR RECORDS. REGISTRANTS MAY BE SELECTED TO UNDER GO AN AUDIT AS PER SECTION 74 OF THE COLLEGE BYLAWS.

SIGNATURE: _____

DATED: _____

MONTH / DAY / YEAR

PART 2—PROFESSIONAL PERFORMANCE ASSESSMENT

Definitions

- 1 In this Part,
- “assessor” means an assessor appointed under section 4,
 - “clinical ability assessment” means an assessment under section 7,
 - “place of practice assessment” means an assessment under section 6,
 - “record-keeping assessment” means an assessment under section 5, and
 - “standards of practice” has the same meaning as in section 1 of the Standards of Practice policy.

Assessments

- 2 When an assessment of the professional performance of a registrant is conducted under section 72 of the bylaws, the assessment may consist of
- (a) a record-keeping assessment;
 - (b) a place of practice assessment;
 - (c) both a record-keeping assessment and a place of practice assessment; or
 - (d) a clinical ability assessment.

Assessment Methods

- 3 Unless otherwise stated, and in cooperation with the registrant, assessments under this Part may be conducted by any of the following methods, alone or in combination:
- (a) review of clinical records or other documents related to the registrant’s practice;
 - (b) peer circle;
 - (c) case presentation;
 - (d) visit to the registrant’s place of practice;
 - (e) questionnaire or competency checklist;
 - (f) self-assessment; and
 - (g) any other method recommended by the quality assurance committee and approved by the board.

Assessors

- 4 (1) The quality assurance committee may appoint assessors for the purposes of sections 26.1 of the Act.
- (2) An assessor must
- (a) be a therapeutic qualified registrant,
 - (b) be in good standing with the college,
 - (c) not be under investigation by the inquiry committee or the subject of a citation by the registrar under section 37 of the Act, and
 - (d) have successfully completed a training course offered under Part 4(1) of this policy..
 - (e) be appointed by the Quality Assurance committee.

Record-Keeping Assessment

- 5 (1) A record-keeping assessment is an inspection of the records, including patient records, of the registrant for conformity with

- (a) the bylaws,
 - (b) the policies, and
 - (c) the standards of practice.
- (2) A person conducting a record-keeping assessment may make copies of records related to the registrant's professional performance.
 - (3) A person conducting a record-keeping assessment may attend at a registrant's place of practice for this purpose after giving the registrant reasonable notice.
 - (4) Only records related to a registrant's professional performance may be assessed under this section.

Place of Practice Assessment

- 6 (1) A place of practice assessment is an assessment of a registrant's place of practice for conformity with
 - (a) the bylaws,
 - (b) the policies, and
 - (c) the standards of practice.
- (2) A person conducting a place of practice assessment may attend at a registrant's place of practice for this purpose after giving the registrant reasonable notice.

Clinical Ability Assessment

- 7 (1) A clinical ability assessment is an assessment of the registrant's clinical ability, including the registrant's
 - (a) knowledge relating to the examination, diagnosis and treatment of patients,
 - (b) skill in providing optometric services, clinical procedures and techniques,
 - (c) conformity with those bylaws and policies relating to clinical ability, and
 - (d) adherence to the standards of practice relating to clinical ability.
- (2) A person conducting a clinical ability assessment may attend at a registrant's place of practice for this purpose after giving the registrant reasonable notice.
- (3) A person conducting a clinical ability assessment may do anything a person conducting a record-keeping assessment or a place of practice assessment may do.

Conduct of Assessment

- 8 If, during an assessment conducted under this Part, the registrant raises any concerns about how the assessment is being conducted, the person conducting the assessment must note these concerns and communicate them to the quality assurance committee and Registrar.

Notice of Assessment Outcome

- 9 (1) If, after an assessment has been conducted under this Part, the quality assurance committee concludes that there is a deficiency in the manner in which the registrant conducts his or her practice, the quality assurance committee must, within 90 days of reviewing the assessment, notify the registrar and the registrar will then notify the registrant.
- (2) If the quality assurance committee makes recommendations under subsection (1), the quality assurance committee or an assessor appointed by that committee may conduct a follow-up assessment within 12 months of the first assessment.
- (3) A follow-up assessment under subsection (2) is conducted under section 2 of this part.

PART 3—STANDARDS AND COMPETENCE AUDITS

Conduct of Audits

- 1 Audits of a sample of registrants conducted under section 74 of the bylaws must be conducted consistently with this Part.

Quality Assurance Committee to Conduct

- 2 Audits are conducted by the quality assurance committee, or an assessor appointed by that committee, under the supervision of the registrar.

Conducted as Professional Performance Assessments

- 3 Audits are conducted as professional performance assessments under Part 2, section 2.

Numbers audited

- 4 The number of registrants audited is determined by the quality assurance committee.

Identity of Audited Registrants

- 5 The identity of registrants audited must be determined randomly by the registrar.

Method of Audit

- 6 The method or methods used in the audit is determined by the quality assurance committee from the assessment methods set out in Part 2, section 3.

PART 4—OTHER MATTERS

Training Courses

- 1 The quality assurance committee may
 - (a) develop and recommend to the board courses for registrants wishing to serve as assessors or peer circle facilitators,
 - (b) determine whether persons taking training courses have completed them successfully, and
 - (c) award certificates for completion of training courses.

PART 5—SPECTACLE PRESCRIPTIONS, PROVISION OF SPECTACLE PRESCRIPTIONS AND CONTACT LENS PRESCRIPTIONS

Spectacle Prescriptions

- 1 A spectacle prescription should contain at least the sphere, cylinder, axis, inter-pupillary distance, prism (if any), examination date, expiry date, patient's name, prescriber's name, prescriber's address and telephone number, and prescriber's signature.
- 2 A registrant must note on a spectacle prescription that it is "not a prescription for contact lenses" to ensure that any patient and / or optical dispenser clearly understand what it is.
- 3 A Patient is also entitled to receive a copy of his / her expired spectacle prescription. If this is requested, the spectacle prescription should be clearly marked so that the patient understands that it has expired. An expired spectacle prescription is not considered a "prescription" but merely a copy of part of the patient's healthcare record, and should not be signed.

Provision of Spectacle Prescriptions

- 1 A registrant must provide, free of charge, a legible written or electronic copy of a spectacle prescription, which includes the PD measurement, if a spectacle prescription is a reasonable outcome of an eye examination.
- 2 Spectacle prescription(s) must be provided to the patient, whether or not requested by the patient, immediately following the conclusion of the eye examination.
- 3 The cost of the PD measurement must be included in the eye examination fee rather than charged as a separate item.
- 4 If a patient subsequently requests an additional copy or copies of the spectacle prescription at a later date, a registrant must provide the spectacle prescription(s) as soon as reasonably possible. Registrants may only charge a reasonable fee for the retrieval, copying and transmission of the prescriptions following expiration of the prescription or following repeated requests for the spectacle prescription prior to expiration.
- 5 If, for any reason, the PD measurement was not obtained at the time of an eye examination performed on or after May 1, 2010, a registrant must offer to measure the PD measurement free of charge. If the patient does not wish to return for the PD measurement, registrants must still forward a legible written or electronic copy of the spectacle prescription without the PD measurement to the patient free of charge if a copy has not already been provided.

