



*Promoting Compliance in Healthcare and Training Standards*

# HEALTH PROFESSIONS COUNCIL OF ZAMBIA

## Approved Log Book for Optometry Interns

Regulating Professional Conduct of Health Practitioners,  
Health Facilities and Health Training Programmes to Quality  
Healthcare Service Provision for the wellbeing of the Public  
is our Prime Concern

1<sup>st</sup> Edition, 2024

## Foreword

Internship training plays a vital role in an Optometrist's career. This legal requirement allows a practitioner to acquire critical practical skills that cannot be acquired within the precincts of a lecture room. During university training, an individual will acquire scientific knowledge and skills from various avenues.

Internship training provides a platform for the intern to apply the skills learnt practically under the supervision of a specialist practitioner who is a mentor and a coach. Indeed the intern's attitude during this period will determine the knowledge and skills acquired and subsequently bring out a well-grounded and competent Optometrist.

The Council has designed a logbook to standardise Internship training with a particular emphasis on core competencies and skills to be acquired during this period. The assessment report is useful feedback to the Council, which determines whether or not an intern qualifies for full registration Optometry Practitioner.

These internship logbooks cover what the Council considers important areas to be covered to ensure adequate knowledge and skills are acquired. They were developed and compiled by a team of experienced clinicians, teachers and other key stakeholders in the medicine and dentistry field.

The Council has made numerous legal strides to protect all interns during training. The Guidelines for Approval of Internship Sites, Issued under **Section 76** of the Health Professions Act Number 24 of 2009 of the Laws of Zambia, defines internship training and lays down the framework for internship training in Zambia a mandatory requirement before full registration as a Optometry practitioner.

It is important also to take note of "The Code of Professional Conduct and Discipline", which outlines the conduct expected of all health practitioners, including Optometry and subsequent Disciplinary action in the event of any transgression of this code.

On behalf of the Council, I wish all users of this Logbook (interns and supervisors alike) an exciting and fruitful time during the internship training period.



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**Prof. Mulindi Mwanahamuntu**  
**Council Chairperson**  
**Health Professions Council of Zambia**

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# 1 Introduction

Welcome to the Optometry Log Book, a comprehensive record of your journey through the exciting world of optometry. This log book serves as a companion and repository of your experiences, knowledge, and professional growth as you embark on your internship or clinical training program in optometry.

Optometry is a fascinating field that combines the art and science of eye care. As an aspiring optometrist, you will play a vital role in preserving and improving the vision and ocular health of individuals of all ages. The log book will serve as a testament to your dedication, hard work, and the valuable lessons learned throughout your training.

Within the pages of this log book, you will document your practical experiences, observations, and interactions with patients, mentors, and colleagues. It will become a personal record of your clinical encounters, procedures performed, and the application of theoretical knowledge into real-world practice.

The log book is designed to not only serve as a record-keeping tool but also as a platform for self-reflection and continuous professional development. Through regular entries and reflections, you will have the opportunity to evaluate your strengths, identify areas for improvement, and set goals for your future growth as an optometrist.

## 1.1 Instructions for the Intern

Your log book will contain various sections, including patient cases, diagnostic techniques, therapeutic interventions, professional milestones, and research contributions. It will be a testament to your progression and the valuable experiences gained during your internship, providing you with a tangible representation of your journey as an optometry professional.

As you meticulously document your encounters, diagnoses, treatments, and interactions, you will be able to look back and appreciate the strides you have made throughout your training. Moreover, the log book will serve as a valuable resource for future reference, aiding you in your ongoing education and professional development.

You are expected to spend specified rotation time in the following Optometry service areas translating into 12 months for you to complete the Internship:

<b>Sn</b>	<b>Rotation Site</b>	<b>Duration</b>
1.	General Ophthalmic & Ophthalmic Surgical Clinic	3 months
2.	Ocular Diagnostics and Investigation	1 month
3.	Optometry Department and Low Vision Services	7 months
4.	General Outpatient Department	1 month

