

RESIDENCY HANDBOOK  
For  
Southern College of Optometry  
Residency Programs

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**2025-2026**

## MISSION STATEMENT

The Mission of SCO Residency Programs is to advance the clinical training of graduate optometrists as an instrumental part of Southern College of Optometry's Mission to educate the best possible healthcare providers.

### Introduction

This handbook provides guidelines for residents enrolled in programs at or affiliated with Southern College of Optometry. It is intended to serve as a resource for residents by providing information on policies and procedures that affect individuals participating in the College's residency programs. It is reviewed yearly by the Assistant Director of Residency Programs, and may be revised with due notice to reflect changes in policy and enhancements or additions to our programs. This handbook is organized as follows: subjects germane to all of the programs are covered in the handbook itself. Residents are also instructed to review their Program Description, available at <https://www.sco.edu/our-residency-programs>. Additional documentation concerning policies and procedures may be provided by the residency program site.

*Adopted by the Southern College of Optometry Residency Department*

*January 1995*

*Amended: February 1998, March 2003, March 2009, March 2011, March 2012,*

*March 2013, March 2014, March 2015, May 2015, March 2016, March 2017,*

*March 2018, Sept 2018, March 2019, March 2020, March 2021, March 2022,*

*March 2023, March 2024, March 2025*

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## GENERAL EXPECTATIONS

This section contains the general expectations and responsibilities of each position associated with the residency programs.

### RESIDENTS

Residents in each residency program sponsored by or affiliated with Southern College of Optometry shall:

1. Strive to accomplish at the highest level in all components of the residency program as stated in the program description for respective residency programs.
2. Maintain, at all times, the highest level of professional behavior.
3. Provide reports of their activities and evaluations of the program and residency faculty to the Director of Residency Programs as instructed.
4. Meet with their Supervisor on a quarterly basis to review their program and the resident's performance.

### FACULTY SUPERVISION OF RESIDENTS

Faculty members providing direct supervision to residents shall:

1. Provide orientation program(s) for residents designating goals, expectations, educational standards, policies, etc.
2. Provide appropriate supervision to all resident activities.
3. Assist the resident in the development and completion of the required paper and presentation.
4. Determine and implement appropriate educational activities for the resident's continuance and satisfactory completion of each residency program.
5. Ensure that programmatic goals and objectives are appropriate for initial and continuous accreditation.
6. Make recommendations to the Director of Residency Programs regarding residency programs and residents.

## DIRECTOR/ASSISTANT DIRECTOR OF RESIDENCY PROGRAMS

The Director of Residency Programs shall be responsible for the following functions:

1. Publicizing residency programs through appropriate media.
2. Coordinating the compilation of all admission materials.
3. Scheduling applicant interviews with the Residency Supervisors at SCO for in house programs.
4. Corresponding with prospective residency applicants.
5. Coordinating the orientation of residents regarding activity logs, evaluations, and generalized program policies.
6. Preparing a yearly report of the College's residency programs.
7. Assisting each program in maintaining full accreditation by the Accreditation Council on Optometric Education.

## VICE PRESIDENT OF CLINICAL PROGRAMS (VPCP)

The Vice President of Clinical Programs shall have the following responsibilities pertaining to the College's residency programs:

1. The Vice President of Clinical Programs shall monitor and assist the Director of Residency Programs and the Supervisor of each program located in a College-operated clinic with the development and implementation of clinic policies amenable to the achievement of the goals and objectives of each program.
2. The Vice President of Clinical Programs shall monitor and assist the Director of Residency Programs and the Supervisors in devising and implementing specific enhancements to the clinical portion of College-based programs to achieve compliance with Accreditation Council on Optometric Education accreditation report recommendations.

## VICE PRESIDENT FOR ACADEMIC AFFAIRS (VPAA)

Certain responsibilities with respect to residency programs offered at or affiliated with Southern College of Optometry should be coordinated with the Office of the Vice President for Academic Affairs for efficiency. The Office of the Vice President for Academic Affairs will be responsible for:

1. Assisting the Assistant/Director of Residency Programs to ensure that all residency programs offered by or affiliated with SCO are accredited and to monitor all programs to ensure the continuance of appropriate accreditation.
2. Assisting the Director of Residency Programs in the development of additional residency programs offered at or affiliated with SCO.
3. Implementing recommendations made by the Director of Residency Programs which have received administrative approval.

## Information for Entering Residents

We welcome you to our residency programs. Your Supervisor will provide a detailed orientation concerning specifics of your program. This section is intended to provide Memphis Area Residents with a list of items that all entering residents need to address at the start of the program. Please feel free to contact the Director of Residency Programs at [cmengelt@sco.edu](mailto:cmengelt@sco.edu) or (901) 722-3201 if you have any questions regarding these items.

### Entering Resident Checklist for On Campus SCO Residents

Item	Location	Individual to Contact
SCO ID**, Keys*, Parking Decal**	Physical Plant and Safety Departments, 1 <sup>st</sup> floor	Michael Ward/Marcus Mitchell
Clinic Jackets*	Administrative Suite, The Eye Center, 1 <sup>st</sup> floor	Bookstore
	Library - 5th floor	Leslie Holland/Brooke Caldwell
Tax Forms, etc*.	Accounting Dept. - 11th floor	Aleathea Benson
I-9 & general info sheet*	Human Resources - 8th floor	Jan Frazier-Scott
Schedule	Your clinic	Your Supervisor
Orientation	Your clinic; Southern College of Optometry **	Your Supervisor, Dr. Mengelt/Sanderson

\*In-house residents only

\*\*Memphis area residents

### Orientation

The Director of Residency Programs will provide an orientation, either verbal, written, or both to entering residents that covers items common to all SCO affiliated residency programs. Such items include: activity and patient encounter reporting, evaluation form submission to include the **initial self-evaluation**

**completed by the resident**, and general residency policies, among others. This orientation will be provided prior to the beginning of the residency if possible or as soon as possible after the beginning of the program.