Contact Lens Prescriptions

- 1 A contact lens prescription is not one of the expected results of a routine eye examination. It is the expected result after a contact lens fitting has been completed.
- 2 A contact lens prescription is synonymous with the "record of contact lens specifications" as described in part 6 (3) (b) of the Optometrists Regulation.
- 3 A contact lens fitting has been completed after a patient has been fitted and progress checks completed, to the satisfaction of the patient and the prescriber.
- 4 A contact lens prescription should contain at least the lens material type, lens design, lens power, lens diameter, lens base curve, expiry date, patient's name, prescriber's name, address and telephone number and prescriber's signature. A registrant is required to provide a contact lens prescription to a patient only after the fitting and progress checks are completed and the contact lens fitting has been fully paid for.

PART 6—STANDARDS, LIMITS AND CONDITIONS IN THE TREATMENT OF EYE DISEASE

Treatment with Pharmaceuticals

- 1 A Registrant who prescribes a topical pharmaceutical agent must refer the patient to an ophthalmologist if there is no improvement to the condition after 7 days from the diagnosis.
- 2 A Registrant who prescribes a topical corticosteroid must refer the patient to an ophthalmologist if the condition worsens after 72 hours from the diagnosis.
- 3 A Registrant who prescribes a topical corticosteroid must refer the patient to an ophthalmologist if the condition has not resolved after 3 months from the diagnosis unless the Registrant is co-managing the patient with an ophthalmologist.
- 4 A Registrant must consult an ophthalmologist if the condition recurs within 3 months of cessation of therapy.
- 5 A Registrant must consult with an ophthalmologist if the patient experiences an adverse event with a prescribed pharmaceutical.

Treatment of the Nasal Lacrimal Apparatus

- 1 A Registrant who is qualified may, on patients over the age of 12, perform punctal dilation and irrigation of the lacrimal canaliculi but may not probe the nasal lacrimal tract.
- 2 A Registrant may insert and remove punctal plugs.
- 3 A Registrant may epilate eyelashes.

Foreign Body Removal

- 1 A Registrant may perform non surgical procedures on body tissues below the dermis or the mucous membrane for the removal of foreign bodies from the conjunctiva, lid or adnexa.
- 2 A Registrant may remove central corneal foreign bodies within a 2mm radius of the visual axis if the foreign body is superficial and not deeper than Bowman's membrane. Central corneal foreign bodies deeper than Bowman's membrane must be referred to an ophthalmologist.
- 3 A Registrant may remove corneal foreign bodies beyond 2mm from the visual axis provided the foreign body is not deeper than the mid stroma.
- 4 All Sidel positive, high velocity or penetrating corneal foreign bodies must be referred to an ophthalmologist.
- 5 Corneal foreign body removal may be performed outside of these guidelines if it is in the best interest of the patient, if immediate action must be taken and if immediate access to an ophthalmologist is not possible.

Ultrasound

- 1 A Registrant may apply ultrasound for diagnostic purposes, to measure the thickness of the cornea or the axial length of the eye.

**PART 7—STANDARDS, LIMITS & CONDITIONS FOR PRACTICE – ANTI-GLAUCOMA MEDICATION
PRESCRIBING**

A Therapeutic Qualified Registrant who prescribes anti-glaucoma medications

- (1) must
 - (a) own, and be competent in the use of,
 - (i) Goldmann type applanation tonometer,
 - (ii) an anterior chamber gonioscope,
 - (iii) a stereo slit lamp biomicroscope with contact or non-contact lens,
 - (iv) a Humphrey type automated visual field analyzer,
 - (v) a corneal pachymeter,
 - (vi) a sphygmomanometer, and
 - (b) have access to, and be competent in the interpretation of information from, any one of
 - (i) a tomographer,
 - (ii) a polarimeter,
 - (iii) a scanning laser ophthalmoscope, or
 - (iv) a stereo fundus camera,
- (2) may, in accordance to a medical standard, monitor, manage and/or treat
 - (i) a glaucoma suspect,
 - (ii) early glaucoma, or
 - (iii) glaucoma induced by topical steroids,if it is within the registrant's competence to do so, and
- (3) must
 - (a) not prescribe an anti-glaucoma medication to a patient who is under the age of 30 except as noted in (2)(iii),
 - (b) refer the patient to an ophthalmologist
 - (i) for consultation or management if the patient has one or more eyes with
 - (A) moderate glaucoma,
 - (B) IOP above target pressure for more than six weeks from the initiation of treatment,
 - (C) a requirement for more than two concurrent classes of topical medications to reach target IOP (note that a single combination medication that contains two therapeutic pharmaceutical agents is considered to be two medications), or
 - (D) a clinically significant adverse effect to a prescribed medication, or
 - (ii) if the patient has one or more eyes with
 - (A) advanced glaucoma, or
 - (B) a secondary glaucoma except as noted in (2)(iii),
 - (c) have a working relationship with an ophthalmologist who is accessible for consultation, referral, regular communication, collaboration and transfer of care when a patient is referred under (2) or (3), and the communication, consultation, reporting and referral schedule must be considered on a case by case basis by the optometrist and ophthalmologist who share in the care of a glaucoma patient,

- (d) at the time of diagnosis and/or initiation of treatment, inform the patient that they have the prerogative to request management exclusively by an ophthalmologist or glaucoma sub-specialist.
- (e) be available, or assign a Therapeutic Qualified Registrant able to meet all requirements of these Standards, Limits and Conditions for Practice to be available, to a glaucoma patient 24 hours a day seven days a week by pager, cell-phone or other electronic means,
- (f) not prescribe
 - (i) a beta blocker
 - (A) to a patient with a history of congestive heart failure, bradycardia, heart block, asthma or chronic obstructive pulmonary disease, and
 - (B) to any other patient without consulting the patient's primary care practitioner, if known,
 - (ii) a prostaglandin in the presence of
 - (A) intraocular inflammatory disease, or
 - (B) previous ocular viral infections known to contraindicate prostaglandin use,
 - (iii) a cholinergic agent in the presence of
 - (A) intraocular inflammatory disease,
 - (B) MAO inhibitors, or
 - (C) retinal lattice degeneration, retinal tears or retinal detachment,
- (g) work-up and follow-up glaucoma patients to a medical standard,
- (h) maintain a written record of
 - (i) patient history (ocular, medical and family),
 - (ii) identifiable glaucoma risk factors, and
 - (iii) the treatment
 - (A) plan
 - (B) targets, and
 - (C) progress,
- (i) provide a copy of the written record to the co-managing ophthalmologist
 - (i) any time there is
 - (A) a change in the treatment plan, or
 - (B) a clinically significant change in the patient's status,
 - (ii) annually, and
 - (iii) as otherwise requested by the co-managing ophthalmologist, and
- (j) provide information in the attached form, or in a similar form that conveys the same information.

DEFINITIONS

Note: although they will change from time to time, the definitions, staging and standards for glaucoma care are as described by the Canadian Ophthalmological Society (the COS) [Evidence - based Clinical Practice Guidelines for the Management of Glaucoma in the Adult Eye](#) *Can J Ophthalmol* 2009;44(Suppl 1):S1-S93. Registrants must refer to the COS [Glaucoma Guidelines Slides](#) so that Registrants who prescribe anti-glaucoma agents are held to the same standard as Canadian ophthalmologists. Registrants are expected to stay current with changes as they are published.

