



National Center of Clinical Testing in Optometry

# Clinical Skills Exam

## CANDIDATE GUIDE

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### Part III – Clinical Skills Examination **August 2019 - July 2020**

(ISE<sup>®</sup> candidates please refer to the ISE candidate guide)

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The Part III – Clinical Skills Examination (CSE<sup>®</sup>) is a practical examination comprised of 19 clinical skills, assessed during a 3.75-hour session and involving actual patients. Described in this document are the clinical assessments that are to be performed at each of the 4 Stations. The Candidate Instructions included at the end of this document will be posted in the appropriate examination rooms for review during the examination.

The Evaluation Forms, Candidate Guides, Equipment Lists and other helpful resources are available on the NBEO's website at: [www.optometry.org/nccto.cfm](http://www.optometry.org/nccto.cfm)

***Candidates are expected to thoroughly review this manual in preparation for the Part III Exam. This manual contains all relevant information a Candidate would need to adequately prepare for the clinical skills exam.***

***Candidates should be aware that the majority of the information in this manual will not be reviewed again during the Candidate Orientation process.***

# August 2019 - July 2020

## Candidate Guide

### OVERVIEW OF TERMS

- **NBEO:** National Board of Examiners in Optometry
- **NCCTO®:** National Center of Clinical Testing in Optometry
- **Candidate:** an individual taking the Clinical Skills Exam
- **NCCTO Staff:** the personnel responsible for executing the exam and serving as a Candidate advocate and liaison to the NBEO. Referred to as “Staff” throughout this guide.
- **In-House Examiner (IHE):** the on-site Examiner responsible for both scoring the Candidate’s performance in Station 2 and also for ensuring Standardized Patient safety
- **Remote Examiner (RE):** the individual responsible for scoring the Candidate’s performance remotely
- **Standardized Patient (SP):** the individual trained to serve as a patient and interact in a neutral manner with the Candidate during the examination process. Referred to as “SP” throughout this guide.
- **Proctor:** the individual who will confirm views in Station 4
- **Session:** a complete 4-Station, 19-skill exam; each day may be comprised of several sessions
- **Station:** an exam room that contains required skills to be assessed during a delineated time period; CSE has 4 Stations.
- **Examination Cycle:** Stations 1, 2, and 3 have a 30-minute time allocation and Station 4 has a 15-minute time allocation.
- **Observation Time:** the time between cycles where Candidates can familiarize themselves with the Stations
- **Skill:** 1 of the 19 tests performed in CSE
- **Procedure:** Each skill is considered one procedure except Skills 5 and 16 which are segmented into multiple procedures.
- **Item:** a numbered procedural element within each skill
- **Evaluation Form:** the yes-no checklist an Examiner uses to evaluate the Candidate
- **Candidate Performance:** when the Candidate is actually performing the procedures/skills
- **STOP:** When a Candidate’s performance is stopped for either safety purposes or because they have used all available attempts to complete a Skill. See Stopped Skills information in guide.
- **Repeat:** When a Candidate wishes to repeat a Skill or Item. See Repeat Information in guide.
- **Finished:** When a Candidate has completed their performance and will no longer be scored on any exam items. See Candidate completion of a Station information in guide.

## **PART III OVERVIEW**

The Part III examination is composed of 19 clinical skills which Candidates will demonstrate across 4 Stations. The clinical skills to be assessed are the same for all test sessions and utilize the same scoring criteria.

All 4 Stations will be audio and video recorded for review during the scoring process by either an In-House or Remote Examiner. Four Examiners and four SPs contribute to each Candidate's Clinical Skills Examination score.

The CSE evaluation forms contain the items Examiners and SPs use to assess Candidate performance. The exam items are in the form of yes-no checklists and items must be completed **in their entirety** to receive credit.

The following are the required Skills to be completed, broken down by Station.

### **Station 1 (30 minutes examination time):**

1. Case History / Patient Communication
2. Patient Education
3. Binocular Extraocular Muscle Motility and Gross Horizontal Saccadic Eye Movement Evaluation
4. Static Peripheral Confrontation Visual Fields
5. Near Cover Test and Near Point of Convergence
6. Pupil Testing
7. Blood Pressure Measurement
8. Ophthalmic Lens Evaluation

### **Station 2 (30 minutes examination time):**

9. Biomicroscopy
10. Goldmann Applanation Tonometry
11. 3-Mirror Gonioscopy
12. Collagen Implant Insertion and Removal
13. Soft and GP Contact Lens Insertion, Evaluation, and Removal

### **Station 3 (30 minutes examination time):**

14. Retinoscopy
15. Distance Subjective Refraction
16. Heterophoria and Vergence Testing at Distance
17. Accommodation Testing

### **Station 4 (15 minutes examination time):**

18. Binocular Indirect Ophthalmoscopy
19. Dilated Biomicroscopy and Non-Contact Fundus Lens Evaluation

## **EXAM PREPARATION**

### **PREPARATION:**

- In addition to reviewing this Candidate Guide, the following information should be reviewed by Candidates in preparing for their exam:
  - Evaluation Forms
  - Candidate Orientation Video
  - NCCTO Site Information and Equipment List
  - Information regarding traveling to Charlotte, hotels, etc.

These resources can be found at: [www.optometry.org/nccto.cfm](http://www.optometry.org/nccto.cfm)

### **EQUIPMENT:**

- All necessary equipment used during the exam will be provided by the NCCTO.
- **Candidates may only bring their own retinoscope** to use in lieu of the one provided.
  - Only retinoscopes and extra handles are allowed in the examination room.

### **ATTIRE:**

- Candidates are expected to wear professional attire.
  - The NBEO interprets professional attire as attire that **EXCLUDES** jeans, shorts, athletic pants, t-shirts, scrubs, garments that could be viewed to be immodest (e.g. tank tops, sheer clothing), tennis shoes, sneakers, and/or flip flops.
- Candidates must bring and wear white lab coats throughout the exam.
- Candidates reporting to the test center in attire deemed to be inappropriate will be addressed by NCCTO Staff **and may not be permitted to take the exam.**

### **NBEO ACCOUNT INFORMATION:**

- Candidates must know their OE Tracker # and NBEO Password, which will be used to complete a required Incident Report and optional Survey at the end of your exam. This is the same Password the Candidate created and used to register for NBEO® exams and/or view scores on the NBEO website.

