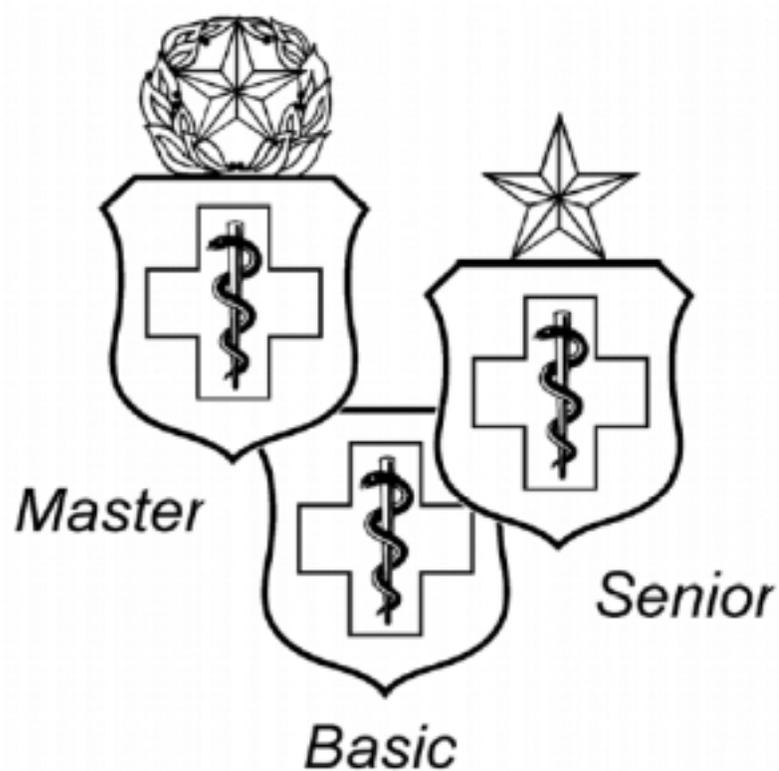


AFSC 4V0X1/4V0X1A

Optometry/Ophthalmology



CAREER FIELD EDUCATION

AND TRAINING PLAN

**CAREER FIELD EDUCATION AND TRAINING PLAN
OPTOMETRY/OPHTHALMOLOGY SPECIALTY**

AFSC 4V0X1/4V0X1A

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**OPTOMETRY/OPHTHALMOLOGY SPECIALTY
AFSC 4V0X1/4V0X1A
CAREER FIELD EDUCATION AND TRAINING PLAN**

Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core-task requirements for the optometry/ophthalmology specialties. The CFETP provides personnel a clear career path to success and will instill rigor in all aspects of career field training. **NOTE:** Civilians occupying associated positions will use Part II to support duty position qualification training.
2. The CFETP consists of two parts. Supervisors and training managers will use both parts to plan, monitor, manage, and control training within the career field.
 - 2.1. **Part I** provides information necessary for overall management of the specialty.
 - 2.1.1 **Section A** explains how to use the plan.
 - 2.1.2 **Section B** identifies career field progression information, duties, responsibilities, training strategies, and career field paths.
 - 2.1.3 **Section C** associates each level with specialty qualifications (knowledge, education, training, and other).
 - 2.1.4 **Section D** indicates resource constraints. Examples of constraints include funding, manpower, equipment, and facilities. Section E identifies guidance on transition training. Transition training is required when two career fields merge.
 - 2.2. **Part II** includes six sections.
 - 2.2.1 **Section A** identifies the Specialty Training Standard (STS). The STS identifies job performance requirements, core tasks, wartime requirements, 3-, 5-, and 7-level formal or CDC requirements, and the proficiency levels applicable to these courses.
 - 2.2.2 **Section B** contains a listing of course objectives used in formal training courses.
 - 2.2.3 **Section C** identifies available Qualification Training Package (QTPs which may be developed to support proficiency training). These packages are now found on the Air Force Publication Web Site.
 - 2.2.4 **Section D** identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses.

- 2.2.5 **Section E** identifies MAJCOM unique training requirements. Supervisors will use this to determine additional training required for the associated qualification needs.
- 2.2.6 **Section F** explains the approved method of documenting training, as well as information pertaining to specific training programs.
3. The guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate points in their careers. Supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

ABBREVIATIONS/TERMS EXPLAINED

Advanced Training (AT). A formal course that provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS). A comprehensive task list that describes a particular job type or duty position. Supervisors use these to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

Allocation Curves. The relation of hours of training in different training settings to the degree of proficiency which can be achieved on specified performance requirements.

Career Field Education and Training Plan (CFETP). A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, to eliminate duplication, and to ensure this training is budget defensible.

Career Training Guide (CTG). A document that uses Task Modules (TMs) in lieu of tasks to define performance and training requirements for a career field.

Continuation Training. Additional training exceeding requirements with emphasis on present or future duty assignments.

Core Task. A task Air Force Career Field Managers (AFCFM) identify as minimum qualification requirements within an AFSC, regardless of duty position.

Course Objective List (COL). A publication, derived from initial/advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-5-7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, *Developing, Managing, and Conducting Military Training Programs*.

Enlisted Specialty Training (EST). A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in each skill level of a specialty.

Exportable Training. Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

Field Technical Training (Type 4). Special or regular on-site training conducted by a field training detachment (FTD) or by a mobile training team.

Instructional System Development (ISD). A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way the knowledge, skills, and attitudes essential for successful job performance.

The Air Force ISD model graphically illustrates the process. Evaluation is the foundation of this process. ISD is a continuous process with the flexibility to enter and re-enter various phases as needed to develop, update, or revise instruction. All ISD activities take place within and are dependent upon system functions. Teamwork is required between personnel performing system functions and those designing, developing, and implementing instructional systems. All ISD activities and system functions focus on continuous quality improvements in the system.

Initial Skills Training. A formal resident course that results in award of the entry level.

Occupational Survey Report (OSR). A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

On-the-Job Training (OJT). Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

Optimal Training. The ideal combination of training settings resulting in the highest levels of proficiency on specified performance requirements within the minimum time possible.

Qualification Training (QT). Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media. QTPs establish performance standards and are designed to standardize skill verification and validation of task competency.

Resource Constraints. Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

Skills Training. A formal course that results in the award of a skill level.

Specialty Training. A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in the award of a skill level.

Specialty Training Standard (STS). An Air Force publication that describes skills and knowledge that airman in a particular Air Force specialty needs on the job. It further serves as a contract between the Air Education and Training Command and the user to show the overall training requirements for an Air Force specialty code that the formal schools teach.

Standard. An exact value, a physical entity, or an abstract concept, established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results; a fixed quantity or quality.

Task Module (TM). A group of tasks performed within an Air Force specialty that are performed together and that require common knowledge, skills, and abilities. Codes and statements are used to identify TMs.

Total Force. All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

Training Capacity. The capability of a training setting to provide training on specified requirements, based on the availability of resources.

Training Planning Team (TPT). Comprised of the same personnel as a U&TW, however TPTs are more intimately involved in training development and the range of issues are greater than is normal in the U&TW forum.

Training Requirements Analysis. A detailed analysis of tasks for a particular AFS to be included in the training decision process.

Training Setting. The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study, etc.).

Upgrade Training (UGT). Mandatory training that leads to attainment of a higher level of proficiency.

Utilization and Training Pattern. A depiction of the training provided to and the jobs performed by personnel throughout their tenure within a career field or Air Force specialty. There are two types of patterns: 1) Current pattern, which is based on the training provided to incumbents and the jobs to which they have been and are assigned; and 2) Alternate pattern, which considers proposed changes in manpower, personnel, and training policies.

Utilization and Training Workshop (U&TW). A forum of MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

Wartime Course. Any course (for officers or enlisted) designed by higher headquarters to be conducted during wartime. Wartime courses are categorized as (1) courses directed to continue training at the existing student flow to satisfy the training personnel requirement or (2) courses directed to expand student flow above the training personnel requirement to satisfy wartime training requirements.

Wartime Task. Task/knowledge items identified by SMEs as requiring training during the accelerated resident (3 level) wartime course. Graduates of the wartime course will only have training on those identified items to the specified proficiency code level.

Section A - General Information

1. Purpose. This CFETP provides information necessary for Air Force Career Field Managers (AFCFM), MAJCOM functional managers (MFMs), commanders, training managers, supervisors, trainers and trainees to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. This training is conducted by AETC at the 882 Training Group. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion for award of the 3-, 5-, 7-, 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes:

1.1. It serves as a management tool to plan, manage, conduct, and evaluate a career field-training program. In addition, it helps supervisors identify training at the appropriate point in an individual's career.

1.2. The CFETP identifies task and knowledge training requirements for each skill level in the specialty and recommends education and training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

1.4. Identifies major resource constraints that affect full implementation of the desired career field training process.

2. Use of the CFETP. The plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop/revise formal resident, non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. MAJCOM-developed training to support this AFSC must be identified for inclusion into plan.

2.3. Individuals will complete the mandatory training requirements specified in this plan. The list of courses in Part II will be used as a reference to support training.

3. Coordination and Approval. The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. The AETC training manager for this specialty will initiate an annual review of this document by AETC and MFMs to ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training.

Section B - Career Progression and Information

4. Specialty Description. Plans and organizes optometry service activities. Supervises and manages ophthalmic services and resources. Plans and organizes in-service training. Assists the health care provider (HCP) in the examination and treatment of patients by performing visual tests or procedures. Orders and dispenses optical and ophthalmic devices. Fits patients with ophthalmic devices and instructs patients on contact lens procedures. Assists aircrew members in aviator contact lens, refractive surgery, and night vision goggle programs. Assists flight personnel in the occupational vision program. Records patients case histories, conducts visual screening tests such as visual acuity, cover test, pupillary testing, color vision, depth perception, visual field testing, and tonometry as requested by the HCP for analysis and interpretation. Instills approved ophthalmic drugs as directed by the HCP. Manages clinic resources, evaluates requirements for supplies, equipment, personnel, and makes recommendations to the appropriate agency. Develops and maintains a working environment that provides for timely, economical, and operational support of the mission. Responsible for budget review and management of ophthalmic services to the medical treatment facility. Reviews ophthalmic service activities with respective supervisors. Performs periodic maintenance and calibration checks on clinic diagnostic equipment. Manages administrative services. Coordinates technical and administrative activities of ophthalmic services to achieve effective and efficient vision programs. Reviews reports and records for accuracy and compliance with applicable policies and directives. Reports findings and service's activities. Develops and evaluates training in the clinic environment and recommends changes to the appropriate agency. Establishes or recommends ophthalmic standards, regulations, policies, or procedures required to ensure quality patient care in a safe, efficient, and effective ophthalmic environment. Performs ophthalmic functions. Prepares patients and performs as special surgical assistant using procedures pertaining to all types of ophthalmic surgery. Performs A/B scans, refractometry, and pachymetry. Administers ophthalmic drops and ointments, applies ocular dressings, performs suture removal, and obtains eye cultures. Performs general ophthalmic procedures in preparation of pre-operative and post-operative patients. Takes ophthalmic photographs and prepares injectable ophthalmic anesthetics and antibiotics as directed by the HCP.

4.1. Specialty Summary. Performs and manages visual screening tests and assists in patient treatment. Processes eyewear prescriptions for military spectacles and related ophthalmic devices. Performs and manages clinic activities. Manages and directs ophthalmic service personnel, materiel, and equipment, in Medical Treatment Facilities (MTFs) and deployed clinics. Supervises technical and administrative activities of ophthalmic services. May perform duties in ophthalmology. Related DoD Occupational Subgroup: 323

4.2. Optometry/Ophthalmology Apprentice (4V031/31A).

4.2.1. Duties and Responsibilities.

4.2.1.1. Helps examine and treat patients. Receives patients and documents medical history on examination forms. Prepares patients for examination and treatment. Helps select and arrange instruments and equipment for patient testing. Helps HCP examine or treat patients by performing visual screening tests such as visual acuity, cover test, color vision, depth perception and other tests under the HCP's and/or supervisor's direction. Assists in ordering ophthalmic equipment and supplies for clinic use.

4.2.1.2. Helps process eyewear prescriptions. Processes military spectacles, contact lenses, and other optical devices according to regulations, under guidance from the HCP. Helps process non-military orders for approval by the HCP. Measures and records frame sizes, interpupillary distances, and other ophthalmic data.

4.2.1.3. Verifies eyewear prescriptions, dispenses, repairs, and adjusts eyewear frames. Uses instruments and techniques to verify quality and accuracy of eyewear prescriptions according to American National Standards Institute (ANSI) specifications. Calculates mathematical computations related to optics. Dispenses, repairs, and modifies completed eyewear orders to fit individual patients under the HCP's or supervisor's direction. Instruct patients in proper use of spectacles. As directed by the HCP or supervisor, instructs patients in correct contact lens care, hygiene, and procedures for lens insertion and removal.

4.2.1.4. Instills approved topical ophthalmic drugs for diagnostic tests. Administers eye drops, ointments, and applies ocular dressings under a HCP's direction. Prepares patients for and performs visual field testing for interpretation and analysis by the HCP. Takes ophthalmic photos as directed by the HCP.

4.2.1.5. Performs ophthalmic duties. Performs duties as special surgical assistant, using procedures pertaining to all types of ophthalmic surgery. Prepares injectable anesthetics and antibiotics. Removes sutures and performs general preparation of pre-operative patients and provides post-operative patient instructions to patients as directed by the HCP.

4.3. Optometry/Ophthalmology Journeyman (4V051/51A) and Craftsman (AFSC 4V071/71A).

4.3.1. Duties and Responsibilities.

4.3.1.1. Helps examine and treat patients. Receives patients and documents medical history on examination forms. Prepares patients for examination and treatment. Selects and arranges instruments or equipment for patient testing. Helps plan and implement vision-screening tests. Performs vision screening tests such as visual acuity, cover test, color vision, depth perception, and other tests as requested by the HCP. Orders ophthalmic equipment and supplies for clinic use. Prepares reports and correspondence to appropriate agencies.

4.3.1.2. Processes eyewear prescriptions. Orders military spectacles, contact lenses, and other optical devices according to regulations. Prepares non-military orders for approval by the HCP. Measures and records frame sizes, interpupillary distances, and other necessary data.

4.3.1.3. Verifies eyewear prescriptions, dispenses, repairs, and adjusts eyewear frames. Uses instruments and techniques to verify quality and accuracy of eyewear prescriptions according to American National Standards Institute (ANSI) specifications. Calculates mathematical computations related to optics. Dispenses, repairs, and modifies completed eyewear orders to fit individual patients. Instruct patients in proper use of spectacles. Instruct patients on proper contact lens care, hygiene, and procedures for lens insertion and removal.

4.3.1.4. Instills approved topical ophthalmic medications for diagnostic tests. Administers eye drops and ointments, applies ocular dressings, and obtains eye cultures under HCP direction. Prepares patients for and performs tonometry exams. Prepares patients for and performs visual field charting for interpretation and analysis by the HCP. Takes ophthalmic photos as directed by the HCP.

4.3.1.5. Performs ophthalmic functions. Performs as special surgical assistant, using procedures pertaining to all types of ophthalmic surgery. Prepares injectable anesthetics and antibiotics. Removes sutures and performs general preparation of preoperative patients and provides postoperative instructions to patients as directed by the HCP.

4.3.1.6. When assigned, supervises ophthalmic clinical services, determines requirements for supplies, equipment, and personnel.

4.4. Optometry/Ophthalmology Superintendent (4V090).

4.4.1. Duties and Responsibilities.

4.4.1.1. Supervises and manages ophthalmic services. Plans and schedules duty assignments in the clinic according to functions and workload. Develops and maintains a working environment that provides for timely, economical, and operational support of the mission. Establishes or recommends standards, regulations, policies, or procedures. Supervises and manages the Process Improvement Program. Coordinates with other activities, agencies, and organizations.

