



European Council of Optometry and Optics
European Qualification in Optics (EQO)

Part IV

**Portfolio of Practical Experience
and Portfolio Guidance**

Candidate's Name: _____

Date of Submission: _____

14 October 2018

The Portfolio of Practical Experience

The Portfolio is the record of the practical experience gained by candidates for the European Qualification in Optics (EQO). The purpose of the Portfolio is to present evidence of the quantity, diversity and quality of care that the candidate provides for clients.

The EQO cannot be awarded until the Portfolio has been satisfactorily completed.

Completing the Portfolio

Before starting to complete the Portfolio you should carefully read the accompanying document **“Guidance for Candidates and Examiners”**. This sets out the experience required from the last two years and the number of detailed client records that you are to submit. It also explains the content and format required for these case records.

National Data Protection and Privacy Legislation

In order to comply with data protection and confidentiality laws you should ensure that you have the clients' consent to use the records. Also observe the privacy regulations in your country of experience. The client should NOT be identified by name or address but by a unique reference number that will permit the original record to be retrieved if requested by the ECOO Examiner.

Further Information

If after reading the **“Guidance for Candidates and Examiners”** you have any further questions regarding the completion of the Portfolio you should contact the ECOO Secretariat at secretariat@ecoo.info



Section 1: Candidate's Details

Name	
Address	
e-mail	
Phone number	

Training programme

Name of accredited programme	
Name of training institution	
Address of training institution	
Period of study	From _____ to _____
Qualification awarded	

Section 2: Evidence of the extent of your Practical Experience

Number of years/months in practice as a qualified optician	_____ Years _____ Months
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Evidence available to support this:

*National certificate	Yes No
*Professional Diploma	Yes No
*A certified copy of these certificates should be sent with the application	

Number of clients dispensed and complete spectacles glazed during the last two years of career

Ophthalmic dispensings	Number: _____	
Complete spectacles glazings	Number: _____	
Evidence Available from:	Yes	No
Practice/shop records		
Training institution records		
Personal logbook		

Section 3: Evidence of Scope of Practice

50 detailed dispensing case records and a list of 50 glazing experiences

Ophthalmic Dispensings: 50 detailed records

Fifty detailed client records that demonstrate ophthalmic dispensing at the EQO standard and covering a wide range of clients. The 50 cases should include at least **TWO** examples of each of the following:

Range of Spectacle Dispensings (50)	
Paediatric dispensing (child under 12 years)	Progressives and Trifocals
Rx from $\pm 5.00D$ to $\pm 9.75D$	Occupational dispensing
Rx $> \pm 9.75D$	Personal eye protection
Rx for gross anisometropia ($>5.00D$)	Sports eyewear dispensing
Prescribed tint	Low Vision
Bifocals	Suggests visiting a Medical Practitioner

Case Record Template: On p8 of the Portfolio is a template indicating how the 50 detailed dispensing records can be presented.

Spectacle Glazings: a classified list 50 “cut, edge and fit” glazings.

A list of fifty spectacle glazings classified as indicated in the table below.

Range of Spectacle Glazings (50)	
Lenses	Frames
Rx Plano to $\pm 5.00D$	To plastic full rimmed frame
Rx from $\pm 5.00D$ to $\pm 9.75D$	To metal full rimmed frame
Rx $> \pm 10.00D$	To nylon supras
Bifocals and trifocals	To rimless mounts
Progressive power	

Case Record Template: On p 9 &10 of the Portfolio is a template indicating how the list of 50 glazing experiences can be presented under the above classifications.

Also: For each of the 50 Dispensings and the 50 Glazings give the name and address of the optical premises where this experience was gained, together with the name and contact details of any professional colleagues who can provide references confirming the dates when this experience was gained.

(Template on P7)



European Qualification in Optics

Certificate to be completed by the candidate:

I CERTIFY that the information in this Portfolio is correct and that the practical experience claimed can be substantiated by client records and that these records can be made available if required by the Board of Examiners of the European Diploma.

Signed _____

Date _____

Certificate(s) to be completed by eye care professionals

I CERTIFY that _____ was a student/colleague/employee from: _____ to _____ and has undertaken the practical experience listed in the Portfolio from _____ to _____ and that to the best of my knowledge has worked to the standards required by the European Qualification in Optics.

