

## ADMINISTRATIVE PROCEDURES

<b>Title:</b> <b>OPERATION OF THE OPTICIANRY CLINIC</b>	<b>Identification:</b> 4.16
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	<b>Effective Date:</b> March 29, 2017
<b>Authority:</b> FS 1001.64 HCC Rule 6HX-10-4.12	<b>Signature/Approval:</b> Dr. Ken Atwater

### PURPOSE

This procedure outlines the operation of the Opticianry Clinic at Hillsborough Community College (HCC).

### PROCEDURE

1. Opticianry students will work in the clinic under the direct supervision of the College Opticianry faculty, who will display his/her opticianry license in the clinic.
2. The clinic will maintain posted hours during which the clinic will be available to all HCC employees, their immediate family members, and HCC students.
3. At the beginning of each academic year, the Dean of Health Sciences will submit requisitions for optical merchandise.
4. The following services will be available at the clinic:
  - A. Eyeglass frames may be ordered, repaired, adjusted or replaced.
  - B. Lenses may be duplicated without a prescription.
  - C. Prescriptions may be filled for lenses.
5. The Opticianry Clinic office operations manual contains details of accounting procedures and clinic transactions. Changes to office operation manuals must be reviewed by the Dean of Health Sciences and the opticianry program faculty and approved by the Dean of Health Sciences, the Dale Mabry Campus President, the Director of Technical Programs, and the Vice President for Academic Affairs.

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### History:

Adopted: 1/13/86. Revised: 3/4/92; 3/4/94; 6/15/98; 4/29/02. Formerly: 3.204