



National Center of Clinical Testing in Optometry  
Laser and Surgical Procedures Skills  
Examination  
(LSPE™)

**CLINICAL SKILLS PORTION  
CANDIDATE GUIDE**

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**August 2019 – July 2020**

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The Laser and Surgical Procedures Examination (LSPE™) is composed of a Laser Section and a Surgical Section. Each Section has a clinical skills practical portion and a computer-based (CB) multiple-choice portion. Candidates have the option to register for one or both Sections. Candidates do not need to take both sections if only one section is preferred. **If taking both sections (Laser and Surgical) you must register and pay for both Sections individually.** This Candidate Guide only reviews the clinical skills portions of the Sections.

The Candidate Instructions included at the end of this document will be posted in the examination room for review during the examination.

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

***Candidates are expected to thoroughly review this manual in preparation for the LSPE™. This manual contains all relative information a Candidate would need to adequately prepare for the clinical skills sections of the LSPE™.***

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

January 2019

# Candidate Guide

## OVERVIEW OF TERMS FOR THE CLINICAL COMPONENT OF LSPE™

- **NBEO:** National Board of Examiners in Optometry
- **NCCTO:** National Center of Clinical Testing in Optometry
- **LSPE™:** Laser and Surgical Procedures Examination
- **Candidate:** an individual taking the Exam
- **NCCTO Staff:** the (full-time) personnel responsible for executing the exam and serving as a Candidate advocate and liaison to the NBEO. Referred to as “Staff” throughout this guide.
- **Remote Examiner (RE):** the individual responsible for scoring the Candidate’s performance remotely
- **Proctor:** the individual who will monitor the examination for safety purposes
- **Model Patient (MP):** the nonliving patient utilized for Candidate performance of certain Skills
- **Session:** a complete 1-Station, 3-Skill Laser Section or 2-Skill Surgical Section; each day may be comprised of several sessions
- **Station:** an exam room that contains required skills to be assessed during a delineated time period
- **Observation Time:** the 5-minute timeframe before the cycle begins where the Candidate can familiarize themselves with the Station
- **Examination Cycle:** the 30-minute time allocation for the Laser or Surgical Section of the examination
- **Skill:** 1 of the 5 procedures performed in the LSPE™ (3 in Laser and 2 in Surgical)
- **Item:** a numbered procedural element within each Skill
- **Evaluation Form:** the yes-no checklist an Examiner uses to evaluate the Candidate
- **Candidate Performance:** when Candidate is actually performing the procedures/skills during the exam cycle
- **STOP:** When a Candidate’s performance is stopped for safety purposes. 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 Station information in guide.

## OVERVIEW

The examination sections will be audio and video recorded for review by a Remote Examiner for scoring purposes.

The evaluation forms contain the items Examiners 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 LSPE™ clinical skills portion is comprised of the following Skills:

### Laser Section

SLT  
Peripheral Iridotomy  
YAG Capsulotomy

### Surgical Section

Suturing  
Chalazion Excision

Candidates may take only one of the sections. Candidates who wish to take both sections must have registered and paid for both sections individually.

## EXAM PREPARATION

### PREPARATION:

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

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

### EQUIPMENT:

- All necessary equipment used during the exam will be provided by the NCCTO.
- The NCCTO provides a **LSPE™ Site Information and Equipment List** on our website that all Candidates should review prior to arriving for their test date ([www.optometry.org/nccto](http://www.optometry.org/nccto)).

### ATTIRE:

- Candidates are expected to wear professional attire.
  - The NBEO interprets professional attire as attire that **EXCLUDES** jeans, shorts, 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 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](#).
  - The registration/report time includes check-in, orientation, exam, and check-out.
  - Candidates should arrive no earlier than 10 minutes prior to their listed report time.
- In the event a Candidate finds they have arrived at the BB&T center early, 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.
- Candidates should anticipate being on-site for approximately 3 hours for each section. This time includes the registration, orientation, exam process and check-out **as well as the computer-based component.**
- Candidates should schedule return flights not sooner than 5 hours after their report time.

- Candidate taking both sections of the LSPE™ and who scheduled their exam **sequentially**, without a break, should expect to be here 5 hours and should schedule return flights no sooner than 7 hours after their report time. Please contact the NCCTO if you have questions about your registered times before you make any reservations.
- 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 LSPE™ Section(s).