Every program Supervisor will provide an orientation covering items specific to his or her residency program. This will include items such as resident scheduling, clinical practice protocols, infection control, facility safety policies, other policies specific to the site, and any other information that the Supervisor considers appropriate. This orientation will be provided prior to the beginning of the residency if possible or as soon as practicable after the beginning of the residency.

## Patient Care Philosophy

As health care providers, it is the responsibility of every resident to ensure that all clinical services delivered are of the highest caliber and in the best interest of the patient. Medical records are to be complete, accurate, and signed by the resident and other professional staff if appropriate. Patient confidentiality is to be maintained. Remarks regarding care rendered by other providers should not be made in the presence of patients. Residents should always treat patients with respect and address them with a professional demeanor.

## Resident Evaluation

Residents self-evaluate themselves and are evaluated by their Supervisor. The Supervisor will complete a written evaluation of each resident in their program three times during the year and at the end of the year. The resident will sign off in acknowledgement that they have both read and that they understand their evaluation. The Supervisor signs off on the resident self-evaluation.

## Absences

Absences are described as occurring with or without leave. Each program has a specific leave policy as stated in its Program Description published at this website <https://www.sco.edu/our-residency-programs>

Absences without leave are considered a serious breach of policy. Repeated violations of this policy may lead to termination from the residency program without certification.

Absences which occur outside of the allotted number of leave days (as specified in the Program Description) that are due to exigencies (e.g., bereavement,

extended illness, etc.) will be dealt with on a case by case basis by the Supervisor in consultation with the Director of Residency Programs. Such instances will be dealt with in a manner consistent with maintaining the educational integrity of the program.

\*Please note that leave may be awarded on a first come/first served basis in instances where more than one resident is requesting leave, as not to interrupt clinical scheduling.

### **Counseling, Remediation, and Grievance Policies**

Residents are expected to follow “chain of command” with all issues related to their residency program. The Supervisor should always be the first individual contacted when the resident feels there is a problem that the resident alone cannot solve. If and only if consultations with the Supervisor do not resolve the issue(s) of concern the resident should contact the Director of Residency Programs.

A grievance is an official complaint from a resident that results from a misapplication or failure to follow policy that adversely affects the resident’s educational program. If there is no violation of policy, then a grievance is not warranted. If a resident wishes to file an official grievance, it must be signed by the resident and sent in written form to the Director of Residency Programs within 10 working days of the alleged violation of policy. The Director of Residency Programs will review the validity of the grievance and respond to the resident in writing within 10 working days of receipt of the grievance. If the Director of Residency Programs considers the grievance valid, he/she will forward the

grievance to the Vice President for Academic Affairs within 20 working days of receipt of the written complaint to consider the grievance. The Vice President for Academic Affairs will consider the statements of those involved and recommend a course of action. In the event that the Director of Residency Programs is involved in the grievance, the Vice President for Academic Affairs shall fill the previously described role of the Director of Residency Programs. If the resident feels that the decision of the Vice President for Academic Affairs did not follow established policy, he/she may appeal the decision to the President of the College. The President will choose whether or not to consider the appeal. If the President chooses to consider the appeal, he/she may recommend either that the Vice President for Academic Affairs decision stand, or that the decision be overturned. In all instances the President's decision will be final.

### **Remediation and Dismissal**

A resident may be dismissed for violations of policy, including failure to perform at expected levels of competence and professionalism. Certain violations are more serious than others, and this will be taken into consideration when cases involving possible dismissal are being considered. For purposes of example, *repeated* tardiness, if uncorrected, could be grounds for dismissal; a single substantiated case of intentionally recording false findings in a patient's chart could be grounds for dismissal. These examples are for illustrative purposes and are certainly not all-inclusive.

If the resident is in danger of dismissal, the Supervisor may consider remediation if the resident is deemed capable of correcting the issues in question. Such

remediation is considered an extraordinary step and represents a serious deficiency in the resident's performance. If remediation is judged to be appropriate, the Supervisor will develop the plan in consultation with the Director of Residency Programs. The Supervisor will be responsible for implementation of the plan. The plan will have specific goals and outcomes that can be assessed, and will include a specific time frame for completion. The Supervisor will report on the resident's progress to the Director of Residency Programs.

## Residency Completion

Completion of the residency occurs at the end of the period specified in the residency contract or letter of intent *and* when the resident has successfully completed all requirements set forth in the contract, residency handbook, and Program Description. The Supervisor will notify the Assistant Director of Residency Programs in writing and upload that document to the resident database when the resident has met those requirements under the Supervisor's responsibility. The Assistant Director of Residency Programs will verify that the resident has completed all requirements under the Director's responsibility. The Assistant Director will then notify the office to release the resident's certificate.

**All published requirements (e.g., residency paper, activity logs, evaluation forms, presentation at Resident Weekend, etc.) must be completed and submitted by the end of the residency as defined in the resident's contract or letter of intent.** Failure to submit all required items by this date may result in permanent forfeiture of certification. Extensions to this deadline for extenuating circumstances must be requested in writing by the resident no later than one week prior to the deadline. Approval, if granted, must be *in writing* from both the resident's Supervisor and the Director of Residency Programs. The program Supervisor may set earlier deadlines for completion of some requirements (e.g., the paper) if considered necessary for review of the items prior to the end of the residency program. **The activity log and evaluations are to be kept current and submitted according to the instructions provided in the relevant sections of the Residency Handbook.**

## Resident Weekend, June, SCO Campus

Each resident is required to participate in the annual SCO Resident Weekend, held in mid-June on the SCO Campus. Each resident will present a 25 minute lecture, and it will be paired with one or three other resident lectures of similar topic to form an hour or 2 hour long presentation.

The schedule typically runs two days (Friday and Saturday), and there is a Resident Ceremony and cocktail reception the Friday evening.

