

# Children's Vision Screening Program



# Facilitator Manual

**LEHP - Australia**  
**enquiries@lehp.org.au 1800 010 234 lehp.org.au**



**Centre for Eye Health**

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**This manual is to be read in conjunction with the  
LEHP Children's Vision Screener Manual**

**The LEHP children's Vision Screening  
program is for screening purposes only.**

**It is critical that persons undergoing  
screening and/or their parents or guardians  
understand that this is NOT a substitute for a  
comprehensive eye examination.**

**It aims to identify '*common vision problems*'  
and make a referral to an Optometrist or  
Ophthalmologist when required.**

Vision screening and the Spot Vision Camera is indicated for use by LEHP accredited Screeners, Healthcare Professionals or under the guidance of a Healthcare Professional to screen or evaluate individuals for potential refractive errors associated with poor vision.

This is an Australian Lions program created by Lions in consultation with its' technical partner, the Centre for Eye Health in Sydney.

It can be conducted by Lions, Lion's Partners, Leos and Non-Lion volunteers, who undertake the required training, use the materials provided and follow the processes and methods approved by LEHP, through their Lions Club.

The procedures for vision screening MUST always be in accordance with the current procedures laid out by LEHP's Children Vision Screening 'Screener' and 'Facilitator' Manuals. A copy of these Manuals must remain with the equipment at all times and be available for inspection by anybody who asks to see it.

The current screening Manuals and Forms to be used for Screening Sessions are available from the LEHP Website: [lehp.org.au](http://lehp.org.au) or the LEHP National Office: [enquiries@lehp.org.au](mailto:enquiries@lehp.org.au); 1800 010 234.

# The Role of the Facilitator

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The Facilitator is responsible for promotion of the LEHP Children Vision Screening Program (CVSP), arranging training and management of screening team and completion of all required paperwork before, during and after the screening session.

## Qualifications

- Vision Screener accreditation.
- Facilitator accreditation (only available to Lions, Omega LEOs or Lions partners).
- Hold a valid 'working with children' certificate/card or equivalent clearance.

## Technical Skills

- All points as per Screener accreditation.
- Ability to follow administration and procedural processes.
- Computer literacy.
- Ability to manage and communicate with screening team members.
- A business approach to organising screening activities.

## Responsibilities

### Generating Interest

The program is administered by Lions members in their local communities. Participation and interest needs to be generated from local Lions clubs, schools, preschools and other community organisations.

### Training and Accreditation

Arrange training sessions in a variety of formats (online, 'hands on' workshop, 'practical screening', Facilitator and Refresher training) to be conducted by a LEHP Instructor.

### Arrange Screening

Organise, communicate and delegate responsibilities between host Facility, Lions Club and Screening team.

### Week Before Screening

Double Check - everything is organised by the Facility, that members of the screening team are still available, that Individual Results Slips are ready and that the equipment is on hand and charged.

### Conduct Screening

Ensuring the smooth running of vision screening session and recording of results.

### After Screening

Finalise and dispatch paperwork. and return equipment.

# Generating Interest with Lions

Before training is organised, the Facilitator needs to generate interest within a Club, with neighbouring Clubs or throughout the Zone. This can be done by sharing the CVSP Video, found on the Lions Eye Health Program (LEHP) Website, sharing the CVSP brochure (**Appendix 1**), speaking during a club meeting, or requesting specialised marketing from the LEHP National Program Manager.

Children's vision screening can be conducted by Lions, Lions partners, LEO's and Non-Lion volunteers, who undertake the required training and accreditation, use the materials provided and follow the processes and methods approved by LEHP, through their Lions Club.

It is understood that some Clubs, particularly smaller or isolated clubs, may not have enough members available to conduct screenings. This is an opportunity to recruit new volunteers from their community, for whom this may be their only Lions project activity.

Encourage a Lions Club to adopt the LEHP's Children's Vision Screening Program (CVSP) as a club project. In order to access all elements of the program, a Lions Club must be a LEHP Participating Club, by contributing the per member annual levy amount which can be paid from the club activities account is required. Details as to how to become a Participating Lions Club, current listing of Participating Clubs and Participating Club Registration form, can be located at <https://lehp.org.au/donations-participating-clubs/>.

Once interest has been generated, the Club has adopted the program as a club project and has registered as a Participating Lions Club, it is time to organise training.

## Training and Accreditation

The Facilitator will be required to coordinate with a Instructor to conduct training and/or refresher training as required.

The LEHP Training Manager maintains a list of training participants who have completed various stages of training. When planning a training session, the Facilitator should contact the LEHP Training Manager to ascertain who else nearby could potentially participate.

To secure an Instructor to conduct the 'hands on' workshop and 'practical' training, contact the LEHP Training Manager, National Program Manager or your District Representative on the LEHP Management Committee. This information can be found via the LEHP website.

In invitation to training participants:

- Be clear about type of training offered.
- State the time and location of training session.
- Inform training participants what you would like them to bring (i.e. name tag, a pen, notebook, print out of manual, evidence of Working with Children Check or equivalent).
- Identify any training which needs to be completed prior to attendance.
- Note any other arrangements (i.e. parking, meals, dress code any costs etc).
- Send participants confirmation of enrolment and course outline.

### Screeener Accreditation

#### **Who is eligible to be considered for this role?**

Lions, Lions' Partners, Omega LEOs and Non-Lion volunteers who hold a valid Working with Children Check/ or state equivalent and have the attributes necessary for working with children in a child safe and supportive environment.

First step towards completing training and competency requirements is to become an accredited Screener. To achieve this all participants must successfully complete a 3 stage training process.

## 1. Complete Online Training

- Provides underpinning knowledge about the children vision screening program
- Is accessed via LEHP website - <https://lehp.org.au/cvsp-training-courses/>
- Takes approximately 30 to 45 minutes to complete.
- Can be completed at home using internet connected PC. Alternatively, can also be completed in conjunction with a 'hands-on' Screening Workshop, if PC, WIFI and extra time is available.