Glaucoma Suspect – a person with one or two of the following: IOP > 21 mmHg; suspicious disc or C/D asymmetry of > 0.2; suspicious 24-2 (or similar) visual field defect.

Early Glaucoma – a glaucoma having glaucomatous disc features (eg, C/D* < 0.65) and/or mild visual field defect not within 10 degrees of fixation (e.g., MD better than -6 dB on HVF 24-2).

Moderate Glaucoma – a glaucoma having moderate glaucomatous disc features (eg, vertical C/D* 0.7 – 0.85) and/or moderate visual field defect not within 10 degrees of fixation (eg, MD from -6 to -12dB on HVF 24-2).

Advanced Glaucoma – a glaucoma having advanced glaucomatous disc features (eg, C/D* > 0.9) and/or visual field defect within 10 degrees of fixation** (e.g., MD worse than -12dB on HVF 24-2).

Secondary Glaucoma – a glaucoma with an identifiable cause such as phacogenic, exfoliative, pseudoexfoliative, pigmentary dispersion, inflammatory, angle recession, traumatic, neovascular, steroid induced***, malignant and post-operative glaucoma.

Target Pressure – The upper limit of initial target pressures for each eye are as per the COS guidelines:

Glaucoma Suspect – 24 mmHg with at least 20% reduction from baseline

Early Glaucoma – 20 mmHg with at least 25% reduction from baseline

Moderate Glaucoma – 17 mmHg with at least 30% reduction from baseline

Advanced Glaucoma – 14 mmHg with at least 30% reduction from baseline

*C/D - refers to vertical C/D ratio in an average size nerve. If the nerve is a small diameter, then a smaller C/D ratio may be significant. Conversely, a larger nerve diameter nerve may have a large vertical C/D ratio and still be within normal limits.

**Fixation - also consider baseline 10-2 (or similar).

***Steroid Induced Glaucoma – Therapeutic Qualified Registrants may treat this secondary glaucoma when it is induced by topical steroid therapy

STANDARDS OF PRACTICE

Comment

Rote adherence to the Standards of Practice does not substitute for good professional judgment exercised by optometrists with consideration for an individual patient's circumstances. Optometrists provide care to patients based on each patient's needs and expectations in order to optimize the outcome for the individual. It is expected that optometrists will exercise clinical judgment in the course of providing diagnostic and treatment services, in order to provide appropriate individual care.

See also: Bylaw 135 (Standards of Practice) Registrants must appraise the oculo-visual status of their patients and record the results in accordance with the policies of the college

Standards of Practice

- 1 (1) In this policy, "standards of practice" means the college's expectations of the conduct of a reasonable and conscientious optometrist, having regard to clinical and all other relevant circumstances.
- (2) Despite any provision in this policy, the college retains the discretion to determine
 - (a) the content of the standards of practice for optometry in British Columbia, and
 - (b) the existence of a breach of the standards of practiceby means of the usual procedures of the board, the registrar, the quality assurance committee, the inquiry committee or the disciplinary committee, as the case may be.

Comment

While this policy attempts to provide a comprehensive statement of the standards of practice for optometry in British Columbia, no single instrument can foresee every situation that may arise. This section makes clear that the college or one of its committees may determine the existence of a standard of practice, and its violation, even in the absence of an express provision in this policy.

PART 1—PLACE OF PRACTICE

See also: Bylaws Part 10—Places of Practice

Place of Practice Name

Before commencing practise, a registrant must ensure that he/she has a name approved in writing by the Registrar for his/her place of practice.

The name for a place of practice must include the word “optometrist” or a derivative of that word.

The name for a place of practice must not include the reserved title of any other college unless that college has expressly authorized the use of its reserved title in the registrant’s place of practice name in writing.

A place of practice name must not be confusing or misleading to the public and must not be identical to, or closely resemble, the name of any other place of practice name(s), unless they are affiliated.

The Registrar may approve a place of practice name which is descriptive of a community or neighbourhood local to the place of practice, and is not likely to be confused with another approved place of practice name.

The name of a place of practice, together with the registrant’s name and address, must appear on all stationary used in the place of practice, including but not limited to the registrant’s letterhead, business cards, prescription pads, and electronic communications.

A place of practice must prominently display the name and certificate of registration of every Registrant who practices there. It must not display the name or certificate of registration of any Registrant who does not personally practice there.

If a Registrant practices at more than one place of practice, the Registrant must obtain from the College a certificate for each location. A photocopy is not acceptable.

A place of practice must not display the name of a registrant at a place of practice who does not personally provide optometric services at that location.

A place of practice must prominently display signage, visible from the exterior of the place of practice containing the name of each registrant who practises there.

A place of practice must prominently display the BC optometric corporation’s permit if the place of practice is operated by or through a BC optometric corporation.

1. A registrant seeking approval to **open a new place of practice** must deliver to the Registrar:
 - A completed Place of Practice - Request for Name Approval Form
2. A registrant seeking approval to **change a place of practice name** must deliver to the Registrar:
 - A completed Request To Change Place of Practice Name Form
3. A registrant seeking approval to **relocate a place of practice** must:
 - Complete a Place of Practice - Request for Name Approval Form
 - Complete a Transfer of Records Containing Personal Information Form
 - Remove any signage indicating it is a place of optometric practice
4. A registrant seeking approval to **transfer controlling interest in a previously approved place of practice name** must deliver to the Registrar:
 - A completed Declaration of Transferring Controlling Interest Form
 - Transfer of Records Containing Personal Information Form, *if applicable*
5. A registrant who **ceases to practise/closes a place of practice** must:
 - Complete a Transfer of Records Containing Personal Information Form **or** complete a Declaration of Ownership of Records Form
 - Update online profile
 - Complete a Declaration of Transferring Controlling Interest Form, *if applicable*
 - Remove signage, *if applicable*

PLACE OF PRACTICE - REQUEST FOR NAME APPROVAL

SECTION A: REGISTRANT(S) HAVING A CONTROLLING INTEREST			
Section A: Registrant having controlling interest is the registrant who “owns” or has the majority “ownership” of the place of practice name and is responsible for compliance with the Bylaws for the place of optometric practice. More than one registrant may have controlling interest (eg. an equal partnership).			
(1) Last Name First Name Reg. # Signature / / Month Day Year	(2) Last Name First Name Reg. # Signature / / Month Day Year		
SECTION B: PLACE OF PRACTICE			
Section B: This is the requested place of optometric practice name and must be unique unless the place of practice is affiliated with another BC place of optometric practice. In order to register your place of practice name with the College, your place of practice must include the word “optometrist” or a derivative of that word which conveys to the public that it is a place of optometric practice. Two or more places of practice names may not be similar, unless they are affiliated with each other.			
Place of Practice Name :			
..... Address City Province Postal Code Telephone Number () Fax Number () Is this place of practice affiliated with another optometric place of practice: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please provide consent letter from all other affiliates.			
SECTION C: RESPONSIBLE REGISTRANT			
Section C: Each place of optometric practice must have a registrant who is responsible for clinical care and compliance with the Bylaws regarding place of practice and a registrant may not assume these responsibilities for more than four places of practice. If the registrant owns more than four places of practice, he/she must appoint another registrant who will accept those responsibilities and has not already assumed responsibilities for four places of practice.			
a) Same as per section A(1) <input type="checkbox"/> b) Same as per section A(2) <input type="checkbox"/> or c) Complete the section below.			
..... Last Name First Name Reg. # Signature Month Day Year			
SECTION D: RECORDS – RESPONSIBLE OWNER			
Section D: A registrant must ensure that all records containing the personal information of patients, at his/her place of practice, are owned in accordance with the Bylaws. Registrant must declare the responsible owner of these records at their place of practice.			
a) Same as per section A(1) <input type="checkbox"/> b) Same as per section A(2) <input type="checkbox"/> or c) Complete the section below.			
Registrant: Last Name First Name Reg. # Signature		BC Optometric Corporation: OC Permit #..... Optometric Corporation Name Authorized Signature(s)	
Other: (Ophthalmologist, Hospital or Armed Forces) – please provide information on separate sheet			
FOR OFFICE USE ONLY			
..... Signature Month Day Year			