As an Optometrist Intern, your responsibilities include the following: -

1. Clerking patients where applicable
2. Performing relevant investigations
3. Guiding patients and relatives with regard to diagnosis, treatment and follow-up
4. Documenting and regularly updating patients' notes
5. Writing accurate and informative case summaries.
6. Appropriate handing over of patients
7. Have hands on experience with actual patients on clinical procedures in Optometry contact lens fitting, refractions and patient dispensing
8. Have hands on practical experience in office management and business aspects of Optometry practice
9. Experience how to trouble-shoot problems encountered with patients
10. Review bench work procedures from frame selection, pattern making, cutting, edging and final lens mounting to dispensing
11. Participating in the development and implementation of community health programmes under the supervision
12. Reporting to and consulting with the intern Supervisor
13. Participating in continuing professional development activities
14. Maintaining professional demeanour and conduct
15. Participating in the activities of the relevant committees in the rotation sites
16. Performing any other relevant duties assigned by the Supervisor

The following are some of the Hints & Tips: Your Internship:

1. Get there in plenty of time
2. Dress smart
3. Make sure that you take this Logbook with you
4. Ask about your weekly roster
5. Check what work you will be doing
6. Make a note of your Supervisor's contact details
7. Regarding health and safety, here are a few common-sense rules you should follow while on your Internship to ensure that you do not become involved in an accident at work or that you are not the cause of an accident.
  - a. **Obey Any Safety Rules:** Find out if there are any particular rules where you work, such as wearing the correct clothing, where the fire exits are, etc., to know the rules and obey them. Listen carefully to the advice or instructions of your Supervisor, and don't be afraid to ask questions.
  - b. **First Aid:** If you injure yourself in any way, report it to your Supervisor immediately and obtain treatment.
  - c. **Cleanliness:** Always keep your work area clean and tidy. Remember to wash your hands regularly.

8. **Help:** What if the unexpected happens? For instance, Phone your Supervisor as soon as you know you will be late. It is the polite, professional thing to do

## **1.2 Instructions for the Supervisor**

Your role as supervisors is instrumental in shaping the future of our profession, and your guidance and mentorship are invaluable.

As supervisors, you play a crucial role in providing a supportive and enriching environment for our interns to develop their clinical skills, expand their knowledge base, and refine their professional competencies. Your expertise and experience serve as a guiding light for these young professionals, allowing them to grow and thrive in the field of optometry.

I encourage you to approach your role as a supervisor with enthusiasm, patience, and a genuine desire to see our interns succeed. Your willingness to share your expertise, provide constructive feedback, and offer guidance will have a lasting impact on their professional development. By fostering an atmosphere of trust, open communication, and mutual respect, you will empower our interns to explore their potential and strive for excellence.

The following are the expectations of clinical supervisors:

1. Maintains intern Progression Records for the rotation site
2. Update Internship Coordinator regularly on intern progress
3. Update Management and Internship Coordinator on matters administrative issues touching on interns, intern supervisors or departments within the institution that hinder the implementation of the programme
4. Ensure the interns comply with ethics in the health profession as required by statutory laws
5. Ensure there is an appropriate orientation for the interns upon reporting to the rotation site
6. Organise minutes of monthly progress meetings with interns
7. Ensure objective and fair Assessment of the intern. Further, ensure that interns are evaluated, and internship logbooks are filled appropriately during and at the end of each rotation.
8. Identify and recommend to management or internship coordinator exceptional interns for recognition or award
9. Participate in disciplinary proceedings for interns

## **1.3 Objectives**

At the end of the Internship Training programme, an Intern Optometrist should be able to:

1. Perceive the nature of the problems presented to them by the patients and make appropriate decisions.
2. Communicate effectively with the patients, their relatives, Optometrists and other health care providers at their working places(Hospital, Primary Health Centres and in the community)
3. Take and record the Patient's history
4. Perform clinical examinations competently.

5. Use laboratory and other diagnostic facilities efficiently.
6. Plan and carry out treatment, including rehabilitation if required and follow-up.
7. Use available facilities for disease prevention and health promotion.
8. Adopt safe practices in the optical laboratory, and dispensing room, in relation to handling frames and spectacle lens materials.
9. Recognise his/her limitations in patient care with an appropriate referral.
10. Behave appropriately (attitude) with the patients and with their relatives-
11. Considering Ethical and legal issues.
12. Continuing Professional Development (CPD) & improve skills to deliver.
13. Diagnose the community problem and suggest appropriate measures.
14. Recognise emergencies and handle them appropriately.