4.4.1.2. Directs ophthalmic and related medical activities. Resolves administrative problems pertaining to clinic operation. Advises superiors of capabilities and procedures, and evaluates subordinates' work. Receives and interprets communications, publications, and directives. Determines methods and sources for accomplishing tasks. Prepares correspondence and reports to appropriate agencies.

4.4.1.3. Manages and evaluates clinic activities; inspects methods and procedures used in clinic activities to determine compliance with existing policies, regulations, and standards. Also evaluates inspection findings and recommends corrective action.

4.4.1.4. Manages clinic resources; evaluates requirements for ophthalmic equipment, supplies, and personnel; and makes recommendations to the appropriate agency. Responsible for budget review and management of ophthalmic services to the medical treatment facility.

5. Skill and Career Progression. Training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training must do his or her part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP outlines what each individual should receive in training at appropriate points in their career. The following narrative and the AFSC 4V0X1 career file flowchart identify the training career path. It defines the training required for an individual's career.

5.1. Apprentice (3) Level. Initial skills training in this specialty consists of the task and knowledge training provided in the 3-skill level resident course (J3ABR4V031) located at Sheppard AFB, TX. The decision to train specific tasks and knowledge items in the initial skills course is based on a review of occupational survey report (OSR) data, training requirements analysis (TRA) data, and 4V0X1 subject-matter expert (SME) input. Task and knowledge training requirements are identified in the specialty training standard, Part II, Section 4B. Individuals must complete the initial skills course to be awarded AFSC 4V031.

5.1.1. For AFSC 4V031A, upon completion of initial skills training, a trainee will work with a trainer to enhance their knowledge and skills in ophthalmology related tasks, including surgical assistant duties. All personnel who enter AFSC 4V0X1A (Ophthalmology) will laterally retrain from AFSC 4V051/71 (Optometry). Trainees will utilize CDC 4V051A to progress in the career field. Trainees in AFSC 4V031A are assigned to MTFs where ophthalmology services are provided. Once task certified, a trainee may perform the task unsupervised.

5.2. Journeyman (5) Level. Upgrade to the 5-level consists of: (1) Completing all STS core tasks for the assigned duty position. (2) Completion of all duty position tasks specified in the STS. (3) Completing 15 months of upgrade training (9 months for retrainees). (4) Completion of the Career Development Course (4V051/A). (5) Must have recommendation of supervisor and meet all other requirements as outlined in AFI 36-2101, Classifying Military Personnel (Officer and Enlisted). Please refer to AFI 36-2201, Developing, Managing, and Conducting Training for further information. Once upgraded to the 5-skill level, a journeyman will maintain proficiency by completing all continuation training required or specified by command or local policies. Individuals will use their CDCs to prepare for testing and promotion under the Weighted Airman Promotion System (WAPS). They are also encouraged to continue their education toward an Ophthalmic Technician CCAF degree. Journeymen are eligible to apply for

an instructor position with the Optometry Apprentice Course. Additional qualification may become necessary when personnel transfer to a new duty position, or when new equipment, techniques, procedures, or training requirements are introduced. Journeymen may be assigned supervisory duties and perform various ophthalmic and administrative tasks. Individuals who are in the rank of SrA will attend ALS after having 48 months time in service (TIS). Resident graduation is a prerequisite for SSgt sew-on and applies to active duty only. After ALS, 5-levels can be appointed as OJT trainers upon completion of the Air Force Training Course. National certification is highly encouraged.

5.3. Craftsman (7) Level. Upgrade to the 7-level consists of: (1) Completion of all STS core tasks for the assigned duty position. (2) Completion of all duty position tasks specified in the STS. (3) Completion of 12 months of upgrade training (6 months for retrainees). (4) Completion of the Career Development Course (4V071/A). (5) Selection to SSgt. (6) Must have recommendation of supervisor and meet all other requirements as outlined in AFI 36-2101, Military Personnel Classification Policy. Please refer to AFI 36-2201, *Developing, Managing, and Conducting Training for further information*. An Ophthalmic Craftsman can be expected to fill various supervisory and management positions within the ophthalmic service. In addition, they can be assigned to fill additional duty positions or work in various group or squadron positions at the MTF when required. Craftsmen should take courses or obtain added knowledge on management of resources and personnel. Continued academic education through CCAF and higher degree programs is encouraged. Advanced certification in optometry or ophthalmology is highly recommended. Individuals in 7-level positions can be appointed as OJT task certifiers and attend the formal OJT Certifier's Course. 7-levels can be appointed as OJT certifiers upon completion of the Air Force Training Course. Individuals will use the most current CDCs and any other references to prepare for testing under the Weighted Airman Promotion System (WAPS) for promotion to TSgt and MSgt. In addition, TSgt and MSgt selectees will attend the Noncommissioned Officer Academy (NCOA). Resident graduation is a prerequisite for MSgt sew-on and applies to active duty only. Individuals should enroll in the SNCOA correspondence course upon selection to MSgt.

5.4. Superintendent (9) Level. To be awarded AFSC 4V091, an individual must be an E8 and complete any other requirements specified in AFI 36-2108, *Classifying Military Personnel (Officer and Enlisted)*. A 9-level can be expected to fill positions such as Superintendent of the Optometry/Ophthalmology Flight, superintendent of any one of the medical squadrons, or superintendent of a group and any other DOD ophthalmic positions. Additional training in areas of budget, manpower, resources, and personnel management should be pursued through continuing education. To assume the rank of CMSgt, individuals must be graduates of the SNCOA resident course; this applies to active duty only.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the 4V0X1/A career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. The following training decisions were made during the AFSC 4V0X1/X1A Utilization and Training Workshop (U&TW), held 14 thru 18 July 2003 at Sheppard AFB:

6.1. **Initial Skills.** The Optometry Service Apprentice Course was revised to meet new training requirements identified in the 2001 4V031 Job and Occupational Survey Reports. The initial skills course provides airmen the needed education, motivation and training necessary to become 3-level apprentices.

6.2. **Five Level Upgrade Requirements.** The 4V051 CDC will be rewritten to meet new training requirements, update technology, and regulatory information. Knowledge for upgrade training to the 5-level will expand on subject and task knowledge from initial skills training. Completion of the CDC is mandatory for upgrade to the 5-skill level.

6.2.1. The 5-level CDC (4V051A) expands the areas of specific ophthalmology clinical testing tasks, microbiology, assisting in ophthalmic surgery and aseptic technique. The CDCs provide upgrade training on those tasks supported by Occupational Survey Report (OSR) data and are identified in the STS. Most tasks for upgrade training to the 5-level will expand on subject and task knowledge from initial skills training.

6.3. **Seven Level Upgrade Requirements.** Individuals must complete the Optometry Craftsman CDC. This course provides the education and training skills needed to become a craftsman. Based on several factors, the 7-level course was approved for a 7-level CDC (one volume) versus a resident course. The 7-level CDC (4V071/71A) provides curriculum in the areas of technology updates, AFSC specific supervision and management, including the budget process, the contact lens program, work assignments, and conducting training within the scope of medical treatment facilities (MTFs).

6.4. **Certification.** Ophthalmic technicians are highly encouraged to seek certification for their specialty through any accredited agency covering their specialty. As of 4 March 2002, certification tests given by the American Optometric Association have been approved under Section 3689 for test fee reimbursement with GI Bill funds for eligible examinees. The approved certification tests are: Certified Para optometric (CPO) examination, Certified Paraoptometric Assistant (CPOA) Examination, and the Certified Paraoptometric Technician (COPT) Examination.

6.5. **Proficiency Training.** Any additional knowledge and skill requirements that were not taught through initial skills or upgrade training were assigned as continuation training. The purpose of continuation training is to provide additional training exceeding the minimum upgrade training requirements with emphasis on present and future duty positions. Individual ophthalmic service managers must develop a continuation-training program that ensures individuals in the ophthalmic service career field receive the necessary training at the appropriate point in their careers. The training program will identify both mandatory and optional training.

7. Community College of the Air Force (CCAF). Enrollment in CCAF automatically occurs upon completion of basic military training. *Off-duty education is a personal choice, and highly encouraged.* CCAF provides the opportunity to obtain Associates in Applied Sciences Degree. In addition to its associates degree program, CCAF offers the following:

7.1. **Occupational Instructor Certification.** Upon completion of instructor qualification training, CCAF instructors who possess an associates degree or higher may be nominated by their commander/commandant for certification as an Occupational Instructor.

7.2. **Trade Skill Certification.** When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. CCAF uses a competency based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman/Supervisor, or Master Craftsman or Manager. All are included within the CCAF transcript.

7.3. **Degree Requirements.** Upon completion of basic military training and assignment to an AFS field, active duty, ANG, and AFRES enlisted members are automatically placed in the degree program designed for their career field. The journeyman (5-level) must be held at the time of program completion and the following requirements must be met:

Subject Courses	Semester Hours
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Program Electives	15
Total	64

Complete degree requirements can be found in the CCAF General Catalog at: <http://www.au.af.mil/ccaf>. View the newest catalog index (look under the publication link) and look for Ophthalmic Technician degree program.

7.3.1. **Technical Education (24 Semester Hours):** A minimum of 12 semester hours of technical core subjects or courses must be applied and the remaining semester hours applied from technical core or technical elective subjects or courses. Requests to substitute comparable courses or to exceed specified semester hour values in any subject or course must be approved in advance. See [Technical Education Requirement](#).

Technical Core	Max Sem Hours
Assisting the Optometrist	8
General Psychology	3
*Human Anatomy and Physiology	6
Human Eye and the Visual System	6
Introduction to Operating Room Technology	8
Operating Room Practicum	8
Operating Room Technology	8
Optics	8
Spectacles and Contact Lenses	6

Technical Electives	<i>Max Sem Hours</i>
Algebra-Based Physics	4
Analytic Geometry	3
CCAF Internship	18
Computer Science	6
Enlisted Professional Military Education	6
General Biology	4
General Chemistry	4
Medical Readiness	3
Office Management	3

7.3.2. Leadership, Management, and Military Studies (LMMS) (6 Semester Hours)

Professional military education, civilian management courses accepted in transfer and/or by testing credit. The preferred method of completing Leadership, Management, and Military Studies is through attendance at an Airman Leadership School, AF NCO Academy, and/or Air Force Senior NCO Academy. However, civilian courses that emphasize fundamentals of managing human or material resources may also be applicable.

7.3.3. Physical Education (4 Semester Hours): Basic Military Training satisfies this requirement.

7.3.4. General Education (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the general education requirement and agree with the definitions of applicable courses:

<i>Subject/Courses</i>	<i>Sem Hours</i>
Oral Communication	3
<i>Speech</i>	
Written Communication	3
<i>English Composition</i>	
Mathematics	3
<i>Intermediate algebra or a college-level mathematics course satisfying delivering institution's mathematics graduation requirement-if an acceptable mathematics course applies as technical or program elective, you may substitute a natural science course for mathematics.</i>	
Social Science	3

Anthropology, archaeology, economics, geography, government, history, political science, psychology, sociology

Humanities

3

Fine arts (criticism, appreciation, historical significance), foreign language, literature, philosophy, religion

7.3.5. **Program Elective** (15 semester hours) Courses applying to technical education, LMMS or general education requirements; natural science courses meeting general education requirement application criteria; foreign language credit earned at Defense Language Institute or through Defense Language Proficiency Test; maximum 6 semester hours of CCAF degree-applicable technical course credit otherwise not applicable to program of enrollment.

7.4. **Off-duty education.** Additional off-duty education is a personal choice and is highly encouraged for all. Individuals desiring to become an Air Education and Training Command (AETC) Instructor should be actively pursuing an associate's degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools (SACS).

7.4.1. **NOTE:** The Accreditation Council on Optometric Education of the American Optometric Association accredits this degree program. Apprentice course graduates are eligible to take the Certified Paraoptometric Technician examination. Contact American Optometric Association, National Council on Paraoptometric Certification, 243 N. Lindbergh Blvd, St Louis MO 63141; (314) 991-4100; 1-800-365-2219; www.aoanet.org; or contact Joint Commission on Allied Health Personnel in Ophthalmology, 2025 Woodlane Dr, St Paul MN 55125-2995; 1-888-284-3937; www.jcahpo.org.

7.4.2. For certification as an ophthalmic dispenser, contact American Board of Opticianry and National Contact Lens Examiners, 6506 Loisdale Rd Ste 209, Springfield VA 22150; (703) 719-5800; www.abo.org.

8. Career Field Path. The career path progression, as shown in Figure 1-1, outlines when training is required for each skill level and grade requirement within this specialty. The manpower authorization chart (Table 8.1, Manpower Table) shows December 2002 demographics by grade. Table 8.2, Enlisted Career Path, shows the average enlisted career path.