### **Facilitator involvement**

It may be necessary for the Facilitator to forward the relevant weblink to training participants to enable their access to Online Training

## 2. 'Hands-on' Screening Workshop

- Provides detailed information regarding operation of the four screening stations and reception desk and the recording of screening results.
- Demonstration of set up and operation of each screening station followed by opportunity for practice by each participant to gain confidence and ask questions.
- Provides an opportunity to practice operating the screening equipment in a controlled environment.
- Conducted by a Qualified LEHP Instructor.
- Takes approximately 1.5 to 2 hours to complete.
- Training participant details recorded on Sign on Sheet - LEHP Workshop Training Session.

### **Facilitator involvement**

The Facilitator will need to; book an appropriate room for the workshop, confirm a LEHP Instructor, ensure a minimum number of training participants (normally a minimum of 6), have a LEHP Screener Manual and Facilitator Manual present.

## 3. 'Practical' Screening Session

- Involves all elements of conducting 'real-time' screening session albeit on a reduced scale that involves a small cohort of screening participants (approx. 6 to 10 children from community or Lions family).
- To be completed shortly after the 'hands-on' screening workshop (i.e. same day or next day at latest)
- Provides opportunity to solidify skills and develop confidence and demonstrate competence in operating each vision screening station.
- Signed off as competent on Sign on Sheet - LEHP Workshop Training Session by LEHP Instructor.

### **Facilitator involvement**

- Coordinate screening room and LEHP Instructor.
- Participate in the Practical Screening Session.
- Forward completed Sign on Sheet (LEHP Workshop Training Session) to the CVSP Training Manager containing details of all attending training participants together with those signed off as competent, by LEHP Instructor, to operate each of the vision screening stations.

### **Receive accreditation as LEHP Vision Screener**

After receiving completed Sign on Sheet (LEHP Workshop Training Session), the CVSP Training Manager will update training and accreditation records and issue LEHP Vision Screener certificates where appropriate.

## Refresher Training

- For times where there may be extended periods between vision screenings.
- For vision screeners that would like to refresh their knowledge and skills.
- Can be done through a variety of avenues - zoom session, face to face, or refresher videos on each screening station (available on the LEHP website).

### **Facilitator involvement**

To determine when refresher training is required. To communicate with LEHP Training Manager to organise and implement the best method of delivery.

## Facilitator Accreditation

### **Who is eligible to be considered for this role?**

Only those Lions, Lions Partners and/or Omega LEOs are eligible to be considered for training and accreditation as LEHP Vision Screening Facilitator who:

- hold a valid Working with Children Check/or State equivalent
- are already an accredited Screener
- have sufficient knowledge and experience of the LEHP Children Vision Screening Program
- are interested and/or identified as capable of advancing skills to an administrative and coordination level to successfully lead a vision screening team.

## **Facilitator Training**

- Minimum of one Facilitator is required per vision screening team.
- Training conducted by LEHP Instructor. The Instructor will also oversee and assist with any questions or issues which may arise from screening stations and/or the administration performed by the trainee Facilitator.
- Takes approximately 40 minutes to complete.
- Communication with facilities, preparatory and finalisation of paperwork, report writing and team management will be covered in this session.

### **Receive accreditation as a Facilitator**

After receiving completed Sign on Sheet (LEHP Workshop Training Session), the CVSP Training Manager will update training and accreditation records and issue Facilitator certificate/s where appropriate.

## LEHP Instructor Accreditation

### **Who is eligible to be considered for this role?**

A Lion who:

- holds a valid Working with Children Check/or State equivalent
- is an accredited Facilitator
- has the confidence and ability to instruct others,
- has sufficient knowledge and experience of the LEHP Children Vision Screening Program and
- has been identified by an LEHP Vision Screening Instructor or LEHP State Representative as a suitable candidate to progress towards LEHP Vision Screening Instructor level.

## **Instructor Training**

- Delivered through an online Instructor course.
- Assessed with self-check questions and a final assessment document that is sent to the LEHP Training Manager for feedback.

### **Receive accreditation as LEHP Instructor**

After reviewing final assessment submitted by trainee Instructor, the CVSP Training Manager will update training and accreditation records and issue LEHP Vision Screening Instructor certificate where appropriate.

**A Training Sign-on-Sheet (Appendix 7) must be completed for every training session and a copy send to the LEHP Training Manager.**

# Arrange Screening

**All writeable PDF versions of the CVSP paperwork can be downloaded from the LEHP website - <https://lehp.org.au/screening-administration-and-documents/>**

Accessing documents on this website requires a code, which an accredited Facilitator can obtain by email from the LEHP National Program Manager.

## Marketing and Promotions

The Facilitator is required to arrange and coordinate groups of children to participate in the CVSP. It can be organised through pre-schools, schools, sporting clubs and/or community groups. A variety of resources have been created to assist with your approach to management of these facilities.

Through the mediums of cold callings, drop ins, email communications and post the following resources can be used.

- **CVSP Brochure (Appendix 1)**
- **Letter to Facility Administrator (Appendix 2)**
- **Promotional Video** (located on the LEHP website)

## Important information to share with Facility Management

- Some State Governments and other organisations also conduct vision screening for children. However, no other program is as inclusive or as thorough as the screening provided by LEHP. Most 'other' programs have limitations on the types of screenings implemented and/or the age of children able to participate.
- LEHP CVSP is endorsed by technical partner - Centre for Eye Health.
- All LEHP Vision Screeners
  - \* have participated and received accreditation in a 3 step training process.
  - \* hold current Working With Children Check/Card, photo identification (i.e. driver license where working with children card does not include photograph).
  - \* will adhere to all Work, Health and Safety and Policy requirements of the Facility.

## Memorandum of Understanding

Once an agreement has been reached to implement screening for a particular organisation an MoU needs to be implemented following the confirmation of a date / time / targeted screening group.