## **2 Outline of the Logbook**

### **2.1 Personal Details of the Intern**

Interns Name \_\_\_\_\_ HPCZ Registration No \_\_\_\_\_

Internship Centre \_\_\_\_\_ HPCZ Licence No \_\_\_\_\_

Period of Rotation: Start: \_\_\_\_\_ End: \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Signature and Stamp: \_\_\_\_\_

### **2.2 Purpose of the Logbook**

This log book is a documentary of the structured Internship Training Program. The Logbook aims to help you monitor your competence, recognise gaps, and address them. Further, it helps to describe the minimum competence level expected of you by the end of your internship rotation.

### **2.3 The sections of the Logbook**

The Logbook contains Four (4) sections representing the disciplines covered in the internship training period. Each section is laid out to cover the following domains:

1. Requirements of the discipline
2. The level of competence required and their interpretation:
  - a. Level 1: Observe the activity being carried out by a supervisor
  - b. Level 2: Assist in the procedures
  - c. Level 3: Carry out the whole activity/procedure under the direct supervision of a senior colleague, i.e. the senior colleague is present throughout
  - d. Level 4: Carry out the whole activity under indirect supervision, i.e. the senior colleagues need not be present throughout but should be available to provide assistance and advice
  - e. Level 5: Independent competence, no need for supervision
3. A log of the procedures to be completed
4. Assessment of the monthly progress in each discipline
5. Evaluation of the rotation performance and recommendations made

### **2.4 Using the Logbook**

The interns are expected to fill the competence levels daily as they achieve them and enter the appropriate date. The Supervisor shall sign off on all accomplished targets. Every month, the intern, the Supervisor and the intern coordinator shall review progress in the rotation to ensure the intern is on course to achieving the set requirements for the rotation. At the end of the rotation, the intern shall be assessed by the Supervisor, the intern coordinator and the medical

director/superintendent on the performance during the rotation.

### 3 General Ophthalmic and Ophthalmic Surgical Clinics

#### 3.1 Assessments for General Ophthalmic and Ophthalmic Surgical Clinics Rotation

##### 3.1.1 Basic Information

Interns Name \_\_\_\_\_ HPCZ Registration No \_\_\_\_\_

Internship Centre \_\_\_\_\_ HPCZ Licence No \_\_\_\_\_

Period of Rotation: Start: \_\_\_\_\_ End: \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Signature and Stamp: \_\_\_\_\_

##### 3.1.2 Grading:

- 3- The intern meets most of the criteria without assistance
- 2- The intern requires some assistance to meet the stated criteria
- 1- The intern requires considerable assistance to meet the stated criteria
- 0- Unable to meet the criteria completely

NB: Where the grading shall be on a scale of 0 or 1 as above, the Supervisor shall be required to give reasons for the said finding and make recommendations in the best interest of the intern and the public.

##### 3.1.3 Intern Involvement

- Performed (P)- The intern does the work as the primary dental Surgeon
- Assisted (A)- The Intern assisted the primary dental Surgeon in the procedure or treatment
- Observed (O)- The Intern observed the procedure or treatment

##### 3.1.4 Rotation Area Requirements:

In this rotation, the Optometrist Intern shall:

1. Be able to clerk, investigate and present patients during clinics
2. Be able to manage common ocular diseases, and where applicable, refer appropriately
3. Be able to follow up and review patients
4. Participate in daily ward rounds, attend theatres and attend surgical outpatient clinics
5. Attend and participate/present in all weekly departmental presentations.
6. Participate in the core competencies including; Optical Technology Services (OT), Visual Function Services (VF), Ocular Diagnostic Services (ODx) and Ocular Therapeutic Services (OTx)
7. In addition to the above, at the end of the rotation, one is expected to have participated in the following procedures:

<b>Procedures/ Diagnosis</b>	<b># of Cases</b>	<b>File No.</b>	<b>Date</b>	<b>Intern involvement</b>	<b>Supervisors Name</b>	<b>Supervisors Signature</b>
Adult History Taking (P)	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
Paediatric History Taking (P)	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
Adult Visual acuity (P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Paediatric Visual acuity (P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Pupillary reactions (P)	1.					
	2.					
	3.					
	4.					