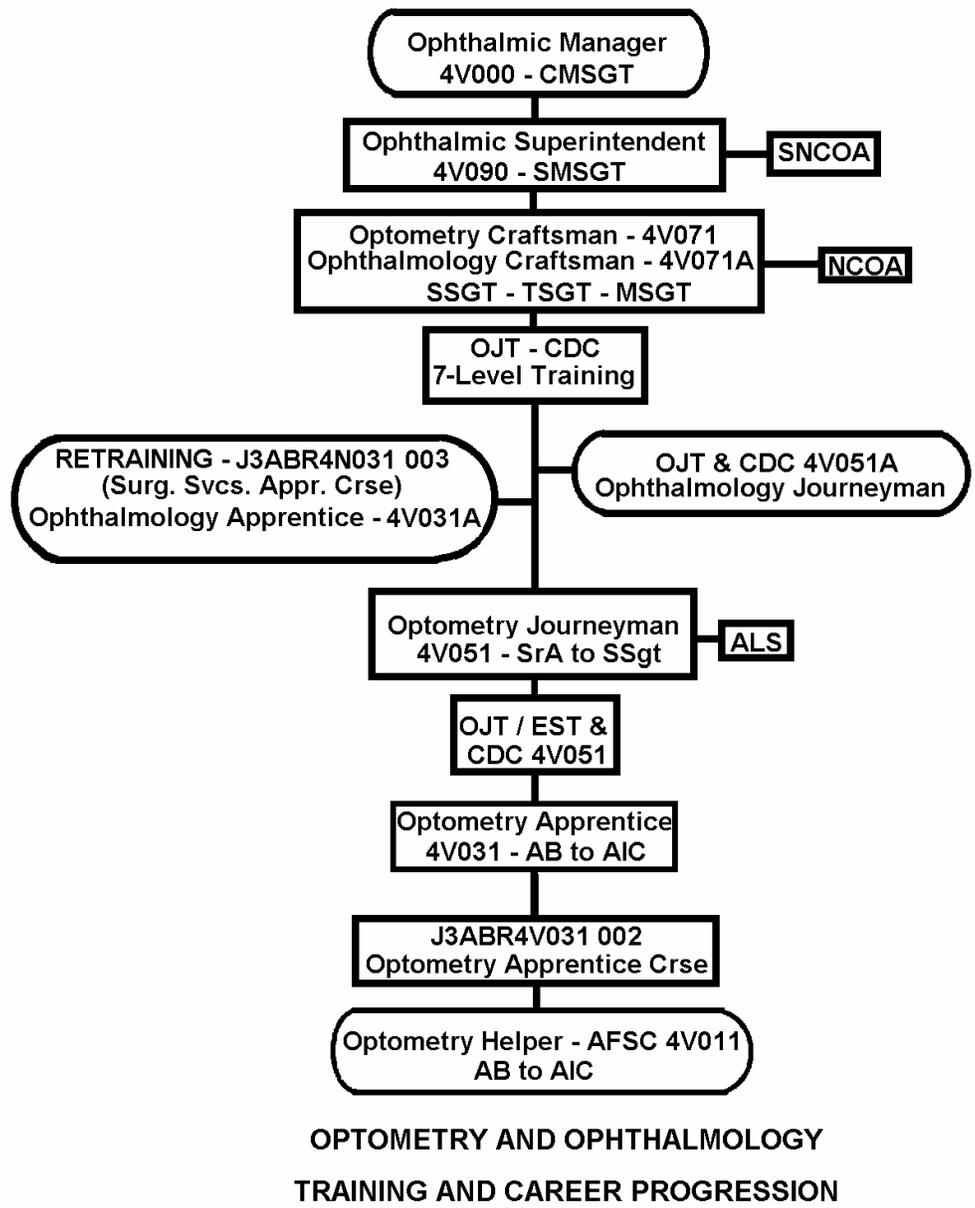
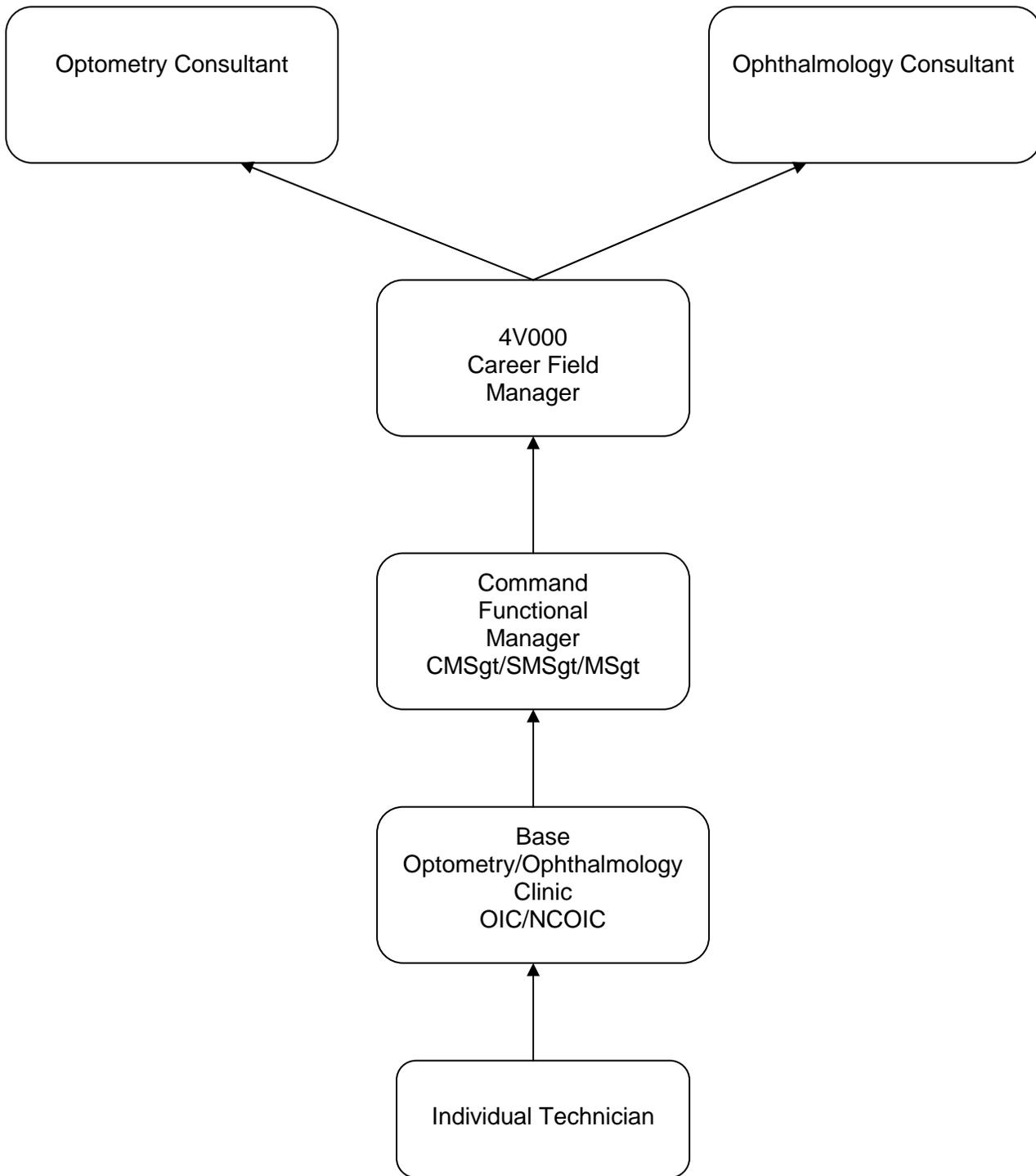


Figure 1-1. Optometry/Ophthalmology career progression.

8.1. Manpower Table.

Table 8.1. Manpower Table. Numbers include 4V0X1 and 4V0X1A									
	CMSgt	SMSgt	MSgt	TSgt	SSgt	SrA	A1C	Amn	AB
Total = 264	4	2	43	47	93	33	24	12	6

Ophthalmic Enlisted Issues/Concerns



All issues and concerns should be resolved at the lowest level

Figure 1-2. Optometry/Ophthalmology information channel

8.2. Enlisted Career Path.

Table 8.2. Enlisted Career Path				
Education and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)
Basic Military Training school				
Apprentice Technical School (3-Skill Level)	Amn A1C	6 months 16 months		
Upgrade To Journeyman (5-Skill Level) - Minimum 15 months in upgrade training. (Note: Minimum 9 months for retrainees.) - Complete appropriate CDC if/when available. - Complete all core and duty position tasks.	SrA	3 years	28 months	12 Years
Airman Leadership School (ALS) - Must be a SrA with 48 months time in service or be a SSgt Selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	<u>Trainer</u>			
Upgrade To Craftsman (7-Skill Level) - Minimum rank of SSgt. - 12 months UGT. (Note: Minimum 6 months for retrainees.) - Complete appropriate CDC if/when available. - Complete all core and duty position tasks.	SSgt	7.5 years	3 years	20 Years
	<u>Certifier</u>			
	- Possess at least a 7-skill level in the same AFSC, if possible but not required. - Attend formal OJT Certifier Course and appointed by Commander. - Must be trained and certified on tasks to be certified. - Be a person other than the trainer.			
Noncommissioned Officer Academy (NCOA) - Must be a TSgt or TSgt Selectee. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt	12.5 years	5 years	24 Years
	MSgt	16 years	8 years	26 Years
USAF Senior NCO Academy (SNCOA) - Must be a SMSgt or SMSgt Selectee. - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only).	SMSgt	19.2 years	11 years	28 Years
Upgrade To Superintendent (9-Skill Level) - Minimum rank of SMSgt.	CMSgt	21.5 years	14 years	30 Years

Section C - Skill Level Training Requirements

9. Purpose. Skill level training requirements in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level (including A shred, Ophthalmology) in broad, general terms and establishes the mandatory requirements for entry, award, and retention of each skill level. The specific task and knowledge training requirements are identified in the STS (Part II), Sections A and B of this CFETP.

10. Specialty Qualification: None.

10.1. Apprentice Level Training: Optometry Apprentice Course, J3ABR4V031 004.

10.1.1. Specialty Qualification.

10.1.1.1. Knowledge. Knowledge is mandatory of ocular anatomy; ophthalmic medications; visual physiology; ocular disorders; optics; use and maintenance of ophthalmic instruments and testing equipment; ophthalmic and medical regulations; medical terminology; optometric technology; asepsis; ocular referrals and emergency medical treatment; patient transportation; medical ethics; medical administration; and medical service organization and function. For shredout A, knowledge is mandatory of surgical instruments and equipment; ophthalmic injectable medications; anesthetic solutions; and ocular disorders.

10.1.1.2. Education. For entry into this specialty, completion of high school courses in algebra, geometry, trigonometry, physics, biology, anatomy, and physiology is desirable.

10.1.1.3. Training. For award of AFSC 4V031, completion of a basic Optometry course is mandatory.

10.1.1.4. Experience. For AFSC 4V031, no prior experience is mandatory for award of the 3-skill level. Trainees are required to satisfy the specified subject and task knowledge training requirements according to column 4A of the STS.

10.1.1.5. Other. The following are mandatory for entry, award, and retention of AFSCs 4V0X1/X1A:

Vision corrected to at least 20/30 in each eye.

No detectable central scotoma in either eye.

10.1.1.6. Training Sources and Resources. For AFSC 4V031, completion of the optometry apprentice course at Sheppard AFB TX satisfies the knowledge and training requirements specified in the specialty qualification section (above).

10.1.1.7. Implementation. Entry into AFSC 4V031, initial skills training is accomplished by pipeline students from basic training or by approved retraining from any AFSC at the 5-skill level or higher (or 3-skill level, if no 5-skill level exists) and must be in the grade of E-4 or higher. Entry into AFSC 4V031A, is accomplished by retrainees in the rank of SrA thru MSgt from AFSC 4V051/71. After graduation, job qualification training starts when an airman is

assigned to their first duty position. Thereafter, it is initiated anytime an airmen is assigned duties that they are not qualified to perform.

10.2. Journeyman Level Training:

10.2.1 Specialty Qualification.

10.2.1.1. **Knowledge.** Knowledge is mandatory of ocular anatomy; ophthalmic medications; visual physiology; ocular disorders; optics; use and maintenance of ophthalmic instruments and testing equipment; ophthalmic and medical regulations; medical terminology; optometric technology; asepsis; ocular referrals and emergency medical treatment; patient transportation; medical ethics; medical administration; and medical service organization and function. For shredout A, knowledge is mandatory of surgical instruments, and equipment; ophthalmic injectable medications; anesthetic solutions; and ocular disorders.

10.2.1.2. **Education.** To assume the grade of SSgt, individuals must be graduates of the Airman Leadership School. Completion of continuation education classes in ophthalmic subjects is desirable. Certification in related AFSC is highly desirable. Obtaining a CCAF degree is desirable. Individuals applying for resident course instructor duty must possess an associates degree or higher or be within one year of completion to be considered.

10.2.1.3. **Training.** For AFSC 4V051, completion of career development course (CDC) 4V051, certification on all STS core tasks and assigned duty position tasks is mandatory. For AFSC 4V051A, completion of career development course (CDC) 4V051A, certification on all STS core tasks and assigned duty position tasks is mandatory.

10.2.1.4. **Experience.** Qualification in and possession of AFSC 4V031/31A is required, along with experience in caring for and treating patients, operating ophthalmic testing equipment such as lensometers, vision screening instruments, visual field measuring instruments, tonometers, and fitting optical and ophthalmic devices. Airmen must complete a minimum of 15 months (9 months for retrainees) in 5-skill level UGT. Completion of all CFETP/STS core tasks specified in Column 4B of all STS attachments for the assigned duty position.

10.2.1.5. **Other.** The following are mandatory for entry, award, and retention of AFSCs 4V0X1/X1A:

- Vision corrected to at least 20/30 in each eye.
- No detectable central scotoma in either eye.

10.2.1.6. **Training Sources and Resources.** Completion of CDC 4V051 and CDC 4V051A satisfies the knowledge requirements specified in the specialty qualification for award of the 5-skill level. The STS identifies all the core tasks required for qualification. Upgrade and qualification training are provided to trainees by qualified trainers using the current STS. A list of training courses is at Part II, Section C of this CFETP. Requests for qualified trainers and/or waivers should be directed to your base training manager.

10.2.1.7. **Implementation.** The 5-skill level is awarded when: an individual (1) possesses the 3-skill level, (2) completes a minimum of 15 months in 5 level UGT (9 months for retrainees), (3) completes the required 5 level CDC, (4) completes all STS core tasks specified in column 1 of all STS attachments and for the assigned duty position, and (5) is recommended by their supervisor according to AFI 36-2101, *Classifying Military Personnel (Officer and Airmen)*. Qualification training is initiated anytime an individual is assigned duties they are not qualified to perform.

10.3. Craftsman Level Training:

10.3.1. **Specialty Qualification.** All 4V051/A qualification applies to the 4V071/A requirements.

10.3.1.1. **Knowledge.** Knowledge is mandatory of ocular anatomy; ophthalmic medications; visual physiology; ocular disorders; optics; use and maintenance of ophthalmic instruments and testing equipment; ophthalmic and medical regulations; medical terminology; optometric technology; asepsis; ocular referrals and emergency medical treatment; patient transportation; medical ethics; medical administration; and medical service organization and function. In addition to the above information the shredout A, knowledge also includes: surgical instruments and equipment; ophthalmic injectable medications; anesthetic solutions; and ocular disorders.

10.3.1.2. **Education.** To assume the grade of MSgt, individuals must be graduates of the NCO Academy. Completion of continuation education classes in ophthalmic subjects is desirable. Certification in related AFSC is highly desirable. Obtaining a CCAF degree is desirable. Individuals applying for resident course instructor duty must possess an associates degree or higher or be within one year of completion to be considered.

10.3.1.3. **Training.** The 7-skill level is awarded when: (1) an individual possesses the 5-skill level and is in the rank of SSgt or higher, (2) completes a minimum of 12 months in 7-level UGT (6 months for retrainees), (3) completes the required 7 level CDC, (4) completes all STS core tasks specified in column 1 of all STS attachments and for the assigned duty position, and (5) be recommended by their supervisor according to AFI 36-2101, *Classifying Military Personnel (Officer and Airmen)*. Qualification training is initiated anytime an individual is assigned duties they are not qualified to perform.

10.3.1.4. **Experience.** Qualification in and possession of AFSC 4V051/51A is required. Also, experience in performing or supervising ophthalmic functions such as caring for and treating patients, operating and maintaining ophthalmic testing equipment, and fitting optical and ophthalmic devices. Airmen must complete a minimum of 12 months (6 months for retrainees) in 7-skill level UGT. Complete all CFETP/STS core tasks specified in Column 4C of all STS attachments for the assigned duty position and hold minimum rank of SSgt selectee.

10.3.1.5. **Other.** The following are mandatory for entry, award, and retention of AFSCs 4V0X1/X1A:

Vision corrected to at least 20/30 in each eye.
No detectable central scotoma in either eye.

10.3.1.6. **Training Sources and Resources.** Completion of CDC 4V071/71A satisfies the knowledge requirements specified in the specialty qualification of award of the 7-skill level. The STS identifies all the core tasks required for qualification. Upgrade and qualification training are provided to trainees by qualified trainers using the current STS. A list of training courses is in Part II, Section C. Requests for qualified trainers and/or waivers should be directed to your base training manager.

10.3.1.7. **Implementation.** Entry into upgrade training is initiated when an individual possesses the 5-skill level and on the first day of the promotion cycle in which they receive a line number for SSgt (AD only). Retrainees who satisfy this rank requirement may enter into upgrade training immediately upon obtaining the 5-skill level. Qualification training is initiated anytime an individual is assigned duties they are not qualified to perform.

10.4. **Superintendent Level Training.**

10.4.1 **Specialty Qualification.** Possession of AFSC 4V071 is mandatory.

10.4.1.1. **Knowledge.** Knowledge of the medical service organization and function, overall administrative, logistical, managerial, and technical ophthalmic activities is mandatory. Knowledge is also mandatory of personnel management and utilization, human relations techniques, medical regulations and directives, medical ethics and process improvement.

10.4.1.2. **Education.** To assume the rank of CMSgt individuals must be graduates of the SNCOA in residence. (AD only). Completion of continuing education classes in ophthalmic subjects is desirable. Bachelors and CCAF degrees in health related fields are highly encouraged.

10.4.1.3. **Training.** Completion of the duty position training requirements is mandatory for award of the 4V091 AFSC.

10.4.1.4. **Experience.** Qualification and in possession of AFSC 4V071/71A. Experience managing ophthalmic activities.

10.4.1.5. **Other.** The following are mandatory for entry, award, and retention of AFSCs 4V0X1/X1A:

Vision corrected to at least 20/30 in each eye.
No detectable central scotoma in either eye.

