

Certified Paraoptometric (CPO) Certification Examination Test Specifications and Content Outline

Domain 01: Clinical Principles, Testing, and Procedures (52.2%, 52 operational items, 11 pretest items)

1. Record case history
 - a. Chief complaint
 - b. Ocular history of patient and family
 - c. Pertinent medical history of patient and immediate family
 - d. Current medications – prescription and OTC
 - e. Supplements - prescription and OTC
 - f. Allergies – medication and environmental
 - g. Social – tobacco/alcohol/substance use
 - h. Work/school duties
 - i. Hobbies/how patient uses their vision
2. Perform visual acuity testing
 - a. Types of acuity charts
 - i. Snellen
 - ii. Allen figures
 - iii. Tumbling E's
 - b. Alternative assessment of visual acuity
 - i. Counting fingers (may be referred to as finger count or finger counting)
 - ii. Hand motion
 - iii. Light perception
 - iv. No light perception
 - c. Pinhole acuity testing – how is it done and why it is useful
3. Perform Amsler grid testing
 - a. Understand what conditions necessitate testing
 - b. Perform test and accurately record results
4. Perform automated blood pressure measurement
 - a. Know correct procedure and positioning of patient to take BP
5. Perform stereoacuity testing
 - a. Understand common test types
 - i. Randot
 - ii. Stereofly
6. Perform color vision assessment
 - a. Understand common test types
 - i. Ishihara
 - ii. D-15
 - b. Understand most common types of color deficit
 - i. Red/green
7. Perform ocular motility testing
 - a. Understand actions of extraocular muscles
 - b. Assess extraocular muscle movements
 - c. Identify and properly record any restrictions

8. Perform pupillary testing
 - a. Understand normal pupillary response to light
 - b. Understand and identify afferent pupillary defect
 - c. Properly record size, shape, reaction, and any abnormalities
9. Perform tonometry (contact or noncontact) to measure eye pressure/intraocular pressure
 - a. Non-contact tonometer (NCT)
 - b. Tonopen
 - c. iCare
10. Perform confrontation visual field screening
 - a. Proper test distance from patient
 - b. Procedure and patient instructions
 - c. Properly record any restrictions
11. Perform autorefraction and autokeratometry
12. Administer and record diagnostic and therapeutic eye drops
13. Perform testing to evaluate cornea
 - a. Pachymetry
 - b. Topography
14. Perform fundus photography and optical coherence tomography (OCT)
 - a. Posterior pole vs. wide field photos
 - b. OCT of optic nerve vs. macula
15. Perform automated visual field testing
 - a. Give proper instructions to patient
 - b. Use appropriate trial lenses when needed
 - c. 10-2
 - d. 24-2
 - e. 30-2

Tasks in Domain 01: Clinical Principles, Testing, and Procedures draw upon the following Competencies: C02, C03, C04, C05, C06, C07, C11, C15

Domain 02: Ophthalmic Optics and Dispensing (11.1%, 11 operational items, 2 pretest items)

1. Perform lensometry (automated and manual) to verify prescription
 - a. Lens types: single vision, progressive, bifocal, trifocal, prism
 - b. Identify errors outside ANSI standards for all parameters
2. Perform interpupillary distance measurement at distance and near
3. Measure segment/optical center/fitting cross heights
 - a. Standard placement for each type (progressive, bifocal, trifocal)
4. Educate and assist patient in selecting eyewear
 - a. Principles of frame selection based on style, shape, type of spectacle prescription
 - b. Lens materials (polycarbonate, plastic, etc.)
 - c. Lens features such as anti-reflective coatings, adaptive lenses, blue light protection
5. Place an order for eyeglass prescriptions, including relevant components
6. Dispense/adjust/repair eyewear
7. Troubleshoot patients' problems with eyewear
 - a. Comfort issues
 - b. Vision issues

Tasks in Domain 02: Ophthalmic Optics and Dispensing draw upon the following Competencies: C01, C02, C11, C13

Domain 03: Contact Lenses (14.5%, 15 operational items, 3 pretest items)

1. Place an order for a patient's contact lens prescription, including relevant components
2. Educate patient on contact lens care
 - a. Selection of care system
 - i. Multipurpose solution
 - ii. Peroxide-based
 - b. Educate patients on contact lens care and handling
 1. Hygiene
 2. Wearing time
 3. Replacement schedule
 4. Cleaning/disinfection
 5. Symptoms requiring removal of lenses
 6. Techniques to remove a dislodged lens
3. Assist in training new contact lens patients in insertion and removal techniques (of soft and gas permeable lenses)
 - a. Hygiene/handwashing
 - b. Insertion/removal methods
4. Screen patients on their experience with contact lenses
 - a. Ask appropriate questions about comfort and vision
 - b. Verify compliance with cleaning/disposal/wearing time