Signed: _____ Date: _____

Full Name: _____

Qualification: _____

Address: _____

Telephone: _____

e-mail address: _____

A separate certificate should be completed for each period of experience at a training institution, a shop or a workshop.

Record sheet for Detailed Ophthalmic Dispensings (50)

<p>European Qualification in Optics Portfolio of Practical Experience: Case Record No: _____</p> <p>Candidate Name: _____ Client Ref No: _____</p>												
<p>Prescription to be dispensed:</p>												
Right	Sph	Cyl	Axis	Prism	Base	Left	Sph	Cyl	Axis	Prism	Base	
	Addition:						Addition:					
<p>Additional prescription information:</p>												
<p>Client details:</p>												
<p>Proposed Management:</p>												
<p>Frame details:</p>												
<p>Lens and centration details:</p>												
<p>Fitting and adjustments:</p>												
<p>Reflection on the Case:</p>												

Table of EQO Spectacle Glazing Experiences

EQO Spectacle Glazing Experience: 1-25									
	Lenses					Frames			
	±5.00D	>±5-10D	>±10D	Bifocal & Trifocals	Progress	Plastic frame	Metal frame	Nylon supra	Rimless
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
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18									
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20									
21									
22									
23									
24									
25									

Table of EQO Spectacle Glazing Experience (Continued)

EQO Spectacle Glazing Experience: 26-50									
	Lenses					Frames			
	±5.00D	>±5-10D	>±10D	Bifocal & Trifocals	Progress	Plastic frame	Metal frame	Nylon supra	Rimless
26									
27									
28									
29									
30									
31									
32									
33									
34									
35									
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End of Portfolio (Also see Portfolio Guidance below)



European Council of Optometry and Optics

EQO Portfolio Guidance for
Candidates and Examiners

14 October 2018

EQO Portfolio: Guidance for Candidates and Examiners

Introduction

Congratulations on your decision to enter for the European Qualification in Optics (EQO). The Qualification is set at a minimum entry standard for dispensing optics in Europe. To demonstrate you have achieved this standard you need to keep a record of all the practical experience that you have had, either as a student in supervised laboratories, workshops and clinics, during externships or other practice experience.

The Portfolio provides ECOO with the evidence to that you have the client experience and practical skills to offer optical care at the level of the EQO. This Guidance is for Candidates and Examiners and its purpose is to suggest what level of detail might be expected in the case records and in particular how to present these data in the case studies.

Guidance is given below on each of the four sections of the Portfolio to help the Candidate when writing up the portfolio and the Examiner when assessing it. It is hoped that this guidance will ensure consistency in the evaluation of the practical and client experience data by examiners from ECOO and by the departmental staff of accredited institutions.

N.B. A satisfactorily completed Portfolio of client experience and glazing is a requirement of the EQO.

Guidance on completing the Portfolio

Section 1. Candidate details

Information required:

- The Candidate's name and address and contact details. As proof of identity the Candidate should enclose a copy of his/her passport or identity card.
- The title of the training programme, the name and address of the training institution, the starting and finishing dates of the candidate's study at the institution.
- The qualification awarded.

Section 2: Candidate Practical Experience.

The objective of this section is to broadly define the **quantity** of the Candidate's practical experience based on the approximate numbers of clients dispensed and the number of complete spectacle glazings done by the candidate over the last two years.

Information required:

- Years/months in practice as an optician.
- Copies of qualification certificates.
- The approximate numbers of ophthalmic dispensings and workshop glazings done by the candidate over the last two years.
- The names and addresses of the work places where this experience was gained. See the proforma on page 7 of the Portfolio. Use one page for each workplace.

Section 3: Evidence of scope of practice.

The objective of this section is to demonstrate the **quality** of the candidate's work in dispensing spectacles and glazing spectacles.