	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Extra-ocular motility Assessment (P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Strabismus Assessment – Cover and Cover-Uncover Test (P)	1.					
	2.					
	3.					
	4.					
	5.					
Strabismus Assessment – Hirschberg Test (P)	1.					
	2.					
	3.					
	4.					
	5.					
Strabismus Assessment – Using Prisms (P)	1.					
	2.					
	3.					
	4.					
	5.					
Colour Vision Tests (P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Contrast Sensitivity (P)	1.					
	2.					
	3.					
	4.					

	5.					
Slitlamp Biomicroscopy – Anterior Segment (P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Slitlamp Biomicroscopy – Posterior Segment (P)	1.					
	2.					
	3.					
	4.					
	5.					
Tear Film Assessment (P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Intra-Ocular Pressure (P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Direct Ophthalmoscopy (P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
	1.					

Indirect Ophthalmoscopy (P)	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
	Treats ocular disease and injury (P)	1.				
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
Removal of Ocular Surface Foreign Body (P)	1.					
	2.					
	3.					
	4.					
	5.					
Appropriately refers patients (P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Cataract Surgery Procedure (O)	1.					
	2.					
	3.					
	4.					
	5.					
Review Post-Cataract Surgery Cases (P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					

	8.					
	9.					
	10.					
Examination Under Anesthesia (2-O; 3-P)	1.					
	2.					
	3.					
	4.					
	5.					
Laser Retinal Coagulation (O)	1.					
	2.					
	3.					
	4.					
	5.					
Refractive Surgery (O)	1.					
	2.					
	3.					
	4.					
	5.					
Squint Surgery (O)	1.					
	2.					
	3.					
	4.					
	5.					
Review of Post-Operation Patients – Other (4-O; 6-P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Participate in Ward Rounds (O)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Blood Pressure Measurement (10P)	1.					
	2.					
	3.					

	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Use of Ocular Bandage (10P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Assessment of Ocular Trauma (5P)	1.					
	2.					
	3.					
	4.					
	5.					
Removal of Foreign Body (5P)	1.					
	2.					
	3.					
	4.					
	5.					
Assessment and Irrigation of Chemical Burns (5P)	1.					
	2.					
	3.					
	4.					
	5.					
Identification and Assessment of Ocular and Systemic Emergencies (5P)	1.					
	2.					
	3.					
	4.					
	5.					



**3.2 Evaluation of the General Ophthalmic and Ophthalmic Surgical Clinics Rotation**

**3.2.1 Monthly review of the performance**

Month	Comment by Intern	Comment by Supervisor	Comment by Intern Coordinator
<b>ONE (1)</b>			
	Sign _____	Sign _____	Sign _____
	Date _____	Date _____	Date _____
	STAMP		
<b>TWO (2)</b>			
	Sign _____	Sign _____	Sign _____
	Date _____	Date _____	Date _____
	STAMP		
<b>THREE (3)</b>			
	Sign _____	Sign _____	Sign _____
	Date _____	Date _____	Date _____
	STAMP		

### 3.2.2 Overall Assessment at the end of the rotation

Assessment Area	Competence	Grade	Remarks
Knowledge	Basic Sciences		
	Theoretical Knowledge in the Discipline		
	Participation in CPD		
Clinical Skills	History Taking		
	Clinical examination		
	Assesses the ocular adnexae and the eye		
	Assesses central and peripheral sensory visual function and the integrity of the visual pathways.		
	Assesses refractive status.		
	Assesses oculomotor and binocular function.		
	Assesses visual information processing		
	Designs a management plan for each patient and implements the plan agreed to with the patient.		
	Prescribes spectacles		
	Prescribes contact lenses		
	Prescribes low vision devices.		
	Prescribes pharmacological treatment regimens.		
	Manages patients requiring vision therapy.		
	Treats ocular disease and injury		
Patient Management			
Co-operates with ophthalmologist in the provision of pre- and post-operative management of patients.			
	Ensures that data is organized in a legible, secure, accessible, permanent and unambiguous manner		
Professional Conduct	Dresses smartly and adheres to good hygiene practices		
	Exercises respect towards patients, peers and clinic staff in verbal and non-verbal communications		
	Cooperative attitude towards to seniors, colleagues and other health workers		
	Manifests sincerity, integrity and honesty in acts and deeds in all areas of work		
	Punctuality, availability and Time management		
Leadership qualities	Knowledge and adherence to institutional policies and regulations		
	Demonstrates initiatives and positive attitude		
	Mentorship of juniors and other professionals		

Total Score		
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**Note:** Total Score of 40 and below is unsatisfactory performance and the intern's rotations shall be extended.