### **Due Dates to Recognize:**

#### **March 20:**

1. **Title** of your PPT presentation
2. **Outline**
3. **Course Description**
4. **Two Course Objectives**
5. **Your CV**

**This information is to be sent to Dr. Jennifer Sanderson**  
[jsande@sco.edu](mailto:jsande@sco.edu)

**Early March:** information regarding your travel plans and hotel rooms to Morgan Versluys at [mversluys@sco.edu](mailto:mversluys@sco.edu)

**Mid May:** Final PPT presentation due to Thomas Vanelli [tvaneli@sco.edu](mailto:tvaneli@sco.edu)

**June:** you will travel to Memphis the Thursday before the Resident Weekend and can return home Saturday afternoon/Sunday (we reimburse flights after the weekend (you book your flight) and we book your hotel)

### **Information for departing residents**

This section provides a list of items that must be addressed before completing your residency program. It is intended to include those items common to all

SCO programs. Your Supervisor may have discussed additional items with you that are not on this list. Because of this, the list is not intended to be all-inclusive.

### Resident Exit Checklist

<b>Action</b>	<b>Individual to Contact</b>	<b>Location</b>
Turn in keys* & Southern College of Optometry ID card*	Michael Ward	Physical Plant and Safety Departments
Return all Library materials	Library personnel	Library
Exit interview with Supervisor	Your Supervisor	Your clinic
Forwarding address and valid EMAIL	Dr. Mengelt/Sanderson	SCO Room 1008
Residency Paper	Dr. Mengelt/Sanderson	SCO Room 1008
Remaining Patient Logs	Dr. Mengelt/Sanderson	SCO Room 1008
Final Program Evaluation	Dr. Mengelt/Sanderson	SCO Room 1008
Final Supervisor/Faculty Evaluations	Dr. Mengelt/Sanderson	SCO Room 1008
Career (new job) Information	Dr. Mengelt/Sanderson	SCO Room 1008
Name as to appear on Certificate	Dr. Mengelt/Sanderson	SCO Room 1008

\*If any were issued (in house and area residents)

## Resident Activity Log

**Residents are required to maintain COMPLETE and CURRENT records of**

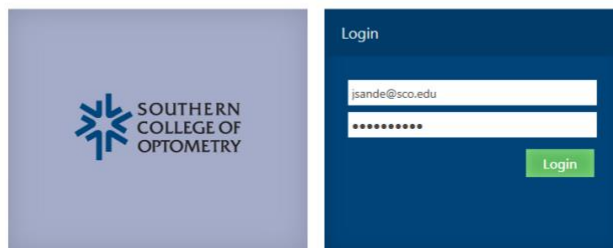
**their activities.** These records serve as patient encounter logs and as a method for reporting other activities such as meetings attended, presentations given, etc.

Instructions for maintaining these records follow.

### *Getting Registered on the System*

We use electronic means to submit all activity logs and evaluations. **You will be issued an SCO email at the beginning of your residency. We will communicate with you all year via this email, please check it very regularly.**

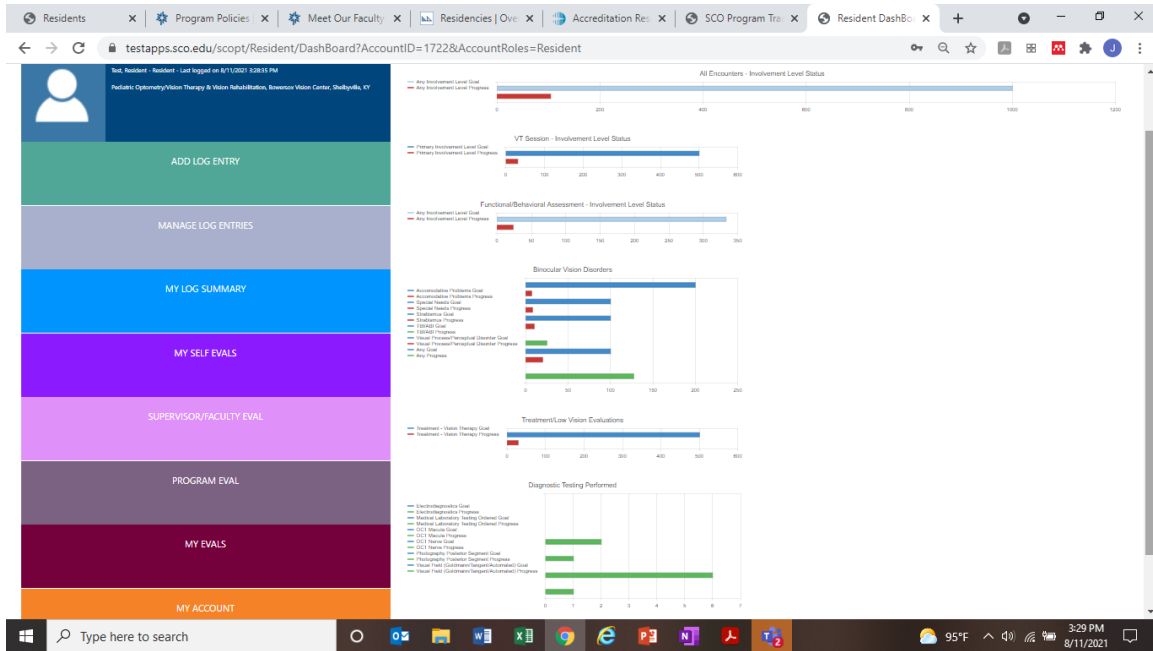
1. Go to this website: <https://scopt.sco.edu/> where you will see the following screen:



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You will use your email that was issued, and a password that you will be able to go in and change once in the system.

Once you login, you will see a screen, with options and goal progress:



### *Instructions for using the activity logging system*

This section contains instructions for using the electronic activity log. **This log is to be kept current and will be used to track how well your residency program is doing at providing the experiences set forth in its goals and objectives.**

Tracking your activities is very important. The Accreditation Council on Optometric Education, the body that determines the accreditation status of all optometric residencies, requires that this information be tracked and included in annual reports and self-study documents. Your Supervisor reviews your log periodically, and there is a mid-year review of your performance based on the information you add in the logs, in an effort to identify any potential problems with each resident's clinical experiences. The accurate and timely entry of your activities is, therefore, quite important -- certainly not just "busywork"!