10.4.1.6. **Implementation.** Entry into upgrade training is initiated when an individual possesses the 7-skill level and is a SMSgt or SMSgt selectee. The 9-skill level is awarded when: (1) an individual possesses the 7-skill level, is in the rank of SMSgt, and (2) meets mandatory requirements listed in specialty description in AFMAN 36-2108.

Section D - Resource Constraints

11. Purpose. This section identifies known resource constraints that preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

12. Three Level Training: There are currently no resource constraints for 3-level training at this time. This area is reserved.

13. Five Level Training: There are currently no resource constraints for 5-level training at this time. This area is reserved.

14. Seven Level Training: There are currently no resource constraints for 7-level training at this time. This area is reserved.

15. Qualification Training: There is currently no qualification training requirements. This area is reserved.

16. Qualification Training Packages (QTPs). There are currently no qualification training packages. This area is reserved.

Section E. Transitional Training Guide

NOTE: There is currently no transitional training guide. This area is reserved.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

GEORGE P. TAYLOR, Jr.
Major General, USAF, MC, CFS
Surgeon General

Part II

Preface

This portion of the CFETP provides a comprehensive listing of training courses and standards available to support career field training requirements. There are five sections to Part II: Specialty Training Standard (STS), Course Objective List, OJT Support Material, Training Course Index, and MAJCOM unique requirements.

Section A - Specialty Training Standard

1. Implementation. This STS is used for technical training provided by AETC for classes beginning 25 August 2004 and graduating 10 November 2004.

2. Purpose. As prescribed in AFI 36-2201, *Developing, Managing, and Conducting Training*, this STS:

2.1. Lists in Column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airmen to perform duties in the 3-, 5-, and 7-skill level. Column 2 lists Core Tasks identified by the letter **C** for optometry training requirements and the letter **S** for the A-shred, ophthalmology, and training requirements. Lists Wartime Tasks (Column 2) identified by the letter **W**, which designate the training requirements for the resident wartime course.

2.2. Provides certification for OJT. Column 3 used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completed date. (As a minimum, use the following column designators: Tng Start date, Tng Comp, Trainee's initials, Trainer's initials, and Certifier Initials). Reference 36-2201 Vol. 3 paragraph 8.8.1.1 and 8.8.1.2.

2.3. Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate because of training on the task/knowledge and the career knowledge provided by the correspondence course. See CADRE/AFSC/CDC listing maintained by the unit-training manager for current CDC listings. If the supervisor wants the trainee skilled at a higher level than indicated, additional qualification training must occur at the local level.

2.4. Qualitative Requirements. Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

2.4.1. Attachment 2 identifies common medical career field knowledge, medical readiness, specific OPSEC vulnerabilities, safety and health, and professional conduct common across 4V0X1/X1A duty positions.

2.4.2. Attachment 3 identifies general career field tasks and knowledge requirements common across 4V0X1/X1A duty positions.

2.4.3. Attachment 4 identifies specific ophthalmology career field tasks and knowledge requirements common across 4V0X1A duty positions.

2.4.4. Attachment 5 identifies overall supervision and management tasks and knowledge requirements common across 4V071/71A duty positions.

2.5. Becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, **On-The-Job Training Record**, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

2.5.1. **Documentation.** Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Training start date, Training Completed, Trainee Initials, Trainer Initials, Certifier Initials (if applicable). An AFJQS may be used in lieu of Part II of the CFETP upon approval of the AFCFM. **NOTE: The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their career field. Refer to Section F at the end of this CFETP for training documentation (medical specific).**

2.5.1.1. **CFETP Transcribing Procedures.** Use the new CFETP to identify and certify all past and current qualifications. For those core, non-core, and critical tasks previously certified and required in the current duty position, evaluate current qualifications and, when verified, recertify using current date as completion date, and enter trainee's and certifier's initials. For previous certification on tasks not required in the current duty position, carry forward only the previous date of completion. Use standard certification procedures to re-certify if and when these tasks become a duty position requirement.

2.5.1.2. **Decertification and Recertification.** When it is determine that an airman is no longer qualified to perform a task they were previously certified to perform, the supervisor erases the previous certification or deletes previous certification when using an automated system. Appropriate remarks are entered on the AF Form 623A, On-The-Job Training Record Continuation Sheet, stating the reason for de-certification. The individual is re-certified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified task.

2.5.2. **Training Standard.** Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures.

2.5.3. **Guidance.** For additional guidance, refer to AFI 36-2201 *Developing, Managing, and Conducting Training*.

2.6. **Weighted Airman Promotion System (WAPS) guide.** Specialty Knowledge Tests (SKT) is developed at the USAF Occupational Measurement Squadron by SNCOs with extensive practical experience in their career fields. The tests sample knowledge of the STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. WAPS are not applicable to the Air Reserve Component (ARC).

3. Recommendations. Report unsatisfactory performance of individual course graduates to

3.1. The following address:

882 TRG/TGE
939 MISSILE ROAD
SHEPPARD AFB TX 76311-2245

3.2. A **Customer Service Information Line** has been installed for the supervisor's convenience to identify graduates who may have been over or under trained on tasks/knowledge items listed in this training standard (*please reference specific STS paragraphs*). For a quick response to problems, call our Customer Service Information Line, Defense Switched Network (DSN) 736-2385, or commercial (940) 676-2385.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

GEORGE P. TAYLOR, Jr.
Major General, USAF, MC, CFS
Surgeon General

5 Attachments:

1. Proficiency Code Key.
2. Common Medical Career Field 4V0X1/X1A Tasks.
3. General 4V0X1/X1A Tasks.
4. Specific Ophthalmology 4V0X1A Tasks.
5. Supervisor/Manager 4V071/71A Tasks.

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

This Block Is For Identification Purposes Only		
Name Of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	SSAN
<u>Printed Name Of Certifying Official And Written Initials</u>		
N/I	N/I	

QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

Explanations

* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)

** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.

- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.

X This mark is used alone in the course columns to show that training is required but not given due to limitations in resources.

NOTE: All tasks and knowledge items shown with a proficiency code are trained during war time.

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

1 CAREER LADDER PROGRESSION TR: AFIs 36-2101, 44-102; AFMAN 36-2108							-	-	-	-	-	-
1.1 Educational opportunities for the AFSC 4V0X1/X1A career paths							A	-	-	B	-	-
1.2 Progression in career paths for AFSC 4V0X1/X1A							A	-	-	B	-	-
1.3 Duties of AFSC 4V0X1/X1A							A	-	-	B	-	-
2 OBJECTIVE MEDICAL GROUP TR: AFIs 36-2238, 38-101, 41-115, 41-210, 46-101							A	-	-	B	-	-
3 MEDICAL READINESS (Initial Medical Readiness Training, directed by AFI 41-106, is provided in the Basic Medical Readiness course conducted at the 882d Training Group, Sheppard AFB, TX. Completed training is documented on the back of AF Form 1256, for each course graduate. (Continuing/on-going Medical Readiness Training for individuals is the responsibility of each medical facility)							-	-	-	-	-	-
4 SPECIFIC OPERATIONS SECURITY (OPSEC) VULNERABILITIES OF AFSC 4V0X1/X1A TR: AFI 10-1101							A	-	-	B	-	-
5 AF OCCUPATIONAL SAFETY AND HEALTH (AFOSH) PROGRAM TR: AFI 91-301; AFJI 44-117							A	-	-	A	-	-
5.1 Duty to warn/inform							A	-	-	A	-	-
* 5.2 Laser eye exams	W						A	-	-	B	-	-
6 PROFESSIONAL AND PATIENT RELATIONS TR: AFI 44-102; The Ophthalmic Assistant (Chapters 6, 28)							-	-	-	-	-	-
6.1 Professional relations/ethics							A	-	-	B	-	B

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

6.2 Patient Privacy Act/Health Insurance Portability Act (HIPAA)							A	-	-	-	-	-
7 CLINIC ADMINISTRATION TR: AFI 41-102, 44-119							-	-	-	-	-	-
7.1 Information Resources							a	-	-	b	-	-
7.1.1 Locate required information in official and commercial publications	S						a	-	-	b	-	b
7.1.2 Maintain administrative files							-	-	-	b	-	-
7.2 Establish Clinic Operating Instructions (OIs)							-	-	-	b	-	c
7.3 Brief patients on clinic policies							-	-	-	-	-	-
7.4 Schedule appointments through Composite Health Care System (CHCS)	C/S						1a	-	-	-	-	-
* 7.5 Management of medical records	W						A	-	-	B	-	-
7.6 Referral/consult system							A	-	-	B	-	-
7.7 Patient accounting							A	-	-	B	-	-
7.8 Third party liability program							-	-	-	B	-	-
8 TRICARE/DoD MANAGED CARE							-	-	-	-	-	-
8.1 TRICARE/DoD Managed Care Terminology							A	-	-	-	-	-
8.2 Health care systems							A	-	-	-	-	-
9 MEDICAL MATERIEL PROCEDURES TR: AFI 23-220; AFJMAN 23-210							-	-	-	-	-	-
9.1 Property custodian duties (equipment and supplies)							-	-	-	-	-	-
9.1.1 Review and maintain equipment and supply documents	S						-	-	-	b	-	b
9.1.2 Prepare requests for issue/turn-in of medical equipment and supplies	S						-	-	-	b	-	-
9.1.3 Inventory and maintain equipment and supplies							-	-	-	b	-	b

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

* 9.2 Perform instrument user maintenance	C/S W						a	-	-	-	-	-
10 BASIC OPTICS TR: The Ophthalmic Assistant (Chapter 3); Professional Dispensing for Opticianry (Chapters 12-13)							-	-	-	-	-	-
* 10.1 Use optometric math	C/S W						2b	-	-	-	-	-
10.2 Light propagation theories							-	-	-	A	-	-
10.3 Wavelength							-	-	-	A	-	-
10.4 Reflection							-	-	-	A	-	-
10.5 Refraction							A	-	-	B	-	-
10.6 Polarization							-	-	-	A	-	-
10.7 Absorption							-	-	-	A	-	-
10.8 Emission							-	-	-	A	-	-
11 OPHTHALMIC OPTICS TR: The Ophthalmic Assistant (Chapters 3, 9, 12); General Ophthalmology (Chapter 20)							-	-	-	-	-	-
11.1 Ophthalmic Lenses							-	-	-	-	-	-
11.1.1 Types							A	-	-	B	-	-
11.1.2 Refractive qualities							A	-	-	B	-	-
11.1.3 Aberrations and their correction							A	-	-	B	-	-
* 11.2 Determine prismatic effect	C W						2b	-	-	b	-	-
11.3 Vertex distance (effective power)							B	-	-	B	-	-
* 11.4 Calculate spherical equivalents	C W						2b	-	-	b	-	-
* 11.5 Transpose cylinder forms	C/S W						2b	-	-	b	-	-
* 11.6 Convert multi-focal Rx to single vision	C W						2b	-	-	b	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

12 ANATOMY AND PHYSIOLOGY OF THE VISUAL SYSTEM TR: The Ophthalmic Assistant (Chapters 1-2, 5, 32)							-	-	-	-	-	-
* 12.1 The bony orbit	W						B	-	-	B	-	-
12.2 The extraocular muscles							-	-	-	-	-	-
12.2.1 Origin/insertion							B	-	-	B	-	-
* 12.2.2 Action	W						B	-	-	B	-	-
* 12.2.3 Innervation	W						B	-	-	B	-	-
* 12.2.4 Ocular motility	W						B	-	-	B	-	-
* 12.3 The eyeball	W						B	-	-	B	-	-
* 12.4 Refractive status of the eye	W						B	-	-	B	-	-
* 12.5 Accommodation	W						B	-	-	B	-	-
* 12.6 Presbyopia	W						B	-	-	B	-	-
* 12.7 Night vision	W						B	-	-	B	-	-
* 12.8 The adnexa	W						B	-	-	B	-	-
* 12.9 The visual-pupillary pathway	W						B	-	-	B	-	-
13 OCULAR DISORDERS TR: The Ophthalmic Assistant (Chapters 18-22)							-	-	-	-	-	-
13.1 External ophthalmic conditions and disorders							-	-	-	-	-	-
13.1.1 Lid disorders							-	-	-	-	-	-
* 13.1.1.1 Blepharitis	W						A	-	-	B	-	-
* 13.1.1.2 Hordeolum	W						A	-	-	B	-	-
* 13.1.1.3 Chalazion	W						A	-	-	B	-	-
* 13.1.1.4 Ptosis	W						A	-	-	B	-	-
* 13.1.1.5 Orbital cellulitis	W						A	-	-	B	-	-
* 13.1.1.6 Preseptal cellulitis	W						A	-	-	B	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

13.1.1.7 Epiphora							A	-	-	B	-	-
13.1.1.8 Entropion							A	-	-	B	-	-
13.1.1.9 Ectropion							A	-	-	B	-	-
13.1.2 Conjunctival disorders							-	-	-	-	-	-
* 13.1.2.1 Conjunctivitis	W						A	-	-	B	-	-
* 13.1.2.2 Pinguecula	W						A	-	-	B	-	-
13.1.3 Corneal Disorders							-	-	-	-	-	-
* 13.1.3.1 Pterygium	W						A	-	-	B	-	-
* 13.1.3.2 Dry Eye Syndrome	W						B	-	-	B	-	-
* 13.1.3.3 Corneal ulcer	W						A	-	-	B	-	-
* 13.1.3.4 Keratitis	W						A	-	-	B	-	-
* 13.1.3.5 Keratoconus	W						A	-	-	B	-	-
13.1.4 External Tumors							-	-	-	A	-	-
13.1.5 Infections of the eye							-	-	-	-	-	-
13.1.5.1 Bacteria							A	-	-	B	-	-
13.1.5.1.1 Staphylococcus							A	-	-	B	-	-
13.1.5.1.2 Streptococcus							-	-	-	B	-	-
13.1.5.1.3 Gonococcus							-	-	-	B	-	-
13.1.5.1.4 Hemophilus aegyptius							-	-	-	B	-	-
13.1.5.1.5 Pseudomonas aeruginosa							A	-	-	B	-	-
13.1.5.2 Viruses							-	-	-	-	-	-
13.1.5.2.1 Herpes simplex							A	-	-	B	-	-
13.1.5.2.2 Herpes zoster							A	-	-	B	-	-
13.1.5.2.3 Adenovirus							A	-	-	B	-	-
13.1.5.2.4 HIV							A	-	-	B	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

13.1.5.3 Fungal							A	-	-	B	-	-
13.2 Internal ophthalmic conditions and disorders							-	-	-	-	-	-
13.2.1 Uveitis							-	-	-	-	-	-
* 13.2.1.1 Iritis	W						A	-	-	B	-	-
13.2.1.2 Choroiditis							-	-	-	B	-	-
13.2.2 Optic neuritis							-	-	-	B	-	-
13.2.3 Papilledema							-	-	-	B	-	-
13.2.4 Retinitis Pigmentosa							-	-	-	B	-	-
13.3 Systemic medical conditions associated with ocular disorders							-	-	-	-	-	-
* 13.3.1 Diabetes	W						B	-	-	B	-	-
* 13.3.2 Hypertension (HTN)	W						B	-	-	B	-	-
13.4 Retinal artery and vein occlusion							A	-	-	B	-	-
13.5 Cataracts							B	-	-	B	-	-
* 13.6 Retinal detachment	W						A	-	-	B	-	-
* 13.7 Vitreous degeneration and floaters	W						A	-	-	B	-	-
13.8 Internal Tumors							A	-	-	B	-	-
* 13.9 Glaucoma	W						B	-	-	B	-	-
14 OCULAR INJURIES AND EMERGENCIES TR: The Ophthalmic Assistant (Chapters 18-22); General Ophthalmology (Chapter 14, 19-20)							-	-	-	-	-	-
* 14.1 Foreign bodies	W						B	-	-	B	-	-
* 14.2 Corneal abrasions	W						B	-	-	B	-	-
* 14.3 Thermal burns	W						A	-	-	B	-	-
* 14.4 Chemical burns	W						B	-	-	B	-	-
* 14.5 Wartime Injuries	W						B	-	-	B	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

