

**Unit of Competency Statement**

<b>LEHP001</b>	<b>Manage and Conduct a Vision Screening Session</b>		
<b>Unit descriptor</b>	This unit describes the performance outcomes, skills and knowledge required to arrange, conduct and record, interpret and distribute results of a screening. Certification such as police clearance or Working with Children requirements may apply to conducting an actual screening session.		
<b>Employability skills</b>	This unit contains employability skills.		
<b>Prerequisite units</b>	Nil	<b>Co-requisite units</b>	Nil
<b>Application of the unit</b>	Members of Lions Clubs International or associates can apply the skills and knowledge in this unit to ensure that a vision screening session is managed and conducted with respect for all entities involved and that accurate results are obtained, recorded, interpreted and distributed appropriately.		

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
1. Understand the need for, extent and purpose of the screening program	1.1. Be familiar with the incidence of vision problem in the community 1.2. Be familiar with vision problems that may occur in children 1.3. Understand the importance of eye testing for children 1.4. Be familiar with the conditions that may be identified by a screening and know how to explain each to participants 1.5. Understand that a screening is not a substitute for a comprehensive examination by a qualified eye care professional
2. Understand the process and logistics of organising a screening session	2.1. Obtaining commitment from a Lions Club to sponsor a screening 2.2. Identifying a suitable venue and time for a screening 2.3. Identifying and obtaining commitment from stakeholders, including authorities and suitably trained staff that will conduct the screening 2.4. Recording the names of non-Lion participants in club minutes 2.5. Creating paper work to obtain permissions from participants or guardians and, where necessary, completing a Memorandum of Understanding with the hosting body 2.6. Identifying any participants that are not suitable for screening 2.7. Ensuring that all paperwork, equipment and facilities are available and prepared to conduct the screening and returned afterwards 2.8. Allocating screening and risk management responsibilities to staff
3. Demonstrate the ability to conduct screening activities	3.1. Be able to create a suitable environment for the screening participants 3.2. Be familiar with; the Visual Acuity chart being used for the screening, viewing distance and acceptable level of identification required 3.3. Be familiar with; the Colour Vision cards being used for the screening and the results that can be obtained 3.4. Be familiar with; the Depth Perception tool being used for the screening and the required results 3.5. Be familiar with; the Spot Vision screening camera being used for the screening, the viewing distance to be used, lighting conditions required, procedure for capturing an image, entering participant details (if necessary) and results that can be obtained
4. Understand the recording, interpretation and processing of screening results	4.1. Understand the method of recording participants details 4.2. Understand how to distribute, mark and collect an individual's results 4.3. Know what basic interpretations of results can be given to a participant 4.4. Understand how to complete the summary results sheet 4.5. Identify how and where to distribute the summary results sheet

**REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit.

**Required skills**

- communication skills required to:
  - identify and co-ordinate stakeholders
  - delegate screening session tasks
  - report results
- literacy skills to:
  - interpret and manage documentation
  - record screening results
- planning and organisational skills to safely and efficiently implement the screening session
- ability to assess staff capabilities and their understanding of screening processes
- negotiation skills to ensure expected outcomes are achievable
- problem-solving skills to handle issues and take corrective action

**Required knowledge**

- knowledge of LEHP Children's Vision Screening Program and tools
- basic interpretation of screening results
- details of certification such as police clearance or 'Working with Children' requirements that may apply to conducting a screening session at selected venues
- Workplace Health and Safety practices
- methods of communication and communication styles
- organisational processes
- contact details of LEHP authorities and delegated assessors

**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole.

**Stakeholders** may include:

- Lions Club sponsoring the screening
- school principal, staff and management committees
- parents, guardians and other family members
- participants
- local eye health professions
- local government authorities and welfare systems
- screening staff
- Lions Eye Health Program - Australia

**Implementation** may include:

- information or communication strategies
- timeline and schedules
- facilities and risk management
- human-resource management
- required project resources
- roles and responsibilities
- record keeping

**Project risks and issues** may relate to:

- cost:
  - facilities and resources costing more than expected
- scope:
  - additional tasks arising due to unexpected events
  - last minute unavailability of facilities, staff or participants
  - concerns about screening process by stakeholders
  - cancellation or postponement of screening
- time management:
  - tasks taking longer than expected
  - under estimation of necessary effort

<b>EVIDENCE GUIDE</b>	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range statement.	
<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	Evidence of the ability to: <ul style="list-style-type: none"> <li>• understand the LEHP Children’s Vision Screening Program</li> <li>• arrange and execute a screening session</li> </ul>
<b>Context of and specific resources for assessment</b>	Assessment must ensure access to: <ul style="list-style-type: none"> <li>• appropriate learning and assessment support when required</li> <li>• modified equipment for people with special needs</li> <li>• access to real or appropriate simulated organisation with a desire to implement a Children’s Vision Screening session</li> </ul>
<b>Method of assessment</b>	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: <ul style="list-style-type: none"> <li>• verbal or written questioning to assess required knowledge and skills</li> <li>• direct observation of the candidate carrying out screening tasks</li> </ul> Note: The preferred assessment method is through a workshop simulation or actual screening session.
<b>Guidance information for assessment</b>	Assessment processes and techniques must be culturally appropriate, and suitable to the communication skill level, language, literacy and numeracy capacity of the candidate and the work being performed.  Indigenous people and other people from a non-English speaking background may need additional support.  In cases where practical assessment is used it should be combined with targeted questioning to assess required knowledge.

<b>RECOMMENDED ASSESSMENT ACTIVITIES</b>		
These tasks are designed to fully assess elements and performance criteria, required skills and knowledge and relate to the range statement.		
<b>Assessment Tool</b>	<b>Method of Assessment</b>	<b>Criteria Assessed</b>
Choice of Answer Quiz	Online	1.1 - 1.5, 2.1 - 2.8, 4.1 - 4.5
Practical application of assessment tools	Workshop	3.2, 3.3, 3.4, 3.5, 4.5
Observation of actual Screening Session	Attendance at a Screening Session	3.1, 4.1, 4.2, 4.3, 4.4