The web-based form that you will use is used by all of our residents. For this reason, there are some categories that you may never need. For example, an ocular disease resident may not do any contact lens fittings. Do not worry if you never have any patients for some categories. That is unavoidable with standardized forms.

The web-based log is very straightforward, as described in the step-by-step instructions below:

Choose “Add Log Entry” and you will see this:

Log Date: 02/16/2016

Encounter Type: --Select--

Encounter Type is required.

Save Cancel

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Go through the entry entering all pertinent information regarding your patient.

1. Enter the date you saw the patient.
2. Select Encounter Type. There are 11 encounter types to choose from. Depending on which category you choose, there will be pertinent information to be filled in specific to that encounter. Most should be self-explanatory. The “**Comprehensive**” type sometimes leads to questions as to the definition of a comprehensive exam. **If you take a standard case history, VA, refraction, tonometry, assess external and internal ocular health then for our purposes you have performed a comprehensive exam.**  
**\*\*The last option is “Professional Development” You select this and enter all didactic and other activities you have been engaged in. Enter activities separately, e.g., if you participate in a journal club on 7/15/2025 and again on 7/22/2025 that would be two entries, one for each date. Enter the information required into the boxes that are revealed once you click on the activity. There is also the ability to upload files (ie poster abstracts, posters, papers, etc).**
3. Select the Involvement Level. The purpose of this field is to track the level of your participation in each patient encounter. “**P**” stands for primary involvement: you were the doctor responsible for the patient’s care who had the most direct involvement in examining, diagnosing, counseling, and treating the patient. “**S**” stands for supervisory involvement: this is a special classification reserved for patient encounters obtained while supervising students. In this category, you had the same responsibilities as in the “**P**” classification, but you supervised an optometry student who worked with the patient. Residents in clinics with no students will, obviously, not use this classification. Finally, “**O**” stands for observational involvement: this refers to patient encounters that you obtained by observation only; you were not involved in the examination or decision making process for the patient. For example, your Supervisor calls you in

- to see an unusual condition. You observed the condition, you learned from it, but you were not the doctor responsible for diagnosis and treatment.
4. Enter the patient age range.
  5. Enter patient initials.
  5. Select the patient gender.
  6. Select Ethnicity.
  7. Work your way through the rest of the log to include all pertinent data.

**Each residency has its own specific set of Goal numbers that are to be achieved by the end of the year. Please consult your particular program description at <https://www.sco.edu/our-residency-programs> to be familiar with the number and types of each encounter required before you begin the residency.** There will be a dashboard that will show your actual patient numbers vs. the goals for your program.

8. The Ocular Conditions and Disease section – when you choose one of these conditions, a box will appear beside the item. **You will be expected to enter both the applicable ICD 10 code and a brief description of the condition, in words.** If you are entering more than one issue pertaining to that area, add all applicable codes and descriptions. They can be separated by a comma or individual lines.

9. The “Consult/Referrals Made” section allows us to determine if your residency is providing you with opportunities to interact with other health care providers. Obviously, any patient you refer for retinal consult, internal medicine consult, etc., should be counted. If an optometric referral would be required for treatment of a condition that you discovered and would not treat at your center, use “other medical specialist.” It is understood that this is not always easy to define, given the special relationship of co-management centers and the referring optometrists; you will need to use your judgment and common sense.

10. When you reach the bottom of the form, click Save if you are ready to save the record. **If you click Save and discover that you made a mistake, return back to the home screen, choose “Manage Log Entries”, locate the record, click on Edit, and make any necessary corrections.**

The system will detect and notify you of common data entry errors, such as missing information. **PLEASE CORRECT THESE ERRORS. Do not leave erroneous patient entries in your log**; this will cause discrepancies when your activity totals are tabulated. Follow the instructions in the error message and edit the defective log entry to correct the error.