- A separate form must be completed for each place of practice
- All sections must be completed

REQUEST TO CHANGE PLACE OF PRACTICE NAME

SECTION A: REGISTRANT(S) HAVING A CONTROLLING INTEREST			
<p>Section A: Registrant having controlling interest is the registrant who “owns” or has the majority “ownership” of the place of practice name and is responsible for compliance with the Bylaws for the place of optometric practice. More than one registrant may have controlling interest (eg. an equal partnership).</p>			
<p>(1)</p> <p>..... Last Name First Name</p> <p>..... Reg. # Signature</p> <p>..... / / Month Day Year</p>	<p>(2)</p> <p>..... Last Name First Name</p> <p>..... Reg. # Signature</p> <p>..... / / Month Day Year</p>		
SECTION B: CURRENT PLACE OF PRACTICE			
<p>Section B: This is the requested place of optometric practice name and must be unique unless the place of practice is affiliated with another BC place of optometric practice. In order to register your place of practice name with the College, your place of practice must include the word “optometrist” or a derivative of that word which conveys to the public that it is a place of optometric practice. Two or more places of practice names may not be similar, unless they are affiliated with each other.</p>			
<p>My (our) current place of practice name</p> <p>..... Address City Province Postal Code</p> <p>..... Telephone Number () - Fax Number () -</p>			
NEW PLACE OF PRACTICE			
<p>My (our) new place of practice name</p> <p>..... Address City Province Postal Code</p> <p>..... Telephone Number () - Fax Number () -</p> <p>Is this place of practice affiliated with another optometric place of practice: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If yes, please provide consent letter from all other affiliates.</p>			
SECTION C: RESPONSIBLE REGISTRANT INFORMATION			
<p>Section C: Each place of optometric practice must have a registrant who is responsible for clinical care and compliance with the Bylaws regarding place of practice and a registrant may not assume these responsibilities for more than four places of practice. If the registrant owns more than four places of practice, he/she must appoint another registrant who will accept those responsibilities and has not already assumed responsibilities for four places of practice.</p>			
<p>a) Same as per section A(1) <input type="checkbox"/> b) Same as per section A(2) <input type="checkbox"/> or c) Complete the section below.</p> <p>..... Last Name First Name Reg. #</p> <p>..... / / Signature Month Day Year</p>			
SECTION D: RECORDS – RESPONSIBLE OWNER			
<p>Section D: A registrant must ensure that all records containing the personal information of patients, at his/her place of practice, are owned in accordance with the Bylaws. Registrant must declare the responsible owner of these records at their place of practice.</p>			
<p>a) Same as per section A(1) <input type="checkbox"/> b) Same as per section A(2) <input type="checkbox"/> or c) Complete the section below.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 5px; vertical-align: top;"> <p>Registrant:</p> <p>..... Last Name First Name Reg. #</p> <p>..... Signature</p> </td> <td style="width: 50%; padding: 5px; vertical-align: top; border-left: 1px dashed black;"> <p>BC Optometric Corporation: OC Permit #</p> <p>..... Optometric Corporation Name</p> <p>..... Authorized Signature(s)</p> </td> </tr> </table> <p>Other: (Ophthalmologist, Hospital or Armed Forces) – please provide information on separate sheet</p>		<p>Registrant:</p> <p>..... Last Name First Name Reg. #</p> <p>..... Signature</p>	<p>BC Optometric Corporation: OC Permit #</p> <p>..... Optometric Corporation Name</p> <p>..... Authorized Signature(s)</p>
<p>Registrant:</p> <p>..... Last Name First Name Reg. #</p> <p>..... Signature</p>	<p>BC Optometric Corporation: OC Permit #</p> <p>..... Optometric Corporation Name</p> <p>..... Authorized Signature(s)</p>		
FOR OFFICE USE ONLY			
<p>..... Signature Month / Day / Year</p>			

- A separate form must be completed for each place of practice
- All sections must be completed

DECLARATION OF TRANSFERRING CONTROLLING INTEREST

SECTION A: In order to transfer controlling interest of an approved place of practice to another registrant(s), **transferring registrant(s)** must complete Section A.

I/We:

(1)

Last Name First Name

Reg. # Signature
_____/_____/_____
Month Day Year

and

(2)

Last Name First Name

Reg. # Signature
_____/_____/_____
Month Day Year

hereby declare, effective ____/____/____, **that I am/we are transferring controlling interest of:**
Month Day Year

i) Name:

Approved Place of Practice Name

ii) Address:

Approved Place of Practice Address

To:

Last Name First Name Reg **and** _____
Last Name First Name Reg #

SECTION B: In order to receive controlling interest of the above place of practice, **the recipient registrant(s)** must complete Section B and Form 19 (Place of Practice – Request for Name Approval).

I/We:

(1)

Last Name First Name

Reg. # Signature
_____/_____/_____
Month Day Year

and

(2)

Last Name First Name

Reg. # Signature
_____/_____/_____
Month Day Year

hereby declare, effective ____/____/____, **that I/we will have controlling interest of:**
Month Day Year

Place of Practice Name **and/or** _____
Place of Practice Address

Note: All applicable sections must be completed

TRANSFER OF RECORDS CONTAINING PERSONAL INFORMATION

To be completed by Recipient Registrant:

Pursuant to Bylaws, s. 97¹, I, _____, Registration No. _____, declare that I received the personal information and medical and other records (the "records") from the disposing registrant, _____,

on ____ / ____ / _____. Pursuant to Bylaws, s. 97(4), I confirm that I have notified the patients in question of the transfer.
Month Day Year

Pursuant to Bylaws, s.105², these records will be located at _____ (ADDRESS)
effective ____ / ____ / _____.
Month Day Year

Signature: _____

Date: ____ / ____ / ____
Month Day Year

To be completed by Disposing Registrant:

Pursuant to Bylaws, s. 103³, I, _____, Registration No. _____, declare that I am the owner of the personal information and medical and other records (the "records") located at _____ (ADDRESS)

_____. Pursuant to Bylaws, s. 97, I am disposing of these records by transferring them with the consent of the patients to the Recipient Registrant _____ effective ____ / ____ / _____.
Month Day Year

Signature: _____

Date: ____ / ____ / ____
Month Day Year

¹ 97 (1) A registrant must ensure that records containing personal information are disposed of or transferred only by:

- (a) transferring the records to another registrant in good standing or BC optometric corporation in good standing for the purposes of ongoing optometric care,
- (b) transferring the records to the patient,
- (c) transferring the records to any third party with the written consent of the patient,
- (d) effectively destroying those records by utilizing a shredder or by complete burning, or
- (e) erasing information recorded or stored by electronic methods on memory devices, disks, tapes, or other media in a manner that ensures that the information cannot be reconstructed.