## **ARRIVAL TO TEST CENTER**

### **REPORTING LOCATION:**

- The reporting location is: 200 S. College St, Suite 2020 (20<sup>th</sup> floor of the BB+T Building), Charlotte, NC 28202

### **REPORTING TIME:**

- **Candidates must report to the test center on the date and at the time for which they registered online.**
  - The Registration process begins at the time reflected on the registration. You can review your registration here: [check registration time](#).
- Candidates can expect to be on site for 4 hours. We recommend scheduling flights 6 hours or more past your report time.
  - This time includes the registration, orientation/equipment familiarization, exam process and check-out.
- In the event a Candidate finds they have arrived to the BB&T center before the registered time, the 3<sup>rd</sup> floor of the building contains an indoor mall with restaurants, shops and cafes. **Candidates are welcome to spend time on the 3<sup>rd</sup> floor while waiting for their registration time.**
- Candidates who are late for registration may be disqualified from the examination session.
- Space and time constraints may prevent a Candidate from being rescheduled to a later session, and, in that event, the Candidate then forfeits his/her right to being tested (and his/her examination fee) for that date's administration of CSE.

## **ON-SITE EXAM DAY REGISTRATION**

### **PHOTO IDENTIFICATION:**

- To be admitted to the test center, you must present one acceptable form of photo identification that includes **both an embedded photograph and signature**.
- The **only** acceptable forms of identification are:
  - A valid driver's license or an official photo ID issued by the government of the state or province where you reside.
  - A valid passport.
  - A valid student identification card from an accredited school or college of optometry is acceptable, provided this ID card includes **both a photograph and signature embedded in the card**.
  - In order to be considered valid, **the ID must:**
    - Match the name listed on your NBEO Profile ([www.optometry.org/profile/](http://www.optometry.org/profile/))
      - If the name does not match, a Candidate may be denied access to the exam.
      - To submit a name change, click here: [www.optometry.org/pdf/namechange.pdf](http://www.optometry.org/pdf/namechange.pdf). Your online profile will be updated once the NBEO records are updated internally.
    - Be current and not expired (if the ID is expired, a Candidate may be denied access to the exam).

## **ARM BANDS / CANDIDATE IDENTIFICATION / ROTATION**

- All Candidates will be provided with two arm bands. These arm bands should be worn at all times during the exam, with the number displayed on the side of your arm.
- The front of the Arm Bands will have your Candidate # and your rotation, which is randomly assigned.
- Candidates will be assigned a specific Station order and will rotate as appropriate through the Stations. This means that not all Candidates will start the examination at Station 1. Candidates may start at any Station and will rotate through the remaining Stations as appropriate.

The rotation sequences through the Stations are:

- 1 → 2 → 3 → 4
  - 2 → 3 → 4 → 1
  - 3 → 4 → 1 → 2
  - 4 → 1 → 2 → 3
- On the back of the **right** arm badge will be each respective Candidate's name and OE Tracker number. These are provided for verification purposes. Throughout the exam, Examiners and SPs may ask you for your OE Tracker number.

## **PHOTOGRAPH**

- A staff member will be taking a picture of each Candidate during the registration process to assist in ensuring the correct Candidate is being evaluated in the correct Station.
- For identification purposes, you should appear in the photo as you will during the exam. For instance, if you plan to wear glasses during the exam, you should have your glasses on during the photo; if you plan on having your hair pulled up in a ponytail, you should do so in your photo.

## **PERSONAL ITEMS & LOCKER USE**

- Personal belongings including cell phones, watches, wallets, purses, etc. are not allowed in the testing area. Non-compliance with any aspect of this policy is an irregularity, which will be reported to the NBEO, and may be subject to the consequences associated with cheating.
- Lockers will be provided for Candidates to store all personal items.
- Candidates are welcome to leave items outside of a locker but should be aware that the area is accessible by others, and, while it is under video surveillance, it is not locked or secured.
  - Candidates can store oversized luggage in the lobby.
  - The NBEO will not be responsible for items that are lost and/or damaged.
  - We ask that Candidates be respectful of the area as this is an office space.
  - Please use the provided restrooms to change clothing if needed.

## **ORIENTATION/EQUIPMENT FAMILIARIZATION**

- Following registration, the Candidates will be seated in the Candidate Orientation room and have time to familiarize themselves with the equipment and supplies that will be in the exam rooms.
- Staff will be available to address any questions Candidates may have.
- Exam materials will be available in the Orientation room, including the Orientation slideshow. **We strongly encourage Candidates to watch this presentation prior to arriving to the test center** as this will not be presented on exam day. The slideshow will be available in the Orientation room if a Candidate wishes to listen to it.
- Candidates will be provided ample time to view all of the individual Station equipment and supplies.
- Candidates are requested to treat the equipment with care and to inform an NCCTO Staff Member if there are any issues with equipment or supplies.
- Candidates should also take time to become familiar with the BIO Headset and Slit Lamp.
- Information regarding specific equipment and supplies should be reviewed online in the NCCTO Site Information and Equipment Guide at [www.optometry.org/nccto.cfm](http://www.optometry.org/nccto.cfm)

## **PERSONAL NOTES, EVALUATION FORMS, ETC.**

- Candidates may keep personal notes during the Orientation time only.
- **No notes or other written materials may be taken into any examination room at any time.**
- All notes and written materials must be left in the Candidate locker or the lobby area.
- Any notes and written materials discovered during the exam will be subject to confiscation.
- All notes taken during the exam on NCCTO provided materials must remain in the exam room.
- **Violation of these policies may be cause for disqualification from, dismissal from, and/or failure of the examination.**

## DURING THE EXAM

### REASONABLE ITEMS:

- Candidates are allowed to take “reasonable” items through the exam.
- All items must be provided to Staff for inspection and approval.
- Example of reasonable items are:
  - Bottles of water/Gatorade/etc (any labels must be removed, must contain a lid)
  - Tissues
  - Cough Drops, Mints, Gum
  - Granola Bar, Other individually wrapped snack item
  - Chap Stick, Hair Ties/Hair Clips, Sanitary items, etc.
  - Eye Patch
- Pens and Pencils will be provided in each Station for Candidate use.

### CANDIDATE IDENTIFICATION & INTRODUCTION

- During the exam, do not refer to yourself by name, but by your OE Tracker # (or at least the last 3 of your OE Tracker #).
- For instance, if your OE Tracker # is 700000 you may introduce yourself as: **“I am Candidate 700000”** or **“I am Dr. 000”**

### CLOCKS & TIME KEEPING

- Candidates are responsible for monitoring their time.
- There is a synchronized wall clock in each exam room, to the right of the Exam Chair.
- Additionally, an on-line countdown clock will be available on the exam room computer for Candidates to use. Use of the countdown clock is optional. **It is not the official timer for the exam; announcements are the official timers.** Since the clocks use the internet if there is a problem with the internet a countdown will not be available for use and the candidate will not be provided any additional time.
- Candidates may practice the use of the countdown clock here: <http://www.online-stopwatch.com/countdown/> Additional information about the countdown clock can be found in the NCCTO Site Information and Equipment Guide.
- Examiners, Proctors, and/or SPs will not remind Candidates of the remaining time at a Station.
- If time expires before a Candidate completes the Station, the items not performed will be scored as “no”. Because of this, Candidates are urged to carefully monitor their time.