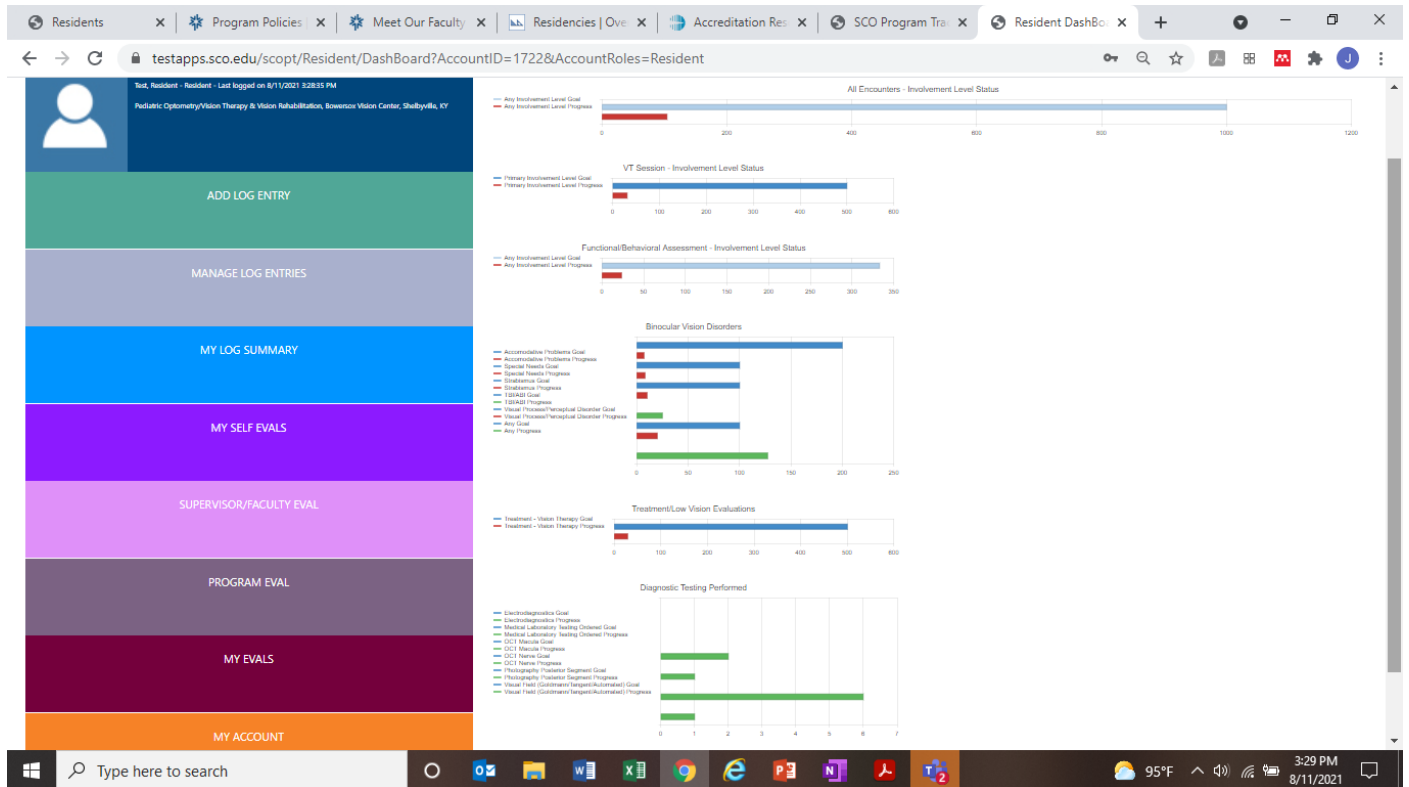
Keeping track of all this information may seem intimidating, but it is easy once you have used the system a few times. **You are required keep the activity log current** - take a few minutes at the end of each day (or during the day) to log your patient encounters. *This is much easier than trying to remember and enter multiple days’ worth of work at a later time.*

Please feel free to contact the Director of Residency Programs if you have any questions concerning this important part of your residency.

## Evaluation Forms

Regular assessment of each residency program is an integral part of our overall outcome evaluations for residency education. This assessment is accomplished by interviewing residents, reviewing patient encounter data, and through written evaluations of the **Supervisor and the program** completed **quarterly** by each resident. **There is also a SELF evaluation for the resident, to be completed at initial ORIENTATION TO PROGRAM (ie your first week) and then quarterly with the others.**

All evaluations are recorded electronically. You will complete the forms on the same website: <https://scopt.sco.edu/>



Choose the appropriate evaluation section, choose “add new” and fill in the requested information.

Three forms are used by the resident for evaluation:

## 1. Program Evaluation

The screenshot shows a web browser window with the URL <https://apps.sco.edu/scopt/Evals/ProgramEvalCrea>. The page header includes the Southern College of Optometry logo and a "LogOff" button. The main heading is "Program Evaluation". Below this, it says "Resident, Test - Test Residency Program, The Eye Center at SCO, Memphis, TN". There are input fields for "Evaluation Date" and a "Semester" dropdown menu. The form is divided into sections: "Clinical Education" and "Didactic Education". Each section has a sub-heading "The program:" followed by several criteria, each with four radio button options: "Exceeds", "Meets", "Below", and "N/A".


Section	Criteria	Exceeds	Meets	Below	N/A
Clinical Education	provides an appropriate number of patient encounters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	provides quality patient encounters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	provides quality clinical supervision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Didactic Education	provides adequate literature review opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	provides adequate rounds experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	provides special lectures or CE courses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	provides adequate discussions and presented topics to supplement clinical education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 2. Supervisor/Faculty Evaluation

The screenshot shows a web browser window with the URL <https://apps.sco.edu/scopt/Evals/SupervisorFaculty>. The page header includes the Southern College of Optometry logo and a "LogOff" button. The main heading is "Supervisor/Faculty Evaluation". Below this, it says "Resident, Test - Test Residency Program, The Eye Center at SCO, Memphis, TN". There are input fields for "Evaluation Date" and a "Semester" dropdown menu. There is also a "Supervisor/Faculty" dropdown menu. The form is divided into a section "The Supervisor or Faculty Member:" followed by several criteria, each with four radio button options: "Exceeds", "Meets", "Below", and "N/A".

Criteria	Exceeds	Meets	Below	N/A
available in the clinic to provide supervision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
skilled in clinical techniques, diagnosis, and management of patients	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
knowledgeable about recent developments in the field	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
accurately assesses the resident's strengths and weaknesses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
works with resident to improve weak areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
demonstrates techniques to the resident when appropriate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
discusses the interpretation of signs, symptoms, and data with the resident	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
provides adequate clinical experiences and challenges for the resident	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
is approachable for suggestions, questions, and requests for help	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 3. Resident SELF Evaluation (Supervisor is to sign off on these after complete)



[Log Out](#)

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**Resident Self Evaluation** Logged in: resident@test.com

**Primary Care Optometry/Family Practice Optometry/Ocular Disease, The Eye Center at SCO, Memphis, TN**

**Supervisor:** Test, Supervisor **Contract Period:** 07/01/2022 - 07/15/2023

Evaluation Date:  Semester:

**Technical Skills**

am able to perform tests and procedures expected for entry level optometrists	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A
obtain accurate data	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A
understand the purpose of tests being utilized	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A
recognize need for specialized ancillary tests and procedures	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A
work to correct identified skill deficits	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A

**Organizational Skills**

use an examination sequence appropriate for entry level optometrists	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A
obtain an organized problem-oriented case history	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A
clearly define the reason for visit/chief complaint	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A
analyze clinical data in a logical sequential manner	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A
produce orderly, sequential clinical records and related documentation	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A
complete examinations and procedures within an appropriate amount of time	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A