(2) A registrant who disposes of records by transferring them pursuant to subsection (1)(a) has a right to review them for a period of seven years after transferring them.

(3) A registrant who disposes of records by transferring them pursuant to subsection (1)(a) may, subject to these bylaws, transfer copies of the records and retain the originals.

(4) A registrant who receives personal information transferred in accordance with this section must notify any patient concerned of the transfer.

² 98 (1) A registrant who ceases to practice in British Columbia for any reason or moves to another place of practice in British Columbia, or a registrant or former registrant who moves to another jurisdiction must:

- (a) dispose of or transfer records containing personal information in accordance with this Part,
- (b) notify the college within five business days of ceasing to practice, moving to another place of practice in British Columbia, or moving to another jurisdiction, and
- (c) provide the college with a written summary of the steps he or she has taken to dispose of or transfer the records containing personal information and provide the name of

the registrant who will be assuming responsibility for continuing patient care.

(2) A registrant must make appropriate arrangements to ensure that, in the event the registrant dies or becomes unable to practice for any reason and is unable to dispose of or transfer records containing personal information, the personal information will be safely and securely transferred to another registrant in good standing or BC optometric corporation in good standing.

(3) In the event that a registrant ceases to practice and fails to transfer, dispose of or make arrangements to dispose of personal information as required by this Part, the board may appoint another registrant to receive the records containing personal information.

(4) A registrant who receives personal information transferred in accordance with this section must notify any patient concerned of the transfer.

(5) For the purpose of this section, a registrant who is temporarily suspended for no more than six months does not cease to practice

³ 103 (1) A registrant must ensure that all records containing personal information of his or her patients are owned by

- (a) the registrant,
- (b) another registrant by whom the registrant is employed or for whom the registrant is a contractor,
- (c) a BC optometric corporation,

(2) If a registrant employs or is employed by another registrant, or is employed by a BC optometric corporation, the registrant must secure a written agreement with the other registrant or BC optometric corporation establishing which of them owns the records referred to in subsection (1).

⁴ 105 A registrant or former registrant must notify the registrar in writing within five business days upon moving records from the registrant's or former registrant's place of practice or other storage location to a new location.

DECLARATION OF OWNERSHIP OF RECORDS

I, _____, Registration No. _____, declare that I am **NOT** the owner of the personal information and medical and other records (the "records") located at _____
(ADDRESS)
_____.
(ADDRESS)

Signature: _____ **Date:** ____/____/____
Month Day Year

I, _____, Registration No. _____, declare that I **AM** the owner of the personal information and medical and other records (the "records"), Pursuant to Bylaws, s. 103, located at _____
(ADDRESS)
_____.
(ADDRESS)

Signature: _____ **Date:** ____/____/____
Month Day Year

- 98 (1) *A registrant who ceases to practice in British Columbia for any reason or moves to another place of practice in British Columbia, or a registrant or former registrant who moves to another jurisdiction must:*
- (a) *dispose of or transfer records containing personal information in accordance with this Part,*
 - (b) *notify the college within five business days of ceasing to practice, moving to another place of practice in British Columbia, or moving to another jurisdiction, and*
 - (c) *provide the college with a written summary of the steps he or she has taken to dispose of or transfer the records containing personal information and provide the name of the registrant who will be assuming responsibility for continuing patient care.*
- (2) *A registrant must make appropriate arrangements to ensure that, in the event the registrant dies or becomes unable to practice for any reason and is unable to dispose of or transfer records containing personal information, the personal information will be safely and securely transferred to another registrant in good standing or BC optometric corporation in good standing.*
- (3) *In the event that a registrant ceases to practice and fails to transfer, dispose of or make arrangements to dispose of personal information as required by this Part, the board may appoint another registrant to receive the records containing personal information.*
- (4) *A registrant who receives personal information transferred in accordance with this section must notify any patient concerned of the transfer.*
- (5) *For the purpose of this section, a registrant who is temporarily suspended for no more than six months does not cease to practice.*
- 103 (1) *A registrant must ensure that all records containing personal information of his or her patients are owned by*
- (a) *the registrant,*
 - (b) *another registrant by whom the registrant is employed or for whom the registrant is a contractor, or*
 - (c) *a BC optometric corporation.*
- (2) *If a registrant employs or is employed by another registrant, or is employed by a BC optometric corporation, the registrant must secure a written agreement with the other registrant or BC optometric corporation establishing which of them owns the records referred to in subsection (1).*

- A separate form must be completed for each place of practice
- All sections must be completed

ASSUMING RESPONSIBILITIES UNDER BYLAW 119

Pursuant the Bylaw 119 ¹, I, _____, Registration No. _____,
confirm that **I am assuming the responsibilities for the place of practice** at following location:

Place of practice name: _____

Address: _____

Signature: _____ **Date:** _____
Month Day Year

If I, _____ cease to practise at the above location, or are otherwise unable to attend to my duties and responsibilities under the Bylaw 119, I will immediately advise the Registrar, in writing, of the steps I have taken with respect to this matter.

Signature: _____ **Date:** _____
Month Day Year

If the aforementioned place of practice name has been approved for another registrant(s), that registrant must complete the section below:

Name: _____ **Signature:** _____ **Date:** _____
Month Day Year

Name: _____ **Signature:** _____ **Date:** _____
Month Day Year

Name: _____ **Signature:** _____ **Date:** _____
Month Day Year

¹ 119 (1) For each place of practice in which a registrant is affiliated, that registrant must inform the registrar in writing of the name of the registrant at that place of practice who will have custody or control of clinical records and who will be responsible for ensuring:
(a) the compliance of that place of practice with Part 10 of the bylaws, and
(b) the maintenance and implementation of patient care policies, including patient follow-up, at that place of practice.
(2) Nothing in this section precludes or diminishes the ultimate responsibility for a patient's care of a registrant who examines that patient.

- A separate form must be completed for each place of practice
- All sections must be completed

Equipment and Ophthalmic Instrumentation

- 1 (1) A place of practice must be equipped with the following:
 - (a) visual acuity charts, distance and near;
 - (b) keratometer, topographer, or other modern instrument for measuring corneal curvature;
 - (c) retinoscope and trial lens set;
 - (d) phoropter;
 - (e) lensometer;
 - (f) inter-pupillary testing device;
 - (g) prisms;
 - (h) stereoacuity test;
 - (i) colour vision test;
 - (j) Amsler grid (black background, white lines);
 - (k) direct ophthalmoscope;
 - (l) indirect ophthalmoscope;
 - (m) condensing lenses for viewing the posterior segment of the eye;
 - (n) biomicroscope;
 - (o) tonometer;
 - (p) penlight or transilluminator;
 - (q) appropriate sterile equipment for foreign body removal;
 - (r) appropriate diagnostic pharmaceuticals, stains and dyes; and
 - (t) equipment appropriate for providing adjunct services such as low vision management, contact lenses management or vision therapy, where the registrant provides these services.
- (2) Registrants must have access to the following:
 - (a) a computerized visual field device;
 - (b) a pachymeter; and
 - (c) other specialized equipment as may be required.

