

## Practice Notice: 002

To: Membership  
From: SCO Council and Registrar  
Date: June 22, 2021  
Re: **Re: Allowable Duties of Unregulated Staff**

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The College would like to remind the membership of the duties and responsibilities that can be provided to patients by unregulated staff.

**Unregulated staff are employees who are not registered and licensed with the SCO as opticians, restricted members or student opticians under the *Opticians Act* and corresponding Regulatory Bylaws. Unregulated staff are limited to providing the following duties:**

1. Greet the patient and direct them to the appropriate section of the dispensary for frame selection;
2. Unregulated staff may offer aesthetic opinions on frame selection; however, the practicing member is responsible to ensure that the selected frame is suitable for the lenses required. The unregulated staff may also transfer information such as name, address and phone number, to chart to assist the practicing member. The practicing member is responsible for ensuring that the information is transferred correctly.
3. Unregulated staff may book appointments for the practicing member and take care of cash transactions, packaging and handing the goods to the patient. The practicing member is responsible for ensuring that any follow up requirements are relayed to the staff and the patient;
4. Unregulated staff may perform such duties as decorating and organizing the dispensary and performing other duties such as cleaning frames and equipment, including contact lenses and equipment.

**Please Note: the College does not have delegated authority written into the Regulatory Bylaws or the Standards of Practice.**

Only registered members (i.e. licensed practicing members or restricted licensed members practicing under supervision, or student opticians practicing under supervision as students under the *Opticians Act* and corresponding Regulatory Bylaws) are allowed to perform the following authorized duties, which includes, but are not limited to the following:

1. interpret a prescription provided by a qualified prescriber, and adapt an ophthalmic appliance;
2. verify corrective lenses and supply ophthalmic appliances to the patient, and provide opticianry practices and follow up care;
3. measure, other than for refractive error, adjust and fit appliances and corrective lens to the specific needs of the patient including the adapting or adjusting for the vertex distance power of the prescription;
4. verify to the prescription embedded in existing lenses; fit and dispense eyeglass lens duplications, replacements, reproductions or repetitions without a prescription; provide opticianry practices and follow up care;
5. members who practice as contact lens practitioners, in addition to what is prescribed in clauses (1) through (4), may
  - (i) verify, fit and/or dispense contact lenses to the specific needs of the patient, provide opticianry practices and follow up care;
  - (ii) provide duplications, replacements, reproductions or repetitions of contact lenses without a prescription, provide opticianry practices and follow up care;
6. provide other tests as approved by the standards of practice to identify and determine the suitability of a person to wear contact lenses safely without damage or injury;