* 14.6 Radiant energy	W						A	-	-	B	-	-
* 14.7 Laceration of lids	W						A	-	-	B	-	-
* 14.8 Blunt nonperforating injuries	W						A	-	-	B	-	-
* 14.9 Hyphema	W						A	-	-	B	-	-
* 14.10 Proptosis	W						A	-	-	B	-	-
* 14.11 Fractures of the bony orbit	W						B	-	-	B	-	-
* 14.12 Perforating injuries	W						B	-	-	B	-	-
* 14.13 Ocular migranes	W						A	-	-	B	-	-
* 15 TRIAGE AND MANAGEMENT OF URGENT AND EMERGENT OCULAR CONDITIONS TR: The Ophthalmic Assistant (Chapters 7, 18, 19)	W						B	-	-	B	-	-
16 ASSISTING THE HEALTH CARE PROVIDER TR: AFI 48-123; The Ophthalmic Assistant (Chapters 7, 9-11, 16-17, 22, 24-25, 32-33); General Ophthalmology (Chapter 2)							-	-	-	-	-	-
* 16.1 Obtain case history	C/S W						2b	-	-	b	-	-
* 16.2 Visual acuity	W						B	-	-	B	-	-
16.2.1 Visual acuity testing							-	-	-	-	-	-
* 16.2.1.1 Measure distant visual acuity	C/S W						2b	-	-	b	-	-
* 16.2.1.2 Measure near visual acuity	C W						2b	-	-	b	-	-
* 16.2.1.3 Perform pinhole test	C/S W						2b	-	-	b	-	-
16.2.1.4 Perform glare testing							-	-	-	b	-	-
* 16.3 Use the Vision Test Apparatus - Near and Distant (VTA-ND)	W						2b	-	-	b	-	-
16.4 Ocular motility and alignment tests							-	-	-	-	-	-
* 16.4.1 Perform extraocular motility testing (Diagnostic H)	C/S W						2b	-	-	b	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

16.4.2 Perform cover test							2b	-	-	b	-	-
16.4.3 Measure near point of convergence (Prince Rule)							2b	-	-	b	-	-
16.4.4 Administer Worth 4-Dot							-	-	-	-	-	-
* 16.4.5 Perform the red lens test	W						2b	-	-	b	-	-
* 16.5 Color vision	W						A	-	-	B	-	-
16.5.1 Color vision tests							-	-	-	-	-	-
* 16.5.1.1 Administer color vision test (PIP)	C/S W						2b	-	-	b	-	-
16.5.1.2 Administer Farnsworth D-15 Hue test							-	-	-	b	-	-
16.6 Depth perception							A	-	-	B	-	-
16.6.1 Stereopsis tests							-	-	-	-	-	-
16.6.1.1 Perform Verhoeff (DPA-V) test							-	-	-	-	-	-
* 16.6.1.2 Perform near stereo test	C W						2b	-	-	b	-	-
* 16.7 Perform pupillary reflex test to include swinging flashlight test	C/S W						2b	-	-	b	-	-
16.8 Perform Schirmer tear test							-	-	-	b	-	-
16.9 Refractometry							A	-	-	B	-	-
16.9.1 Perform Refractometry							-	-	-	-	-	b
16.10 Refraction							A	-	-	B	-	-
16.10.1 Perform refraction							-	-	-	-	-	b
16.11 Operate autorefractor							2b	-	-	b	-	-
* 16.12 Measure blood pressure	C W						2b	-	-	b	-	-
16.13 Operate slit lamp							a	-	-	b	-	-
16.14 Tonometry							-	-	-	-	-	-
* 16.14.1 Perform noncontact tonometry (NCT)	C W						2b	-	-	b	-	-
16.14.2 Perform applanation tonometry	S						a	-	-	b	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

* 16.14.3 Perform Tono-Pen tonometry	S W						2b	-	-	b	-	-
16.15 Visual fields							-	-	-	-	-	-
* 16.15.1 Perform Amsler grid test	C/S W						2b	-	-	b	-	-
* 16.15.2 Perform confrontation fields	C W						2b	-	-	b	-	-
* 16.15.3 Operate automated visual field analyzer	C/S W						2b	-	-	b	-	-
16.15.4 Principles of automated visual field results							-	-	-	B	-	B
16.16 Ocular photography							-	-	-	-	-	-
16.16.1 Fundus photography	C/S						2b	-	-	b	-	-
16.16.2 Anterior segment photography							-	-	-	b	-	-
16.17 Keratometry							-	-	-	-	-	-
16.17.1 Perform automated keratometry							2b	-	-	b	-	-
16.17.2 Perform manual keratometry	S						a	-	-	b	-	-
16.18 Corneal topography							B	-	-	B	-	-
16.18.1 Perform corneal topography							2b	-	-	-	-	-
16.19 Measure pupil size							2b	-	-	b	-	-
16.20 Apply eye patches							2b	-	-	b	-	-
* 16.21 Perform eye irrigation	C/S W						a	-	-	b	-	-
* 16.22 Perform and document installation of ophthalmic medications	C/S W						2b	-	-	b	-	-
* 16.22.1 Check anterior chamber angle	C/S W						2b	-	-	-	-	-
16.23 Perform contrast sensitivity testing							2b	-	-	b	-	-
16.24 Perform pachymetry							2b	-	-	b	-	-
* 17 PRACTICE ASEPTIC TECHNIQUES TR: The Ophthalmic Assistant (Chapter 25)	C/S W						2b	-	-	c	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

18 OCULAR PHARMACOLOGY												
TR: The Ophthalmic Assistant (Chapters 4, 25-26)								-	-	-	-	-
* 18.1	Maintain ophthalmic medications	C W						b	-	-	-	-
18.2	General principles of ocular pharmacology							-	-	-	-	-
18.2.1	Tolerance							-	-	-	A	-
18.2.2	Tonicity							-	-	-	A	-
18.2.3	Sterility							-	-	-	A	-
18.2.4	Stability							-	-	-	A	-
18.2.5	Penetration							-	-	-	A	-
18.2.6	Subconjunctival injections							-	-	-	A	-
18.2.7	Continuous release delivery							-	-	-	A	-
18.2.8	Retrobulbar injections							-	-	-	A	-
18.2.9	Systemic administration							-	-	-	A	-
18.3	Complications of topical ophthalmic medications							-	-	-	-	-
* 18.3.1	Allergic reaction	W						A	-	-	B	-
18.3.2	Toxic reaction							-	-	-	B	-
18.4	Autonomic medications							-	-	-	-	-
18.4.1	Sympathetic medications							-	-	-	A	-
18.4.2	Parasympathetic drugs							-	-	-	A	-
* 18.5	Mydriatic agents and side effects	W						A	-	-	B	-
18.6	Dilation reversal agents and side effects							-	-	-	A	-
* 18.7	Cycloplegic agents and side effects	W						A	-	-	B	-
* 18.8	Anti-glaucoma agents and side effects	W						A	-	-	B	-
18.9	Anesthetics and side effects							-	-	-	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

* 18.9.1 Topical anesthetics	W						A	-	-	B	-	-
18.9.2 Injectable anesthetics							-	-	-	B	-	-
18.10 Anti-allergic agents							A	-	-	B	-	-
18.11 Anti-inflammatory agents							A	-	-	B	-	-
18.12 Anti-infective agents							-	-	-	-	-	-
* 18.12.1 Antibiotics	W						A	-	-	B	-	-
18.12.2 Antivirals							A	-	-	B	-	-
18.12.3 Antifungals							A	-	-	B	-	-
18.12.4 Steroid-antibiotic combinations							-	-	-	B	-	-
* 18.13 Dry eye products	W						A	-	-	B	-	-
18.14 Vitamin and mineral supplements							A	-	-	B	-	-
18.15 Stains							-	-	-	-	-	-
* 18.15.1 Fluorescein	W						A	-	-	B	-	-
* 18.15.2 Rose Bengal	W						A	-	-	B	-	-
19 ORDERING AND DISPENSING SPECTACLES TR: AFJI 44-117; Professional Dispensing for Opticians (Chapters 3-6, 8-10, 18)							-	-	-	-	-	-
* 19.1 Frame availability (types)	W						B	-	-	-	-	-
19.2 Lens availability (types)							-	-	-	-	-	-
* 19.2.1 Standard	W						B	-	-	-	-	-
* 19.2.2 Special purpose	W						B	-	-	-	-	-
19.3 Frame selection							-	-	-	-	-	-
* 19.3.1 Determine frame size	C W						2b	-	-	b	-	-
19.3.2 Measure PD							-	-	-	-	-	-
* 19.3.2.1 Manual	C W						2b	-	-	b	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

19.3.2.2 Automated							2b	-	-	b	-	-
* 19.3.3 Measure segment height (bifocal and trifocal)	C W						2b	-	-	b	-	-
* 19.3.4 Fit gas mask inserts	C W						2b	-	-	b	-	-
19.4 Order spectacles							-	-	-	-	-	-
* 19.4.1 Prepare spectacle orders manually	C W						2b	-	-	b	-	-
* 19.4.2 Prepare spectacle orders using SRTS	C W						2b	-	-	b	-	-
* 19.4.3 Justification required for special optical devices	W						A	-	-	B	-	-
19.5 Lensometry							-	-	-	-	-	-
* 19.5.1 Neutralize lenses using a manual lensometer	C/S W						2b	-	-	b	-	-
19.5.2 Neutralize lenses using an automated lensometer							2b	-	-	b	-	-
* 19.6 Verify spectacles	C W						2b	-	-	b	-	-
* 19.7 Repair spectacles	C/S W						2b	-	-	b	-	-
* 19.8 Adjust spectacles	C/S W						2b	-	-	b	-	-
* 19.9 Solve fitting problems with flight optical equipment	C W						a	-	-	b	-	-
19.10 Dispensing spectacles							a	-	-	-	-	-
19.11 Measure base curves							2b	-	-	b	-	-
20 CONTACT LENS PROCEDURES TR: The Ophthalmic Assistant (Chapters 9, 13-15)							-	-	-	-	-	-
* 20.1 Characteristics of contact lenses	W						A	-	-	B	-	-
* 20.2 Insert contact lenses	C/S W						2b	-	-	b	-	-
* 20.3 Remove contact lenses	C/S W						2b	-	-	b	-	-
* 20.4 Instruct patient on contact lens wear and care	C W						2b	-	-	b	-	-
20.5 Order contact lenses							a	-	-	b	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

20.6 Maintain contact lens diagnostic fitting sets							a	-	-	b	-	-
20.7 Medical and elective contact lens programs							A	-	-	B	-	-
20.8 Use radiuscope							-	-	-	b	-	-
20.9 Verify contact lens parameters							-	-	-	b	-	-
21 AEROSPACE OPTOMETRY TR: AFI 48-123							-	-	-	-	-	-
21.1 Aircrew terminology							A	-	-	B	-	-
21.2 Refractive surgery programs							A	-	-	B	-	-
21.3 Aircrew contact lens program							A	-	-	B	-	-
22 NON-AIRCREW REFRACTIVE SURGERY PROGRAMS							A	-	-	B	-	-
23 NIGHT VISION GOGGLES							A	-	-	B	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

24 OPHTHALMOLOGY SPECIALTY - SAFETY IN THE SURGICAL ENVIRONMENT TR: AFIs 36-2238, 41-102, 41-203, 41-210, 41-211, 46-101, 91-202, 91-301; AFJI 23-207; AFPAM 41-215; Joint Commission on Accreditations of Health Care Organizations (JCAHO), Comprehensive Accreditation Manual for Hospitals; National Fire Protection Association, (NFPA) 99; Health Care Facilities; Surgical Technology; Principles and Practices; AORN Standards and Practices; Principles and Methods of Sterilization in Health Sciences; Alexander's Care of the Patient in Surgery							-	-	-	-	-	-
24.1 General hospital safety guidelines TR: AFI 91-301							-		-	A	-	-
24.2 Practice fire safety in the operating room TR: AFI 91-301; National Fire Association, NFPA 99; Health Care Facilities, 1984							-		-	A	-	-
24.3 Apply principles of Air Force Occupational Safety, Fire Prevention and Health (AFOSH) Program TR: AFI 91-301							-		-	-	-	-
24.3.1 Program purpose							-		-	A	-	-
24.3.2 AFOSH standards for medical facilities							-		-	A	-	-
24.3.3 AFOSH standards for surgery and related areas							-		-	A	-	-
24.4 Safely handle surgical instruments and supplies TR: AFPAM 41-215; Surgical Technology: Principles and Practice							-		-	-	-	-
24.4.1 Sharp instruments	S						-		-	b	-	-
24.4.2 Blades	S						-		-	b	-	-
24.4.3 Needles	S						-		-	b	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

24.4.4 Glassware	S						-		-	b	-	-
24.5 Safe use of electrical equipment TR: AFIs 41-203; 91-301; National Fire Protection Association, NFPA 99: Health Care Facilities; Surgical Technology: Principles and Practices							-		-	-	-	-
24.6 Grounding and electrical power systems TR: AFIs 41-203; 91-301; National Fire Protection Association, NFPA 99: Health Care Facilities; Alexander's care of the Patient in Surgery							-		-	-	-	-
24.6.1 Equipotential grounding systems							-		-	-	-	-
24.6.2 Isolation power systems							-		-	A	-	-
24.6.3 Emergency power systems							-		-	A	-	-
24.7 Compressed gases TR: AFI 91-301; National Fire Protection Association, NFPA 99: Health Care Facilities, 1984							-		-	-	-	-
24.7.1 Storage							-		-	A	-	-
24.7.2 Handling							-		-	a	-	-
24.7.3 In-line medical gases							-		-	A	-	-
24.8 Caustic and corrosive chemicals TR: AFP 160-9; AFI 91-301; Surgical Technology: Principles and Practice							-		-	-	-	-
24.8.1 Hazard Communication Program (HAZCOM)							-		-	A	-	-
24.8.2 Ethylene oxide							-		-	A	-	-
24.8.3 Methyl methacrylate							-		-	A	-	-
24.8.4 Chemical disinfectants/sterilants							-		-	-	-	-
24.8.5 Formalin							-		-	A	-	-
24.9 Drugs and Solutions TR: AFP 160-9; AFI 91-301; Surgical Technology: Principles and Practice							-		-	b	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

24.10 Sterilizers TR: AFP 160-9; <u>Principles and Methods of Sterilization in Health Sciences; Surgical Technology: Principles and Practice</u>							-		-	-	-	-
24.10.1 Steam							-		-	-	b	-
24.10.2 Ethylene oxide							-		-	-	A	-
24.10.3 Chemical							-		-	-	A	-
24.11 Medical facility safety programs							-		-	-	-	-
24.11.1 Report accidents & incidents							-		-	-	A	-
24.11.2 Report and abate hazards							-		-	-	A	-
25 OPHTHALMOLOGY SPECIALTY - PROFESSIONAL AND PATIENT RELATIONSHIPS IN SURGICAL ENVIRONMENT TR: AFIs 36-2238, 41-115, 41-210, 44-102, 44-119, 46-101; Surgical Technology: Principles and Practice; JCAHO, Accreditation Manual for Hospitals; AORN Standards and Recommended Practices for Perioperative Nursing							-		-	-	-	-
25.1 Role and qualifications of surgical team members							-		-	-	-	-
25.1.1 Surgeon							-		-	-	A	-
25.1.2 Surgeon's assistant							-		-	-	A	-
25.1.3 Anesthesiologists							-		-	-	A	-
25.1.4 Nurse anesthetists							-		-	-	A	-
25.1.5 Operating room nurses							-		-	-	A	-
25.1.6 Surgical service apprentice/journeyman/craftsman							-		-	-	A	-
25.2 Promote professional relationships with patients and medical personnel							-		-	-	-	-
25.3 Practice medical ethics							-		-	-	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