Information required for Spectacle Dispensing:

Detailed case records of **FIFTY** ophthalmic dispensings carried out at the EQO standard and covering the range of prescriptions, lenses and spectacle use listed in the table below. There is a standard format for the detailed cases. (See Portfolio p8)

The 50 cases should include at least **TWO** examples of each of the following:

Range of Spectacle Dispensings (50)	
Paediatric dispensing (child under 12 years)	Progressives and Trifocals
Rx from $\pm 5.00D$ to $\pm 9.75D$	Occupational dispensing
Rx $> \pm 9.75D$	Personal eye protection
Rx for gross anisometropia ($>5.00D$)	Sports eyewear dispensing
Prescribed tint	Low Vision
Bifocals	Referral involvement for pathology???

The clients should not be identified by name but by a unique reference number that will permit the original record card to be retrieved from the practice if it is requested by ECOO. The management must be evidence-based and as far as is possible the evidence should be included in the record.

Management Plan:

Each dispensing should include a plan that you make on how to approach or solve the client's problems. The plan should contain pertinent information on

- how should the refractive correction be dispensed? Spectacles or contact lenses
- specification of spectacles lenses and frame.
- instructions for wear.

In each of these case records the candidate should demonstrate:

- understanding of the client's problems,
- how he/she decided which frames and lenses are appropriate,
- how he/she interpreted the prescription,
- how he/she came to a final decision on the frame and lenses,
- the advice given to clients on the use of the spectacles.

Reflection:

Provide a brief discussion of your case. What problems did you encounter? Describe the thinking process of how you came up with the dispensing options. Describe how you came to the final decision. If appropriate, state why and when you want to see the client again for a follow-up.

Describe changes you need to make to improve the frame fitting. Include details of any follow up visits.

In addition to the basic data the Case studies should include reflection on the Case to demonstrate an evidence-based approach to management:

Section 4: Evidence of glazing experience.

The objective of this section is for the candidate to present evidence of experience in "Cut, edge and fit" of both glass and plastic lenses to a range of different powers and to spectacle frames of different designs and materials.

Range of Spectacle Glazings (50)	
Lenses	Frames
Rx Plano to $\pm 5.00D$	To plastic full rimmed frame
Rx from $\pm 5.00D$ to $\pm 9.75D$	To metal full rimmed frame
Rx $> \pm 10.00D$	To nylon supras
Bifocals and trifocals	To rimless mounts
Progressive power	

The evidence can be presented as a list of 50 glazing experiences classified under the various headings. See Portfolio p 9&10 for a template.

Further Guidance for Candidates who are not familiar with Detailed Case Studies.

The following list of headings and content might be useful when deciding on how to present a particular case. These are just suggestions for you to consider and obviously not all are relevant to all clients.

- History and Symptoms (Anamnesis):
- Age, gender, ethnical background (pertinent for different facial features)
- Chief complaint
- Refractive history and current spectacles, if any.
- Occupation and recreational activities
- Any medical history that might affect the choice of lenses and/or frames

Based on the obtained information provided by the client during history taking, you should be able to provide options for the frames and lenses which would be suitable for the client.

- how they decide which frames and lenses are appropriate,
- how they interpret the prescription,
- how they came to a final decision on the frame and lenses,
- the advice given to clients on the use of the spectacles

Section 5: Guidance for Examiners

This advice is additional to and should be read together with the Part One: Guidance for Candidates.

Notes on Section 2: The 50 detailed Spectacle Dispensing cases.

The client experience presented should cover all the classifications on page? If there is doubt about the validity of these data a request for a specified 10% sample of practice records can be made.

The assessment is based on the completeness and coherence of the record.

Points to consider:

Has the candidate gained sufficient information from the client?

Have all likely possibilities been explored?

Have inconsistencies in the findings been noted and discussed?

Is there an adequate description of the occupational and recreational needs of the client?

Do the dispensed spectacles meet the needs of the client?

Assessment Criteria:

Overall are you convinced that the Candidate understood the problems of the client, performed an adequate investigation and provided a safe service and satisfactory optical appliance to the client?

Is the record convincing as a dispensing performed by a reasonably experienced, 1-2 years, and competent optician working independently with clients at the level of the EQO?

NOTE: The Candidate's investigation and management does not have to be the same as how the Examiner would have managed the client!

Notes on Section 4: The list of 50 workshop glazing experiences.

The workshop experience presented should cover all the classifications on page 5

END