### ANNOUNCEMENTS

There are four announcements that play throughout an exam session:

- #1: The first announcement **“Patients and Examiners, please report to your designated exam rooms”** signals the test center personnel to prepare for the exam to start. *This announcement is not relative to Candidates.*
- #2: Once Candidates are in the hallway, the second announcement **“Candidates please enter the exam room”** signals Candidates to enter their Station and begin their observation time, while the door remains open.
- #3: The third announcement **“The exam cycle has begun”** signals the official start of the first 30-minute exam cycle, **please note Candidates will only have 15 minutes of exam time in Station 4.**
  - Candidates should close the exam room door.
  - Station 2 In-House Examiners and Station 4 Proctors will enter the room at this point.
- #4: The fourth announcement **“The Exam cycle has ended, please proceed to your next exam room”** will indicate the official end of each examination cycle, at which point the Candidate will exit the exam room. Station 4 will have an announcement that will play at the 15-minute mark to signal the end of that station’s exam time but the candidate will remain in the room until the announcement instructing them to move to the next exam room plays.

As mentioned above, these announcements are the “official” timers for the exam.

### EXAM STRUCTURE

- Following Orientation and Equipment Review, Candidates will be escorted to the test center and will stand outside of their assigned Station.
- Once Announcement #2 plays, Candidates may enter the exam room and begin their observation time.

### **CANDIDATE OBSERVATION TIME:**

- Candidates are provided with 4-5 minutes observation time in the Station before each exam cycle begins.
- Staff will be monitoring time and if it is determined that an SP took longer to prepare the Station and a Candidate's observation time was significantly impacted, that Candidate may be compensated with additional observation time.
- Exam room computers are only for viewing the Station Instructions and using the countdown timer, Candidates are prohibited from using these computers for anything else.
- Any items performed before the exam begins (washing hands, focusing the slit lamp) will not be scored and must be repeated once the exam begins.
- During the Observation Time, Candidates are encouraged to:
  - Become familiar with the layout of the Station
  - Practice with equipment (remember items will not be scored during this time)
  - Set-out supplies that will be used (do not open packages)
  - Practice adjusting the lighting
  - Review Station Instructions
  - Review the Repeat Policy (posted on back of the exam room door)
  - Try on the BIO Headset in Station 4
- During the Observation Time, Candidates cannot:
  - Perform anything on an SP (this includes asking the SP to move into the slit lamp)
  - Take blood pressure
  - Write on any pieces of paper
  - Open any sealed packages

### **CANDIDATE COMPLETION OF A STATION**

- The Candidate's performance ends at each Station with Announcement #4, or by the Candidate stating they are finished, whichever occurs first.
- Candidates who finish a Station before the Station ending announcement plays and wish to end the scoring portion of the Station may make the following statement to the SP: "I am finished with this **Station**". At this time the Candidate **will not be scored on any additional skills/items** and the SP will start preparing the room for the next Candidate. It is up to the Candidate whether or not to make this statement.
- If the Candidate makes a confusing statement or begins any casual conversation, the SP or Proctor will remind the Candidate that it is the Candidates' responsibility to let them know if they are finished with the station.

### **THROUGHOUT THE EXAM SESSION**

- Candidates are expected to remain in the exam room until announcement #4 plays, except for the last cycle.
- Once the cycle ends, Candidates should proceed to their next exam room (there is an arrow on the back of the door you exit which indicates the direction of the next Station).
- The Candidates will wait outside their next Station until the door opens. **Candidates should not open the exam room door.**
- Once the door has been opened, Candidates may enter and will again have observation time to familiarize themselves with the Station equipment and supplies.
- Announcement #3 will again indicate the start of the next 30-minute cycle for Stations 1, 2 and 3 and 15-minute cycle for Station 4.
- This process will continue until all 4 examination cycles have been completed.

### **FINAL CYCLE / END OF EXAM**

- For the **final cycle**, after the Candidate states they are finished or announcement #4 plays, whichever comes first, the Candidate will exit the room and sit at the computer desk to the left of the exam room where they will fill out an Incident Report and complete an optional Survey.
- Candidates should remain at the workstation until dismissed by Staff.

### **PERFORMANCE OF SKILLS/ITEMS**

- Items are sequenced in the order in which they should be optimally conducted.
- Candidates may alter the sequencing of certain items performed within a skill, **as long as the Candidate's sequence makes practical sense.**

- Candidates may also alter the sequence of Skills within a Station, the only exception to this policy is in Station 3. Retinoscopy must be the first skill performed (see Station 3 overview for additional information).

## **REPEATING ITEMS / SKILLS**

*All repeat information is posted in each Exam Room for Candidate review during the exam.*

### **Repeating ITEMS**

- Candidates can repeat item(s) as long as they are within the Skill.

### **Repeating PROCEDURES and SKILLS**

- Candidates can repeat any Procedure or Skill in the Station but must state their intention to repeat.
- Once a Candidate makes the repeat statement, all scores recorded by the Examiner are erased, and the Candidate will be scored as if performing the entire Procedure or Skill for the first time.
- In the event a Candidate is stopped for safety reasons during a Procedure or Skill, they cannot repeat the Procedure or Skill.

### **REPEAT CAUTIONS**

- While repeating can be a positive option, Candidates are strongly encouraged to ensure they can repeat the Skill within the time limitation and that they are confident they can repeat all of the items within the Skill. It has been noted that Candidates who have not monitored their time sufficiently and try to repeat an entire Skill for one missed item, often run out of time.
- Additionally, it has often been noted that Candidates repeating a Skill tend to focus so much on the missed items, that they ultimately miss other items overall, resulting in a lower score than initially obtained.

## **NOTE-TAKING**

- Once the exam cycle begins, Candidates will be provided with a ½ sheet of blank green paper.
- If for some reason you do not receive a piece of green paper, simply ask the SP in the Station and they will provide it to you.
- Nothing written on this green paper will be scored and it must remain in the exam room.

## **EXAMINERS/PROCTORS**

- Examiners/Proctors are present in Station 2 and Station 4 only.
- Only the SP will be in Stations 1 and 3.
- In Station 2, Examiners will indicate which eye to perform procedures **when asked by the Candidate**. In Station 4, the **SP** will indicate which eye to perform the skills on.
- Examiners/Proctors will be confirming the presence of a view **when asked** (see views for more information).

## **OBSERVERS**

- Occasionally, additional personnel may be on-site observing the exam. Observers will not have any affect on a Candidate's score and should be ignored by the Candidate. These personnel have been instructed not to converse with Candidates, Examiners and/or SPs in the examination rooms.