### **PHOTO IDENTIFICATION:**

- To be admitted to the test center, you must present an acceptable form of photo identification that includes **both an embedded photograph and signature**. ID Forms from membership organizations, clubs, banking facilities, or other non-government or non-school related resources are not permissible for admission to a NBEO exam.
- 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 (<https://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: <https://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).

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

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

- 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. In the event a Candidate removes their arm bands during the exam, Staff will advise the Candidate to reattach their arm bands. If at any point an arm band cannot be clearly seen, Staff may ask Candidates to turn the arm band so the band is more prominently displayed.
- 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.

### **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.
- For identification purposes, you should appear in the taken 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**

- 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.

- 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 and may be subject to the consequences associated with cheating.

## ORIENTATION

- Following registration, candidates will be seated for Candidate Orientation. A slideshow presentation will be given which Candidates are required to attend. This presentation is only intended to provide a brief overview of the expectations of the exam, as well as to remind Candidates about the highlights of the exam process.
- Candidates can view the Orientation videos online at [www.optometry.org/nccto](http://www.optometry.org/nccto).
- Following Orientation, Staff will be available to address any questions Candidates may have.

### EQUIPMENT OVERVIEW IN ORIENTATION ROOM

- Model eyes, suturing and chalazion models, as well as instruments, will be available in the orientation room for Candidate familiarization. Procedures must not be performed on these models. The slit lamp and model patient will not be available during the orientation.

### 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.
- Examples 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 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.
- 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; the announcements are the official timers.** 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 Site Information and Equipment Guide.
- Proctors will not remind Candidates of the remaining time.
- If time expires before a Candidate completes the Station, the items not performed will be scored as “no.” Candidates are urged to carefully monitor their time.

### **LOCATION OF CAMERAS**

- There will be several video cameras in the Laser and Surgical Procedures Clinical Skills examination rooms. Most of these cameras are located on the ceiling and one is attached to the **left** ocular of the laser apparatus.

### **ANNOUNCEMENTS**

**There are three announcements that play throughout an exam session:**

- #1: The first announcement “**Candidates please enter the exam room**” signals the Candidate Observation time (see below) which is a 5-minute window to set up the exam room.
- #2: The second announcement “**The exam cycle has begun**” signals the official start of the 30-minute exam cycle.
  - Candidates should close the exam room door.
- #3: The third announcement “**The Exam cycle has ended, please exit the exam room**” will indicate the official end of each examination cycle.

### **EXAM STRUCTURE**

#### **CANDIDATE OBSERVATION TIME:**

- Candidates are provided with 5 minutes of observation time in the Station before the exam cycle begins.
- Station Instructions, located at the end of this document, are posted on the computer monitors for Candidates to review.
  - Exam room computers are only for viewing the Station Instructions and countdown timer, Candidates are prohibited from using these computers for other purposes.
- Any items performed before the exam begins (greeting patient, stating laser is inactive) 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
  - Set-out supplies that will be used (do not open packages)
  - Practice adjusting the lighting
  - Review Station Instructions
- During the Observation Time, Candidates cannot:
  - Perform any Skills
  - Activate the laser
  - Write on any pieces of paper
  - Open any sealed packages

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

- The Candidate’s performance ends with Announcement #3, or by the Candidate stating they are finished.
- Candidates who finish before the ending announcement plays and wish to end the scoring portion of the Station may make the following statement to the Proctor: “I am finished with this **Station**”. At this time the Candidate **will not be scored on any additional skills/items** and the Proctor 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 Proctor will remind the Candidate that it is the Candidates' responsibility to let them know if they are finished with the station.

### **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 logical sense.**

### **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 SKILLS**

- **Repeating an entire Skill is not allowed** on the LSPE™ Skills Examination. Candidates will receive only one model for each procedure. This is to simulate the real-life nature of the clinical performance of each Skill.

### **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 Proctor in the Station and they will provide it to you.
- Nothing written on this green paper will be scored and must be left in the exam room.