**Supervisor's Comment**

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Name \_\_\_\_\_ Qualification \_\_\_\_\_ HPCZ. No. \_\_\_\_\_

Signature \_\_\_\_\_



**Coordinator's Comment**

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Grading	Tick what Applies
Successfully Completed Rotation	
Unsuccessful	

Name \_\_\_\_\_ Qualification \_\_\_\_\_ HPCZ. No. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## 4 Ocular Diagnostics and Investigations

### 4.1 Assessments for Diagnostics and Investigations Rotation

#### 4.1.1 Basic Information

Interns Name \_\_\_\_\_ HPCZ Registration No \_\_\_\_\_

Internship Centre \_\_\_\_\_ HPCZ Licence No \_\_\_\_\_

Period of Rotation: Start: \_\_\_\_\_ End: \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Signature and Stamp: \_\_\_\_\_

#### 4.1.2 Grading:

- 3- The intern meets most of the criteria without assistance
- 2- The intern requires some assistance to meet the stated criteria
- 1- The intern requires considerable assistance to meet the stated criteria
- 0- Unable to meet the criteria completely

NB: Where the grading shall be on a scale of 0 or 1 as above, the Supervisor shall be required to give reasons for the said finding and make recommendations in the best interest of the intern and the public.

#### 4.1.3 Intern Involvement

- Performed (P)- The intern does the work as the primary dental Surgeon
- Assisted (A)- The Intern assisted the primary dental Surgeon in the procedure or treatment
- Observed (O)- The Intern observed the procedure or treatment

#### 4.1.4 Rotation Area Requirements:

In this rotation, the Optometrist Intern shall:

8. Be able to clerk, investigate and present patients during clinics
9. Be able to manage common ocular diseases, and where applicable, refer appropriately
10. Be able to follow up and review patients
11. Participate in daily ward rounds, attend theatres and attend surgical outpatient clinics
12. Attend and participate/present in all weekly departmental presentations.
13. Participate in the core competencies including; Optical Technology Services (OT), Visual Function Services (VF), Ocular Diagnostic Services (ODx) and Ocular Therapeutic Services (OTx)
14. In addition to the above, at the end of the rotation, one is expected to have participated in the following procedures:

Visual Field Tests (P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Fundus Photography (P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Optical Coherence Test (P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Biometry - A and B scans (P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Ocular Ultrasonography - (4-O; 6-P)	1.					
	2.					
	3.					

	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Keratometry (P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Pachymetry (P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Corneal Topography (P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					

## 4.2 Evaluation of the Diagnostics and Investigations Rotation

### 4.2.1 Monthly review of the performance

Month	Comment by Intern	Comment by Supervisor	Comment by Intern Coordinator
ONE (1)			
	Sign_____	Sign_____	Sign_____
	Date_____	Date_____	Date_____
	STAMP		

### 4.2.2 Overall Assessment at the end of the rotation

Assessment Area	Competence	Grade	Remarks
Knowledge	Basic Sciences		
	Theoretical Knowledge in the Discipline		
	Participation in CPD		
Clinical Skills	Assesses the ocular adnexae and the eye		
	Assesses central and peripheral sensory visual function and the integrity of the visual pathways.		
	Assesses refractive status.		
	Assesses oculomotor and binocular function.		
	Assesses visual information processing		
	Ensures that data is organized in a legible, secure, accessible, permanent and unambiguous manner		
Professional Conduct	Dresses smartly and adheres to good hygiene practices		
	Exercises respect towards patients, peers and clinic staff in verbal and non-verbal communications		
	Cooperative attitude towards to seniors, colleagues and other health workers		
	Manifests sincerity, integrity and honesty in acts and deeds in all areas of work		
	Punctuality, availability and Time management		
Leadership qualities	Knowledge and adherence to institutional policies and regulations		
	Demonstrates initiatives and positive attitude		

	Mentorship of juniors and other professionals		
Total Score			

**Note:** Total Score of 25 and below is unsatisfactory performance and the intern's rotations shall be extended.

**Supervisor's Comment**

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Name \_\_\_\_\_ Qualification \_\_\_\_\_ HPCZ. No. \_\_\_\_\_