## **CANDIDATE QUESTIONS DURING THE EXAM:**

- Outside of regular exam questions (e.g., case history questions, inquiring about views, etc), during the exam, Examiners, Proctors and SPs will only answer "where" questions, such as where equipment switches are located, where the room lighting control is, or where supplies/clinical materials are located.
- Candidates may ask "where" questions at any time during the observation time and exam time; "how to" questions will not be answered.
- **No additional examination time will be provided for any time used to ask and answer Candidate questions.**

## **STATING FINDINGS**

- Candidates are strongly encouraged to talk through their exam process.
- Candidates are encouraged to speak **clearly** and **audibly**.
- Candidates are required to state their findings in the same manner as they would be entered into a patient's medical record.
- For Stations 2 and 4, Candidates must identify and describe what is being examined as they are viewing it.



- When evaluating the ocular health in Stations 2 and 4, **appropriate clinical terminology** (structures being identified/assessed, etc.) should be used.
- Candidates should avoid stating their ocular health findings using terminology such as “OK,” “fine,” “WNL,” and/or “not bad.”
- Skill 8, Lensometry is the only Skill where Candidates are not required to verbalize their findings. Instead, Lensometry findings should be documented on the form provided to the Candidate in Station 1.

### **VIEWS:**

- As part of the exam process, in Stations 2 and 4, the Slit Lamp and BIO headset are equipped with cameras that obtain live images as viewed by the Candidate.
- When examining any ocular structure, the views cannot be “fleeting”.

### **Location of Cameras:**

- For the Slit Lamps, the camera is mounted on the LEFT ocular. Candidates should make sure that the image they are viewing is completely seen through the left ocular ONLY.
- For the BIO Headsets, the camera is mounted centrally, with images being recorded through each ocular.
- Extensive time has been spent ensuring all of the cameras, monitors, video feeds and recording systems are calibrated to the best of the NCCTO’s ability. As a result, as long as the view is not obstructed, Candidates should know the images will be recorded exactly as viewed by the Candidate.

### **Obtaining and Confirming Views:**

- Candidates are responsible for ensuring the Examiners and Proctors have a view on the monitor.
- Candidates may ask at any point if there is a view and they will be given a response of either “I have a view” or “I do not have a view.”
- Examiners and Proctors will only comment on views while they are being performed. In the event a Candidate asks at the end of a Skill if the Examiner/Proctor had views during the Skill, they will be told “I can only comment on a view while it is being performed.”
- It should be noted that in the event an Examiner/Proctor confirms the presence of a view, it only means that something is visible on the monitor.
- Confirmation of a view does **not** indicate: quality of the view, whether the view meets the minimum criteria, whether the view is of the correct angle/structure or that the view is a “good view.”
- In the event an Examiner/Proctor says they do not have a view, Candidates are encouraged to troubleshoot and ensure nothing is obstructing the view through the left ocular of the slit lamp.
- Candidates are not allowed to view the monitors at any time. Monitors are calibrated and positioned in a certain manner for optimal views by Examiners/Proctors who are trained in how to view the monitors.
- **If a Candidate is determined to be attempting to view the monitor, this action may result in disqualification from, dismissal from, and/or failure of the exam.**

### **Candidate Concerns:**

- Candidates who are amblyopic or monocular are advised to use the better eye for observing through the **left ocular** of the slit lamp.
- This may involve Candidates altering their position at the slit lamp so that they are able to look through the left ocular using their right eye or wearing a patch on their right eye.
- Candidates are encouraged to make a simple statement such as “I will be using my right eye to look through the left ocular” so the Examiner/Proctor is aware the Candidate is intentionally choosing to utilize the equipment in this manner.
- Candidates who believe that their amblyopic or monocular status warrants special accommodations other than what is described above should submit a written request to the NBEO as described on the NBEO website [www.optometry.org/disability\\_part3.cfm](http://www.optometry.org/disability_part3.cfm). **Additionally, Candidates who may require special accommodations should not schedule their Part III Exam until there is a decision made on their request.**

## **SP SAFETY and PROCEDURE ATTEMPTS**

### **Hand-Washing**

- Candidates are expected to follow the CDC’s guideline for hand washing, which includes the specified timeframe of washing hands for at least 15 seconds.

### **Intervenes/Corrective Actions**

- If there is an intervention a corrective action is expected on the part of the Candidate then you may proceed with the rest of Skill.

## **STOPS**

- If after 4 attempts or for Patient safety, the candidate will be stopped.
- Keep in mind that a Remote Examiner may deem an action as grossly endangering an SP and will stop scoring a skill.
- If a Candidate is stopped, they will be scored “no” on any remaining items and are not allowed to repeat the skill.
- If the SP is concerned about their own safety, they have the ability to “Stop” a Candidate from continuing with a skill.

## **STAFF INTERACTIONS:**

### **Neutrality:**

- Examiners, SPs and Staff may appear to be neutral or show little emotion during the exam. Candidates should not regard this as a personal dislike or an indication of performance quality.

### **Staff Interaction during Exam:**

- During the Exam, Examiners and SPs are allowed to say very little other than what has been scripted.
- If a Candidate asks a question that cannot be answered, Examiners, SPs or Staff may respond with “I do not have that information,” “I can’t answer that,” or “It is up to you.” These comments are not indicators of a Candidate’s performance or decisions, but simply an answer for a situation where the Examiner/SP/Staff do not have a standardized response.
- If asked, Examiners and SPs will not provide you guidance on how and/or what to perform and if you should repeat a skill. Candidates must use their best judgement in these situations.

## **SP INTERACTIONS:**

### **SP TITLES:**

- Candidates may refer to the SPs as “Mr. or Ms. Lee.”
- “Lee” is the fictitious family name assigned to all SPs.

### **Repeating Candidate:**

- In the event a Candidate is **re-taking CSE**, Staff will ensure there are no conflicts with assigned SPs.
- Although the NCCTO Staff does its best to ensure a Repeating Candidate has not seen the same SP in the same station, in rare instances, this may occur if there is an unusual circumstance.

### **SP PERSONAL SPACE**

Please be mindful of the SP's personal space, especially when using the slit lamp and the phoropter. In addition, be careful where you touch the patient (e.g., you should not touch the SP below the shoulder).

## **CASUAL CONVERSATION:**

- Beyond a cordial hello, SPs will not initiate any casual conversation with Candidates.
- During the session SPs will remain in the room with the Candidates. Casual conversation may occur, **ONLY if the Candidate initiates the conversation.**
- Candidates should not ask about certain topics (see examples below).

### **Examples of inappropriate topics:**

- Information regarding the NBEO/NCCTO
- Information regarding the overall Clinical Skills Exam
- Questions about the SP or their position (how long employed, what stations qualified for)
- SP experience or ocular information (if you’ve worn contacts, had any surgeries, have a prescription)
- Candidate’s performance
- Optometry School the Candidate attends
- Other Candidate’s information and/or performance

## **CANDIDATE WOUNDS / INJURIES / MEDICAL EMERGENCIES**

- Any open wounds on a Candidate's finger or hand must be covered.
- If you have questions or concerns about whether a potential wound needs to be covered, you can show the wound to Staff during the registration process.