**Diagnosis & Assessment**

exhibit appropriate diagnostic capabilities	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A
develop diagnosis consistent with clinical data	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A
consult with supervisory faculty when appropriate	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A

**Management & Treatment**

exhibit appropriate management capabilities	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A
develop treatment plan consistent with diagnosis	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A
consult with supervisory faculty when appropriate	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A

**Communication**

maintain good rapport with patients	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A
maintain good rapport with faculty	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A
maintain an appropriate case presentation	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A
effectively communicate findings and treatment plan to patient	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A
professionally control patient encounters	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A

**Attitude & Work Habits**

accept constructive criticism in a mature manner	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A
convey professionalism	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A
demonstrate a desire to maximize the quantity and diversity of patient encounters	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A
am conscientious in follow-up of patients	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A
enthusiastically seek new knowledge	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A

**Academic Activities**

regularly consult periodicals and textbooks to enhance knowledge and patient care	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A
regularly attend meetings and conferences	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A
demonstrate an acceptable level of progress on scholarly activity requirements	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Below <input type="radio"/> N/A

**Resident Comments**

The resident must **complete ALL THREE** of these forms each quarter (choose semester 1-Final from drop down box available). A **separate Supervisor/Faculty Evaluation form must be completed for the Supervisor and for each faculty member that the resident works with on a weekly basis.** The submission dates for each quarter's forms for 2023-2024 are as follows: **Fall, October 1, 2025; Winter, January 7, 2026; Spring, April 1, 2026; Final, June 30, 2026.**

The Supervisor will also complete the resident evaluation form each quarter. **The resident will sign this form electronically after it has been reviewed.**

**Choose the “My Evals” button and review your evaluation. Look it over, and at the bottom of the screen choose the “Sign off, Eval Reviewed” button.**

The screenshot shows a web browser window with the URL <https://apps.sco.edu/scopt/Evals/ResidentEvalRevis>. The page title is "Resident Evaluation". The form contains several evaluation items with radio buttons for "Exceeds", "Meets", "Below", and "N/A".

Item	Exceeds	Meets	Below	N/A
effectively communicates findings and treatment plan to patient	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
professionally controls patient encounters	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Attitude &amp; Work Habits</b>				
<b>The resident:</b>				
accepts constructive criticism in a mature manner	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
conveys professionalism	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
demonstrates a desire to maximize the quantity and diversity of patient encounters	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
is conscientious in follow-up of patients	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
enthusiastically seeks new knowledge	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Academic Activities</b>				
<b>The resident:</b>				
regularly consults periodicals and textbooks to enhance knowledge and patient care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
regularly attends meetings and conferences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
demonstrates an acceptable level of progress on scholarly activity requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

At the bottom of the form, there is a "Supervisor Comments" text area and two buttons: "Sign Off, Eval Reviewed" and "Cancel". A large red arrow points to the "Sign Off, Eval Reviewed" button.

**\*\*\*If your program does not begin July 1 then count 3 months after the start date of the program for the due date of each evaluation.**

**As a resident, you are evaluated quarterly by your Supervisor. You must review and sign off on every evaluation done of you.**

# Resident Evaluation Template:


Log Out

---

**Resident Evaluation**

Logged in: resident@scot.com

---

Evaluation Date: 07/18/2022 Semester: 1

Resident Name: Test Resident

**Technical Skills**  
 The resident:

is able to perform tests and procedures expected for entry level optometrists	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A
obtains accurate data	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A
understands purpose of tests being utilized	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A
recognizes need for specialized ancillary tests and procedures	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A
works to correct identified skill deficits	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A

**Organizational Skills**  
 The resident:

uses an examination sequence appropriate for entry level optometrists	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A
obtains an organized problem-oriented case history	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A
clearly defines the reason for visit/chief complaint	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A
analyzes clinical data in a logical sequential manner	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A
produces orderly, sequential clinical records and related documentation	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A
completes examinations and procedures within an appropriate amount of time	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A

**Diagnosis & Assessment**  
 The resident:

exhibits appropriate diagnostic capabilities	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A
develops diagnosis consistent with clinical data	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A
consults with supervisory faculty when appropriate	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A

**Management & Treatment**  
 The resident:

exhibits appropriate management capabilities	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A
develops treatment plan consistent with diagnosis	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A
consults with supervisory faculty when appropriate	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A

**Communication**  
 The resident:

maintains good rapport with patients	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A
maintains good rapport with faculty	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A
maintains an appropriate case presentation	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A
effectively communicates findings and treatment plan to patient	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A
professionally controls patient encounters	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A

**Attitude & Work Habits**  
 The resident:

accepts constructive criticism in a mature manner	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A
conveys professionalism	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A
demonstrates a desire to maximize the quantity and diversity of patient encounters	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A
is conscientious in follow-up of patients	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A
enthusiastically seeks new knowledge	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A

**Academic Activities**  
 The resident:

regularly consults periodicals and textbooks to enhance knowledge and patient care	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A
regularly attends meetings and conferences	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A
demonstrates an acceptable level of progress on scholarly activity requirements	<input type="radio"/> Exceeds	<input type="radio"/> Meets	<input type="radio"/> Below	<input type="radio"/> N/A

**Supervisor Comments**

Sign Off, Eval Reviewed
Cancel

## Your Personal Information

The final area of the home screen is labelled “My Account”. You will need to upload the following information by **the last day of your residency**:

1. Your career (**new job**) information – **NOT YOUR RESIDENCY WORKPLACE**
2. Your forwarding address (your Residency Certificate will be sent here)
3. Your name exactly as you would like it to appear on your certificate
4. Upload your publishable quality paper and Resident Weekend PPT
5. Updated/valid email address