Signature \_\_\_\_\_

Date Stamp

**Coordinator's Comment**

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Grading	Tick what Applies
Successfully Completed Rotation	
Unsuccessful	

Name \_\_\_\_\_ Qualification \_\_\_\_\_ HPCZ. No. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Stamp



## 5 Optometry and Low Vision Services

### 5.1 Assessments for Optometry and Low Vision Rotation

#### 5.1.1 Basic Information

Interns Name \_\_\_\_\_ HPCZ Registration No \_\_\_\_\_

Internship Centre \_\_\_\_\_ HPCZ Licence No \_\_\_\_\_

Period of Rotation: Start: \_\_\_\_\_ End: \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Signature and Stamp: \_\_\_\_\_

#### 5.1.2 Grading:

- 3- The intern meets most of the criteria without assistance
- 2- The intern requires some assistance to meet the stated criteria
- 1- The intern requires considerable assistance to meet the stated criteria
- 0- Unable to meet the criteria completely

NB: Where the grading shall be on a scale of 0 or 1 as above, the Supervisor shall be required to give reasons for the said finding and make recommendations in the best interest of the intern and the public.

#### 5.1.3 Intern Involvement

- Performed (P)- The intern does the work as the primary dental Surgeon
- Assisted (A)- The Intern assisted the primary dental Surgeon in the procedure or treatment
- Observed (O)- The Intern observed the procedure or treatment

#### 5.1.4 Rotation Area Requirements:

In this rotation, the Optometrist Intern shall:

1. Be able to clerk, investigate and present patients during clinics
2. Be able to manage common ocular diseases, and where applicable, refer appropriately
3. Be able to follow up and review patients
4. Participate in daily ward rounds, attend theatres and attend surgical outpatient clinics
5. Attend and participate/present in all weekly departmental presentations.
6. Participate in the core competencies including; Optical Technology Services (OT), Visual Function Services (VF), Ocular Diagnostic Services (ODx) and Ocular Therapeutic Services (OTx)

7. In addition to the above, at the end of the rotation, one is expected to have participated in the following procedures:

Dry Retinoscopy (10P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Cycloplegic Retinoscopy (10P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Subjective Refraction (10P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Appropriate use of the Jackson's	11.					
	12.					
	13.					
	14.					
	15.					
	16.					
	17.					
	18.					
	19.					
	20.					

Cross Cylinder (10P)	3.						
	4.						
	5.						
	6.						
	7.						
	8.						
	9.						
	10.						
	Appropriate use of the Duochrome (10P)	1.					
		2.					
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
Binocular balancing (10P)	1.						
	2.						
	3.						
	4.						
	5.						
	6.						
	7.						
	8.						
	9.						
	10.						
Near Point of Convergence (NPC) (10P)	1.						
	2.						
	3.						
	4.						
	5.						
	6.						
	7.						
	8.						
	9.						
	10.						
Negative Relative Accommodation (NRA) (10P)	1.						
	2.						
	3.						
	4.						
	5.						
	6.						
	7.						

	8.					
	9.					
	10.					
Positive Relative Accommodation (PRA) (10P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Heterophoria Assessment and Management (10P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Orthoptics Exercises, and Patient Training (10P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Low Vision Assessment and Management (10P)	1.					
	2.					
	3.					
	4.					
	5.					
Lensometry (10P)	1.					
	2.					
	3.					

	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
	11.					
	12.					
	13.					
	14.					
	15.					
Spectacle Frame Selection Adjustment (10P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Dispensing for Single Vision Spectacles(10P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Dispensing for Bifocal Lens Spectacles (10P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Dispensing for Progressive Lens Spectacles (10P)	1.					
	2.					
	3.					