- Should a Candidate become injured during the exam a band-aid and glove will be provided.
  - If a Candidate believes they have injured themselves, they should notify personnel in the exam room.
  - When a Candidate experiences an injury in which the potential for blood borne pathogen exposure is possible candidates must use Universal Precautions. The CDC recommends **Universal Precautions** for the care of all patients, regardless of their diagnosis or presumed infection status.
- Out of concern for SP safety and to prevent contamination of exam equipment, **any bleeding must be stopped prior to continuing the exam.**
- No additional time will be given during the exam for injuries that occur as a result of Candidate error.
- In the event a medical emergency should occur during the exam, Candidates should remain calm and a Staff member will be there to assist and assess the situation.
- The process for injuries also applies if it occurs in the orientation room.

### **RESTROOM / DRINKING FOUNTAIN USE**

- It is advisable for Candidates to use the restroom before the examination begins. No time allowance is given for restroom use during the examination sessions. In the event a Candidate needs to use the restroom during the exam, they should inform the SP who will escort them to the restroom.
- The same principles for restroom use apply to using the water fountain.

## **POST EXAM INFORMATION**

### **CANDIDATE INCIDENT REPORTS & SURVEYS**

At the conclusion of the exam, all Candidates will sit at the workstation to the left of their final exam room.

- At the workstation will be a computer that will be used by Candidates to answer whether or not they have an incident report and to complete the optional survey.
- Candidates will log in using their OE Tracker # and the same password (created by the Candidate) used to register for the exam or view scores on the NBEO website.
- Candidates are encouraged to think through their exam and use this opportunity to document any irregularity that may have occurred in each Station which a Candidate feels may have negatively impacted their performance. Incident Reports **will not be accepted** from Candidates once they have left the testing area.
- Candidates can document any concerns involving the equipment, Examiners, SPs, Proctors or the Candidate's individual performance.
- Once Candidates have completed the Incident Report, they will be offered the opportunity to complete an optional survey. The survey is a basic set of questions that allows you to review your experience at the test center.

Once all Incident Reports have been submitted, they will be reviewed by Staff. **Staff will be reviewing videos and interviewing the SP, Proctor or Examiner for more information regarding your Incident Report.** Additionally, staff will inspect any reported equipment malfunction. This process may take some time so completing the Candidate Survey will provide you with something to occupy your time.

- During the Incident Reports Review, since videos are available to view any issues, Staff will only discuss incidents with Candidates if clarification or further information is needed. If Staff discusses an Incident Report with a Candidate in the exam room, the Candidate should assume the discussion is being recorded.
- Once all Incident Reports have been reviewed and it is determined there are no administrative issues or all issues have been resolved, Staff will dismiss Candidates from the exam hall.

### **RETEST POLICY**

- The NBEO retest policy dictates that repeat tests are provided only due to administrative irregularities (e.g., equipment failure, loss of electrical power, or an unacceptable patient) who/which negatively affected the Candidate's performance.

## **ADDITIONAL EXAM INFORMATION**

### **CANDIDATE TO CANDIDATE INTERACTION**

- Candidates may engage in conversation during the registration and orientation process only.
- **Once Candidates are escorted to the test center hall, no communication should occur between Candidates at any time during the exam or post-exam process.**
  - “Communication” includes conversation, verbal statements, non-verbal cues/expressions (e.g., thumbs up/down, shaking head, high-fives, etc.), and passing notes, as examples.
  - **Violation of this policy will not be tolerated and may be cause for disqualification from, dismissal from, and/or failure of the examination.**

### **CODE OF CONDUCT**

- All exams performed at the NCCTO are audio and video recorded. Candidates will be scored on what is seen on the recording. It is important to note that actions will be taken by the NBEO if it is determined that a Candidate has falsified or had prior knowledge data/findings during the examination or if a Candidate has abandoned a Patient during a skill.
- Below are excerpts from the Candidate Agreement/Ethics Policy all Candidates agreed to when registering for CSE:

*A primary concern of the NBEO Ethics Policy is the confidentiality and security of exam items and materials. All NBEO exam items (such as questions, answers, case scenarios, images and Clinical Skills Examination (CSE) patient data, scripts, or other materials) contained in past, current, or future exams are strictly confidential and are the copyrighted property of the NBEO.*

*Any verbal discussion or written disclosure of any aspect of the copyrighted exam items, clinical cases, scripts, or standardized patient information after the examination is strictly forbidden.*

*...the NBEO has the right and sole discretion, exercised in good faith, to determine the appropriate penalty or sanction for any Improper Conduct or violation of NBEO proprietary rights, including without limitation any one or more of the following:*

- *Disqualification from taking or continuing to sit for the current examination.*
- *Disqualification from taking any future NBEO examinations; such disqualification can be for any period of time that the NBEO determines is appropriate in the circumstances, perhaps even for multiple years, or permanently.*
- *Disqualification from reporting of examination scores.*
- *Cancellation of examination scores.*
- *Inclusion of a permanent score of “0F\*” in a Candidate score report. This signifies a failing score of zero on the CSE. The licensing board, school, or other third party to whom such score is reported may contact the NBEO for more information including a summary of the findings regarding the Improper Conduct.*

### **VIDEO APPEALS**

- Once scores are released, if a Candidate believes their scores are not accurate, they may appeal their CSE results.
- All video appeals should contain substantive issues to be considered and should be filed online at the NBEO website within 30 days from the date on which the CSE® scores are posted.
- The video appeals process takes approximately 6 to 8 weeks.
- If the initial appeal is denied, Candidates may appeal further to the Judicial Committee of the Board of Directors.
- Additional information regarding the appeals process can be found online.

### **SCORING PRACTICES**

- The NBEO uses quantitative and qualitative data analysis to evaluate examination uniformity and fairness in order to identify potentially poor measurement. Candidates who achieve scores above the overall cut-off requirement receive a passing score. A CSE score below the cut-off requirement will result in a failing score.
- Additional information regarding scoring practices, score breakdowns and reports is available online.

## Station 1 Overview

At the start of Station 1, the SP will hand the Candidate a Patient Data Form (PDF) with the Ophthalmic Lens Evaluation Form on the back, [click here for a sample](#). This form will include the name, age, race/ethnicity, and gender of the Patient being portrayed and indicates whether the **portrayed** Patient uses glasses and/or CLs. Candidates should be prepared to respond to the Patient being **portrayed** rather than on the SP's personal characteristics. For example, the SP may be a white female in her mid-40s not wearing glasses portraying an elderly black male who wears glasses. The PDF also contains information about the portrayed Patient's ocular and medical history and pertinent family history. Candidates should assume that the portrayed Patient filled out the PDF prior to entering the examination room. Information on the PDF can be used to conduct the Case History.

