

**UNIVERSITY of HOUSTON
COLLEGE OF OPTOMETRY
CLERKSHIP PROGRAM PROCEDURES**

OPTO 5198 or OPTO 5298

1. Pick up information packet in Dr. Boltz's office. The packet includes a description of the program, course work requirements, and forms to be completed by the student and practitioner. **Note:** You must make a decision as to whether or not you are going to take this course before registration, as you would any other elective course. You then must get approval from Dr. Boltz and properly register for it. **FOR SUMMER SESSION PARTICIPANTS:** If you have no other summer courses, you have until the following semester to register, but *you must receive permission to participate prior to beginning your clerkship.*
2. Contact practitioner for permission to visit office and have him/her complete the Practitioner Approval Form and return it. You will also need to complete a General Petition form from the University. (If the practitioner is a first time participant in the program, he/she will also need to complete the Practitioner Profile, and Clinic Profile to be returned with the Practitioner Approval Form). Once approval is granted, a copy of the General Petition form will be returned to you with the section number for registration.
3. Keep a daily log of activities. It isn't necessary to be overly specific. An example would be: *Monday, June 1 (4 hours) - discussed appointment scheduling/ acted as appointment receptionist.*
4. Decide on the project and begin working on it while at the office.
5. At the end of the observation period, write an evaluation of the experience.
6. Ask the practitioner to complete the Student Evaluation form and return it to Dr. Boltz's office.
7. Due to the flexibility allowed in this course, we ask that you turn in all course work as soon as you complete the clerkship. Turn in the Activity Log, Project, and Evaluation. **Note:** You are responsible for all course requirements. **All course work requirements are due to Dr. Boltz's office by the last day of classes for the semester registered.**
8. **You may not register for this course until a copy of all your paperwork (*General Petition, Practitioner Approval Form, Clerkship Program Petition, and the Preceptor and Clinic Profile if necessary*) has been turned into Dr. Boltz's office.**

for more information contact:

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UNIVERSITY of HOUSTON COLLEGE OF OPTOMETRY CLERKSHIP PROGRAM

The Optometry Clerkship Program is an elective program open to all University of Houston College of Optometry students in good academic standing who have completed the first professional year. The program permits students to receive academic credit for visits to private practices and is designed to introduce students to private practitioners so they can better understand practice management techniques and the business and economic aspects of private practices. It should involve minimum, if any, patient observation. Practices selected should be one with which the student is otherwise unfamiliar. Practices in which the student has worked, are working or in which they will be working while a student, are not suitable for a clerkship site.

Practices

The program is open to both general and specialized private practices whose practitioners are interested in permitting students to actively participate in the day to day operations of their practice. Practices may be located in any state (it is not limited to the Houston area) and the practitioners should be committed to spending the time and energy necessary to giving the student a rewarding experience.

Practitioners can enter the program through direct application to UHCO. The application information must be completed and returned to UHCO prior to the student's attendance in the practice. Once practitioners have completed the initial application procedure, future student assignments can be made based on the mutual agreement and completion of the Practitioner Approval Form.

Scheduling

A student may participate in the program either during the academic year or during breaks. Students must spend a minimum of forty (40) clock hours in any one practice to receive one (1) semester credit hour, or a maximum of eighty (80) clock hours for two (2) semester credit hours. Students may divide time in up to two (2) different practices, but must spend a minimum of forty (40) clock hours in each practice. Time may also be accumulated during the semester in any one practice such that the agreed amount of time is spent weekly or monthly (example: four (4) hours a week for ten (10) weeks, or ten (10) hours a month for four (4) months). Students must register for the appropriate elective course and complete practice visits prior to the end of the registered semester.

Student Responsibilities

1. Activity Report - The student will maintain a daily log of activities. The report should list, for each day, the number of clock hours devoted to practice management activities and the various activities in which the student participated. *Examples include, but are not limited to:* discussions with the practitioner on patient scheduling, accounting, or records systems, assistance in contact lens delivering, or completing dispensing activities. This report will be turned in with the project. **Patient care activities such as performing complete examination refractions, contact lens progress exams, etc. are not appropriate activities for the clerkship program.**

2. Project - Each student will be required to complete a project and written report based on clerkship activities and aimed at researching an aspect of the practitioner's practice. Examples of the projects are attached. The exact nature of the project will be a decision between the student and the practitioner. The project should be completed during the clerkship period. Each of these basic areas should be addressed in the report: (1) General statement about the project and goals, (2) Explanation of why the project was selected, (3) Results of the project, (4) Explanation of the significance of the results for the practitioner and/or what the results mean to the student in their future practice
3. End of Clerkship Evaluation - At the end of the rotation, each student is to complete an evaluation for each practice visited. The evaluation will be turned in with your Activity Report and Project upon completion of clerkship visits.
4. Practitioner Forms - Make sure that these forms from the practitioner are of file in the Associate Dean for Professional Studies office: (1) Practitioner Approval Form, (2) Practitioner Profile, (3) Clinic Profile, (4) Student Evaluation.
5. Grading - A student will be graded based on the completion of the Activity Report, the Project, the Student Evaluation of the clinic, and the evaluation of the student by the practitioner.

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SUGGESTED PROJECTS

- Patient scheduling - analysis and recommendations
- Evaluation of need for highly specialized equipment: cost vs. profit
- Develop contact lens policy sheet and fee statement
- Forecasting practice pattern changes based on trend analysis of geographic area, changing population, economic status of community, etc.
- Patient type evaluation - projections for changing population
- Business plans for expansion purposes (cost analysis): staff, additional OD's, special equipment, additional telephone lines
- Patient flow analysis by: sex, age, patient status (new/return), purpose of visit, cancellations/no shows, number and type of visit (contact lens, glasses, etc.)
- Practice marketing plan
- Evaluation of use of computer in optometric practice
- Evaluation of office layout and patient flow
- Evaluation of cost centers vs. profit centers in practice (Example: building dispensary, use of new technology)
- Internal marketing - evaluate and make recommendations for in-house continuing education, on effective telephone usage, patient contact (personal and written), etc.
- Develop a training plan for paraoptometric practice
- Procedures manual for setting up a lab in an optometric practice
- Create an office brochure
- Cost analysis of an in-house plastic lens finishing lab
- Office procedures manual for records, appointments, and billings
- Training manual for use of optometric equipment
- Evaluation of filing system for optometric practice and recommendation
- Office newsletter on latest eyecare news for patients
- Patient recall system - evaluation and recommendations
- Patient questionnaire on care received in the office - prepare and evaluate results