	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Assessment for and Fitting of Contact Lenses (10P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Conduct Outreach Activities (10P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					

**5.2 Evaluation of the Optometry and Low Vision Rotation**

**5.2.1 Monthly review of the performance**

Month	Comment by Intern	Comment by Supervisor	Comment by Intern Coordinator
<b>ONE (1)</b>	Sign_____	Sign_____	<b>Sign</b> _____
	Date_____	Date_____	<b>Date</b> _____
	STAMP		
<b>TWO (2)</b>	Sign_____	Sign_____	<b>Sign</b> _____
	Date_____	Date_____	<b>Date</b> _____
	STAMP		
<b>THREE (3)</b>	Sign_____	Sign_____	<b>Sign</b> _____
	Date_____	Date_____	<b>Date</b> _____
	STAMP		
<b>FOUR (4)</b>	Sign_____	Sign_____	Sign_____
	Date_____	Date_____	Date_____
	STAMP		
<b>FIVE (5)</b>	Sign_____	Sign_____	Sign_____

	Date_____	Date_____	Date_____
	STAMP		
<b>SIX (6)</b>			
	Sign_____	Sign_____	Sign_____
	Date_____	Date_____	Date_____
	STAMP		
<b>SEVEN (7)</b>			
	Sign_____	Sign_____	Sign_____
	Date_____	Date_____	Date_____
	STAMP		



## 5.2.2 Overall Assessment at the end of the Optometry and Low Vision rotation

Assessment Area	Competence	Grade	Remarks
Knowledge	Basic Sciences		
	Theoretical Knowledge in the Discipline		
	Participation in CPD		
Clinical Skills	History Taking		
	Clinical examination		
	Assesses the ocular adnexae and the eye		
	Assesses central and peripheral sensory visual function and the integrity of the visual pathways.		
	Assesses refractive status.		
	Assesses oculomotor and binocular function.		
	Assesses visual information processing		
	Designs a management plan for each patient and implements the plan agreed to with the patient.		
	Prescribes spectacles		
	Prescribes contact lenses		
	Prescribes low vision devices.		
	Prescribes pharmacological treatment regimens.		
	Manages patients requiring vision therapy.		
	Treats ocular disease and injury		
Patient Management			
Co-operates with ophthalmologist in the provision of pre- and post-operative management of patients.			
	Ensures that data is organized in a legible, secure, accessible, permanent and unambiguous manner		
Professional Conduct	Dresses smartly and adheres to good hygiene practices		
	Exercises respect towards patients, peers and clinic staff in verbal and non-verbal communications		
	Cooperative attitude towards to seniors, colleagues and other health workers		
	Manifests sincerity, integrity and honesty in acts and deeds in all areas of work		
	Punctuality, availability and Time management		
Leadership qualities	Knowledge and adherence to institutional policies and regulations		
	Demonstrates initiatives and positive attitude		
	Mentorship of juniors and other professionals		

Total Score		
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**Note:** Total Score of 40 and below is unsatisfactory performance and the intern's rotations shall be extended.

**Supervisor's Comment**

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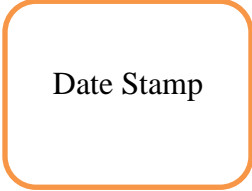
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Name \_\_\_\_\_ Qualification \_\_\_\_\_ HPCZ. No. \_\_\_\_\_

Signature \_\_\_\_\_



**Coordinator's Comment**

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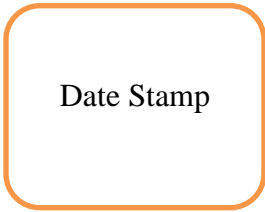


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Grading	Tick what Applies
Successfully Completed Rotation	
Unsuccessful	

Name \_\_\_\_\_ Qualification \_\_\_\_\_ HPCZ. No. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## 6 General Out-Patient Services

### 6.1 Assessments for Diagnostics and Investigations Rotation

#### 6.1.1 Basic Information

Interns Name \_\_\_\_\_ HPCZ Registration No \_\_\_\_\_

Internship Centre \_\_\_\_\_ HPCZ Licence No \_\_\_\_\_

Period of Rotation: Start: \_\_\_\_\_ End: \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Signature and Stamp: \_\_\_\_\_

#### 6.1.2 Grading:

- 3- The intern meets most of the criteria without assistance
- 2- The intern requires some assistance to meet the stated criteria
- 1- The intern requires considerable assistance to meet the stated criteria
- 0- Unable to meet the criteria completely

NB: Where the grading shall be on a scale of 0 or 1 as above, the Supervisor shall be required to give reasons for the said finding and make recommendations in the best interest of the intern and the public.