25.3.2 Patient rights and responsibilities							-		-	A	-	-
25.3.3 Surgical conscience							-		-	A	-	-
25.3.4 Death and dying							-		-	A	-	-
25.4 Legal aspects of surgical nursing							-		-	-	-	-
25.4.1 Medical-legal terminology							-		-	A	-	-
25.4.2 Common negligent acts							-		-	A	-	-
25.4.3 Medical-legal policies in the Air Force							-		-	-	-	-
25.4.4 Federal Tort Claims Act (Intentional torts)							-		-	A	-	-
25.4.5 Feres Doctrine							-		-	A	-	-
25.4.6 Legal responsibilities							-		-	A	-	-
25.5 Identify and apply the role in Quality Improvement and Risk Management							-		-	-	-	-
25.5.1 Quality Improvement							-		-	A	-	-
25.5.2 Risk Management							-		-	A	-	-
26 OPHTHALMOLOGY SPECIALTY - CENTRAL STERILE SUPPLY (CSS) TR: AFP 160-9; American Hospital Association (AHA), Training Manual for Central Service Technicians; JCAHO Accreditation Manual for Hospitals							-		-	-	-	-
26.1 Purpose							-		-	A	-	-
26.2 Organization							-		-	A	-	-
26.3 Functions							-		-	A	-	-
26.4 Services provided							-		-	A	-	-
26.5 Storage/handling of equipment and supplies							-		-	-	-	-
26.5.1 Physical requirements							-		-	-	-	-
26.5.1.1 Nonsterile storage							-		-	B	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

26.5.1.2 Sterile storage							-		-	B	-	-
26.5.1.3 Environmental factors							-		-	B	-	-
26.5.1.4 Storage methods							-		-	B	-	-
26.5.2 Inventory Control (sterile supplies)							-		-	-	-	-
26.5.2.1 Arrange supplies in storage	S						-		-	b	-	-
26.5.2.2 Rotate stock							-		-	b	-	-
26.5.2.3 Determine shelf life							-		-	A	-	-
26.5.2.4 Check for outdates							-		-	b	-	-
27 OPHTHALMOLOGY SPECIALTY - MICROBIOLOGY AND INFECTION CONTROL TR: AFI44-108, Infection Control Program; AFP 160-9; Surgical Technology: Principles and Practice; Principles and Methods of Sterilization in Health Sciences; Alexander's Care of the Patient in Surgery; Centers for Disease Control (CDC), Guidelines for Handwashing and Hospital Environmental Control (current); Guidelines for Prevention of Surgical Wound Infections (current); Recommendations for Prevention of HIV Transmission in Health Care Settings							-		-	-	-	-
27.1 Microorganisms of concern to surgical personnel							-		-	A	-	-
27.2 Surgical wound infections							-		-	-	-	-
27.2.1 Transmission of disease							-		-	A	-	-
27.2.2 The infectious process							-		-	A	-	-
27.2.3 Body defenses against infection							-		-	A	-	-
27.3 Infection control							-		-	-	-	-
27.3.1 Programs							-		-	-	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

27.3.1.1 Prevention							-		-	A	-	-
27.3.1.2 Surveillance							-		-	-	-	-
27.3.1.3 Tracking trends							-		-	-	-	-
27.3.1.4 Reporting							-		-	-	-	-
27.3.2 Wear surgical attire	S						-		-	B	-	-
27.3.3 Practice personal hygiene							-		-	A	-	-
27.3.4 Perform handwashing							-		-	B	-	-
27.3.5 Apply principles of surgical asepsis	S						-		-	B	-	-
27.3.6 Follow procedures for preventing the spread of infectious blood-borne pathogens (Universal Precautions)							-		-	-	-	-
27.3.6.1 Hepatitis Viruses							-		-	A	-	-
27.3.6.2 Human Immunodeficiency Virus (HIV)							-		-	A	-	-
27.4 Handle contaminated materials	S						-		-	B	-	-
28 OPHTHALMOLOGY SPECIALTY - STERILIZATION AND DISINFECTION TR: AFP 160-9; Principles and Methods of Sterilization in Health Sciences; Surgical Technology: Principles and Practice; Association for the Advancement of Medical Instrumentation (AAMI), National Standards and Recommended Practices for Sterilization (current); AORN Standard and Recommended Practices for Perioperative Nursing							-		-	-	-	-
28.1 Processing patient care supplies, instruments, and equipment							-		-	-	-	-
28.1.1 Methods of sterilization							-		-	-	-	-
28.1.1.1 Steam							-		-	A	-	-
28.1.1.2 Dry heat							-		-	A	-	-
28.1.1.3 Ethylene oxide							-		-	A	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

28.1.1.4 Radiation							-		-	A	-	-
28.1.1.5 Chemical							-		-	A	-	-
28.1.2 Terminally decontaminate or sterilize used patient care items							-		-	-	-	-
28.1.2.1 Mechanical							-		-	b	-	-
28.1.2.2 Manual							-		-	b	-	-
28.1.3 Assemble cleaned items for sterilization							-		-	-	-	-
28.1.3.1 Sort instruments and supplies							-		-	a	-	-
28.1.3.2 Inspect instruments and supplies							-		-	b	-	-
28.1.3.3 Select items for sterilization							-		-	a	-	-
28.1.3.4 Arrange items for packaging							-		-	-	-	-
28.1.4 Maintain linen supply							-		-	a	-	-
28.1.5 Prepare patient care items for sterilization							-		-	-	-	-
28.1.5.1 Types and characteristics of wrapping materials							-		-	A	-	-
28.1.5.2 Rectangular wrapping method							-		-	a	-	-
28.1.5.3 Diagonal wrapping method							-		-	a	-	-
28.1.5.4 Peel-packs							-		-	a	-	-
28.1.5.5 Label wrapped items							-		-	a	-	-
28.1.5.6 Rigid containers							-		-	A	-	-
28.1.6 Load sterilizer							-		-	-	-	-
28.1.6.1 Steam							-		-	b	-	-
28.1.6.2 Ethylene oxide							-		-	-	-	-
28.1.6.3 Chemical							-		-	-	-	-
28.1.7 Operate sterilizers							-		-	-	-	-
28.1.7.1 Steam							-		-	b	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

28.1.7.2 Ethylene oxide							-		-	a	-	-
28.1.7.3 Chemical							-		-	-	-	-
28.1.8 Unload sterilizers							-		-	-	-	-
28.1.8.1 Steam							-		-	b	-	-
28.1.8.2 Ethylene Oxide							-		-	-	-	-
28.1.8.3 Chemical							-		-	-	-	-
28.1.9 Perform routine monitoring of sterilizers							-		-	-	-	-
28.1.9.1 Monitor mechanical and automatic controls during sterilization cycles							-		-	-	-	-
28.1.9.2 Use biological indicators							-		-	a	-	-
28.1.9.3 Use chemical indicators							-		-	a	-	-
28.2 Select suitable agent for disinfecting:							-		-	-	-	-
28.2.1 Surgical instruments, supplies, and equipment							-		-	a	-	-
28.2.2 Environmental surfaces							-		-	a	-	-
29 OPHTHALMOLOGY SPECIALTY - SURGICAL HOUSEKEEPING PROCEDURES TR: American Hospital Association (AHA), Training Manual for Central Service Technicians (current); AORN Standards and Recommended Practices for Perioperative Nursing, (current); Surgical Technology: Principles and Practice; Centers for Disease Control (CDC), Recommendations for Prevention of HIV Transmission in Health Care Settings							-		-	-	-	-
29.1 Perform initial cleaning activities							-		-	b	-	-
29.2 Perform between-case cleaning							-		-	b	-	-
29.3 Perform end-of-day cleaning							-		-	b	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
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29.4 Perform periodic cleaning	S						-		-	b	-	-
30 OPHTHALMOLOGY SPECIALTY - PREOPERATIVE PREPARATION OF THE PATIENT TR: AFIs 36-2238, 41-115, 41-210, 46-101; Surgical Technology: Principles and Practice, AORN Standards and Recommended Practices for Perioperative Nursing							-		-	-	-	-
30.1 Psychological preparation							-		-	-	-	-
30.1.1 Patient needs							-		-	A	-	-
30.1.2 Patient fears							-		-	A	-	-
30.2 Explain purpose of procedures on preoperative checklist							-		-	a	-	-
30.3 Remove body hair from incision site in accordance with surgeon's orders							-		-	-	-	-
30.4 Transfer patient							-		-	-	-	-
30.4.1 Check the patient's chart							-		-	-	-	-
30.4.1.1 Consent forms							-		-	b	-	-
30.4.1.2 History and physical							-		-	a	-	-
30.4.1.3 Lab test results							-		-	a	-	-
30.4.1.4 Radiographic study results							-		-	a	-	-
30.4.1.5 Verify preoperative checklist task/item completion							-		-	a	-	-
30.4.2 Verify patient identity							-		-	b	-	-
30.4.3 Assist in moving patient to and from:							-		-	-	-	-
30.4.3.1 Gurney/recovery bed							-		-	b	-	-
30.4.3.2 Patient bed							-		-	b	-	-
30.4.3.3 Surgical table							-		-	b	-	-
30.4.3.4 Crib							-		-	b	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

30.4.3.5 Wheelchair							-		-	a	-	-
30.4.4 Implement safety precautions							-		-	b	-	-
30.5 Retrieve patient's test results via computer system							-		-	a	-	-
31 OPHTHALMOLOGY SPECIALTY - DUTIES OF SCRUB PERSONNEL TR: Surgical Technology: Principles and Practice; AORN Standards and Recommended Practices for Perioperative Nursing							-		-	-	-	-
31.1 Check duty assignment rosters and operative schedule							-		-	b	-	-
31.2 Perform surgical hand and arm scrub	S						-		-	b	-	-
31.3 Dry hands using aseptic technique	S						-		-	b	-	-
31.4 Gown and glove self	S						-		-	b	-	-
31.5 Gown and glove surgical team members	S						-		-	b	-	-
31.6 Establish and maintain sterile fields							-		-	-	-	-
31.6.1 Set up back table	S						-		-	b	-	-
31.6.2 Set up basin stands							-		-	b	-	-
31.6.3 Drape Mayo stands	S						-		-	b	-	-
31.6.4 Set up Mayo stands							-		-	b	-	-
31.6.5 Set up prep sets							-		-	b	-	-
31.7 Perform counts with O.R. nurse (RN)							-		-	-	-	-
31.7.1 Surgical sponges							-		-	b	-	-
31.7.2 Needles and blades							-		-	b	-	-
31.7.3 Instruments							-		-	b	-	-
31.7.4 Related supplies							-		-	b	-	-
31.8 Assist surgeon with patient draping procedures	S						-		-	b	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

31.9 Supply surgeon with necessary items during operative procedures	S						-		-	b	-	-
31.10 Prepare and pass surgical stapling and clip applying devices							-		-	A	-	-
31.11 Care for surgical specimens on the sterile field							-		-	b	-	-
31.12 Assist surgeon with wound closure							-		-	-	-	-
31.12.1 Prepare suture materials and needles	S						-		-	b	-	-
31.12.2 Pass wound closure materials to surgeon							-		-	b	-	-
31.12.3 Assist with tissue approximation as directed by surgeon							-		-	-	-	-
31.12.4 Wound closure techniques							-		-	b	-	-
31.12.5 Wound healing process							-		-	a	-	-
31.13 Assist surgeon with application of wound dressing							-		-	b	-	-
31.14 Breakdown case set-up after surgical procedure	S						-		-	b	-	-
32 OPHTHALMOLOGY SPECIALTY - DUTIES OF CIRCULATING PERSONNEL TR: : AFIs 36-2238, 41-115, 41-210, 46-101; Surgical Technology: Principles and Practice; AORN Standards and Recommended Practices for Perioperative Nursing							-		-	-	-	-
32.1 Select required sterile supplies and instruments							-		-	b	-	-
32.2 Select required equipment							-		-	b	-	-
32.3 Set up and safely operate equipment							-		-	-	-	-
32.3.1 Electrosurgery devices							-		-	b	-	-
32.3.2 Surgical lights							-		-	b	-	-
32.3.3 Portable suction units							-		-	b	-	-
32.3.4 Solution Warming cabinets							-		-	a	-	-
32.3.5 Fiber optic light sources							-		-	b	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

32.3.6 Surgical microscopes							-		-	A	-	-
32.3.7 Operating table							-		-	-	-	-
32.3.7.1 Manual							-		-	b	-	-
32.3.7.2 Electrical							-		-	-	-	-
32.4 Open sterile supplies							-		-	-	-	-
32.4.1 Rectangularly wrapped items/supplies	S						-		-	b	-	-
32.4.2 Diagonally wrapped items/supplies	S						-		-	b	-	-
32.4.3 Peel packs	S						-		-	b	-	-
32.5 Assist in administration of anesthesia							-		-	-	-	-
32.5.1 Methods of administration							-		-	-	-	-
32.5.1.1 General							-		-	A	-	-
32.5.1.2 Regional							-		-	A	-	-
32.5.1.3 Local							-		-	A	-	-
32.6 Assist with positioning patient							-		-	a	-	-
32.7 Assist sterile team members with donning surgical gowns							-		-	b	-	-
32.8 Perform cleansing skin preps							-		-	-	-	-
32.8.1 Select antiseptic agent							-		-	a	-	-
32.8.2 Head							-		-	a	-	-
32.8.3 Contaminated wounds							-		-	a	-	-
32.9 Position equipment, furniture, and lights							-		-	b	-	-
32.10 Supply necessary items to sterile team during surgical procedure							-		-	b	-	-
32.11 Assist with preparation of ancillary request forms							-		-	b	-	-
32.12 Assist with preparation of reports							-		-	-	-	-
32.12.1 Operation report							-		-	a	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

32.12.2 Perioperative nursing record							-		-	A	-	-
32.13 Assist O.R. nurse (RN) in performing counts							-		-	-	-	-
32.13.1 Surgical sponges							-		-	b	-	-
32.13.2 Needles and blades							-		-	b	-	-
32.13.3 Instruments							-		-	b	-	-
32.13.4 Related supplies							-		-	b	-	-
32.14 Provide dressing materials to the sterile team as required							-		-	a	-	-
32.15 Inventory and restock materials							-		-	b	-	-
33 OPHTHALMOLOGY SPECIALTY - NURSING CARE OF THE SURGICAL PATIENT TR: Surgical Technology: Principles and Practice; The Recovery Room: A Critical Care Approach to Post Anesthesia Nursing; Lippincott Manual of Nursing Practice; Fundamentals of Nursing; Patient Care Standards: Nursing Care Process, Diagnosis and Outcome							-		-	-	-	-
33.1 Identify and transfer drugs and solutions with supervision							-		-	b	-	-
33.2 Assist with basic post-anesthesia nursing care							-		-	a	-	-
34 OPHTHALMOLOGY SPECIALTY - MEDICAL TERMINOLOGY, ANATOMY, AND PHYSIOLOGY TR: AFIs 36-2238, 41-115, 41-210, 46-101; Surgical Technology : Principles and Practice; Anthony and Thibodeau's Textbook of Anatomy and Physiology							-		-	-	-	-
34.1 Use medical terminology							-		-	-	-	-
34.1.1 Root words							-		-	A	-	-
34.1.2 Prefixes							-		-	A	-	-
34.1.3 Suffixes							-		-	A	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

