

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #76326

**BOARD OF OPTOMETRY
CONTACT LENS DISPENSER
OCCUPATIONAL ANALYSIS**

FISCAL YEAR 2018-19

Project Objectives:	<i>Complete an Occupational Analysis (OA) for the contact lens dispenser profession to develop a description of practice based on the critical tasks of the profession.</i>
Completion Date:	June 2019
Board Contact:	Brad Garding Marc Johnson (916) 575-7292
OPES Contact:	Miranda Morris (916) 575-7246

MAJOR PROJECT EVENTS	TARGET DATE	RESPONSIBILITY
1. Review Background Information > Review past OAs > Review changes in law and practice > Identify emerging trends and considerations > Communicate upcoming OA to licensees	July 2018 July 2018 August 2018 August 2018	OPES OPES OPES/BOARD OPES/BOARD BOARD
2. Develop Job Content and Structure > Recruit SMEs for interviews > Provide list of SMEs to OPES > Schedule and conduct interviews > Transcribe interview information > Develop preliminary list of task and knowledge statements	August 2018 October 4, 2018 October 18-26, 2018 October 2018 October 2018	BOARD BOARD OPES OPES OPES
3. Review Task and Knowledge Statements > Recruit SMEs for 2-day workshop > Provide list of SMEs to OPES > Conduct workshop with SMEs > Transcribe workshop results > Revise task and knowledge statements	January 2019 January 2019 February 11-12, 2019 March 2019 March 2019	BOARD BOARD OPES/SMEs OPES OPES
4. Construct and Launch Pilot Questionnaire > Develop demographic items and rating scales > Board review of OA pilot survey > Prepare Web-based questionnaire for pilot study > Prepare text of emails/letters for pilot study and final distribution > Prepare announcement of OA in newsletter or other media > Email questionnaire for pilot study to selected participants > Download pilot questionnaire data files for analysis	March 2019 March 2019 March 2019 March 2019 March 2019 March 2019 March 2019	OPES/BOARD OPES/BOARD OPES BOARD BOARD OPES/BOARD OPES
5. Construct and Launch Final Questionnaire > Prepare draft of final questionnaire > Provide master file for mailing labels > Prepare final Web-based questionnaire > Assemble and mail questionnaire invitations to participants > Send follow-up survey message	April 2019 April 2019 April 2019 April 2019 April 2019	OPES OPES OPES BOARD OPES/BOARD
6. Prepare/Convert Survey Data > Download data files > Convert and merge data files for final analysis	April 2019 April 2019	OPES OPES

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MAJOR PROJECT EVENTS	TARGET DATE	RESPONSIBILITY
7. Data Analysis > Analyze demographics, task and knowledge ratings > Develop preliminary description of practice	April 2019 April 2019	OPES OPES
8. Review Results of Occupational Analysis > Recruit SMEs for 2-day workshop > Provide list of SMEs to OPES > Conduct 2-day workshop with SMEs > Develop description of practice	February 2019 March 2019 April 29-30, 2019 May 2019	BOARD BOARD OPES/SMEs OPES
9. Prepare Validation Report > Prepare draft of validation report > Prepare, print and submit final validation report	May 2019 June 2019	OPES OPES