If a Candidate asks a question during Case History / Patient Communication for which the answer is not provided to the SP on their script, the SP will respond "I do not know," or provide a similar response.

Skill 1 requires that the Candidate obtain at least 4 HPI elements; however, it may be necessary for the Candidate to gather additional information in order to determine the best tentative diagnosis.

At the conclusion of the case history skill, Candidates are to verbally STATE their best tentative diagnosis for the Chief Complaint and two Case History findings which support the tentative diagnosis. There may be more than one correct response to the tentative diagnosis question that would receive full credit, and one or more answers that are partially correct that receive partial credit. However, you are to indicate what you believe is the *one best* diagnosis. If more than one diagnosis is given, Candidates must clearly state which one is their best tentative diagnosis.

**After Case History, for the remainder of the examination skills in Station 1, Candidates must ignore the information provided on the PDF and the information obtained from the SP during Skill 1 and examine the actual SP sitting for the Station.** Candidates should not consider **any** of the Case History / Patient Communication information to be relevant to the other skills performed at Station 1, to include prescriptions, eye wear, or diagnosis.

As with all skills, the Candidate is also responsible for initiating Skill 2. After completion of Case History, the Candidate would proceed to Skill 2, Item 1. **When asked**, the SP will respond with a scripted question about a condition. The condition in Skill 2 is not relevant to Skill 1. When providing facts/details for Skill 2, the Candidate must provide the minimum number of facts/details requested and all facts/details stated must be correct.

Skill 5, Near Cover Test and Near Point of Convergence is segmented into two Procedures.

For Pupil Testing, the Candidates' findings are compared to premeasured findings in which the pupil size was rounded to the nearest 0.5 mm. Additionally, you should clearly state that you are checking for a Consensual response.

All Blood Pressure measurements should be taken on the Life/Form Blood Pressure Measurement Arm. This simulated arm is made out of latex, so if a Candidate is allergic to latex, they should request latex-free gloves from the Standardized Patient before handling the arm. Candidates are required to make sure the equipment is **turned on** in order to obtain a measurement. There will be a label covering the display, Candidates should make sure they do **not** remove this label. A corner of the display should have been left uncovered so Candidates can ensure the box is turned on and functioning. Verbally state your BP findings before or after removing the cuff but **NOT** during removal as this will ensure the BP findings will be audible. If you wish to repeat the skill, you should inform the SP who will reset the equipment.

The glasses for the ophthalmic lens evaluation do not belong to the SP. At the start of the Station, the SP will provide separate single vision and progressive spectacles intended for the Lensometry Skill ([Ophthalmic Lens Evaluation Form](#)). It is the Candidate's responsibility to focus and zero the lensmeter.

## **Station 2 Overview**

The Candidate can assume all ophthalmic instruments (tonometer probe, gonioscopy lens, forceps) are disinfected and ready for use. The surfaces of the slit lamp biomicroscope that come into contact with the SP's face must be properly disinfected.

Additionally, please note that touching your hair or face after washing hands breaks hygiene protocol and you may be asked to wash your hands prior to touching the patient, contact side of equipment or contact lens.

For Goldmann Applanation Tonometry, 3-Mirror Gonioscopy, Collagen Implant Insertion and Removal and Soft and GP Contact Lens Skills you must explain the purpose of the procedure before performing the skill.

For Biomicroscopy, Goldmann Applanation Tonometry, 3-Mirror Gonioscopy, and Soft and GP Contact Lens insertion, evaluation and removal, you should ask the Examiners which of the patient's eyes (OD or OS) to perform the skills. In addition, the Examiners will only state "I have a view" when asked by the Candidate.

**It is important to note that, when an Examiner reports having a view, he/she is simply indicating that the view is unobstructed; it does not imply anything about the quality of the view. The Examiner is not permitted to comment on the quality of the view as that would be providing feedback on the Candidate's performance.**

Candidates should assume the SP has less than 3 diopters of cyl.

When examining any ocular structure, the views cannot be "fleeting". Additionally, when the item requires viewing an entire structure, it means 360°.

Candidates must identify and describe each structure as they are viewing it.

Four attempts are allowed to complete each skill. Upon unsuccessfully performing the fourth attempt, you will be stopped by the Examiner and instructed to move on to the next skill. You may also be stopped prior to the fourth attempt if the Examiner or SP believes you are placing the SP at harm. (See SP safety and procedure attempts)

For Tonometry and Gonioscopy, anesthetic must be used in the tested eye only. To promote patient comfort during Gonioscopy, Celluvisc™ should be used.

**During Gonioscopy, Candidates should identify the correct quadrant and center their views of the angles for optimal video recording purposes.**

During Punctal Plugs, Candidates should properly **insert half of the implant** into the punctum. In most cases, the Candidate may choose which eye to perform this skill. For certain SPs, the Examiner may direct you to perform Punctal Plugs on one eye or the other. This is because with certain SPs, one punctum may be more open than the other. **Do not rest the forceps on the SP's eyelid.** Additionally, time starts when the implant is in the punctum and for SP safety please do not keep the plug in longer than 2 seconds (i.e., do not ask or state something while the implant is in and then start counting; if you must count, start counting immediately). Anesthetic is not allowed for punctal plugs. You can assume the collagen implants in an open package are sterile. If you contaminate an implant, you should retrieve another implant.

If at any time your hands or equipment come in direct contact with the RGP cleaner, you must completely wash the solution off (if it is on your hands then you must use soap and water; if it is on an instrument, then rinse with saline solution) prior to coming in contact with the SP.

Skill 13 combines gas permeable contact lens (GPCL) and soft contact lens (SCL) insertion, evaluation and removal. These procedures have been combined into a single skill for purposes of efficiency. When asked, the Examiner will instruct the Candidate to insert a GPCL on one of the Patient's eyes (OD or OS) and a SCL on the other eye. The SCL is a toric lens with markings at 3 and 9 o'clock. Candidates should report the rotation from the doctor's perspective. For the GPCL, Candidates can assume the lens is clean for insertion. Once removed it should be stored in the case from which it was removed.

If the Candidate is unable to safely and effectively remove the lens from the SP's eyes and is stopped by the Examiner, the Examiner will remove the lens. Candidates will not receive any additional time for the Examiner to remove the lens. Also, the Candidate will not be able to perform any further items for that portion (SCL or GPCL) of

the Contact Lens Skill in which they had the difficulty but may continue with the other lens if it hasn't been removed yet. Additionally, for SP comfort, Examiners will remove the GPCL with a suction cup.

At any point, if a Candidate does not remember which eye the Examiner directed them to use for a Skill, they may ask the Examiner to clarify.