34.1.4 Combining forms							-		-	A	-	-
34.1.5 Common medical abbreviations							-		-	A	-	-
35 OPHTHALMOLOGY SPECIALTY - CLINIC TR: AFIs 44-108, 46-101, 46-102; General Ophthalmology (Chapters 3-12, 15-18, 20); The Ophthalmic Assistant (Chapters 5, 25-31, 33-34)							-		-	-	-	-
35.1 Assisting the Health Care Provider							-		-	-	-	-
35.1.1 Perform ophthalmic A scan	S						-		-	b	-	-
35.1.2 Perform ophthalmic B scan							-		-	b	-	-
35.1.3 Perform fluorescein angiography (Administer IV fluorescein)	S						-		-	b	-	-
35.1.3.1 Insert IV							-		-	b	-	-
35.1.4 Apply Fresnell press-on prisms to spectacles							-		-	b	-	-
35.1.5 Perform pachemetry							-		-	b	-	-
35.1.6 Perform potential acuity meter (PAM)							-		-	b	-	-
35.2 Prepare pathology specimens for lab analysis							-		-	b	-	-
35.3 Assist in ophthalmic surgery							-		-	-	-	-
35.3.1 Set up surgical supplies, instruments, and equipment	S						-		-	b	-	-
35.3.2 Muscle surgery							-		-	b	-	-
35.3.3 Cataract surgery							-		-	-	-	-
35.3.3.1 Extracapsular extraction							-		-	b	-	-
35.3.3.2 Phacoemulsification	S						-		-	b	-	-
35.3.4 Iridectomy							-		-	b	-	-
35.3.5 Trabeculectomy							-		-	b	-	-
35.3.6 Pterygium removal							-		-	b	-	-
35.3.7 Retinal detachment							-		-	b	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

35.3.8 Corneal transplant							-		-	b	-	-
35.3.9 Enucleation							-		-	a	-	-
35.3.10 Dacryocystorhinostomy							-		-	b	-	-
35.3.11 Nasolacrimal duct probe and irrigation	S						-		-	b	-	-
35.3.12 Blepharoplasty							-		-	b	-	-
35.4 Cryosurgery							-		-	a	-	-
35.5 Chalazion surgery	S						-		-	b	-	-
35.6 Removal of small lesions of the adnexa							-		-	b	-	-
35.7 Removal of eyelid sutures	S						-		-	b	-	-
35.8 Removal of nonembedded, ocular foreign bodies							-		-	b	-	-
35.9 Lateral tarsal analysis/tarsallectomy							-		-	b	-	-
35.10 Refractometry							-		-	b	-	-
35.11 Glare Testing							-		-	b	-	-
35.12 Principles of laser surgery							-		-	B	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

36 SUPERVISION AND MANAGEMENT TR: AFIs 36-401, 36-2403, 38-201, 38-204, 44-119, 65-601V1; AFMAN 23-110; AFD 65-6							-	-	-	-	-	-
36.1 Orienting new personnel							-	-	-	-	-	-
36.2 Assigning personnel to clinic duties							-	-	-	-	-	-
36.3 Planning work assignments and priorities							-	-	-	-	-	B
36.4 Scheduling work assignments							-	-	-	-	-	B
36.5 Establishing performance standards							-	-	-	-	-	B
36.6 Managing self-inspection programs							-	-	-	-	-	B
36.7 Conduct self-inspections							-	-	-	-	-	-
36.8 Budget process							-	-	-	-	-	B
36.9 Writing job descriptions							-	-	-	-	-	B
36.10 Compile data for trend analysis/performance improvement							-	-	-	-	-	-
36.11 Conduct meetings/briefings							-	-	-	-	-	-
36.12 Resolve technical problems for personnel							-	-	-	-	-	-
36.13 Counsel personnel and resolve problems							-	-	-	-	-	-
36.14 Initiate action to correct substandard performance							-	-	-	-	-	-
36.15 Recognition programs							-	-	-	-	-	B
36.16 Initiate personnel action requests							-	-	-	-	-	-
36.17 Evaluate work performance							-	-	-	-	-	-
36.18 Evaluate quality of patient care							-	-	-	-	-	-
36.19 Evaluate budget requirements							-	-	-	-	-	-
36.20 Evaluate clinic resources							-	-	-	-	-	-

Supervisor/Manager 4V0X1/X1A Tasks, Attachment 5

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Optometry Apprentice Course		(1) Course	(2) CDC	(1) Course	(2) CDC

36.20.1 Equipment							-	-	-	-	-	-
36.20.2 Personnel							-	-	-	-	-	-
36.21 Manage safety/security programs							-	-	-	-	-	-
37 TRAINING TR: AFIs 36-2101, 36-2201; AFMAN 36-2108							-	-	-	-	-	-
37.1 Evaluate personnel training requirements							-	-	-	-	-	-
37.2 Prepare job qualification standards (JQS)							-	-	-	-	-	-
37.3 Plan and supervise OJT							-	-	-	-	-	-
37.4 Conduct on-the-job training (OJT)							-	-	-	-	-	b
37.5 Counsel trainees on their progress							-	-	-	-	-	-
37.6 Evaluate effectiveness of training							-	-	-	-	-	-
37.7 Maintain training records							-	-	-	-	-	-

Note: BLK #4: Columns (1) & (2) can be relabeled to meet CF Requirements; i.e., 2 phase 3 skill level course, 5 lvl QTPs.

TRAINING REFERENCES (TR) SOURCE SUMMARY FOR COMMERCIAL AND OTHER SERVICE PUBLICATIONS

STS 4V0X1/X1A

1. Association of Operating Room Nurses, Inc.; AORN Standards and Recommended Practices For Perioperative Nursing, Denver CO, AORN. Current Edition.
2. Atkinson, L.J. and Kohn, M.J.; Berry and Konh's Introduction to Operating Room Technique, 7th ed.; McGraw-Hill Book, Co. 1992.
3. Carlson, Nancy B.; Kurtz, Daniel; Heath, David A.; Hines, Catherine; Clinical Procedures for Ocular Examination, Appleton and Lange, 1994.
4. Fuller, Joanne R., C.S.Z.; Surgical Technology: Principles and Practice, 3rd ed.; Philadelphia PA; W.B. Saunders Co. 1992.
5. Hollwich, F.; Pocket Atlas of Ophthalmology, 2nd ed.; Thieme Inc.; New York. 1986.
6. LeMaitre, George D. and Finnegan, Janet A.; Patient in Surgery: A Guide for Nurses, 4th ed.; W.B. Saunders Co. 1980.
7. Nemeth, Sheila Coyne, and Shea, Carolyn A.; Ophthalmic Technical Skills Series, Slack Inc., Current Edition.
8. Opticians Association of America and Guild of Prescription opticians of America; Professional Dispensing for Opticianary, 4th ed.; Fairchild Publications. 1985.
9. Perkins, John J., M.S., L.L.D., F.R.S.H.; Principles and methods of Sterilization in Health Sciences, 2nd ed.; 8th printing, Chas. C. Thomas Publishers. 1983.
10. Rhode, S.J., Ginsberg, S.D.; Ophthalmic Technology, Raven Press; New York, 1987.
11. Stein, Harold A., Slatt, Bernard J.; Fitting Guide for Rigid and Soft Contact Lenses, 3rd ed.; The C.V. Mosby Co. 1990.
12. Stein, Harold A., Slatt, Bernard J., and Stein, Raymond M.; The Ophthalmic Assistant, 6th ed.; The C.V. Mosby Co. 1994.
13. Thibodeau, G.A.; Textbook of Anatomy and Physiology, The C.V. Mosby Co. 1987.
14. Vaughn, Daniel and Asbury, Taylor; General Ophthalmology, 13th ed.; Lange Medical Publications. 1992.

QUALITATIVE REQUIREMENTS

Section B - Course Objective List

NOTE: Initial Skills Course: J3ABR4V031-004 - Optometry Apprentice Course and Initial Skills Course: J3ALR4V031A-000 - Air Force Surgical Apprentice Course (Phase I), Course Objective List can be obtained by contacting the Optometry Apprentice Course.

Address: 383 TRS/XUFG, 939 Missile Road, Suite 3, Sheppard AFB, Texas 76311-2263.

Phone: DSN 736-4085 or Commercial (940) 676-4085.

Section C - Support Materials

NOTE: There are currently no support material requirements. This area is reserved.

Section D - Training Course Index

1. Purpose. This section of the CFETP identifies training courses available for the specialty and shows how courses are used by each MAJCOM in their career field training programs.

2. Air Force In-Residence Courses.

COURSE NUMBER	COURSE TITLE	LOCATION	USER
J3ABR4V031-003	Optometry Apprentice	Sheppard AFB, TX	AF
J3ALR4V031A-000	Air Force Surgical Apprentice (Phase I)	Sheppard AFB, TX	AF
J3AIR3S200-075	Basic Instructor Course	Sheppard AFB, TX	AF
J3AIR3S200-036	Technical Training Teaching Practicum	Sheppard AFB, TX	AF
J3AIR3S200-000	Basic Counseling	Sheppard AFB, TX	AF
J3AIR3S200-025	Technical Writer Principles	Sheppard AFB, TX	AF
J3AIR3S200-015	Nonresident Training Materials	Sheppard AFB, TX	AF
MECI-100	ECI Course for Authors	Maxwell AFB, AL (Gunter Annex)	AF

3. Navy In-Residence Courses.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>LOCATION</u>	<u>USER</u>
B-311-0023	Optician C School	Yorktown NAS, VA	DoD

4. Extension Course Institute (ECI) Exportable Courses.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>LOCATION</u>	<u>USER</u>
CDC 4V051	Optometry Journeyman	Maxwell AFB, AL (Gunter Annex)	AF
CDC 4V051A	Ophthalmology Journeyman	Maxwell AFB, AL (Gunter Annex)	AF
CDC 4V071/71A	Optometry/Ophthalmology Craftsman	Maxwell AFB, AL (Gunter Annex)	AF

5. Courses Under Development/Revision.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>LOCATION</u>	<u>USER</u>
J3ABR4V031-004	Optometry Apprentice	Sheppard AFB, TX	AF
CDC 4V051	Optometry Journeyman	Maxwell AFB, AL (Gunter Annex)	AF
CDC 4V051A	Ophthalmology Journeyman	Maxwell AFB, AL (Gunter Annex)	AF
CDC 4V071/71A	Optometry/Ophthalmology Craftsman	Maxwell AFB, AL (Gunter Annex)	AF

Section E - MAJCOM Unique Requirements

1. Air Force Reserve.

1.1. Purpose: This section applies to all Optometry Specialty personnel assigned to all Air Force Reserve medical units.

1.2. Additional apprentice (3-skill level) qualification training requirements: Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills/knowledge required to do the job.

1.3. Upon completion of the Optometry Apprentice course, all optometry apprentices (non-prior service and cross-trainees) will be assigned to an active duty hospital for up to 180 days (minimum 60 days) to acquire proficiency in performing tasks for the 5-skill level. The length of training should be dependent upon the apprentice's civilian experience, if any. Active duty personnel should ensure that appropriate experiences and supervision are provided to assist the apprentice in gaining the desired confidence and proficiency.

1.4. To ensure continuity between resident and clinical training, the apprentice will forward a copy of their technical school certificate (AF Form 1256) to their Reserve unit of assignment. The Reserve unit of assignment will then initiate upgrade action using AF Form 2096 to award the 3-skill level and enter the apprentice into the appropriate training status code (TSC), "B" or "F".

Section F - Documentation of Training (Medical Specific)

1. Developing a Work Center Training Plan and the Enlisted Training and Competency Folder.

1.1. Development of a Work Center Training Plan and the Enlisted Training and Competency Folder. Air Force Instruction 36-2201, *Developing, Managing, and Conducting Training*, Para 3.4.4. authorizes the Career Field Manager to bring training documentation back into one "OJT" record, this creates the Enlisted Training and Competency Folder. The following training information provides specific guidance along with recommended documentation, consistent with Air Force instruction/directives. All enlisted personnel, from airman basic to chief master sergeant, will have an Enlisted Training and Competency Folder. The folders will be kept current for present duty position. It is recommended that the folder be maintained for future use if the individual leaves the career field. This training guidance has focused on two main areas: 1) Master Training Plan and 2) Documentation of training in the Enlisted Training and Competency Folder. Although not mandated, each part of the competency folder may contain separate indexed tabs or tabbed dividers for the documentation of different categories of training.

1.2. Master Training Plan (MTP).

1.2.1. A MTP is a guide developed for each section that outlines the tasks unique to that section and documents the training for individuals assigned. The MTP is used to standardize training and to give trainers, trainees, supervisors, NCOICs, and OICs an overview of the training process for the duty section.

1.2.2. The MTP is an overview of training for the duty section. It should include all documents involved in the training process for the duty section. Training will vary slightly from section to section and person to person, but there are certain documents that are standard requirements for all MTPs. They include the following:

1.2.2.1. Unit Specific Orientation Checklist

1.2.2.2. Job description as identified in AFMAN 36-2108, Atch 32

1.2.2.3. Dual Channel OJT Concept

1.2.2.4. Testing procedures for CDCs

1.2.2.5. Uses of AF Form 623 and Job Qualification Standards (JQSs). (AFI 36-2201)

1.2.2.6. Performance standards/position qualification training for each duty position.

1.2.2.7. Master Career Field Education Training Plan (CFETP).

1.2.2.8. Qualification Training Packages (QTPs) required to perform peacetime/wartime duties.

1.2.2.8.1. Required for all tasks not listed in the CFETP and/or identified by the duty section as a high-risk procedure or task. **Note:** The tasks included in the CFETP have already been reviewed. Those identified as high risk usually have a QTP. Other tasks in the CFETP **do not** require QTPs. Currently, there are no QTPs for AFSC 4V0X1/X1A.

1.3. Documentation of Training - The Enlisted Training and Competency Folder.

1.3.1. The purpose of this section is to provide guidelines and examples of proper documentation for the many forms used in training all medical personnel (4XXXX's). Training documentation helps to assess readiness capability, individual strengths, weaknesses, and resources needed to support quality patient care. It also aids compliance all Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and Health Services Inspections (HSI) regulatory requirements. The Enlisted Training and Competency Folder is limited to the forms presented here and those prescribed in AFI 36-2201. Unit training managers can also assist with training documentation.

1.4. Documents included in 4V0X1/X1A Training and Competency Folder.

1.4.1. Assemble the 4V0X1/X1A training and competency folder using a standard 6-part folder (NSN 7530-00-990-8884, Folder, 6 Section). Attach a computer generated or typewritten label centered on front cover entitled, "Enlisted Training and Competency Folder" with the member's full name (Last Name, First Name, Middle Initial), rank and SSN. An AFVA 20-15: "PRIVACY ACT STATEMENT" will be placed below the Title and Trainee information. These labels will be centered on the front cover as viewed in the portrait orientation. (See figure 2 on the following page).

Outside of Folder

	<table border="1"><tr><td colspan="2">ENLISTED TRAINING AND COMPETENCY FOLDER</td></tr><tr><td>Jones, William G. SrA</td><td>123-45-6789</td></tr></table>	ENLISTED TRAINING AND COMPETENCY FOLDER		Jones, William G. SrA	123-45-6789	
ENLISTED TRAINING AND COMPETENCY FOLDER						
Jones, William G. SrA	123-45-6789					
	<table border="1"><tr><td colspan="2">PERSONAL DATA PRIVACY ACT 1974 (5 U.S.C. 552A)</td></tr><tr><td>29 March</td><td>AFVA 20-15</td></tr></table>	PERSONAL DATA PRIVACY ACT 1974 (5 U.S.C. 552A)		29 March	AFVA 20-15	
PERSONAL DATA PRIVACY ACT 1974 (5 U.S.C. 552A)						
29 March	AFVA 20-15					

Figure 2.

1.4.2. Each section of the 6-part folder is discussed in detail in the following paragraphs. When multiple copies of any form are placed in the OJT record, they are placed in chronological order with the most current documentation on top. When building the new 6-part folder, the parts of the folder will contain the documents filed in the sequence shown in figure 3.

ENLISTED TRAINING AND COMPETENCY FOLDER		
Jones, William G.		
PART 1 - Local MTF required training and skills competency documentation -- AF Form 55 - Safety Training -- AF Form 803 - Task Evaluations	PART 3 - AF Form 1098 -- Mandatory training (Section A) -- QTPs (Section B) -- Inservice training (Section C)	PART 5 - AF Form 2096 - PC III documentation
PART 2 - AF Form 623b - CFETP, 4V0X1/X1A - AF Form 797	PART 4 - AF Form 623a -- Job, description/performance standards review -- Orientation -- Training progress	PART 6 - Continuing Education to sustain National Certification

Figure 3, Organization of the 4V0X1/A OJT Record.