- **Memorandum of Understanding (Appendix 3)**

This document needs to be updated with Club and Facility details. Once read and agreed upon, this document needs to be signed and dated by both parties. Signed copies of the completed MoU are to be kept by the Club and a copy provided to the Facility Administration.

## Facility Requirements

Ensure the Facility books an appropriate room to conduct the vision screening, with controllable light or an area with subdued lighting and no direct sunlight, a space to set up a reception desk, 4 screening stations and waiting area for children.

**Parent / Guardian Consent Form (Appendix 4)**. Update the form with Facility and vision screening details. There is also an opportunity to accompany this form with the LEHP Children's Vision Screening brochure.

Determine whether the Facility for which you are conducting the vision screening is prepared to send out consent form to parents/guardians through their normal communication channels or if they require an adequate amount of printed copies to be supplied. Also mention that children who are already under the care of an eye care professional (i.e. Optometrist or Ophthalmologist) should not participate in the screening.

Conducting screening in a community setting - the **Group Disclaimer (Appendix 5)** can be used as an alternative to the Individual Parent/Guardian consent form.



## Secure Screening Team

All screening team members must complete the LEHP Vision Screening Training and 'Working with Children' requirements, before they can be involved. Health professionals and other observers are not permitted to conduct any screening activities unless they meet the same requirements.

### ***The Screening Facilitator should:***

- Confirm the availability of Screeners, check accreditation and 'Working with Children' requirements.
- Allocate stations to volunteers, ensuring level of competency in performing tasks.
- Ensure those who will be operating the Spot Vision Camera are completely familiar with how to operate it. Practicing screening family and friends at home, with a focus on people in the same age bracket as the targeted group, is advised. This should be done under different lighting conditions, to assess under what situations the instrument is likely to have limitations and how to achieve successful results.

Although the screening tasks can be completed with less, a minimum of 6 trained Screeners is recommended. If utilising two Visual Acuity Lea Charts, an additional two Screeners will be needed.

Standard allocation of Screening Team members:

- 1 x Reception desk
- 2 x Visual Acuity (4 required if second Lea Charts is to be used)
- 1 x Colour Perception
- 1 X Depth Perception
- 1 x Spot Vision Camera
- 1 x Vision Screener Facilitator - manage team, assist with trouble shooting, liaise with Facility representative.
- 1 x control children in waiting area and coordinate flow of children between classroom and various screening location (ideally conducted by Facility representative).

## Secure Screening Equipment

If you don't have immediate access to a Vision Screening Kit, your District's allocated kit may be available. If you are unaware of your District's nominated Screening Kit caretaker contact LEHP National Program Manager. A minimum of one month's notice is often required.

When the Vision Screening Kit arrives, check that it contains:

- 2 x Visual Acuity Charts
- 1 x Colour Vision Card Set
- 1 x Stereo Perception Book and Glasses
- 1 x Spot Vision Camera
- Laminated Instruction Cards for each Screening Station
- Bound Screener and Facilitator Manuals
- Screener and Facilitator Identification Badges
- Log book noting any issues and recording when the Spot Vision Camera was last charged/used (at least once every two weeks)
- Screener and Facilitator identification Badges

Optional items to obtain and use at a screening, that may not be included with the kit, include:

- A card, spoon, rice paddle or similar item to use as an Occluder at the Visual Acuity station
- A printed sign indicating screening is being performed by Lions using Accredited Screeners
- A5 binder to hold the Colour Vision cards
- A glasses case to store the 3D glasses
- Hand sanitiser or anti-bacterial wipes
- Masking tape, blue tack, ruler, scissors, tape measure and pens

If desired local optometrists could be informed for your intended activity and its proposed date, advising that their business may be contacted by referrals from the screening and explain how these have been determined.

# Week Before Screening

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## Confirm with Facility or Community Group

- That a selected/suitable room is still available for the screening
- The time Vision Screening Team will be arriving
- Anticipated numbers of children to be screened
- Scheduling of times for children to attend
- Numbers of Parent/Guardian Consent Forms that have been signed and returned
- The Facility contact person (and contact phone number) available for the screening
- Any assistance required from the Facility Administration
- Amenities (toilets etc) for vision screening team to use on the day
- Site access and induction requirements

## Confirm Screening Team

- Ensure they are still available and will wear Lions shirts and name tags
- Know the time and place where the vision screening will be conducted
- Are required to bring their 'Working with Children' credential details and photo identification card (e.g. driver license) where working with children card does not include photo
- Organise any additional Vision Screeners that may be needed

## Check Equipment

- Charge Vision Spot Camera and check it is operational
- Check the Vision Screening Kit contains all required equipment and that it is ready for use.
- When being transported, the Camera must be stored in the original packaging and the transport container
- If the Spot Vision Camera is mishandled in any way, the incident must be recorded in the Camera's Log Book

## Paperwork and Stationary

The Facilitator is responsible for ensuring sufficient copies of all required paperwork is printed and available for using during screening, including:

- **Sign on Sheet - LEHP Children Vision Screening (Appendix 7)** documents which Screeners were present during the day of screening, their club details and confirmation they hold a valid 'Working with Children' card/certificate (or equivalent). At the end of the session, a copy of the completed Sign-On Sheet must be sent to LEHP Training Manager.
- **Individual Results Slip (Appendix 8)** needs to be cut into strips for issue to each student to record their individual results as they visit each screening station. The Individual Result Slips when completed must be returned to the CVSP Reception Desk.
- **Individual Screening Report - Letter to Parent / Guardians (Appendix 9)** needs to be completed for each participating child of the vision screening. Letter to include results from the child's Individual Results Slip and printed Vision Screening Summary Report from the Camera (if available).
- **Group Data Sheet (Appendix 6)** completed at the conclusion of the screening. Results from the day are to be tallied on the Group Data sheet. The completed sheet is then sent to the National Program Manager - enquiries@lehp.org.au. A copy can also be supplied to the Facility Administration.
- **Stationery** - pens, pencils, scissors, stapler, sanitiser / anti-bacterial wipes, cotton bud applicators, tape measure, marking tape and blue tack are all requirements for the CVSP reception desk.
- **Brochures, Handouts and Activity Sheets** - Children's Vision Screening, Colouring Sheets, Stickers and Bookmarks can be given to the children while they wait or to take home.
- If conducting a Community Screening, print sufficient copies of the Group Participant Disclaimer form (**Appendix 5**).