## **Station 3 Overview**

In Station 3, results from one skill are used in the performance of a subsequent skill. This design simulates clinical reality and facilitates a smooth flow in the Station. Although it is inevitable that some errors may affect the results in performing a subsequent skill, steps have been taken to minimize the impact of this linkage by emphasizing the *process of how* the Candidate examines the SP, rather than the findings.

The SP's **actual age** will be displayed on the Patient name badge. **If the badge is not visible, Candidates may ask the SP for their actual age.**

For camera lighting purposes, at minimum, keep the computer monitor on at all times

### Skill 14: Retinoscopy

Candidates will perform a “3-eyed” Retinoscopy:

1. Retinoscopy on OD
2. Retinoscopy on OS
3. Quick repeat of sphere component OD

Performing “3-eyed” Retinoscopy prevents the need to do a careful fogging prior to starting Retinoscopy. Either eye can be done first; however, it will usually be OD. You must verbally state your findings. Do not forget to state your working distance.

It is important that you state your Retinoscopy findings before you start subjective refraction or before you take a visual acuity. If you decide to perform Retinoscopy after taking a visual acuity, it will NOT be used for scoring purposes. Any repeat of retinoscopy is done on your own accord and will not be scored by the Examiners. Additionally, if you take a visual acuity before completing Retinoscopy, you will be scored “no” for the entire Retinoscopy Skill.

During Refraction, while checking cylinder power and axis, you must use the JCC.

Skill 16-Heterophoria and Vergence Testing at Distance is segmented into 3 Procedures. You must state your findings verbally in the same manner as you would enter them into a patient record. The horizontal phoria findings must include the magnitude and direction of the phoria, e.g. 6 pd exo; 2 pd eso. For the vertical phoria, the eye must also be specified, e.g. 2 pd right hyper. The horizontal vergence findings must specify directionality, e.g. BI or negative relative vergence; BO or positive relative vergence. Findings should include blur, break, and recovery for BI/BO. The vertical vergence findings must specify the eye and the directionality, e.g. or infra OD; or supra OS.

In measuring relative accommodation in Accommodation Testing, you must clearly state what you are using as your near base (distance subjective refraction or BCC). The NRA and PRA findings should be stated relative to the patient's near base you have chosen.

At the end of each of the Skills 15, 16, and 17, the Candidate must briefly educate the SP on their findings using layman's terms.



## **Station 4 Overview**

In addition to the SP, Station 4 will have an additional person in the room called a Proctor. For Skills 18-19, when asked, the **SP** will direct the Candidates on which eye (OD or OS) to perform the skills. At any point, if a Candidate does not remember which eye the SP directed them to use for a procedure, they may ask the SP to clarify.

For BIO, the SP will set the light at the appropriate mark; if it is not set, just ask the SP to set the light for you. Additionally, the optimal working distance is between 15-25 inches. The image you view through the oculars is the same image being recorded.

You have a choice of performing BIO with the SP seated or reclined, however the patient may request a seated exam for medical reasons.

For Skill 19, the view is through the left ocular.

When examining any ocular structure, the views cannot be a “fleeting” view.

For retroillumination only, your light source must be on maximum illumination, and you must move the light source to obtain the necessary red/orange image.

Regarding views, the Proctor will only state “I have a view” or “I do not have a view” as appropriate, when asked by the Candidate.

**It is important to note that, when a Proctor reports having a view, he/she is simply indicating that the view is unobstructed; it does not imply anything about the quality of the view. The proctor is not permitted to comment on the quality of the view as that would be providing feedback on the Candidate’s performance.**  
(see views for more information)

At the conclusion of Skill 19, you should ask the SP for a **hypothetical** finding observed during a dilated fundus exam.

**AUGUST 2019-JULY 2020 CANDIDATE INSTRUCTIONS FOR STATION 1  
(posted on the exam room computer)**

*Surfaces of the ophthalmic equipment that come into contact with the SP's face should be cleaned prior to use by wiping with an alcohol swab.*

**Skill 1: Case History / Patient Communication**

You are to obtain a complete case history from the SP, who will **portray** a Patient presenting to your office for the first time. You will be presented a Patient Data Form (PDF) which will include the portrayed patient's general information, personal and family history as well as review of systems. You may use the Patient Data Form to take notes.

When you are finished gathering the case history data, you must **STATE** the best tentative diagnosis for the Patient's Chief Complaint and support your diagnosis.

**REMINDER: The Case History script information and tentative diagnosis, prescriptions, eye wear, etc., are not related to any other skills in this Station and must be disregarded for the rest of the skills.**

**Skill 2: Patient Education**

You are to educate the SP regarding the requested ocular condition by describing the condition and how it affects the eyes/vision, preventative, diagnostic and/or treatment options, and prognosis, interval, and/or follow up. Your explanation (facts/details) to the Patient of the ocular condition must be accurate, clear, and in non-technical terms to promote Patient understanding.

**Skill 3: Binocular Extraocular Muscle Motility and Gross Horizontal Saccadic Eye Movement Evaluation**

You are to assess and describe the SP's binocular extraocular muscle motility in 6 cardinal positions of gaze (up right, right, down right, up left, left, and down left), using a penlight or transilluminator and assessing eye alignment in a physiological H pattern. You must also evaluate Gross Horizontal Saccadic Eye Movements using the silver/gold wands. You must state your findings verbally in the same manner as you would enter them into a patient record.

**Skill 4: Static Peripheral Confrontation Visual Fields**

You are to assess and describe the peripheral confrontation visual fields responses of the SP using the finger counting method. You must state your findings verbally in the same manner as you would enter them into a patient record.

**Skill 5: Near Cover Test and Near Point of Convergence**

You are to perform a Near Cover Test on the SP and objectively measure any oculomotor deviation by neutralizing any observed motion with prism, or confirming orthophoria using 2-4Δ BI and BO. You must also perform Near Point of Convergence. You must state your findings verbally in the same manner, as you would enter them into a patient record (e.g., for NCT include phoria vs. tropia).

**Skill 6: Pupil Testing**

You are to assess and describe the pupils and pupillary responses of the SP. You must state your findings verbally in the same manner as you would enter them into a patient record.

**Skill 7: Blood Pressure Measurement**

You are to obtain a blood pressure measurement on the Simulated Arm. You should assume that the procedure is being done as part of a comprehensive examination and that the sphygmomanometer provided in the room is the appropriate size for the patient. You must state your findings verbally in the same manner as you would enter them into a patient record.

**Skill 8: Ophthalmic Lens Evaluation**

You are to evaluate two pairs of ophthalmic spectacle glasses, one progressive and the other single vision. These spectacles do not belong to the Patient at the Station. You should record, on the [Ophthalmic Lens Evaluation Form](#) provided, all of the data required for these spectacle lenses.