1.4.3. Part 1, the first two-pronged section, is located inside the front cover. Locally required documentation is maintained in Part 1. This may include Basic Life Support (BLS) instructor training, ergometry testing, quality courses, etc. In addition, AF Form 803, Report of Task Evaluations will be filed in this section, if required. In addition, AF Form 55, Employee Safety, and Health Record, is maintained in Part 1. AFI 91-301, Air Force Occupational and Environmental Safety Fire Protection, and Health (AFOSH) Program, Jun1996, authorizes supervisors to file the AF Form 55 with the 623, On-The-Job Training Record.

1.4.4. Part 2 is where the AF Form 623 and Career Field Education and Training Plan (CFETP) are maintained. Attach the front cover (containing sections 1-4) of member's current AF Form 623, into part 2 of the 6-part folder.

Maintenance of AF Form 623 is mandatory for all ophthalmic enlisted personnel. A Two-Part adhesive backed form is available and will be used to document 4V031/A in lieu of cardboard folder version of AF Form 623. Place the new Two-Part Form on cardstock or other similar size durable material and place in Part 2 of the Education Folder. Transfer all information from the old AF Form 623 to the new Form. The AF Form 623 must remain on top of the CFETP in Part 2. Ensure all appropriate areas of the form are properly complete before posting in Part 2. This document is formally recognized by the personnel system in contingencies and deployments as the official “cover” of the formal training record. Finally, the AF Form 797, Job Qualification Standard Continuation/Command JQS is maintained in Section 2. (See Figure 4 sample form below). The forms will be used to document training for tasks that are not otherwise documented in the CFETP.

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS						
TASK, KNOWLEDGE AND TECHNICAL REFERENCES	CORE TASK	CERTIFICATION				
		START DATE	COMPLETE DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFYING OFFICIAL'S INITIALS
1. Retrieve and send electronic email. TR: Medical Group Instruction 40-5		15 Oct 02	15 Dec 02	RMC	JCB	DLW
2. Schedule appointments using CHCS. TR: Local training provided by contract.		15 Oct 02	15 Dec 02	RMC	JCB	DLW
3. Schedule TIMs. TR: ADAPT OI 44-2		15 Oct 02	15 Dec 02	RMC	JCB	DLW
TRAINEE NAME (Last, First, MI)	CFETP/JQS NUMBER		PAGE NO			
Coffey, Ryan M.	4V0X1		1			

AF FORM 797, 19990201 (EF-V2) PREVIOUS EDITIONS OBSOLETE

Figure 4, Sample AF Form 797.

1.4.5. Part 3, Special Tasks, or Recurring Training. Tasks for this AFSC may vary from facility to facility. These will be documented on the AF Form 1098, Special Tasks, or Recurring Training. (See figure 5 below). Recurring training refers to any training that is an annual requirement to remain qualified in an area. For instance, personnel assigned to a healthcare facility are required to maintain Basic Life Support (BLS) for Healthcare Providers certification. This training must be accomplished every two years to stay current. In addition, in-service training may be conducted to help personnel gain training in topics specific to the career field. This training will also be documented on the AF Form 1098. Additional guidance for using this form may be found in AFMAN 36-2247, Chap, and 5.12.5.

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES A.	DATE COMPLETED B.	SIGNATURE OF CERTIFYING OFFICIAL C.	INITIALS OF TRAINEE D.	EVALUATION OF TRAINING			
				SCORE OR HOURS E.	TYPE F.	FREQUENCY G.	DUE DATE H.
BLS Training	05-Nov-02			P		Biennial	05-Nov-04
Fire and Safety Training	04-Feb-02			P		Annual	04-Feb-03
Hazard Communication	03-Jan-02			P		Annual	03-Jan-03
Customer Service Training	10-Sep-02			P		Annual	10-Sep-03
NAME OF TRAINEE (Last, First, Middle Initial) Hard, Study I.				GRADE SSgt	UNIT AND OFFICE SYMBOL 59MDW//XYAG		

AF FORM 1098, 19990201 (EF-V2) PREVIOUS EDITIONS OBSOLETE

Figure 5, Sample AF Form 1098.

1.4.6. Part 4, AF Form 623a, OJT Training Record Continuation Sheet/Automated product. This form may be utilized to document progress of individual training. Document members entry into upgrade training and periodic evaluations of training progress. Frequency of documentation for any type of training will be dictated by local policy. CDC progress, unit review exercise cards, information on extensions, waiver requests, and any breaks in training should be clearly documented with copies of any related correspondence. Also, document any decertification proceedings to include dates, reasons for decertification, and other applicable information on the AF Form 623a. Use this to clearly document initial orientation and the responsibilities of the trainer and trainee in the training process. AETC Form 156, Student Training Report is maintained in this section. This form documents the strengths and weakness that a student demonstrated during technical school. It is mailed to the student's gaining unit

shortly after graduation. This form is maintained on top of the AF Form 623a until 5-level upgrade training is completed. (See Figure 6, 7, and 8 for samples).

ON - THE - JOB TRAINING RECORD CONTINUATION SHEET	
14 Feb 1995	<p>SRA Jones is assigned to the Medical/Surgical ward on this date. SSgt Smith has been assigned as a trainer for SRA Jones. SSgt Smith will orient SRA Jones to the unit using the the medical/surgical orientation checklist located in the Master Training Plan dated 17 March 1994. An initial interview was accomplished on this date. SRA Jones enjoyed his hospital orientation and is looking forward to the unit orientation. He expressed his concern on meeting previously scheduled appointments while under the unit orientaiton. I informed SRA Jones that time to attend his appointment would be scheduled as needed. SRA Jones stated that his goals during the orientation process was to learn as much as possible and to question the trainers when he was not clear as to the training provided. SRA Jones seems to be very enthusiastic about working on the ward and has expressed his desire to take on any challenges that the trainers have to offer.</p>
SRA Jones	SSgt Smith Medical / Surgical Ward
27 Feb 1995	<p>A mid orientation progress check was accomplished on this date. SRA Jones has progressed through the medical/surgical orientation checklist dated 17 March 1994, with little to no difficulty. He has completed his review of the unit specific OIs and has begun required reading of applicable hospital OIs. SRA Jones will complete the remainder of his orientation on night shift beginning 28 Feb 95.</p>
SRA Jones	SSgt Smith Medical / Surgical Ward
12 Mar 1995	<p>SRA Jones has completed all training on the medical /surgical unit orientation checklist dated 17 March 1994. A review of the checklist with SRA Jones indicates that he was knowledgable of all items discussed. SRA Jones stated that he feels comfortable with the training provided and believes that he is ready to be released from orientation. I recommend SRA Jones be released from orientaiton on this date.</p>
SRA Jones	SSgt Smith, Trainer Medical / Surgical Ward
Concur	Concur
MSgt Finish, NCOIC Medical / Surgical Ward	Capt Done, OIC Medical / Surgical Ward
SAMPLE ORIENTATION DOCUMENTATION	
<small>LAST NAME - FIRST NAME - MIDDLE INITIAL</small> Jones, William G.	

AF FORM 623a, MAR 79 (EF)

PREVIOUS EDITION WILL BE USED.

Figure 6. Sample - Orientation Documentation (4N0XX Model)

**ON - THE - JOB TRAINING RECORD
CONTINUATION SHEET**

**INITIAL BRIEFING
(Trainee Orientation)**

_____ has been briefed on the On-The-Job Training (OJT) Program and how he/she fits into the program while in upgrade training (UGT). Upgrade training was explained as a dual channel process designed to qualify an airman for skill level upgrade. Dual channel OJT is a systematic reportable application of self-study and the craftsman/apprentice principle. Trainees acquire job qualification while performing on the job under supervision. This combination, knowledge and job position qualification constitutes the dual channel concept. Requirements from AFI 36-2101, 36-2108, and 36-2201 were covered. AF Forms 623, 623a, 797, 2096, and the CFETP, STS/JQS or automated JQS, which serves to make up the individual training record, was explained. Responsibilities of the commander, base training, unit education and training manager (ETM), immediate supervisor, trainer, and trainee were discussed. The career development course (CDC) was briefly discussed and is explained in detail when the CDC arrives. Requirements for upgrade in your AFSC _____ are: (1) Satisfactory completion of 5-level CDC _____ (2) Supervisor certifies job qualifications with adequate hands on training (3) Satisfactory completion of 7-level CDC _____, and (4) Supervisor recommendation for upgrade. Each airman in grades E1 through E6 (and SNCO's in retraining status) has an AF Form 623, which must contain a CFETP or JQS. The CFETP or JQS may contain 150 or more separate tasks but it should be annotated to show only those tasks the airman is required to perform in his/her current duty position, all AFI 36-2108 mandatory requirements for upgrade and core task requirements. In the JQS there is a space for both the supervisor and the trainee to initial and certify training is complete. In the CFETP, the trainer, trainee, and certifier have a space to initial when training is completed. After upgrade training is complete, the CFETP or JQS will continue to document further qualification training.

SUPERVISOR'S SIGNATURE

TRAINEE'S SIGNATURE

DATE

LAST NAME FIRST NAME MIDDLE INITIAL

Figure 7. Sample - Initial Upgrade Training Briefing.

**ON - THE - JOB TRAINING RECORD
CONTINUATION SHEET**

TRAINEE'S RESPONSIBILITIES DURING UPGRADE TRAINING (UGT)

1. Read and understand your Air Force Specialty (AFS) description, training requirements, objectives, and training record.
2. Budget time (on and off-duty) for timely completion of CDCs and keep all CDC materials for future reference and study. Each volume must be completed within 30 days.
3. Attain and maintain qualification in your assigned AFS.
4. After CDC briefing trainee will do the following: (Read and Initial)
 - _____ a. Read "Your Key to a Successful Course."
 - _____ b. Make all required course corrections and return entire package to your supervisor.
 - _____ c. When you are issued your first volume you will read and study the volume, unit, and answer, the self-test questions and the unit review exercises (UREs). Questions are to be answered in the space provided when possible. Highlight/reference where answers are found in the most effective manner determined by the supervisor.
 - _____ d. Supervisor will check URE and self-test questions for accuracy and completeness. You will correct all incorrect responses.
 - _____ e. Supervisor issues the ECI Form 34 (Field Scoring Sheet) for you to transcribe your answers from the URE/VRE. The URE/VREs are teaching devices and must be administered as open book exercises. All scores less than 100 percent require review training.
 - _____ f. Minimum acceptable training consists of correcting incorrect responses, reading the appropriate area from which the question was taken, and a verbal question and answer session.
 - _____ g. Your supervisor issues your next volume. You must work it in the same manner as above for the entire course.
 - _____ h. Upon completion of your last volume you and your supervisor will immediately start a comprehensive review of the entire CDC to prepare for your course examination.
5. Review and discuss training requirements with supervisor regularly. Provide input on your training and ask questions.
6. Upon satisfactory completion of your career knowledge training, position qualification, and mandatory requirements listed in AFI 36-2108, your supervisor will initiate upgrade action on you.

SUPERVISOR'S SIGNATURE

TRAINEE'S SIGNATURE

DATE

LAST NAME FIRST NAME MIDDLE INITIAL

AF FORM 623a, MAR 79 PREVIOUS EDITION WILL BE USED

Figure 8. Sample - Upgrade Documentation.

1.4.7. Part 5, AF Form 2096, *Classification On-The-Job Training Action*. This form is used to document official training actions [i.e., award of skill level, training status changes, decertification and award of Special Experience Identifiers (SEIs)]. **Note:** An automated PC III document may be substituted for AF Form 2096.

1.4.8. Part 6, Continuing Education. This part contains National Certification/Registration and Continuing Education Reports as applicable to the members AFSC/current duty position. The form may be locally developed, but it must contain documentation of the individual's current certification card number and expiration date. **Supervisors and individuals should continually monitor Continuing Education Units (CEUs) status for AFSC's requiring specialty certification to ensure no lapses in certification occur.**

A sample of the National Registry of Ophthalmic Certification form appears on the next page (*see figure 9*).

**NATIONAL REGISTRY CERTIFICATES
of
Optometry Technicians**

AOA - (American Optometric Association)
ABO - (American Board of Opticianry)

**NATIONAL REGISTRY CERTIFICATES
of
Ophthalmology Technicians**

COA/COT - JCAHPO (Joint Commission on Allied Health
Personnel in Ophthalmology)

*** Place copy of National Certification in this Section**

Registry Number: _____

Name: _____

**THIS FORM MAY BE MODIFIED TO
MEET CLINIC PREFERENCE:**

Address: _____

SSN: _____ - _____ - _____

CONTINUATION EDUCATION REPORT

*** Place copies of completion certificates in this Section**

DATE: _____

DATE: _____

LOCATION: _____

LOCATION: _____

HOURS: _____

HOURS: _____

DATE: _____

DATE: _____

LOCATION: _____

LOCATION: _____

HOURS: _____

HOURS: _____

Figure 9. Sample - Ophthalmic Certification Form.

1.4.9. Maintenance of certificates of training completion is an individual responsibility. Members must retain all original certificates as verification of formal training.

1.4.10. **Supplemental AFSC-specific documentation instructions.** Each Career Field Manager is authorized to supplement or revise the general guidance contained in section F of the CFETP to ensure the documents filed in the 6-part folder accurately reflect the needs of their AFSC/Medical specialties.

1.4.11. Monthly Training Checklist for Supervisors.

1.4.12. Using a checklist can assist the supervisor in managing an effective training program.

1.4.13. Figure 10 (*next page*) is a sample monthly checklist for supervisors to use, if they chose, when managing training. The checklist is designed to address areas that apply to any/all trainees that are placed under the supervision of the supervisor. The sample may be altered as needed to reflect the items deemed important for monitoring on a monthly basis.

MONTHLY TRAINING CHECKLIST FOR SUPERVISORS	
REQUIREMENT	INITIALS
APPOINTMENTS	
Notify those who have been scheduled for ancillary training, quality training, appointments, etc.	
NEW AIRMEN	
Conduct initial evaluation of knowledge and skills.	
Document initial evaluation on AF Form 623A.	
AF FORM 623B	
Review cover of AF Form 623B. Make any necessary changes.	
Note any open training requirements and ensure training is accomplished or scheduled on each. (Work with the trainer on this. Remember...it is the supervisor's responsibility to ensure training is being conducted).	
Certify or decertify qualifications when applicable. Be sure to change the MTL.	
Documents visits, counseling, etc. on AF Form 623A.	
CAREER DEVELOPMENT COURSES (CDCs)	
Distribute any new CDCs. See AFI 36-2201 for CDC administration procedures.	
Ensure training is progressing satisfactorily according to assigned schedule.	
When the last volume has been completed, request ordering and scheduling of the Course Examination (CE) from the Unit Education and Training Manager.	
Documents progress, visits, counseling, etc. on AF Form 623A.	
FORMAL SCHOOLS	
For individuals requiring formal schools, ensure they have planned accordingly ahead of time.	
Ensure formal school prerequisite requirements are met when applicable.	
TRAINERS AND CERTIFIERS	
Ensure trainers and certifiers have attended appropriate trainer/certifier courses.	
Ensure trainers and certifiers have been appointed in writing by the commander.	
SUPERVISORS MEETINGS	
Attend all supervisors meetings conducted by the Unit Education and Training Manager. (Send representative if unable to attend personally).	
UPGRADE TRAINEES	
Notify the Unit Education and Training Manager of any individuals who have been signed off on all training items, have met time requirements, completed CDCs, or completed formal schools when applicable.	
OTHER	

Figure 10. Sample Monthly Checklist for Supervisors