## Summary of All Documents to be Submitted by Residents

	Document	Frequency	Purpose	Submission
1	Letter of Intent/Contract	Once, before program begins	To confirm your intent of accepting the offered residency position.	Scan/Email to <a href="mailto:cmengelt@sco.edu">cmengelt@sco.edu</a> and <a href="mailto:mversluys@sco.edu">Morgan Versluys at mversluys@sco.edu</a>  or mail: Dr. Cheryl Mengelt 1245 Madison Ave Memphis, TN 38104
2	Handbook Acknowledgement	Once, before program begins	To confirm your understanding of this handbook.	Scan/Email to <a href="mailto:cmengelt@sco.edu">cmengelt@sco.edu</a> or <a href="mailto:mverslyuys@sco.edu">mverslyuys@sco.edu</a>  or mail: Dr. Cheryl Mengelt 1245 Madison Ave Memphis, TN 38104
3	Resident Activity Logs	Continuously updated	Summaries patient encounters and other activities. Used to track and document progress toward meeting program objectives as required by accreditation standards.	Electronic submission <a href="https://apps.sco.edu/scopt">https://apps.sco.edu/scopt</a>  “Add Log Entry”

4	<b>Resident Self Evaluation</b>	<b>During Orientation (very first week) and then Quarterly</b>	Resident opportunity to evaluate own strengths/weaknesses	Electronic submission <a href="https://apps.sco.edu/scopt">https://apps.sco.edu/scopt</a> "My Self Evals"
4	<b>Program Evaluation</b>	Quarterly	Resident opportunity for feedback on program as required by accreditation standards.	Electronic submission <a href="https://apps.sco.edu/scopt">https://apps.sco.edu/scopt</a> "Program Eval"
5	<b>Supervisor/Faculty Evaluation – <u>a separate form for EACH individual evaluated is required</u></b>	Quarterly	Resident opportunity for feedback on Supervisor and other faculty as required by accreditation standards.	Electronic submission <a href="https://apps.sco.edu/scopt">https://apps.sco.edu/scopt</a> "Supervisor/Faculty Eval"
6	<ol style="list-style-type: none"> <li>1. <b>Title</b> of your PPT presentation</li> <li>2. <b>Outline</b></li> <li>3. <b>Course Description</b></li> <li>4. <b>Two Course Objectives</b></li> <li>5. <b>Your CV</b></li> </ol>	March 20	Required for approval for your Resident Weekend presentation	Email Dr. Jennifer Sanderson <a href="mailto:jsande@sco.edu">jsande@sco.edu</a>
7	<b>Travel plans for Resident Weekend</b>	March	Morgan needs confirmation of airplane ticket/intent to drive to SCO if you live outside of Memphis area for planning purposes	<b>Morgan Versluys at</b> <a href="mailto:mversluys@sco.edu">mversluys@sco.edu</a>
8	<b>Final PowerPoint presentation for Resident Weekend</b>	Mid May	Final presentations to be compiled and ready in appropriate rooms for CE Resident Weekend	Email Thomas Vanelli <a href="mailto:tvanelli@sco.edu">tvanelli@sco.edu</a>

<p>9</p>	<ol style="list-style-type: none"> <li>1. <b>Your career (<u>new job</u>) information</b></li> <li>2. <b>Your forwarding address (your Residency Certificate will be sent here)</b></li> <li>3. <b>Your name exactly as you would like it to appear on your certificate</b></li> <li>4. <b>Upload your publishable quality paper and Resident Weekend PPT</b></li> <li>5. <b>Updated/valid email address – your SCO issued email will be terminated shortly after your residency is complete</b></li> </ol>	<p>Last day of residency</p>	<p>We need to verify you have completed all requirements to issue Residency Certificate. An updated email address and forwarding address for mailing of the certificate. The information regarding future career is tracked for accreditation purposes.</p>	<p>Electronic submission</p> <p><a href="https://apps.sco.edu/scopt">https://apps.sco.edu/scopt</a></p> <p>“My Account”</p>
<p>10</p>	<p><b>Final SELF, PROGRAM and SUPERVISOR/FACULTY EVALUATIONS</b></p>	<p>Last day of residency</p>	<p>Verification of completion of all requirements</p>	<p>Electronic submission</p> <p><a href="https://apps.sco.edu/scopt">https://apps.sco.edu/scopt</a></p> <p>“Program Eval” “Supervisor/Faculty Eval”</p> <p>“My Self Evals”</p>

# LIBRARY SERVICES

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## SOUTHERN COLLEGE OF OPTOMETRY



### Basic Information for Residents

The SCO Library is here to help you with any information services you may need. Please do not hesitate to ask someone at the desk or come back to any of the offices in rooms # 500-503, which are located on the opposite side of the elevators from the library. You won't be bothering us, we promise.

**Library website:** <http://www.sco.edu/library>

<b>Library Hours*:</b> Monday-Thursday	8am-11pm
Friday	8am-5pm
Saturday	9am-6pm
Sunday	12pm-11pm

\*These are regular semester hours. Please check the library website for between term hours and extended hours during exams.

Library staff:

Leslie Holland, MLIS

Manager of Library Services

[lholland@sco.edu](mailto:lholland@sco.edu), 901.722.3238

C. Brooke Caldwell, MA, MSIS

Electronic Resources Librarian

[cbcaldwell@sco.edu](mailto:cbcaldwell@sco.edu), 901.252.3637

Sandra Morgan

Integrated Library Systems Specialist

[morgan@sco.edu](mailto:morgan@sco.edu), 901.722.3240

### Loan period:

The standard loan period is 14 days. Fines are .05 per book per day. You may renew books by emailing [lib@sco.edu](mailto:lib@sco.edu), calling 901.722.3237, or by logging into your account via the library's website.

**Facilities:**

The library occupies the entire 5<sup>th</sup> floor and houses over 15,000 books and subscribes to over 200 print and electronic journals. You may not access the library via the stairwells because of our security system, so if you enjoy a hearty climb up the stairs, please plan accordingly.

The library is a quiet study space. Please help us maintain our quiet environment. Turn off cell phone ringers and keep conversations low and to a minimum. All cell phone conversations must be made outside the library's glass doors. Keep in mind, however, the library offices are within earshot of your conversation and it is not a private area.