# Conduct Screening

During the vision screening, the Facilitator is responsible for ensuring that each vision screening station is operated in accordance with LEHP Vision Screener Manual requirements, the smooth operation of all the screening and related administration, screening and orderly progression of children around each station:

- All Vision Screening team members must have completed the LEHP Vision Screening Training.
- Site induction completed and site access requirements understood by all Vision Screeners.
- Vision Screeners must sign in, like any other Lions project. 'Working with Children cards or checks should be confirmed and recorded on the Sign-On Sheet (**Appendix 7**).
- Health professionals and other observers should be instructed that they are not permitted to conduct any screening activities unless they meet the training requirements and, if not school staff, must not interact with children or impede their movement.
- Explain that any nearby toilet block, used by school children, is not to be used by Vision Screening team. Only the designated amenities (e.g. staff toilets).

**Here are some helpful hints for the day:**

## Set Up

- On arrival setup room, Reception Table and Sign-on Sheet.
- Organise each screening station to allow easy movement of children and ensure lighting is appropriate.
- Distribute CVSP Identification Badges to Screening Team to wear.
- Place laminated instructions cards and all relevant equipment at each corresponding screening station.
- Check Sign on Sheet is completed and all Screeners are accredited and have necessary 'Working with Children' certificate and photo identification.
- Allocate tasks to each Screener ensuring their level of competency to perform tasks. Ensure each Screener has what they need to do their role and is comfortable with that role. Be prepared to rotate Screeners to do the different tasks. Ensure those who will be operating the Spot Vision Camera are completely familiar with how to operate the machine. Assess the lighting conditions, to make sure they are suitable.
- Obtain completed Parent/Guardian Consent Forms from the Facility and number each form to use as identification for the child. The students to be screened must have a completed permission/disclaimer form. **NO CONSENT GIVEN = NO SCREENING.**
- The numbers and child first names or initials can then be transferred to the Individual Results Slips to be used during the screening process.

## Children at Screening Room

- Have the children enter Screening Room no more than 5 or 6 at a time. If an aid from the Facility is available, use them to manage the flow of children to be screened, those in the waiting area and movement of children to and from their classrooms.
- Each child should first report to the Reception Desk where the number and first name on their consent form should be transferred to an Individual Results Slip that is given to the child.
- Children should then move through all the screening stations and have their results marked on the Individual Results Slip. Screeners should use positive symbols to mark this slip. Rather than 'tick' to indicate pass or 'cross' for fail (which could cause upset for a participant), agreed symbols to be used must be decided, clearly understood and consistently used by all vision Screeners e.g. asterisk, circle, smiley face, triangle, hyphen, diagonal slash etc.
- It is important that a child does not exchange Individual Results Slips with another child.
- After completing all screening activities the child should return their Individual Results Slip to the Reception Desk.
- Any Individual Result Slips marked as recommending a referral can be matched with Parent/Guardian Consent Forms and put aside so names can be added to the 'Letter to Parent/Guardian' Individual Results. Camera photos and reports also to be included (if available).
- Photographs should not be taken unless parental/guardian consent has been granted and indicated on the Parent/Guardian Consent Form.

## Screening Procedures

Consult the Screener Manual for specific details of how each screening station is required to be set up and operated.

# After the Screening

At the conclusion of the Vision Screening, the team can assist with collecting all equipment and items used during the screening and tidying the venue.

## Packing Up

- Make certain all items in the screening kit and those used at the reception desk are collected prior to departure.
- Tidy the screening room and restore it to its original configuration.
- Dispose of any rubbish and used disposable screening items.
- Check for any 'lost property' items left by participants or Screeners.
- Thank any facility personnel who assisted with managing the children that were screened.
- Email to the National Program Manager at [enquiries@lehp.org.au](mailto:enquiries@lehp.org.au): copies of any photos taken during screening, links to social media posts and any associated photography/Video waivers.
- Email to CVSP Training Manager at [lehpscreening@gmail.com](mailto:lehpscreening@gmail.com): copy of completed Sign-on Sheet - LEHP Children Vision Screening, so training records can be updated and training certificates awarded where appropriate.
- A debrief could be held with the screening team to; review how the session went, lessons learned, improvement opportunities, obtain feedback regarding any issue or processes and mark the conclusion of the screening session.
- Consider sending a thank you letter to the School or Facility.

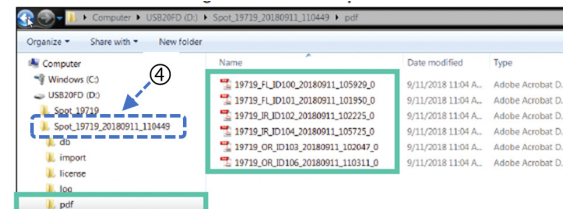
## Spot Vision Camera records - export, print (optional) then delete

The Facilitator is to supervise or conduct downloading and printing of any Vision Screening Summary Reports and to then ensure all related files are deleted from Spot Vision Screener, USB drive and PC involved:

1. Insert USB drive (8GB or larger) into USB port on Camera.
2. From Home Screen, select **Tools** screen, select **Import/Export** screen. Once the USB device is detected, the Import and Export buttons will be available for selection and the USB symbol will appear in the upper right black bar next to the date.
3. Select **Export** button, then select **Export** button again to begin file export process.
4. Wait until message "Export Finished successfully" displays, select **OK** then USB drive may safely be removed from Camera.



