

COMMUNITY VISION AND HEARING SCREENING ORGANIZATIONAL MANUAL

Requesting Vision Screening

1. The organization or social group etc. will email you and ask if we are available to do a vision screening at their event with the date and time and contact person.
2. Ask for the number of people attending and the address and location of the screening.
3. Reply back to them with a yes or no to do the screening.
4. Make sure that you have the date and time and number of people and their address, contact person and directions.
5. Contact the District Lions Sight Chair to request a screening and to request the needed equipment. The District Sight Chair will approve the screening and equipment request to avoid screening conflicts. (This varies by Club policy)

Getting Lion Leo And Other Volunteers

1. Depending on number people to be screened if the number is small 50-60 people a screening team will do the screening and if the number is large 70-150 then you will need about 8 people (or two teams) include a doctor for both small and large number of people to be screened.
2. There is one community screenings in Immokalee which screens very large numbers of people normally (about 200) usually in February.
3. For big district screenings you will need all the screening teams plus Lions and Leos from other clubs. Include 2 to 5 eye doctors.
4. The local state DOH may help us with volunteers and registration.
5. You will need translators (Spanish and Creole).
6. Volunteers should be trained on equipment use prior to screenings.
7. Develop 4-5 member screening teams with a captain responsible for contacting his/her members and running the screening. Or assign one team captain.

SUBJECT: FORMS

1. The form to be filled out by all people being screened is the district community vision and hearing screening form (English and Spanish

versions) with carbon copy. All forms must be signed and turned in by the people that have finished their screening.

2. The patient gets one copy to keep
3. The screening site or group gets the other copy which can be sent to the Florida Lions Eye Clinic to make clinic appointments, and to prepare a summary report.
4. Diabetic testing forms are filled out by the screening table doing blood sugar testing. A separate report form is given to the patient and the results form is sent to Lion Norma Callahan at the Lion Diabetes Awareness Foundation of MD 35. Be sure to check if masks are required.
5. Consent forms for DRS retinal photography testing are filled out at the registration desk and then collected at the DRS testing station and sent to Lion Norma Callahan as well. Be sure the top of both sides of the form are completed.

SCREENING EQUIPMENT

1. The equipment needed for most community (adult) screenings is 1 Suresight or 1 autorefractor, 1-2 FDT field testers, 2 threshold eye charts, 2 near vision cards, 1 SPOT vision screener and 1 air puff tonometer for pressure checking. Optional is the DRS retinal screening camera, and diabetic testing kits and blood pressure tester.
2. Equipment will be placed at the appropriate screening stations.
3. Forms, charts, staplers and staples, tape measure, duct tape, occluders, hand sterilizer, Kleenex, 2 extension cords, 2 multi-outlets for electricity, spare printer paper for FDT, Suresight, Spot labeler, alcohol wipes, etc. needed for screenings.
4. For the Immokalee screening we need 6 Suresights, an autorefractor. 6 FDTs and 3 threshold eye charts, Spot vision screener and 2 air puff tonometers. As well, the DRS retinal screener, diabetic testing equipment and blood pressure machines.
5. We have 1 FDT, two Spots, charts, one autorefractor, one air puff tonometer and a DRS retinal screener in Naples. The rest of the equipment is distributed around the district and is brought to Immokalee for the big screenings. Ask Dr. Freedman for this list or check on the screening website.

6. The region screening coordinator approves schedule for equipment to avoid conflicts.

SUBJECT: SCREENING STATIONS

1. Station 1: Registration Table
 - Each screening person is handed out the district community vision and hearing screening form to be signed as a consent to screen, filled out with name, age history, etc. One or two volunteers
 - Next, the registration person puts a number on the form, so the person and staff know the order to be screened.
2. Station 2: Blood pressure checking and diabetes checking (optional) 2 or more volunteers.
3. Station 3: Vision acuity screening with threshold charts (20/40) at 10'. 2 volunteers. Test with glasses on, if they have them.
Near vision testing (both eyes together) with near card (numbers or letters). One volunteer
4. Station 4: Refraction testing, autorefractor, Suresight, or Spot. 2-3 volunteers
5. Station 5: Eye pressure testing with puff tonometer. 2 volunteers
6. Station 6: Visual fields screening with FDT. 2 volunteers
7. Station 7: Retinal photos with DRS camera. 2 volunteers specially trained on the DRS at each camera.
8. Station 8: Examining doctors and donated glasses to distribute 1 or more doctors.

Immokalee screening only: (Naples- All Community Screenings)

9. Station 9 Optician table if the screened person needs reader glasses. 1 or more optician and 2 volunteers
10. Station 10: Hearing screening. 1 volunteer
11. Station 11: Sun glasses table. 1 volunteer
12. Station 12 Referral and transportation table arranges referrals, gives directions to free clinics and help with transportation. 1-2 volunteers and staff from FLEC.

Most importantly this station collects the forms.

REV 8/17/23 (NLC)