

OPTICAL TECHNICIAN

Note: The terms Contractor, Contract Provider and Optical Technician/Optician shall mean the provider or providers of care throughout this document.

1. Scope of Work. The Contractor shall supply an individual to provide personal medical services to all Active Duty beneficiaries within the capabilities normally granted to an Optical Technician.
 - A. The Optical Technician shall meet or exceed the industry standards in accordance with established principles, practices and ethics of the Optician profession. The standards of performance for all employees provided by the contractor shall reflect the degree and care, skill and learning expected of a reasonably prudent healthcare provider in the Optician profession in the state of their practice.
 - B. The Optical Technician will provide professional service, instruction and supervision to U.S. Coast Guard locations specified in the Performance Work Statement (PWS) (Attachment 1).
2. Qualifications. The provider of Optician services shall possess and maintain for the duration of this agreement:
 - A. High School Diploma or equivalent
 - B. Certificate of completion or an associate's degree from an accredited school of Opticianry; or Certification from a military opticianry program (i.e. Tri-Service Optician School) "C" school
 - C. A current unrestricted active license to practice as an optician, optical technician, or optical dispenser from one of the 50 states, District of Columbia, Puerto Rico, Guam, or the U. S. Virgin Islands;
 - D. A current certification in Basic Cardiac Life Support (BLS) for the Health Care Provider by the American Heart Association (AHA), American Red Cross (ARC), American Safety and Health Institute (ASHI), or the American College of Emergency Physicians (ACEP);
 - E. A minimum of two (2) years recent experience (immediately preceding the submission of this offer)
3. Credential Review. The contractor shall submit the following credentials in order to be evaluated for technical acceptability.
 - A. A current curriculum vitae including AT LEAST the following information:
 - (1) Social security number;
 - (2) Date of birth (to be used only for the purposes of independent query of the NPDB);
 - (3) Degrees earned;
 - (4) Career history;
 - (5) Professional Training/Courses attended in the past two years;
 - (6) Professional organization affiliations and memberships;
 - (7) Previous work references including name of organization, number of years services rendered, address and name of point of contact with telephone number;
 - (8) Awards and certifications received.

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B. Copies of:

- (1) Certificate of completion or an associate's degree from an accredited school of Opticianry; or Certification from a military opticianry program (i.e. Tri-Service Optician School) "C" school
 - (2) A current unrestricted active license to practice as an optician, optical technician, or optical dispenser from one of the 50 states, District of Columbia, Puerto Rico, Guam, or the U. S. Virgin Islands;
 - (3) Evidence of immunity to Hepatitis "A" and "B" and evidence of freedom from chronic communicable disease(s) i.e., HIV, TB and Sexual transmitted diseases(within 30 days of start of work);
 - (4) A current certification in Basic Cardiac Life Support (BLS) for the Health Care Provider by the American Heart Association (AHA), American Red Cross (ARC), American Safety & Health Institute (ASHI) or the American College of Emergency Physicians (ACEP);
 - (5) At least three (3) letters of recommendation from recent employers addressing dental hygiene services.
4. Professional Services. The Contractor shall perform a full range of professional Optician concepts and practices on site using Government furnished facilities, equipment and supplies for a variety of patients. All aspects of Optometry service shall be commensurate with the capabilities of the provider and the Medical Department including but not limited to the items listed below; and in PWS.
- A. Collect detailed history and complete required documentation.
 - B. Use of vision testers, and other optometry equipment to complete unaided and aided distant and near visual acuity and color vision testing
 - C. Assists patients in the selection and ordering of proper fitting standard and safety eye wear frames.
 - D. Takes detailed measurements including pupillary distance and segment height.
 - E. Adjusts eyeglasses for proper fit.
 - F. Verifies eyeglasses using lensometer.
 - G. Performs minor eyeglass repairs.
 - H. Obtains release forms and maintains patient medical records documentation.
 - I. Receives and directs patients, answers routine inquiries and makes referrals.
 - J. Determines nature of inquiry and visitors, and other requesting information, guidance or referral for special assistance.
 - K. Performs supervised technical procedures to provide optometrists and ophthalmologists with information and data necessary to assist with delivery of comprehensive eye vision care services.
 - L. Utilizes proper infection control practices before and after each patient use in addition to following standard protocol for hand hygiene.
 - M. Monitors patients for adverse reactions and takes corrective action based on established policy;
 - N. Maintains excellent rapport with other clinical staff, prosthetics department, and contracted vendors and participates in clinical staff communication and training efforts.
 - O. Performs other related duties as necessary.
 - P. Prepare and submit appropriate documentation as specified in applicable regulations.
 - Q. Instruction of clinic staff on an ad hoc basis
5. Hours of Performance. The contractor shall provide all aspects of personal Optician services at locations in the PWS (Attachment 1) and hours specified by the Clinic Administrator.