Tasks in Domain 03: Contact Lenses draw upon the following Competency: C12

Domain 04: Professional Issues (11.1%, 11 operational items, 2 pretest items)

1. Assist with patient complaints and concerns and refer to appropriate staff if outside of scope of training
 - a. Listen to patient, gather & document all pertinent details, document conversation
 - b. Convey information to manager for assistance as needed
2. Respond to incoming telephone calls
 - a. Perform telephone triage
 - i. Determine patient needs
 1. Emergency visit
 - a. Understand symptoms necessitating an emergency visit
 2. Non-urgent visit
 - a. Understand non-urgent symptoms and schedule accordingly
 3. Routine exam
 - b. Transfer and/or document incoming calls appropriately
 - i. Patients
 - ii. Other healthcare providers
 - iii. Vendors/Sale representatives

- iv. Take and deliver accurate messages to appropriate parties
- v. Record details in electronic health record as appropriate
- 3. Schedule patient appointments (including rescheduling, sending reminders/confirmations)
- 4. Assist with inventory
 - a. Miscellaneous office supplies
 - b. Frames
 - c. Contact lens trials and supplies
 - d. OTC sales items
 - e. Ophthalmic and medical supplies
 - f. Exam room supplies
- 5. Comply with federal, state, and local regulations (including HIPAA, OSHA, and CMS guidelines)

Tasks in Domain 04: Professional Issues draw upon the following Competencies:
C05, C07, C08, C09, C10, C14, C15

Domain 05: Science of the Eye (11.1%, 11 operational items, 2 pretest items)

- 1. Describe the structure of the eye and its components
 - a. Orbit
 - b. Extraocular muscles
 - c. Lids
 - d. Lacrimal system
 - e. Conjunctiva & Sclera
 - f. Cornea
 - g. Anterior chamber
 - h. Iris/Pupil
 - i. Lens
 - j. Vitreous
 - k. Retina
 - l. Optic nerve
 - m. Macula
- 2. Define the types of refractive disorders of the eye
 - a. Refractive conditions
 - i. Hyperopia
 - ii. Myopia
 - iii. Astigmatism
 - iv. Presbyopia
- 3. Define and compare amblyopia and strabismus
 - a. Types of amblyopia
 - i. Refractive
 - ii. Strabismic
 - b. Types of strabismus
 - i. Exotropia
 - ii. Esotropia
 - iii. Vertical tropia
- 4. Describe blepharitis
 - a. Patient symptoms
 - b. Examination signs

5. Describe hordeola and chalazia
 - a. Compare and contrast
 - b. Patient symptoms
 - c. Examination signs
6. Describe conjunctivitis and compare/contrast with subconjunctival hemorrhage
 - a. Bacterial conjunctivitis
 - b. Viral conjunctivitis
 - c. Allergic conjunctivitis
 - d. Subconjunctival hemorrhage
7. Explain how cataracts can affect vision
 - a. Symptoms
 - b. Refractive changes
8. Explain how macular degeneration can affect vision
 - a. Dry form
 - b. Exudative form
9. Describe common symptoms of a retinal tear or detachment
10. Describe basic topical agents for the eyes (including anesthetics, mydriatics, cycloplegics, lubricants, miotics)
 - a. Diagnostic
 - i. Mydriatic
 - ii. Cycloplegic
 - b. Prescribed
 - i. Antibiotic
 - ii. Steroid
 - c. OTC
 - i. Lubricants
 - ii. Allergy
 - d. Other
 - i. Miotics
11. Define commonly used terms in optometry (including abbreviations, acronyms, prefixes, suffixes, root words, directional terms)
 - a. Abbreviations
 - b. Acronyms
 - c. Prefixes
 - d. Suffixes
 - e. Root words
 - f. Directional terms

Tasks in Domain 05: Science of the Eye draw upon the following Competency: C03

CPO Competencies

C01. Ophthalmic optics (including myopia vs. hyperopia, thin vs. thick lenses)

C02. Basic math and algebra (as they relate to clinical applications)

C03. Basic medical terminology and abbreviations

C04. Troubleshooting to improve results from imaging, testing, and procedures

- C05. Required documentation for proper recordkeeping
- C06. Basic eyecare instrumentation
- C07. Infection control
- C08. Basic telephone etiquette
- C09. Patient confidentiality
- C10. Diversity in the workplace/cultural competency
- C11. Proper storage of tools and supplies
- C12. Contact lens care
- C13. Considerations in proper frame styling and fitting
- C14. Office emergency protocols
- C15. Building good rapport with patients/chairside manner