Use of Equipment by Non-Registrants

- 2 A registrant must not allow his or her equipment to be used by non-registrants in a manner which would permit the practice of optometry by a non-registrant, unless that person is
 - (a) a medical practitioner registered in British Columbia,
 - (b) a person to whom a registrant has delegated an aspect of practice consistently with the bylaws, or
 - (c) a student intern, as defined in the Student Internships policy, acting under the direct supervision of a registrant.

PART 2—PATIENT RECORDS

See also: Bylaws Part 7—Registrants' Records

Records Required

1 Registrants must maintain a complete and legible patient record for each patient.

Content of Patient Record

2 A patient record must contain the following information:

- (a) the examining registrant's name;
- (b) the dates of all entries to the record;
- (c) the patient's name, gender, date of birth and contact information;
- (d) the patient's case history;
- (e) the examination and/or assessment procedures used and results obtained;
- (f) the diagnoses;
- (g) the counselling provided, if any;
- (h) the treatments administered, if any;
- (i) the referral made, if any;
- (j) information from past sources, including past records and consultant reports, if any; and
- (k) records of all patient-related financial transactions, including billings and receipts to third parties.

Maintenance of Patient Records

- 3 (1) Registrants must organize and maintain patient records in such a way that they may be retrieved in a timely manner.
- (2) In accordance with scientific notation, corrections on paper versions of patient records are to be made by crossing through the text, writing in the correction and dating and initialling the changes to the record.
- (3) Correction fluid must not be used for corrections to paper versions of patient records.

Electronic Patient Records

- 4 (1) In this section,
"electronic patient records" means an electronic version of a patient record, and
"electronic records system" means a system for storing, securing and maintaining electronic patient records.
- (2) Registrants who use electronic patient records must have in place an electronic records system.
- (3) An electronic records system must
 - (a) be secure against unauthorized access, whether internally or remotely,
 - (b) require every person who has access to electronic patient records to enter a unique identifier or password,

- (c) require keystrokes for all data entries without auto-defaults or other forms of automated data entry,
- (d) record changes to records, including what change was made, when the change was made, and who made the change,
- (e) back up records on a regular basis using off-site back-up or other disaster-resistant back-up schemes,
- (f) protect records against natural disasters,
- (g) be designed in such a way as to create an electronic audit trail,
- (h) produce paper versions of electronic patient records on request, and
- (i) prevent modification of an electronic patient record six days after the patient record is created or modified.

Release of Examination Records

5. Registrants must only release copies of examination records to the patient, the patient representative, a registrant of a recognized optometry college, a registered optometric corporation, a qualified medical practitioner, or other as defined in Bylaw 93, and only with the express consent of the patient or patient representative as defined in Bylaw 85.

PART 3—PRESCRIPTIONS

Definition

- 1 In the Part, “prescription” includes
 - (a) a prescription for a therapeutic pharmaceutical agent,
 - (b) a record of authorization to dispense a corrective eyeglass lens for use by a named individual, and
 - (c) a record of the contact lens specifications derived from fitting a contact.

Prescriptions

- 2 Prescriptions written by registrants must include
 - (a) the name of the patient for whom the prescription is written,
 - (b) the registrant’s signature,
 - (c) the phone number of the registrant’s place of practice; and
 - (c) the date.

See also: Bylaws s. 141(3): “A registrant’s prescription pad must bear his or her name, place of practice and address”
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Consent

- 3 Except as provided by the Optometrists Regulation and Bylaw 93, registrants must only release personal patient information, including but not limited to a prescription, to a third party, with the express consent of the patient or patient representative as defined in Bylaw 85.

Release of Prescriptions

- 4 Registrants must only release copies of prescriptions to the patient, the patient representative as defined in Bylaw 85, a registrant of a recognized optometry, optician or pharmacy college, a registered optometric corporation, a qualified medical practitioner, or other as defined by Bylaw 93.

Expired Prescriptions

- 5 If a patient requests a copy of a prescription that has expired, the registrant must
 - (a) provide the patient with the copy,
 - (b) ensure that the date of the original examination is marked on the copy,
 - (c) not sign the copy, and
 - (d) indicate on the copy that the prescription has expired.

Prescriptions Based Solely on Automated Refraction Prohibited

- 6 Registrants must not write prescriptions for vision appliances based solely on stand-alone automated refraction without an accompanying diagnostic ocular examination.

PART 4—PATIENT EXAMINATION

Reasons for Visit

- 1 (1) In all cases, registrants must record the reasons for a patient's visit in the patient record, including the following:
 - (a) the patient's chief complaint;
 - (b) presenting symptoms;
 - (c) any other optometric needs the registrant considers the patient to have, including occupational, recreational and environmental needs;
- (2) Registrants must elicit the reasons for a patient's visit with sufficient detail to enable immediate and ongoing patient care.

Case History

- 2 (1) In this Part, "case history" includes
 - (a) the oculo-visual and ocular health history of the patient, including any past illness, surgical intervention, trauma, accident or injury of ocular or visual relevance;
 - (b) the general medical history of a patient, including any allergies and use of medications;
 - (c) relevant family history of eye and health related problems, including but not limited to diabetes and hypertension;
 - (d) the parameters of any ophthalmic appliance currently used by the patient;
 - (e) any other information required for diagnosis, treatment and management of the patient.
- (2) Where warranted, registrants must note in the patient record the following:
 - (a) duration, severity and progression of presenting symptoms;
 - (b) time of onset of the condition or symptoms;
 - (c) time and type of injury;
 - (d) details of any ocular or systemic medications taken by the patient, including the medication's name, the dosage, and how it is administered;
 - (e) any non-prescriptive interventions;
 - (f) any prior assessments or treatments by other health professionals;
 - (g) any headaches;
 - (h) the occurrence of flashes, floaters or both;
 - (i) identification of risk factors for various eye conditions;
 - (j) general observations of the patient including appearance, gait, movement, mobility, balance, posture, behaviour, speech, verbal responses, comfort and well-being.
- (3) A patient's case history must only be elicited from
 - (a) the patient,

- (b) the patient's legal guardian, or
- (c) with the patient's consent, other health professionals.

Requirements for a Comprehensive Eye Examination

- 3 (1) When performing an initial comprehensive eye examination of a patient, registrants must perform the following examinations and tests:
- (a) visual acuity tests, unaided and aided, where necessary (near and distance);
 - (b) verification of the patient's previous lenses, where necessary;
 - (c) a colour vision test, where indicated;
 - (d) oculomotor and binocular vision assessments, where indicated, including tests of ocular motility, accommodation and binocular visual function at distance and near;
 - (e) refractive status, including:
 - 1) objective refraction, where indicated;
 - 2) subjective refraction;
 - (f) ocular health and function, including:
 - 1) examination of adnexa, lids, puncta and lashes;
 - 2) anterior segment: tear film, cornea, conjunctiva, episclera, sclera, anterior chamber, anterior drainage angle, iris and pupillary functions, employing where indicated, pachymetry. *Note:* Non-contact tonometry is considered a screening procedure. Applanation tonometry is the acceptable standard;
 - 3) posterior segment: lens, lens capsule, vitreous, retina, optic nerve, retinal nerve fibre layer, macula, peripheral retina, choroid. A dilated examination must be performed where indicated; and
 - 4) assessment of the central and peripheral sensory function and integrity of the visual pathway, including examination of the retina, optic nerve and visual pathway, employing, where indicated, computer-assisted visual field assessment.
- (2) When performing a follow-up or limited eye examination of a patient, registrants must perform the following examinations and tests:
- (a) visual acuity tests, unaided and aided, where necessary (near and distance where indicated);
 - (b) oculomotor and binocular vision assessments, where indicated;
 - (c) refractive status, where indicated; and
 - (d) ocular health and function, where indicated;
- (3) During both initial, follow-up and limited examinations, registrants must
- (a) analyze the findings and make a diagnosis as set out in section 4;
 - (b) prepare a treatment and management plan as set out in section 4; and

- (c) provide the patient counselling regarding the treatment and management of his or her conditions.