5. On PC, open '**pdf**' folder containing exported Vision Screening Summary Report files located underneath a folder that follows the naming convention "Spot Serial Number YYYYMMDD HHMMSS" (eg Spot 19719 20180911 110449/pdf). This "pdf" folder contains a Vision Screening Summary Report file for each participant screened with the Spot Vision Screener during this particular session.



6. Print Vision Screening Summary Reports, as required (at least all reports displaying including "Complete Eye Exam Recommended").
7. Once all required Vision Screening Summary Reports have been successfully printed and before you leave site, ensure all folders containing the sessions screening records are deleted from Spot Vision Camera, USB drive and PC involved. In the above example, the spot 19719 20180911 110449 is required to be deleted which also includes the removal of all subdirectories including the 'pdf' folder (do not just delete the "pdf" folder underneath).



To delete the Vision Screening Summary Report records store on the Camera - from Home screen, select **History** screen, select **Clear All** button, select **Delete** button in response to 'Select all Historical Records?'. Note: this will delete all screening records from the Spot Vision Camera, not just those records for this session.

## Preparing Individual Results - Letters to Parent/Guardians

The Facilitator is to supervise or conduct preparation of Individual Screening Report - Letter to Parent Guardians (**Appendix 9**) from details contained in completed Individual Results Slips and Vision Screening Summary reports (if available) for their respective children.

- This should be performed on site directly following the screening session.
- Referral reports from the Camera need to be printed and attached to corresponding letter (if applicable).
- Some information from the Camera printouts will need to be transferred to the Parent/Guardian Individuals Result Letter and Summary Results sheet (i.e. particular conditions identified by the Camera).
- Individual Parent/Guardian Result Letters to be provided and distributed in a manner agreed to by the host Facility.
- Where the parent has indicated that they do not wish to share their child's results with the Facility, these letters should be sealed in an envelope addressed to the parent/guardian.
- All signed Parent/Guardian Consent Forms and any other documents that contain child's personal information must be returned to the Facility.
- Also return to the Facility or carefully destroy the Individual Results Slips.

## Group Data Results

The Facilitator should supervise or conduct the copying of details from the Individual Result Slips and Camera reports onto the Group Data Results Sheet (**Appendix 6**). It is a requirement to capture the summary details relating to location of Facility where screening was conducted, total of students screened, age range, numbers recommended for referral at each screening station, including potential conditions detected by Spot Vision Camera. Student names or any other personal information is not to be included with this information.

A copy of the completed Group Data Results Sheet for each screening session conducted is required to:

- Provided to the School or Facility (where applicable)
- Posted to LEHP National Program Manager:

**PO Box 433, Wahroonga NSW 2076 or enquiries@lehp.org.au**

## Returning Screening Equipment

After completion of the screening session, ensure that the Spot Vision Camera is packed in its protective case where possible and that other screening kit items are packed securely in the black screening carry bag.

A special 'sensitive' courier service is required to return the screening equipment, unless it is being transported between locations by Lions.

If screening kits have been borrowed, within one week of completion of the screening contact the National Program Manager, or District Coordinator, who will assist with arranging the safe return of the screening kit or forwarding on to another screening team seeking to use it.

# Additional Spot Vision Camera Info

## Incidents and Maintenance

If the Spot Vision Camera is mishandled in any way, the incident details must be recorded in the Spot Vision Camera's Log Book.

If the Camera is dropped more than 2cm on to a hard surface of any kind, screening must stop immediately. Even if the Camera appears to still be working, it must be returned to Welch Allyn for assessment/repair.

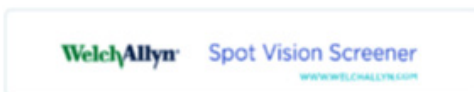
The Camera may require maintenance every 2 to 3 years.

Contact details for Welch Allyn can be obtained by contacting the LEHP National Office.

If your Lions club is borrowing a LEHP issued screening kit, insurance has been arranged by the LEHP National Office Management. However, damage and maintenance costs outside of the insurance cover have to be covered by the District or Lions Club involved. If a club/zone or other group has purchased a screening kit outright, they are responsible to organised necessary insurance. Contact Lions Australia for more information,

## Camera Banner

Photos and reports are stored on the camera in PDF documents that have a 'banner' at the bottom. This will initially be one with the Welch Allyn name as below on the left. If it is not already done, this should be replaced with the LEHP banner (below on right).



To replace the banner image:

- Copy the desired file, which must be called 'banner.png', to a USB storage device and insert it into the USB port on the Spot Vision Camera
- From the Tools menu, select Import/Export and you will be directed to the Import/Export screen
- Once the USB device is detected, the Import and Export buttons will be available for selection
- Select the Import button and the Camera will find the banner file and install it automatically
- Wait until the message "Import Finished successfully" displays
- select OK, then you may safely remove the USB drive from the Spot Vision Camera.

All reports/photos taken with the Camera will now contain the newly installed banner.

## Useful Links

### Quick Reference Guide

<https://www.hillrom.com/content/dam/hillrom-aem/us/en/sap-documents/LIT/80024/80024004LITPDF.pdf>

### User Manual

<https://www.hillrom.com/content/dam/hillrom-aem/us/en/sap-documents/LIT/80024/80024081LITPDF.pdf>

### How to videos

Screen a Subject [https://assets.hillrom.com/is/content/hillrom/MC16213-EN-R1\\_Spot-Vision-Screener-Screen-aSubject\\_Video-HR-2](https://assets.hillrom.com/is/content/hillrom/MC16213-EN-R1_Spot-Vision-Screener-Screen-aSubject_Video-HR-2)

Export Screening Results to a Computer [https://assets.hillrom.com/is/content/hillrom/MC16213-EN-R1\\_Spot-VisionScreener-Export-Screening-Results-to-a-Computer\\_Video-HR](https://assets.hillrom.com/is/content/hillrom/MC16213-EN-R1_Spot-VisionScreener-Export-Screening-Results-to-a-Computer_Video-HR)



