

SFHOPTM2

Prepare to produce ophthalmic appliances



Overview

This standard describes the operator's role in preparing to start work. You need to confirm or clarify the work instructions, and ensure that you have the correct materials to start work. Users of this standard will need to ensure that practice reflects up to date information and policies.

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Performance criteria

Process optical work instructions

You must be able to:

- P1 confirm the work instructions
- P2 identify any discrepancies in the order details and refer these promptly to the relevant person
- P3 categorise orders, according to the agreed priorities
- P4 inform others of the work priorities, by passing on completed work instructions
- P5 complete records accurately
- P6 maintain the required standards of cleanliness

Select and prepare materials

You must be able to:

- P7 confirm the work instructions
- P8 identify any discrepancies in the work instructions, and refer these promptly to the relevant person
- P9 select the relevant materials to meet the requirements of the work instructions
- P10 identify damaged, faulty, low stock or out-of-stock items, and report these promptly
- P11 prepare the selected stock correctly
- P12 complete records accurately
- P13 maintain the required standards of cleanliness

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Knowledge and understanding

You need to know and understand:

Process optical work instructions

- K1 the manufacturing specifications
- K2 how to check orders, and the importance of doing so
- K3 the types of order received
- K4 how to identify discrepancies in orders, and the action to be taken
- K5 how to schedule, prioritise and process orders
- K6 the range of products available
- K7 your level of responsibility and competence
- K8 to whom to report problems, and whom to consult for advice and clarification
- K9 the required standards of cleanliness, and how to maintain them

Select and prepare materials

You need to know and understand:

- K10 how to interpret work instructions
- K11 how to identify discrepancies in work instructions, and the action to be taken
- K12 how to recognise the different types of materials
- K13 how to deal with items out of stock, damaged and faulty stock
- K14 how to handle and prepare materials
- K15 your level of responsibility and competence
- K16 to whom to report problems, and whom to consult for advice and clarification
- K17 your responsibilities under the Health and Safety at Work Act, and the implications of non-compliance
- K18 the required standards of cleanliness, and how to maintain them

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Additional Information

External links

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

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

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