Diagnosis, Treatment and Management

- 4 (1) Registrants must make each diagnosis by analyzing and interpreting the results of eye examinations under section 3, and must present each diagnosis to the patient.
- (2) The registrant must counsel the patient regarding the treatment and management plan as it relates to each diagnosis.
- (3) The registrant shall outline the appropriate follow-up and ongoing care, where necessary.

Informed Consent

- 5 (1) A registrant must give a patient all the information necessary for the patient to decide whether to consent to any optometric treatment or procedure the registrant proposes, including:
 - (a) the purpose of the treatment or procedure;
 - (b) any material risks to the patient in the proposed treatment or procedure;
 - (c) the nature and availability of any alternative treatments;
 - (d) the registrant's advice regarding any further diagnostic steps that may be advisable.
- (2) The registrant must give the patient the information set out in subsection (1) personally and not through a staff member or any other person.
- (3) In the case of patients under the age of 19 or who appear to be an adult of diminished capacity, consent must be obtained from the patient's parent or legal guardian.
- (4) Despite subsection (3), parental consent is not required for children of 16 years or older who live independently.

PART 5—SPECIFIC ASSESSMENTS

Binocular Vision Examination and Management

- 1 (1) When examining a patient whose case history or clinical findings indicate binocular vision disorders or concerns, registrants must conduct the assessments necessary to determine the presence or absence of these conditions; including differential diagnosis ruling out organic pathology.
- (2) The registrant must counsel the patient in regards to vision therapy management, where indicated.

Contact Lens Examination, Management and Dispensing

The registrant has a duty to ensure eye health is maintained. Eye health evaluations, measurements, patient history and testing over and above routine eye examinations are required prior to issuing a contact lens prescription. By issuing a contact lens prescription, the registrant assures a patient that their eyes are suitable for contact lens wear using particular lens specifications.

When fitting contact lenses, the lenses must be assessed for fit, effect on vision, and effect on ocular tissues, through the use of diagnostic lenses, follow-up examinations, and progress checks performed at appropriate intervals. Lens modifications should be made as necessary. Periodic examinations must ensure that the health of the eye is maintained with continued use of the lens.

This policy does not preclude a registrant charging fees for appropriate clinical time associated with contact lens fitting and follow-up.

2(1) The registrant has a duty to conduct appropriate tests and follow-up for all patients who are seeking to use, or are currently using, contact lenses.

(2) Where the registrant determines that there are contact lens wear related disorders or concerns based on case history and/or clinical findings for a patient, the registrant must inform the patient and document the disorders or concerns.

(3) Where the registrant delegates the fitting of contact lenses, the registrant remains ultimately responsible for the fit.

(4) Where the practice environment may allow the patient to incorrectly perceive that their contact lens fitting has been delegated, the registrant may be held responsible for the fit. For clarity, the registrant should explain to the patient who will be responsible for each aspect of contact lens care, and document that explanation in the clinical record.

Dilation

- 4 (1) A registrant must dilate a patient's eyes unless the registrant, exercising sound professional judgment, determines that dilation is contraindicated or unnecessary to be performed in the circumstances.
- (2) If a registrant, exercising sound professional judgment, determines that dilation is contraindicated or unnecessary to be performed in the circumstances, he or she must record in the patient record the reasons for not performing dilation.

Recording the Use of Diagnostic Pharmaceutical Agents

- 5 Registrants must record the following information in the patient record when using diagnostic pharmaceutical agents:
 - (a) the type of diagnostic pharmaceutical agents used;

- (b) if the diagnostic pharmaceutical agent is used in one eye only, which eye;
- (c) the time of instillation; and
- (d) any adverse reaction.

Low Vision Examination and Management

- 6 (1) When performing a low vision examination, registrants must conduct the assessments necessary, to determine the appropriate magnification and low vision aids.
- (2) The registrant must counsel the patient on the use and limitations of appropriate low vision aids.

Ocular Health Examination and Management

- 7 (1) When examining a patient whose case history or clinical findings indicate an elevated risk for eye disease, registrants must, in addition to performing those examinations and tests required in section Part 4, section 3, perform any other examination and take any other steps reasonably necessary to determine the presence of eye disease.
- (2) Registrants who determine or suspect an elevated risk for eye disease, but do not discover eye disease in a patient, must take reasonable steps to perform regular follow-up examinations of the patient or refer the patient to an appropriate health professional.
- (3) Registrants who are treating or co-managing an ocular disease must inform the patient's family doctor of
 - (a) the course of treatment, and
 - (b) any possible systemic etiology or general health component to the disease.

Surgical Examination and Management

- 8 (1) When examining a patient whose case history or clinical findings require referral for surgery and subsequent surgical examination and management, the optometrist has a duty to conduct appropriate tests and follow-up and to communicate with the surgeon to the benefit of the patient.
- (2) The registrant and the surgeon should have a mutual understanding of who is responsible for each aspect of pre- and post-surgical care.

Spectacle Lens Dispensing

- 9 (1) In prescribing a spectacle lens, registrants must consider the patient's refractive error, accommodative status, binocular function, occupational requirements, recreational or environmental requirements, and frame and lens parameters.
- (2) When filling a spectacle lens prescription, and in accordance with bylaw 114(3) registrants must order lenses and fit lenses to frames in accordance with accepted tolerance standards.
- (3) In dispensing spectacle lenses and in accordance with bylaw 114 (3) registrants must
 - (a) verify the ophthalmic appliance (vision appliance) against the prescription, and
 - (b) fit the ophthalmic appliance to the patient.

PART 6—OTHER MATTERS

Referral

- 1 (1) In any case where the registrant determines that
 - (a) he or she does not have the equipment needed to examine a patient to the extent called for by the circumstances, or
 - (b) the patient requires or may benefit from treatment by a health professional other than an optometrist, the registrant must refer the patient to the appropriate health professional.
- (2) A registrant who refers a patient to another health professional is responsible for all reasonable follow-up related to the referral.

Laboratory Tests

- 2 (1) Registrants who order laboratory tests are responsible for follow-up care related to the information obtained from the tests.
- (2) Copies of laboratory tests ordered by registrants must be sent to the patient's family doctor, if known.

Social Media and Online Networking Guidelines

Purpose

The College of Optometrists (the "College") recognizes the growing use of social media and online networking platforms on the part of health care professionals as a means to communicate both personally and professionally. Common examples of social media and online networking platforms include Facebook, Twitter, YouTube, and LinkedIn.

