



# LIONS DISTRICT 4-C4 VISION SCREENING PROGRAM

## GUIDE TO VISION SCREENER USE, CARE AND OPERATION

OCTOBER, 2015

### PURPOSE

The Vision Screening Devices and Accessories were purchased to help assist our Lions Clubs throughout District 4-C4 for the PRIMARY purpose of testing the vision of young children (3 months to 7 years) and bringing any vision related problem(s) to the attention of the child's parent or guardian for referral to further test the child's vision by an appropriate eye physician. Additionally, the screening devices can help to test the vision of all persons, regardless of age.

This program has become a reality through the generosity of Lions and Clubs within District 4-C4 and with matching grant funding by LCIF during 2014 – 2015.

### PROCEDURE

Lions Clubs using this Vision Screening Device and Accessories should thoroughly familiarize themselves with this equipment and its use, care and safe operation PRIOR to conducting vision screenings. As such, Lions Club and members should follow the following minimum requirements:

1. **To request and reserve the vision screening scanner equipment**, be sure to check for the availability of the equipment on the Vision Screener Calendar located on our District 4-C4 Website.
  - a. **Insure that your club notifies the Region Chair in your area for details about signing out for and receiving the Vision Scanning Equipment.**
2. Immediately inspect all equipment for any damage or abuse.
3. Insure that all equipment, power cords, rechargeable batteries, instruction manual and documentation binder, etc., are in the carrying case.
  - a. Report any damage or missing accessories to the Program Grant Administrator ASAP.
4. Read and thoroughly familiarize yourself on the use and operation of the equipment (vision screeners and printers) with the Instruction and Operation Manuals for the respective Vision Screening Devices contained in their respective carrying cases.
  - a. Our District uses **BOTH** the **Welch Allyn Spot** and the **Plusoptix** Vision Screening Devices. These devices operate differently and users should familiarize themselves in the usage of BOTH Devices.
5. Read the information contained in the Program Binder contained inside each carrying case.
  - a. **DO NOT REMOVE any pages** from the operation manuals or Binders
  - b. Copies of Consent Forms, Referral and Pass Screening Forms and a related Reporting Documents (that must be completed and returned to the Program Grant Administrator

– see #8 below) will be inside the front cover of the Binder for your club’s use and for duplication.

6. If necessary, review the training video’s for each Vision Screening Device which is located on our District 4-C4 Website.
  - a. All related screening documents, as well as reporting forms (mentioned in #4 (b) above and #9 below) can also be located on our District 4-C4 Website. All forms are in a PDF format and can be downloaded and used by your club prior to your vision screening.
7. **NEVER REMOVE rechargeable batteries** from the Plusoptix Screener – recharge the batteries while they are in the Vision Screening Device. The rechargeable batteries to the Spot Screener are sealed within the device and can’t be removed.
  - a. Recharge the Devices the day prior to the use and screenings.
8. **ALWAYS use the safety or wrist straps when handing or using the Vision Screening Devices**, as this will prevent damage from to the devices from accidental dropping.
9. Each club is encouraged to **use their own THUMB DRIVE** (with a capacity of at least 8 MB) for the retention of their screening information and for using the general information to prepare reports to the Program Grant Administrator.
  - a. Copies of results can be printed by using the printer for the respective Vision Screening Device.
  - b. Never share individual information on screenings, unless it's with the school nurse (or other official at a school site) or it's a referral to the parent/guardian (of the child - under 18), or as requested by the Program Grant Administrator.
10. It is suggested that clubs print and retain a copy of any referral forms for their own records.
11. At the conclusion of your club’s screening activities, **insure that your club provides a COMPLETED COPY of the following document to the Program Grant Administrator:**
  - a. **“District 4-C4 Vision Screening Report”**. This document **MUST BE COMPLETED BY EACH CLUB FOLLOWING THEIR SCREENINGS**. The information that is provided is collected and must be used in regular reports that are sent to LCIF from our District to justify the matching grant from LCIF.
12. The following are the Vision Screening Program Leaders for 2015 - 2016.
  - a. Program Grant Administrator - PDG Jack Van Etten (650-740-9404)
  - b. District Sight Preservation Co-Chair - Lion Verdie Thompson (415-298-0737)
  - c. District Sight Preservation Co-Chair - Lion Steve Hirabayashi (510-471-7324)
  - d. District Sight Preservation Co-Chair - Lion Michael Chan (408-666-7723)
  - e. District Website Chair - Lion John Gill (650-868-4021)
  - f. Region 1 Chair - Lion Sandy Ige (650-520-7631)
  - g. Region 2 Chair - Lion Augusto Valera (650-296-2870)
  - h. Region 3 Chair - Lion Martha Sandy (650-200-5111)
  - i. Region 4 Chair - Lion Kevin Guess (650-630-5055)