**80% of learning is processed through the eyes**

**Vision problems have a profound effect on a child's confidence and development**

## Lions Eye Health Program

Helping children see clearly

### Follow Us

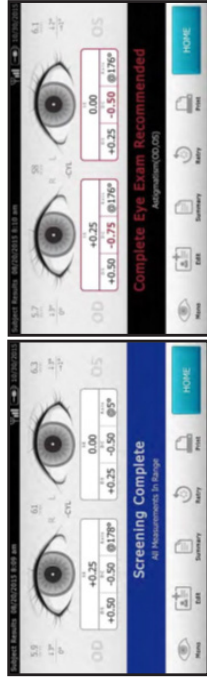
 [facebook.com/lions-eye-health-program-australia](https://facebook.com/lions-eye-health-program-australia)

### Contact Us

PO Box 433  
 Wahroonga NSW 2076  
 1800 010 234  
[enquiries@lehp.org.au](mailto:enquiries@lehp.org.au)

## Children's Results

Parents are provided with individualised and confidential results, confirming their child's vision is within normal range or whether any potential issues were identified. For those needing further assessment it is recommended that their child visit an Optometrist for a full eye examination.



### Example of Results

## Optometrist

A full eye exam with an optometrist will take approximately 30 minutes. It attracts a medicare rebate and does not require a referral.



**F P**  
**EYE EXAM**  
 L P E D  
 P E C F O  
 R O F C P P

## Community Screening Program

Lions Eye Health Program, children's vision screening program is the most comprehensive screening initiative available in Australia.

Screening is conducted free of charge to any school, sporting club or community group.

It is conducted by fully trained, insured and working with children accredited Lions volunteers.

The program is funded by generous grants received from Lions Club International Foundation and voluntary donations received from various Lions Clubs throughout Australia.

Technical support and guidance is provided by the Centre for Eye Health.

## Children's Vision

**1** in **5**

Children have an undetected vision problem

Vision problems have a profound effect on a child's development including schooling, and day to day activities.

**It's difficult to catch a ball if you can't see it!**

Most children will accept vision problems and adapt. They rarely complain as they believe everyone sees the world just like they do.

All children should have a full eye examination before starting school and regularly as they progress through primary and secondary years.



### Signs

Family photos can be a helpful insight into a child's vision. Take a closer look at those happy snaps; are there signs of:

- an eye not fully open
- turning or tilting of the head
- unequal colour and or brightness of each eye.

**Along with allergies and asthma, eye disorders are the most common long-term health problems experienced by children.**

## 4 Screening Stations

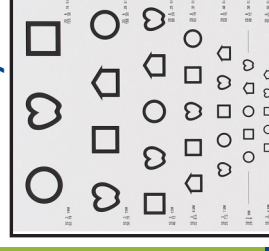
### Spot Vision Camera



**Purpose:** portable camera is used to screen for:

**Myopia near sightedness**  
**Hyperopia far sightedness**  
**Astigmatism blurred vision**  
**Binocular eye misalignment**  
**Anisocoria unequal pupil size**  
**Anisometropia refractive error**

### Visual Acuity



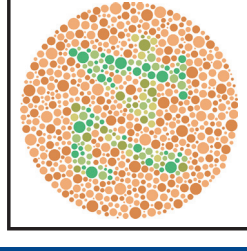
**Purpose:** To assess how sharp vision is at longer distances.  
A symbol chart is placed at a 3m distance, children are asked to cover each eye and read the symbols which are visible.

### Depth Perception



**Purpose:** To assess binocular function at a close distance.  
Wearing polarising spectacles the child is asked if they can see or 'pick up' the fly jumping off the page.

### Colour Vision



**Purpose:** To assess how a child perceive colours.  
A child is asked to distinguish coloured numbers on a variety of contrasting backgrounds.





## Appendix 2

### INTRODUCTORY LETTER TO FACILITY



**Lions Eye Health Program  
Australia**

\_\_\_\_\_ (Insert Date)

\_\_\_\_\_ (Insert Club or Individual Name)

\_\_\_\_\_ (Insert Address)

\_\_\_\_\_ (Insert Phone and Email)

Dear \_\_\_\_\_ (Administrator Name)

The Lions Club of \_\_\_\_\_ (Club Name)

operating in accordance with the Lions Eye Health Program - Australia requirements invite your organisation to participate in a comprehensive vision screening program for children aged 3 years and older which is free of charge to your organisation and the participating children.

Over 80% of what children learn is processed through their eyes. Untreated eye conditions can affect a child's learning ability and self esteem. It is estimated that 1 in 5 children in Australia have undetected vision problems. This vision screening program can help identify any children who may require further eye examination by an optometrist.

The program provides parent information and consent forms which are sent by your organisation to parents/guardians and are required to be completed and returned prior to the screening date. Only children who have a signed completed consent form will be permitted to participate in the program. **Any child who is currently under the care of an optometrist including those wearing prescription eye-wear are NOT permitted to participate in the vision screening.**

The vision screening requires participating children to complete each of four assessments which only take a few minutes to perform. There is no physical contact made with the child and no eye drops administered. The four assessments include:

- 1. Visual Acuity** - using a Lea 3m -15 line Symbol Chart
- 2. Colour Perception** - using a Quick 6 - Basic Colour Screening Book
- 3. Depth Perception** - using a Stereo Fly Screening Tool
- 4. Spot Vision Camera** - State of the art portable camera designed to screen for Myopia (near sightedness), Hyperopia (far sightedness), Astigmatism (blurred vision), Anisometropia (unequal refractive power), Binocular Vision (eye misalignment) and Anisocoria (unequal pupil size).

Members of our Lions Club on-site conducting the vision screening assessments:

- have been specifically trained to perform these four assessments in accordance with the Lions Eye Health Program - Australia requirements,
- hold valid Working with Children Checks,
- are required to comply with Working with Children and applicable Health and Safety legislative and Facility specific requirements.

At the completion of an assessment session, an individual result sheet will be handed to your nominated organisational representative for on-forwarding to the child's respective parents/guardians.