### **PROCTOR**

- A Proctor will be present in the examination room throughout the Candidate Observation period and testing.
- The Proctor will begin preparing the room for the next Candidate once a Candidate has stated they are finished or when Announcement #3 plays, whichever occurs first.
- The Proctor will confirm the presence of a view **when asked** (see the views in the Laser Section for more information).

### **OBSERVERS**

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

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

- Outside of regular exam questions (e.g., inquiring about views, asking about allergies, etc), during the exam, Proctors 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.
- Questions on **how** to do things, **how** to use the equipment or other instructional questions are not appropriate and 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.

## **SAFETY and PROCEDURE ATTEMPTS**

### **Hand-Washing**

- The NBEO has adopted the CDC's guideline for hand washing, which includes the specified timeframe of washing hands for at least 15 seconds.

### **Safety**

- During the Station, Proctors are responsible for ensuring safety. If a Proctor believes the examination techniques or procedures used by a Candidate are placing the model patient or the Proctor at harm, the Proctor has the responsibility and authority to terminate the Skill being assessed **at any time** and will state, "You are being stopped for safety reasons."
- Candidates should utilize proper safety techniques with the laser at all times. They should ensure that the laser is "cold" until ready to perform the appropriate procedure. The Proctor may stop a Candidate who exhibits improper technique. Additionally, Remote Examiners will appropriately score Candidates who do not ensure a safe environment.
- Candidates must not operate the laser while the Proctor is near the slit lamp. While the Proctor is changing model eyes, the Candidate must step away from the laser and ensure that it is in stand-by mode. Failure to do so may be cause for disqualification from, dismissal from, and /or failure of the exam.
- If a Candidate is stopped, they will be scored "no" on any remaining items in the stopped Skill. Items leading up to the point of the stop will be scored as appropriate.
- In the event of Candidate injury (needlestick, cut, etc.), Staff will provide a bandage and gloves. Time lost to handle an injury will not be reinstated.

### **Procedure Attempts**

- Candidates should be aware that patient safety is of paramount concern by the NBEO. All simulated models should be treated as if they are a real patient.
- Candidates should consider the impact of **repeating items within** a Skill with regard to the impact it would have on a real patient. **Repeating entire Skills is NOT allowed on the LSPE™ (see section titled Repeating Items/Skills).**

## **STAFF INTERACTIONS:**

### **Neutrality:**

- Proctors 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, Proctors may say very little other than what has been scripted.
- If a Candidate asks a question that cannot be answered, Proctors 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 Proctor/Staff do not have a standardized response.
- If asked, Proctors will not provide guidance on how and/or what to perform. Candidates must use their best judgement in these situations.

## **MODEL PATIENT INTERACTIONS:**

### **TITLES:**

- Candidates may refer to the model patients as "Mr. or Ms. Lee."
- "Lee" is the fictitious family name assigned to all NBEO patients.



## CASUAL CONVERSATION:

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

### Examples of inappropriate topics:

- Information regarding the NBEO/NCCTO
- Information regarding the Laser and Surgical Procedures Exam or any NBEO examinations
- Questions about the Proctor or their position (how long employed, experience with NBEO exams, etc.)
- Candidate's performance
- Optometry School the Candidate attends or attended
- Other Candidate 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.
  - Candidates should properly dispose of contaminated materials. Any contaminated instruments should be placed in the "Contaminated Instruments" sharps container.
- Out of concern for 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 Proctor 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 exam room.

- At the workstation will be a computer that may be used by Candidates to submit an incident report and to complete the optional survey.
- Candidates will log into the Incident Report 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 which a Candidate feels may have negatively impacted their performance. Incident Reports **will not be accepted** from Candidates once they have left the clinical skills testing area.

- Candidates can document any concerns involving the equipment, Proctors or the Candidate's individual performance.

Once the Incident Report has been submitted, it will be reviewed by Staff. **Staff may review videos and/or interview the Proctor for more information regarding your Incident Report.** Additionally, staff will inspect any reported equipment malfunction.

- 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.

### **CANDIDATE DISMISSAL**

- Once dismissed from the exam hall, Candidates will return to the lobby where staff will assist in beginning the CB portion of the Section.
- Candidates must *not* leave the test center until dismissed or re-enter the test center after dismissal.