**THIS IS A 30-MINUTE STATION**

**Candidates are encouraged to review the Station 1 Evaluation Forms for detailed information on the items required to be completed during the examination.**

**AUGUST 2019-JULY 2020 CANDIDATE INSTRUCTIONS FOR STATION 2  
(posted on the exam room computer)**

*The surfaces of the slit lamp biomicroscope that come into contact with the Patient's face should be cleaned prior to use. Candidate should assume the tonometer probe, gonioscopy lens, and forceps are already cleaned and ready for use.*

**Skill 9: Biomicroscopy**

You are to perform a comprehensive slit lamp examination on *one* eye of the SP, as indicated by the Examiner. You may use a cotton-tipped applicator to assist in eversion of the upper eyelid if needed. You must verbally state your findings, while examining the structures, to the Examiner in the same manner as you would enter them into a patient record.

**Skill 10: Goldmann Applanation Tonometry**

You are to perform Goldmann applanation tonometry on *one* eye of the SP, as indicated by the Examiner. You must verbally state your findings to the Examiner in the same manner as you would enter them into a patient record.

**Skill 11: 3-Mirror Gonioscopy**

You are to perform gonioscopy on *one* eye of the SP, as indicated by the Examiner. During the skill, you are expected to obtain and maintain a clear gonioscopic view of the anterior chamber angle and perform a systematic examination of all 4 anterior chamber angle quadrants, centering the view of the angle using the appropriate mirror. You must verbally state your findings to the Examiner in the same manner as you would enter them into a patient record.

**Skill 12: Collagen Implant Insertion and Removal**

You are to prepare and then insert half of the collagen implant into the inferior punctum on one lid of the SP. The plug is *not* to be moved into the horizontal canaliculus but should be held in place in the vertical canaliculus for a maximum of 2 seconds, and then **MUST** be removed. Upon removal, the collagen implant should be discarded. **After** removing the implant, you must accurately describe to the Examiner how the collagen implant should be moved into the horizontal canaliculus. Topical anesthetic should **not** be instilled prior to performing this Skill.

**Skill 13: Soft and Gas Permeable Contact Lens Insertion, Evaluation, and Removal**

You are to properly prepare and insert a toric soft contact lens (SCL) on one eye of the SP and a gas permeable contact lens (GPCL) on the other eye, as indicated by the Examiner. Topical anesthetic should **not** be instilled prior to inserting the lenses. You should assume that the GPCL provided has been cleaned and disinfected and, since a disposable SCL is used, there is no need to clean or disinfect it. Using the slit lamp biomicroscope, you are expected to evaluate and assess the fit of the lenses on the SP's eyes. Fluorescein should be instilled only in the eye with the GPCL. After evaluation, you should remove both contact lenses from the SP's eyes. The SCL should be discarded; the GPCL should be stored in the appropriate case. Suction cups and other mechanical removers are *not* permitted. You must verbally state your findings to the Examiner in the same manner as you would enter them into a patient record.

**THIS IS A 30-MINUTE STATION**

**Candidates are encouraged to review the Station 2 Evaluation Forms for detailed information on the items required to be completed during the examination.**

**AUGUST 2019-JULY 2020 CANDIDATE INSTRUCTIONS FOR STATION 3  
(posted on the exam room computer)**

*Surfaces of the phoropter that come into contact with the SP's face should be cleaned prior to use by wiping with an alcohol swab.*

**Skill 14: Retinoscopy**

You are to perform static distance retinoscopy on *both* eyes of an SP. You must verbally state your findings in the same manner as you would enter them into a patient record prior to any subjective response by the SP. This must be done prior to starting your subjective refraction or taking a visual acuity.

***Any repeat of retinoscopy will not be scored.***

***Turn on overhead room lights when stating Retinoscopy and Refraction findings for scoring purposes.***

**Skill 15: Distance Subjective Refraction**

Based on the static distance retinoscopy and PD finding previously obtained, you are to perform a distance subjective refraction on *both* eyes of the SP, including a prism dissociated balance. You must state your findings verbally in the same manner as you would enter them into a patient record.

**Skill 16: Heterophoria and Vergence Testing at Distance**

You should assume that the SP is non-strabismic and use the findings from your distance subjective refraction for this skill.

You are to conduct a von Graefe measurement of the SP's horizontal and vertical heterophorias at *distance* only. You may perform the "pursuit" technique or the "flash" technique. You must state your findings verbally in the same manner as you would enter them into a patient record. For the horizontal phoria the findings must include the magnitude and direction of the phoria, e.g. 6 pd exo or 2 pd eso. For the vertical phoria, the eye must also be specified, e.g. 2 pd hyper, OD.

You are to measure the SP's horizontal and vertical vergences at *distance* only. The horizontal vergence findings must specify directionality, e.g. BI or negative relative vergence; BO or positive relative vergence. The vertical vergence findings must specify the eye and the directionality, e.g. infra OD; or supra OS.

**Skill 17: Accommodation Testing**

You will determine the SP's binocular (fused) crossed-cylinder dioptric value relative to the distance subjective refraction. You must determine and state the near base prior to performing NRA and PRA. You must state the NRA and PRA values relative to the SP's near base (distance subjective refraction or BCC). If the PRA is greater than -3 diopters, you may stop and state, "The patient's PRA is greater than -3 diopters."

You must verbally state your findings in the same manner as you would enter them into a patient record.

**THIS IS A 30-MINUTE STATION**

**Candidates are encouraged to review the Station 3 Evaluation Forms for detailed information on the items required to be completed during the examination.**

**AUGUST 2019-JULY 2020 CANDIDATE INSTRUCTIONS FOR STATION 4  
(posted on the exam room computer)**

*Surfaces of the slit lamp biomicroscope that come into contact with the Patient's face  
should be cleaned prior to use by wiping with an alcohol swab.*

**Skill 18: Binocular Indirect Ophthalmoscopy**

You are to perform binocular indirect ophthalmoscopy (BIO) on *one* eye of an SP as indicated by the SP. You have the choice of performing BIO with the SP seated or reclined.

You must state your findings verbally in the same manner as you would enter them into a patient record. The findings must be accurate for credit.

**Skill 19: Dilated Biomicroscopy and Non-Contact Fundus Lens Evaluation**

You are to properly examine the crystalline lens (with direct and retroillumination) and the retrolental area/anterior vitreous using the biomicroscope **without** the non-contact fundus lens. You are to examine the posterior vitreous, optic nerve, 4 vasculature arcades, fovea and macula using the biomicroscope **with** the non-contact fundus lens. All items will be performed on *one* eye of an SP. You must state structures when viewing and also state your findings verbally in the same manner as you would enter them into a patient record.

After examining the Patient, educate the patient regarding a given **hypothetical** finding.

**THIS IS A 15-MINUTE STATION**

**Candidates are encouraged to review the Station 4 Evaluation Forms for detailed  
information on the items required to be completed during the examination**