**It is important to understand that this vision screening program is only for screening purposes only and does not constitute an examination or diagnosis of vision problems. Additional information regarding the program can be found by visiting the LEHP-Australia website - [lehp.org.au](http://lehp.org.au).**

Lions, Children's Vision Screening program, is the most comprehensive screening currently available anywhere in Australia, I look forward to hearing from you to discuss how and when we can provide this vital service to your organisation.

Yours Sincerely,

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Title or Position)



**Lions Eye Health Program  
Australia**

## MEMORANDUM OF UNDERSTANDING

<b>Lions Club:</b>	
<b>Address:</b>	
<b>Lions Club Representative and Contact Details:</b>	
<b>Facility:</b>	
<b>Facility Representative and Contact Details:</b>	
<b>Validity Period to Cover Vision Screening Session Schedule:</b>	

This Memorandum of Understanding between the **Lions Club** and **Facility** named above is for the purpose of engaging the Lions Club to conduct vision screening at the nominated **Facility** address in accordance with Lions Eye Health Program – Australia requirements.

The **Lions Club** will perform four vision screening assessments including; Visual Acuity, Colour Vision, Depth Perception and Spot Vision Camera analysis. A results sheet will be administered per individual and provided to the **Facility** for individual distribution, unless informed otherwise. General group results will also be provided to the **Facility** by the **Lions Club**.

The facilitating Lions members will comply with all policies and procedures as advised by the **Facility**. The Lions members are covered by Lions Australia Public Liability Insurance - a certificate can be presented upon request.

The **Facility** will distribute consent forms (provided by the **Lions Club**) to all parents/legal guardians, ensuring participation is limited to those with signed approval and those who are not currently under the care of an optometrist. Any forms obtaining personal details will be returned to the Facility for their appropriate disposal or record keeping.

The **Facility** will ensure that a member of their staff will:

- Coordinate the provision of a screening room/area that is suitable for vision screening purposes.
- Provide student identification numbers and first names / initials for all children participating in the screening.
- Coordinate with **Lions Club**, the recording, and distribution of student identification numbers onto individual student result slips.
- Schedule groups of children to be present at the screening room/area and enable smooth transition of the children through the screening assessments.
- Is present in the screening room whenever children are being screened.
- Arranges distribution of individual result letters with attached Spot Vision Camera results (if applicable) to the child's parent/guardian.

### Lions Club Signatory

### Facility Signatory

Name:	Name:
Position:	Position:
Signature:	Signature:
Date Signed:	Date Signed:

# Appendix 4

## Vision Screening

Conducted by: \_\_\_\_\_ (Lions Club Name)

Date: \_\_\_\_\_ (Date)



Dear Parent/Guardian(s),

The Lions Eye Health Program is offering **Free Vision Screening** for children.

Over 80% of what children learn is processed through their eyes. Untreated eye conditions can affect a child's development. It is estimated 1 in 5 children in Australia have undetected vision problems. Screenings can help identify children who may require further examination by an optometrist.

Members of the Lions club have been specifically trained to perform 4 vision screening assessments including:

- 1. Visual Acuity** - using a Lea 3m -15 line Symbol Chart
- 2. Colour Vision** - using a Quick 6 - Basic Colour Screening Book
- 3. Depth Perception** - using a Stereo Fly Screening Tool
- 4. Spot Vision Screener** - State of the art portable machine designed to screen for Myopia (near sightedness), Hyperopia (far sightedness), Astigmatism (blurred vision), Anisometropia (unequal refractive power), Strabismus (eye misalignment) and Anisocoria (unequal pupil size).

The individual screening takes just a few minutes to perform. There is **no physical contact made with the child and no eye drops are administered**. Individual reports will sent to parent/guardians. If a vision problem is detected, this will be written on the child's result sheet and you will be encouraged to seek a further eye assessment with an eye health professional.

If you would like your child to participate in this vision screening program, please complete the permission slip and return to: \_\_\_\_\_ (Nominated Person and Method)

Please note that if a child is ready under the care of an optometrist they should not participate in the screening.

Kind Regards,

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Title)

**Please tick the appropriate box when answering yes or no**

My child is currently under the care of an optometrist OR has participated in a eye examination by an optometrist in the past 12 months. If ticked yes, **do not** proceed with completing the below permission slip.

yes	no
<input type="checkbox"/>	<input type="checkbox"/>

**Permission Slip - Please print clearly**

I, \_\_\_\_\_, give consent for \_\_\_\_\_ Class \_\_\_\_\_  
(Parent/Guardian Name) (Child's Name)

• to participate in the free vision screening program conducted by the Lions Club identified above. I acknowledge that the screening is not a full eye examination and is unlikely to identify every eye problem which a full eye exam might identify.

yes	no
<input type="checkbox"/>	<input type="checkbox"/>

• to be photographed for the use of LEHP- Australia publications such as newsletters and website.

yes	no
<input type="checkbox"/>	<input type="checkbox"/>

• to provide a copy of my child's result to the Facility Administration (e.g. school).

yes	no
<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

## Participant Disclaimer

I understand that: The LEHP Children’s Vision Screening is intended to help detect vision problems. However, I am aware that: This vision screening is not a substitute for an eye exam performed by a qualified eye care professional and is not intended to diagnose or treat any vision problem. The screening results should not be relied upon as a substitute for an examination and advice from a qualified eye care professional. The Lions Eye Health Program are not responsible or liable for any advice, diagnosis, or any other information that may be obtained from the screening results. You should use other resources, particularly your doctor, or eye care professional to check the information.