The library provides 16 all-in-one touch screen computers for student use, as well as 4 thin client terminals for internet research only.

There are 32 study carrels, 3 study rooms, and one photocopier. Instructions for scanning are posted by the photocopier.

**Stacks**

We use the Library of Congress Classification Code System for the categorization of our book collection. The LOC system is a subject based system and the bulk of our materials fall into the RE subject area. R= Medicine; RE=Ophthalmology; RE939.2-982=Optometry, Opticians, Eyeglasses.

**Interlibrary loan**

If you need items that are not available in our library, please contact the library at [library@sco.edu](mailto:library@sco.edu) (901.722.3237), and supply all the essential information needed to locate the material in another library (e.g. title, author, page numbers, etc.).

Please allow up to two weeks for this service, although journal articles may be delivered within two days by lending libraries that use e-mail and fax delivery methods. You will be notified promptly as soon as our library receives the material from another library.

**Reference and Instructional Services**

Reference services are available from 8:30-4:30 in person Monday-Friday, via email at [lib@sco.edu](mailto:lib@sco.edu), or by phone at 901.722.3238 or 901.252.3673. Individual or group instruction in the use of library services, including searching the VISIONET database, is available to all SCO faculty, students, and staff. Appointments are not necessary, but are encouraged. Please contact Leslie Holland ([lholland@sco.edu](mailto:lholland@sco.edu), 901.722.3238) to schedule instruction.

**Reserves**

The library retains items behind the desk that faculty members have requested to be put on hold for their students for in library use only. These include textbooks, class notes, slides, medical dictionaries, CD's, DVD's and course readings. Please inquire at the desk for any materials you may need.

## Periodicals

The library subscribes to over 100 print journals, 71 electronic journals, and three newspapers (The Commercial Appeal, USA Today, and the Wall Street Journal). Journals are shelved in strict alphabetical order by title. "And" "of" and "the" are included in the alphabetical shelving order. Current issues are available on the shelves on the wall to the right of the desk and are organized alphabetically by title. Older issues are bound and shelved alphabetically in the stacks.

## Off-campus access to resources

All online resources may be accessed from off-campus by logging in with your email username and password. If you are on the SCO campus, no login will be required. Your off-campus login during your residency is:

**Username: THIS WILL BE EMAILED TO YOU AT START OF RESIDENCY**

**Password: THIS WILL BE EMAILED TO YOU AT START OF RESIDENCY**



## VISIONET

[VISIONET](#) is a citation database of key optometry titles which are indexed by the librarians at SCO. Although the articles indexed in VISIONET are not full-text, the library provides access to all content either in print or electronically. You will find VISIONET to be an invaluable resource when searching for journal articles in the library. The database was developed by former SCO Library Director in 1975 and is now an industry staple. The database is updated daily by current library staff and contains over 175k references. The librarians scan 234 titles for relevant content, assign key words to individual articles, and then they are added to the VISIONET database, which is available via the library's catalog, VISIONET Spectrum. Access to VISIONET is purchased by other optometric schools, optometrists, and researchers of vision science. Your tenure here is the only time you will have access to this valuable resources free of charge, so please take advantage of it.

Each resident will automatically be assigned an account within VISIONET during the fall of their first year. This account will allow you to create lists of records, renew library items, and place holds. Your default login username/password will be your name/badge number. If you do not know your badge number, please inquire at the library desk.

## PubMed

[PubMed](#) is a biomedical database published by the National Library of Medicine, a division of the National Institute of Health, containing over 23 million citations. PubMed contains free full-text for a portion of the items indexed. Once you have conducted a search a list of full-text options will appear in

the left navigation mention on the results screen. When searching in PubMed, you will have direct access to the SCO Library's full-text if you follow the link on the library website.

## Ebooks

The library provides access to 16 full-text ebooks via the [R2 Digital Library](#), including the Wills Eye Manual. There are apps available for mobile device usage.

## EBSCO A-to-Z

[EBSCO A-to-Z](#) provides links to all of the library's electronic full-text from a single access point. You may do a keyword search within all the journals from the initial search box, or if you already know the title of the journal you are seeking you may search via the "Journal Title" option on the navigation bar. In some cases you will have multiple options to access the full-text.

## Translation App

The National Institute of Health (NIH) has sponsored a medical translator app which is available for download here: <http://nnlm.gov/bhic/2014/04/17/free-nih-funded-medical-translation-app/>

The code for the free version is: **75753**

## Google Scholar

[Google Scholar](#) has been linked to the SCO Library journal collection via the link provided. Once you get to Google Scholar, click on the tiny triangle inside the search box to access the ADVANCED search, where you can limit your search to a date range, author, etc.

## MedLine Plus

[MedLine Plus](#) is a carefully vetted portal for health information on the web which includes medical dictionaries, images, videos, drug and supplement information, and websites produced and maintained by the National Library of Medicine.

## Gale Group database via TEL

[Gale](#) offers a broad range of subjects and is the only database offered that will cover non-medical literature. Collections include Diversity Studies Collection, Health Reference Center Academic, Nursing and Allied Health Collection, and [Health and Wellness Resource Center and Alternative Health Module](#). Includes some full-text.

## Mendeley

[Mendeley](#) is a FREE bibliographic manager that allows you to categorize and manage resources you are accumulating for your presentation. This includes blogs, articles, books, websites, images, and pretty much anything else under the sun. There are web and desktop versions, apps for mobile devices, and a plug in to use with Word.

## ResearchGate

[ResearchGate](#) is a network of researchers which leans heavily toward the sciences. You will find full-text publications and can join groups with similar research interests.



I have received, read and understand the policies, procedures and requirements of Southern College of Optometry's Residency Handbook.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Please print/scan or mail this form to the address below before the start of your residency.

Dr. Cheryl Mengelt  
Southern College of Optometry  
1245 Madison Ave  
Memphis, TN 38104  
[cmengelt@sco.edu](mailto:cmengelt@sco.edu)