OPTM2 Prepare to produce ophthalmic appliances

OVERVIEW

This standard describes the operator’s role in preparing to start work. You need to confirm or clarify the work instructions, and ensure that you have the correct materials to start work.

Users of this standard will need to ensure that practice reflects up to date information and policies.

Version No 1

KNOWLEDGE AND UNDERSTANDING

You will need to know and understand:

**Process optical work instructions**

1. the manufacturing specifications
2. how to check orders, and the importance of doing so
3. the types of order received
4. how to identify discrepancies in orders, and the action to be taken
5. how to schedule, prioritise and process orders
6. the range of products available
7. your level of responsibility and competence
8. to whom to report problems, and whom to consult for advice and clarification
9. the required standards of cleanliness, and how to maintain them

**Select and prepare materials**

10. how to interpret work instructions
11. how to identify discrepancies in work instructions, and the action to be taken
12. how to recognise the different types of materials
13. how to deal with items out of stock, damaged and faulty stock
14. how to handle and prepare materials
15. your level of responsibility and competence
16. to whom to report problems, and whom to consult for advice and clarification
17. your responsibilities under the Health and Safety at Work Act, and the implications of non-compliance
PERFORMANCE CRITERIA

You must be able to do the following:

**Process optical work instructions**

1. confirm the work instructions
2. identify any discrepancies in the order details and refer these promptly to the relevant person
3. categorise orders, according to the agreed priorities
4. inform others of the work priorities, by passing on completed work instructions
5. complete records accurately
6. maintain the required standards of cleanliness

**Select and prepare materials**

7. confirm the work instructions
8. identify any discrepancies in the work instructions, and refer these promptly to the relevant person
9. select the relevant materials to meet the requirements of the work instructions
10. identify damaged, faulty, low stock or out-of-stock items, and report these promptly
11. prepare the selected stock correctly
12. complete records accurately
13. maintain the required standards of cleanliness

ADDITIONAL INFORMATION

This National Occupational Standard was developed by SEMTA in May 2006, and has been taken over by Skills for Health in March 2009.

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004)

Dimension: HWB9 Equipment and devices to meet health and wellbeing needs