Lions Eye Health Program  
Australia

**DATE:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**LIONS CLUB:** \_\_\_\_\_ **DISTRICT:** \_\_\_\_\_ **FACILITATOR:** \_\_\_\_\_

Parent/Guardian Name	Email	Child’s Name	Currently Under care of an Optometrist	Permission to photograph	Signature



**Lions Eye Health Program  
Australia**

# Group Data Results

Date: \_\_\_\_\_

Location: \_\_\_\_\_ Pre-school / Primary / Secondary (please circle):

Facilitator: \_\_\_\_\_

Lions Club: \_\_\_\_\_ District: \_\_\_\_\_

## Summary of Results

Total Number Screened \_\_\_\_\_ Total Number Referred \_\_\_\_\_

<b>All measurements in range</b>		<b>Total</b>
<b>Complete Eye Examination Recommended</b>	Visual Acuity	<b>Total</b>
	Colour Vision	<b>Total</b>
	Stereo Depth Perception	<b>Total</b>
	<b>Spot Vision Screening</b>	
	Myopia (near sightedness)	<b>Total</b>
	Hyperopia (far sightedness)	<b>Total</b>
	Astigmatism (blurred vision)	<b>Total</b>
	Anisometropia (unequal refractive power)	<b>Total</b>
	Binocular Vision (gaze) - (eye misalignment)	<b>Total</b>
	Anisocoria (unequal pupil size)	<b>Total</b>
<b>No Result Obtainable</b>		<b>Total</b>

**Please send completed form to: enquiries@lehp.org.au or PO Box 433 Wahroonga NSW 2076**

## Sign On Sheet - LEHP Children's Vision Screening



Facilitator: \_\_\_\_\_

Location: \_\_\_\_\_ Date of Screening: \_\_\_\_\_

*All Screeners, Facilitators and Instructors who are present must have their details recorded.*

Name	Lions Club	Screener, Facilitator or Instructor	Time In	Time Out	Signature	Working with Children		
						Card Type	Number	Expiry

Please send completed form to CVSP Training Manager: [lehpscreening@gmail.com](mailto:lehpscreening@gmail.com)

# Individual Result Slip

<b>ID</b>	<b>Chart</b>	<b>Colour</b>	<b>3D Fly</b>	<b>Camera</b>
-----------	--------------	---------------	---------------	---------------

LEHP - Australia Individual Results Slip

<b>ID</b>	<b>Chart</b>	<b>Colour</b>	<b>3D Fly</b>	<b>Camera</b>
-----------	--------------	---------------	---------------	---------------

LEHP - Australia Individual Results Slip

<b>ID</b>	<b>Chart</b>	<b>Colour</b>	<b>3D Fly</b>	<b>Camera</b>
-----------	--------------	---------------	---------------	---------------

LEHP - Australia Individual Results Slip

<b>ID</b>	<b>Chart</b>	<b>Colour</b>	<b>3D Fly</b>	<b>Camera</b>
-----------	--------------	---------------	---------------	---------------

LEHP - Australia Individual Results Slip

<b>ID</b>	<b>Chart</b>	<b>Colour</b>	<b>3D Fly</b>	<b>Camera</b>
-----------	--------------	---------------	---------------	---------------

LEHP - Australia Individual Results Slip

<b>ID</b>	<b>Chart</b>	<b>Colour</b>	<b>3D Fly</b>	<b>Camera</b>
-----------	--------------	---------------	---------------	---------------

LEHP - Australia Individual Results Slip

<b>ID</b>	<b>Chart</b>	<b>Colour</b>	<b>3D Fly</b>	<b>Camera</b>
-----------	--------------	---------------	---------------	---------------

LEHP - Australia Individual Results Slip

<b>ID</b>	<b>Chart</b>	<b>Colour</b>	<b>3D Fly</b>	<b>Camera</b>
-----------	--------------	---------------	---------------	---------------

LEHP - Australia Individual Results Slip

# Individual Screening Report

Date: \_\_\_\_\_

Dear Parent / Guardian of \_\_\_\_\_

Your child underwent vision screening today at \_\_\_\_\_  
The screening evaluates vision clarity and eye co-ordination. It is however a screening and not a complete eye examination. Comprehensive eye checks are advised at least every 2 years throughout your child's school life.

## Results

On the basis of your child's vision screening, the current results have been categorised as:

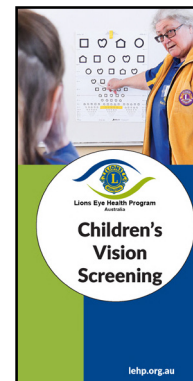
- Passed** - The vision screening did not detect any problems in the areas that were assessed.
  
- Further Assessment Recommended** - On the basis of the results today we recommend that you arrange for your child to have a comprehensive vision examination with an optometrist. Results that were found to be outside normal limits were:
  - Visual Acuity** - The sharpness of vision or ability of the eyes to distinguish the details and shapes of objects.
  - Colour Vision** - Ability to identify a range of colours on differing backgrounds.
  - Depth Perception** - Ability to determine distances between objects and see the world in three dimensions.
  - Spot Vision Camera (a print out from the machine is provided - if available)**
    - Myopia (near sightedness)
    - Hyperopia (far sightedness)
    - Astigmatism (blurred vision)
    - Anisometropia (unequal refractive power)
    - Binocular Vision (gaze) - (eye misalignment)
    - Anisocoria (unequal pupil size)
    - Other
    - Unreadable Result - Spot Vision Camera unable to make a satisfactory reading
  
- No Result Recorded** - noted child may already be under the care of an optometrist.

Thank you for your participation in the LEHP-Australia Children's Vision Screening Program.



# Further and Contact Information

- LEHP - Australia Website - [lehp.org.au](https://lehp.org.au)
- CVSP Brochure  
<https://lehp.org.au/wp-content/uploads/2023/04/CVSP-Brochure-2023-website.pdf>



National Program Manager  
Ms Leah Evans  
1800 010 234  
[enquiries@lehp.org.au](mailto:enquiries@lehp.org.au)



CVSP Training Manager  
Lion Rob Winter  
[lehpscreening@gmail.com](mailto:lehpscreening@gmail.com)



CVSP Technical Manager  
Lion Rod Jackson  
[rjackson@tpg@optusnet.com.au](mailto:rjackson@tpg@optusnet.com.au)