#### 6.1.3 Intern Involvement

- Performed (P)- The intern does the work as the primary dental Surgeon
- Assisted (A)- The Intern assisted the primary dental Surgeon in the procedure or treatment
- Observed (O)- The Intern observed the procedure or treatment

#### 6.1.4 Rotation Area Requirements:

In this rotation, the Optometrist Intern shall:

8. Be able to clerk, investigate and present patients during clinics
9. Be able to manage common ocular diseases, and where applicable, refer appropriately
10. Be able to follow up and review patients
11. Participate in daily ward rounds, attend theatres and attend surgical outpatient clinics
12. Attend and participate/present in all weekly departmental presentations.
13. Participate in the core competencies including; Optical Technology Services (OT), Visual Function Services (VF), Ocular Diagnostic Services (ODx) and Ocular Therapeutic Services (OTx)
14. In addition to the above, at the end of the rotation, one is expected to have participated in the following procedures:

Takes Patient's Vital Signs (P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
Identifies General and Surgical Emergencies and takes lifesaving actions (P)	1.					
	2.					
	3.					
	4.					
	5.					
Screening and Management of Malaria (P)	1.					
	2.					
	3.					
	4.					
	5.					
Screening and Management of Respiratory Tract Infections (P)	1.					
	2.					
	3.					
	4.					
	5.					
Endocrine Diseases (Diabetes Mellitus) (O)	1.					
	2.					
	3.					
	4.					
	5.					
Cardiovascular Diseases (hypertension) (O)	1.					
	2.					
	3.					
	4.					
	5.					
Other diseases (P)	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					

	9.					
	10.					

**6.2 Evaluation of the General Out-Patient Services**

**6.2.1 Monthly review of the performance**

Month	Comment by Intern	Comment by Supervisor	Comment by Intern Coordinator
<b>ONE (1)</b>			
	Sign_____	Sign_____	<b>Sign</b> _____
	Date_____	Date_____	<b>Date</b> _____
	<b>STAMP</b>		

## 6.2.2 Overall Assessment at the end of the General Outpatient Department rotation

### Grading Guide

1. Grade shall be as provided 3.6
2. Remarks (Satisfactory or Unsatisfactory)

Assessment Area	Competence	Grade	Remarks
Knowledge	Basic Sciences		
	Theoretical Knowledge in the Discipline		
	Participation in CPD		
Clinical Skills	History Taking		
	Clinical examination		
	Interpretation of laboratory Data and X-Ray Findings		
	Basic Sciences		
	Theoretical Knowledge in the Discipline		
	Participation in CPD		
	Patient notes		
	Use of drugs		
	Patient Management		
Professional Conduct	To patients and caregivers		
	To seniors, colleagues and other health workers		
	Manifests sincerity, integrity and honest in acts and deeds		
	To the public		
	Punctuality, availability and Time management		
Leadership qualities	Takes initiative		
	Knowledge and adherence to institutional policies and regulations		
	Mentorship of juniors and other professionals		
Overall Score			

**Note:** Overall Score of 30 and below is unsatisfactory performance and the resident's rotations shall be extended.

**Supervisor's Comment**

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Name \_\_\_\_\_ Qualification \_\_\_\_\_ HPCZ. No. \_\_\_\_\_

Signature \_\_\_\_\_



**Coordinator's Comment**

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<b>Grading</b>	<b>Tick what Applies</b>
Successfully Completed Rotation	
Unsuccessful	

Name \_\_\_\_\_ Qualification \_\_\_\_\_ HPCZ. No. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



**7 Overall Assessment At Completion Of The Internship Program**

Interns Name \_\_\_\_\_ HPCZ Licence No \_\_\_\_\_

Internship Centre: \_\_\_\_\_ HPCZ Licence No \_\_\_\_\_

Period of Internship: Start: \_\_\_\_\_ End: \_\_\_\_\_

**Coordinator's Comment**

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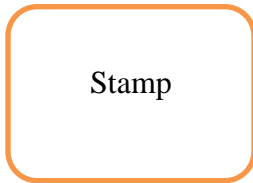
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**Coordinators Recommendations**

<b>Grading</b>	<b>Tick what Applies</b>
Successfully Completed Rotation	
Unsuccessful	
Irremediable	

Name \_\_\_\_\_ Qualification \_\_\_\_\_ Reg. No. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



**Head of Internship Site/Medical Director/Superintendent's Comment**

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<b>Grading</b>	<b>Tick what Applies</b>
Successfully Completed Rotation	
Unsuccessful	
Irremediable	

Name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_



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