### **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) 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 data/findings during the examination or if a Candidate has abandoned a Patient during a Skill.
- All Candidates sign and agree to the Candidate Agreement/Ethics Policy when registering for the Laser and Surgical Procedures Examination:

### **VIDEO APPEALS**

- Once scores are released, if a Candidate believes their scores are not accurate, they may appeal their LSPE™ results.
- All 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 LSPE™ 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 on the NBEO website at <http://www.optometry.org/appeals.cfm>.

## **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 LSPE™ score below the cut-off requirement will result in a failing score.
- Additional information regarding scoring practices, score breakdowns and reports will be available online at <http://www.optometry.org>

## **LSPE™ Skills Overview**

### **LASER SECTION**

No Skills in the LSPE™ Skills portion utilize live patients. Models will be provided for each Skill. Any attempt to perform a Skill on the Proctor present in the exam room will result in an automatic STOP. You may address the Proctor when discussing pre-operative and post-operative information.

**Candidates must perform the skills in order: SLT, PI, YAG Capsulotomy. Candidates will dictate a Pre-operative note for SLT** based on a provided Case History. Pre-operative notes will be provided for PI and YAG once the Candidate indicates they are ready that skill. *Candidates may use the phone number listed at the top of the note for the emergency contact information expressed to the patient.*

Candidates should state that an appropriate written Informed Consent has been discussed with and signed by the Patient prior to performing each skill.

Candidates are not required to clean lenses for any laser procedures. They will be cleaned prior to the Candidate entering the examination room. Additionally, the Candidate is not required to disinfect the slit lamp or align the patient as the model patient will already be placed in the slit lamp when the Candidate enters the room.

The laser should remain in the appropriate setting until ready to perform the actual procedure. **Failure to adhere to this safety protocol will result in an automatic STOP.** The Proctor will need to change model patients/eyes in between the LPI and YAG Capsulotomy skills. Please ensure that the laser is “cold” prior to this transition and do not touch the laser during this transition. Failure to provide a safe environment for the Proctor will result in an automatic STOP.

A magnification of 16X (or higher) is recommended for optimal viewing by the video recording equipment on all Laser procedures. **The Quantel Optimis™ Fusion laser does not display total energy, instead you will be required to state your final energy setting and total number of shots. Please leave the room lights on for all skills to aid in laser display video capture.**

During PI, all four iris crypts of the model patient should be visible. If the eye is not in an appropriate position to view, please notify the proctor.

Functional notes pertaining to the model eyes; you will see a burn pattern while performing SLT, there will not be a pigment plume observed on PI, and the YAG cap may take more energy than on a real patient.

### **IEWS**

- As part of the exam process, the Quantel Optimis™ Fusion is equipped with a camera that will obtain live images as viewed by the Candidate. It is the Candidate’s responsibility to maintain views through the Quantel Optimis™ Fusion.
- When examining any ocular structure, the views cannot be “fleeting.”

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

- Candidates are responsible for ensuring the Proctor has a view on the monitor.
- Candidates may ask at any point if there is a view. They will be given a response of either “I have a view” or “I do not have a view” from the Proctor.

- 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 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 a Proctor confirms the presence of a view, it only means that something is visible on the monitor.
- Confirmation of a view does **not** indicate clarity or quality of the view, whether the view meets the minimum criteria, whether the view is of the correct angle/structure, or whether the view is a “good view.”
- In the event a 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 laser.
- Candidates are **not allowed** to view the monitors at any time. Monitors are calibrated and positioned in a certain manner for optimal views by the Proctor. The Proctor has been trained in how to view the monitors.
- **If at any point 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 observation through the **left ocular** of the laser.
- 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.
- 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 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 [http://www.optometry.org/disability\\_part3.cfm](http://www.optometry.org/disability_part3.cfm). Any written requests must be submitted by the deadline specified on the NBEO website. **Additionally, Candidates who may require special accommodations should not schedule their LSPE™ until there is a decision made on their appeal.**

## **SURGICAL SECTION**

Separate models will be utilized for Suturing and Chalazion Excision. These models are considered aseptic. Drape is optional for suturing and chalazion, as long as aseptic technique maintained. Please treat these models as if they are a real patient. For video recording purposes, Candidates will be required to sit during these skills.