The use of social media and online networking forums raises professional and ethical considerations for registrants. Registrants should treat social media and online networking platforms as virtual public spaces potentially accessible by the public.

All registrants should understand that there are professional responsibilities involved with using social media and online networking platforms relating to professional boundaries, the parameters of professional distance, professional conduct, and protection of patient privacy. The College requires registrants to comply with the requirements of the College bylaws (including the Code of Ethics) and privacy legislation when engaging in social media and online networking platforms. Registrants are also responsible for the actions of their staff to ensure that these requirements are met when dealing with patient information.

Guidelines for Participating in Social Media and Online Social Networking

- 3 (1) **Privacy and Security Settings:** Registrants are advised to read, understand, and use strict privacy and security settings to maintain control over access to their personal information.
- (2) **Patient Privacy:** Registrants must protect their patients' right to privacy in accordance with requirements of College bylaws and privacy legislation. Registrants must not disclose any patient information online without the patient's express consent. Even where personal identifiers have been removed, it is still sometimes possible to identify a patient through a description of the patient's condition.
- (3) **Respect Patient Privacy:** Registrant's should refrain from seeking out personal information about a patient online. Be aware that doing so could negatively impact the therapeutic relationship between patient and registrant, and in some cases, may trigger a duty to act.
- (4) **Be Professional:** Registrants must maintain a professional demeanor when using social media in both a personal and a professional capacity. Registrants should exercise restraint when disclosing their personal information on social media and online networking forums. They should be proactive to remove any information about themselves that could be construed as unprofessional or that would otherwise adversely affect the honour, dignity and credibility of the profession.

- (5) **Personal vs. Professional Accounts:** Registrants are advised to maintain a separation between their professional and personal social media and online networking accounts. It is advisable to use a pseudonym or privacy settings to ensure that personal accounts are not easily "searchable" by patients.
- (6) **Professional Boundaries:** Registrants must maintain professional boundaries with patients. They must be careful to prevent patients from developing online friendships with them. They must not use personal accounts to "friend" patients or otherwise initiate an invitation to patients or patients' family members to be online friends. Registrants must carefully consider invitations from patients to become an online friend.
- (7) **Providing Advice:** Patient specific optometric advice should not be provided online. Registrants must be careful when identifying themselves as an optometrist online so as not to lead the public to believe they are being provided with patient specific advice. Any optometric advice provided online should be to the public generally, and not to an individual.
- (8) **Advertising and Marketing:** Registrants should recognize that the restrictions in Part 11 (Advertising and Marketing) of the College bylaws apply equally to any advertising or marketing conducted through social media and online networking platforms.
- (9) **Permanent Record:** Registrants are advised that once information appears online, it becomes part of a permanent online record. Online information can usually be traced back to its author.
- (10) **Public Information:** For the purposes of this policy, the College considers all information posted online to be public information.

STUDENT INTERNSHIPS

Definition

- 1 In this policy, "student intern" means a student who
 - (a) is currently enrolled in a recognized school of optometry, and
 - (b) has successfully completed at least three years of education there.

Internships Permitted

- 2 Registrants may permit student interns to undertake internships in their places of practice under their supervision.

Requirements

- 3 Registrants who wish to offer internships to student interns must provide the registrar, at least seven days before the internship begins, with
 - (a) the student intern's name and address,
 - (b) the name and address of a contact person at the student intern's school,
 - (c) the names of a registrant who will supervise the student intern,
 - (d) the place of practice where the internship will take place, and
 - (e) the duration of the internship.

Examinations by Interns

- 4 Before permitting a student intern to examine a patient, a registrant must inform the patient that he or she will be examined by a student intern.

THERAPEUTIC PHARMACEUTICAL AGENTS

- 1 Where the use of a therapeutic pharmaceutical agent is indicated, the registrant must
 - (a) prescribe the most appropriate therapeutic pharmaceutical agent and delivery method,
 - (b) note in the patient record the name/type, amount/volume, dose, treatment eye and refills (if any) of therapeutic pharmaceutical agent prescribed,
 - (c) instruct the patient on the correct use of the therapeutic pharmaceutical agent including precautionary procedures and non-pharmacological management,
 - (d) monitor and modify as necessary the prescribed treatment regimen, and
 - (e) follow up with the patient until the condition being treated is resolved.
- 2 In determining the most appropriate therapeutic pharmaceutical agent and delivery method, the registrant must consider microbiological, pharmacological, systemic, ocular and drug substitution factors.
- 3 A registrant may issue a prescription for a therapeutic pharmaceutical agent in writing or by verbal direction to a pharmacist.

REGISTRANT NAME CHANGES

General Principles

Registrants must use their proper legal names in their practice of optometry. Registrants must notify the College of any changes to their given or surnames either through marriage, or an application to the Division of Vital Statistics for a name change.

Once a registrant's name has been legally changed, the new name must be used for their optometric practice. The name must also be consistent with the name used for an optometric corporation.

Registrants must not use names to confuse or mislead the public regarding their identity.

1. Surname change following marriage

Registrants must notify the College of any formal surname change as a result of marriage within five (5) business days of the name change. The College will formally change the registrant's surname on the College register upon receipt of a notarized true copy of a marriage certificate or such other government issued documents satisfactory to the Registrar that establish the name change.

If a registrant has an optometric corporation, the registrant must apply to the College for a change of name for the optometric corporation to correspond to the registrant's new name within five (5) business days of the name change.

It is not necessary for registrants who informally assume a spouse's surname for social purposes unrelated to their optometric practice but have not completed a formal name change to provide notification to the College provided they only continue to use their formal legal name for their professional practice.

Registrants who have changed their name as a result of marriage and wish to revert to the use of their surname at birth must notify the College before making that change. The College will formally change the registrant's name on the College register upon receipt of a notarized copy of their marriage certificate and birth certificate or Canadian Citizenship Certificate, or such other evidence satisfactory to the Registrar, to establish the link between the two surnames to the College. If a registrant has an optometric corporation, he or she must also apply to the College for a change of name for the optometric corporation as well.

2. Change of given or surname through Division of Vital Statistics

Registrants who have changed their given names or surnames (or both) through the Division of Vital Statistics must notify the College of the formal change within five (5) business days of the name change and apply for a corresponding change to the name of their optometric corporation if applicable. The College will formally change the registrant's name on the College register upon receipt of notarized copies of the change of name certificate or other evidence (such as government issued identification) satisfactory to the Registrar that a formal name change has taken place.

3. Use of familiar names

A registrant may use a familiar name which is neither a legal given name or legal surname. The use of a familiar name must not be intended to confuse or mislead the public regarding the registrant's identity.

A registrant may apply to the College to include a familiar name in parenthesis in his or her registered name with the College:

For example: Robert (Bob) Smith

The approved familiar name will not appear in the certificate of registration, the College register or the name of any optometric corporation.

The approved familiar name may appear in parentheses immediately preceding the surname when used in all professional communications, including marketing and advertising.

4. Contractions and initials

The College will not accept contractions or initials of a legal given name on certificates of registration, the College register or for the name of an optometric corporation.

Contractions and initials may be used for marketing purposes provided that their use does not confuse or mislead the public regarding the registrant's identity.