

## Staff Training Related To Contact Lenses

1. Each clinic will be tasked to find the best use of Technicians in their Contact Lens Clinics. In most cases, CL insertion & removal (I&R) would fall under “other duties as assigned” as it would not be considered invasive (unless you wished your Techs to insert or remove the lenses for patients and not simply the observation and coaching of I&R). In other cases, you may need to have your staff members PD (Position Description) updated through the appropriate channels. You may wish to ask your AO if you are not aware of where this task might fall.
2. Training ideas:
  - a. Have staff watch the videos available under the “CL Training Tools” portion of this information to familiarize themselves with what is expected of the patient.
  - b. If you find difficulty finding time to train your staff, utilize the opportunity for any externs or residents to help train your staff as they will need to be able to train their staff in the future. Remind them that they may not wish to have the staff member practice themselves as they might in an office outside the VA due to even a slight possibility of eye injury while on duty.
3. Other training considerations:
  - a. RME training – see section dedicated to this.
  - b. Topographer – you may wish to consider training your staff for this as all your other instrumentation.
  - c. Maintaining inventory of current patient lenses, trial lenses and other supplies such as solutions and plungers.
  - d. You may wish to set up a system whereby you have a confidential folder or file with current prosthetic orders to be sure you have not lost any lenses. Be extremely careful to follow your facilities guidelines for how to keep this tracking system in place as most consults contain a large amount of patient information; however, it is also very easy to have lenses lost if you do not have a tracking system.