All necessary instrumentation for Suturing will be on a single tray (ignore alphabetical labels on the instruments). All necessary instrumentation for the Chalazion Excision procedure will be on separate tray, to include a surgical marker. Candidates are not required to clean any of these instruments. However, attention should be paid to maintain aseptic technique and follow Universal Precautions.

An adnexal laceration will be present on the suturing model. Candidates are not allowed to create their own laceration for this skill. Any attempt to create a laceration will result in an automatic STOP. When you are ready to put on sterile gloves, you must let the proctor know. They will ask what size you would like, open them for you, and place them on the table. Candidate should remove the sutures.

For the Chalazion Excision procedure, Candidates will find two separate models on a tray; An eyelid model with a Chalazion and a Chalazion model with a pre-loaded clamp. Candidates must demonstrate an injection, clamping, and clamp removal on the eyelid model and use the Chalazion model for the actual excision. The model does not actually have a capsule but proceed as if there is one.

Again, it is important to ensure safety while performing all skills. **Candidates should not attempt to perform the SLT, Peripheral Iridotomy, YAG Capsulotomy, Suturing, or Chalazion Excision Procedures on the Proctor. Attempting to do so will result in an automatic STOP.**

**Laser Section of LSPE™ SKILLS CANDIDATE INSTRUCTIONS**  
(also posted on exam room computer)

You will have 5 minutes of observation time followed by **30 minutes** to complete Skills 1-3

**Laser Section Skills must be performed in order**

**Skill 1: SLT**

You are to properly perform SLT on a model patient using an ocular model. The model patient will already be positioned and in alignment prior to you beginning the Skill. Based on a provided Case History, you should dictate a Pre-operative Note in the same manner as would be entered into a patient record. You should ensure that the laser is in stand-by mode until the Proctor is in safe position and adorning safety eye protection. You must verbally state your findings to the Proctor in the same manner as you would enter them into a patient record.

**Skill 2: Peripheral Iridotomy**

You are to properly perform YAG Peripheral Iridotomy on the same model patient used for Skill 1, SLT. The fellow eye of this model patient will contain the LPI ocular model. The model patient will already be positioned and in alignment prior to you beginning the Skill. You should ensure that the laser is in stand-by mode until the Proctor is in safe position and adorning safety eye protection. You must verbally state your findings to the Proctor in the same manner as you would enter them into a patient record.

**Skill 3: YAG Capsulotomy**

You are to properly perform YAG Capsulotomy on a model patient using an ocular model as prescribed by the provided Pre-operative note. The Proctor will need to change ocular models after completion of Skill 2, Peripheral Iridotomy. Please ensure that the laser is “cold” while the Proctor is changing the model. The model patient will be positioned and aligned in the slit lamp by the Proctor. The Proctor will indicate once the model patient is in place. You should ensure that the laser is in stand-by mode until the Proctor is in safe position and adorning safety eye protection. You must verbally state your findings to the Proctor in the same manner as you would enter them into a patient record.

**Candidates are encouraged to review the LSPE™ Evaluation Form for detailed information regarding the items required for completion during the examination.**

**Surgical Section of LSPE™ SKILLS CANDIDATE INSTRUCTIONS**  
(also posted on exam room computer)

You will have 5 minutes of observation time followed by **30 minutes** to complete Skills 1 & 2

**Skill 1: Suturing**

You are to properly perform interrupted suturing of an adnexal laceration on the model provided. The laceration will be pre-made prior to you entering the examination room (i.e. You should not create your own laceration). You should treat the model as if it is a real patient. You should dictate a Pre-operative Note in the same manner as would be entered into a patient record. Discard sutures in the Sharps Container. You must verbally state your findings to the Proctor in the same manner as you would enter them into a patient record.

**Skill 2: Chalazion Excision**

You are to properly perform Chalazion Excision on the models provided. You should demonstrate an injection and clamping on the eyelid/suturing model then move to the chalazion model for the actual excision. You should treat the model as if it is a real patient. You must verbally state your findings to the Proctor in the same manner as you would enter them into a patient record.

**Candidates are encouraged to review the LSPE™ Evaluation Form for detailed information regarding the items required for completion during the examination.**