

LEHP 'Workshop' Training Session Plan



Use this plan as a guide to ensure you cover all the content at a Training Session. The Instructor Course Booklet has more detailed content and should be referred to if you are unsure about any points. Please expand on it and include as much detailed comment as you can from yourself and participants.

About The Session

Work through the training in a methodical and steady method, pausing to take questions as you go. You should lead participants through the process of completing the online training or learning how to use the equipment or conducting a screening session. They should be invited to share, in a relaxed environment, their knowledge or suggestions. Some new ideas may even come out that we could add to the vision program. Take notes during the session on anything that is new to you or may be helpful to others and encourage participants to do the same.

A group of 5 to 15 participants is preferable. Feel free to adapt the session to suit yourself or the participants' needs, ensuring that the core points are covered.

Time Required

The 'Online Course Access' session should take less than one hour (including time for questions and discussion). Extra time should be allowed if participants are going to be expected to actually complete the course during the session (about one hour each).

The 'Workshop', to learn about the program, using the equipment and record keeping should take just over 120 minutes (including explanations and time for everyone to try out the equipment located at each 'station' and be assessed as competent).

Weekday/evening or weekend sessions should both be considered.

The timing of the start of the session should allow for travel to the venue prior to the commencement of the day or night session and return to home at a reasonable hour afterwards.

Facilities Required

The location should be easily accessible by car and public transport, if possible.

A suitable venue with toilet facilities, chairs, tables and adequate space to set up the equipment is required.

At least one computer is required for the online access session.

Any handout materials should be made available at the session or by email afterwards.

Make sure that you have a project sign-on sheet to record the attendee details for training record and insurance purposes.

Ensure that you and others attending have name tags, particularly if they may not be known to each other.

Refreshments Required

Ensure that drinking water is available to participants.

Other refreshments are at the discretion of the host or facility.

After the Session

Clean up the venue and dispose of any rubbish.

Report the nature of the training (Online Access , Workshop or Sample Screening) and the list of participants to the LEHP Training Chair.

Also forward any feedback that was received from participants and any comments of your own on changes, additions or deletions that could be made to the session outline and screening processes. If photos were taken of the group at the time please send them to the National Office for use in LEHP publicity.

Contact participants a few weeks after the session to determine whether they are going to proceed with further training or screening activities and if they need any help. Also remind them that the online revision and assessment must be undertaken before any public or community screenings can be conducted.

Online Access Training

TOPIC	Points that should come out
Housekeeping and COVID requirements.	Location of toilets, smoking area, drinking water etc. 'Sanitising' and Distancing regime
Welcome and Introductions	Facilitator introduces themselves and their role. Where each participant is from and what they do in Lions or the community.
Who has heard of LEHP?	Hands raised
Who knows a bit about the Children's Vision Screening Program?	Hands raised
Explanation of session content	Accessing the Training Web Site Downloading documents Answering the choice of answer questions Registering completion What happens after online course completion
Online Access Guide	Handout copies of the guide to accessing the Online course
Accessing the training course	LEHP website: www.lehp.org Locating the correct training course link (This should be demonstrated)
Downloading documents	Unit of Competency Screener User Manual (These should be shown)
Answering the questions	Choose the best answer Select answer buttons Submit answers Incorrect answer pop-up Revise answers and submit Progress to next part of course (This should all be demonstrated)
Registering Completion	Important to register completion So invited to further training and screenings Click on 'Register' button and fill in your details Press 'Send' button. When the 'Thank You' page appears, you have completed this part of the training and can return to the LEHP web site by clicking on the button at the bottom of the page.
After Registration	Email reply explaining the next training steps that are required (attendance at a 'Hands-on Workshop' and Screening Session) Certificate issued after all three steps completed When training 'workshops' are arranged in your area your preferred contact information will be sent to the Facilitator
Thanks and Clean-up	Thank you for attending training session Good luck with the course Give contact information for help and enquiries

End of Training Session

'Workshop' Training (Refer to appropriate sections of the Screener Manual as you progress.)

Housekeeping and COVID requirements.	Location of toilets, smoking area, drinking water etc. 'Sanitising' and Distancing regime
Welcome and Introductions	Instructor introduces themselves and their role. Where each participant is from and what they do in Lions or the community.
Explanation of session content	Need and Purpose of the Vision Screening Program Preparing for a screening The Activities and Tips for conducting the screening tasks The equipment used for screening Record keeping and follow up processes
Introduction of the program	Use Leah's PowerPoint presentation or read through script
Important points	Understand that screening is NOT a substitute for a comprehensive eye examination Approaching a school or community facility Children's Vision Screening Video presentation at: https://youtu.be/C920rh4S0GU Show correct paperwork for the school or facility and the parents Why not all children should be screened Answering questions - Do not diagnose Taking photographs - permission from school/facility and parents
Preparing for a Screening What to bring to the screening session	Club or Lions shirts with name tags should be worn Screening Sign-on Sheet and record 'Working with Children' status Discuss screening room spacing, furniture, lighting and equipment requirements Outline privacy issues, use of student information and agreeing on marking symbols that will be used
Interacting with the children	Limit number of children in the room at one time Discuss methods to make them feel comfortable ('not a test', 'great job', 'play games', 'doesn't hurt' etc.) Never touch the student or be alone in a room Give clear instructions as to what the test is doing Try describing tasks in another way or demonstrating what is required with an example If bored or not interested, move to next station and come back later
The Activities and Tips Reception Desk	Pens, scissors, stapler and blue tack or a chart hanging device Blank Parent Permission forms (for last minute registrations) LEHP activity sheets for children waiting, stickers and brochures to take home Ideally a staff member is in attendance at all times Lion volunteer available to greet and manage children Results Summary sheet & child's Result slips (Show these) Number completed Parent Permission forms Each student issued with a results slip numbered the same as their permission form Result slip collected from a child once all activities completed

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	<p>Ensure children do not exchange slips during the screening</p> <p>Individual results not to be shared with school staff or other parents</p>
Acuity Chart	<p>Consider using 2 charts if a large number of children</p> <p>Use masking tape or the foot pattern template</p> <p>One volunteer to point at chart and one with the child</p> <p>Can use the shapes card for a child to point out the shape</p> <p>Start on the larger letters on <u>top two lines with both eyes</u></p> <p>Identify what the shapes will be called</p> <p>Ask child to cover one eye with their hand, paper or occluder and from the third line test two symbols on each line for the next four lines then check 5 symbols for the next two lines ending on the 6/12 line which is 10mm high.</p> <p>Cover the second eye and repeat as above. There is no need to go to smaller symbols.</p> <p>If a perceived fail result go back to a higher line and try again</p> <p>Refer if one of '6/12' letters or symbols not read with either eye</p>
Colour Perception	<p>One volunteer sufficient to manage this station</p> <p>Sit down, across from or alongside the child</p> <p>Can say 'we are looking for hidden numbers'</p> <p>With both eyes open show each plate in order and ask what number</p> <p>Avoid getting sticky finger prints on the plates (Use end of a pen, a stylus, a cotton bud or a similar item)</p> <p>Child can say or trace the digits or whole number they can see</p> <p>If a perceived fail result continue to end and revisit the plate(s) not recognised the first time</p> <p>Refer if more than one of the numbers cannot be read</p>
Depth Perception	<p>Store 3D glasses in a suitable case, wipe with "Anti-Bacterial" cloth between students and clean lens on a regular basis</p> <p>One volunteer sufficient sitting down, across or alongside the child</p> <p>Both eyes open and with polarising spectacles being worn</p> <p>First ask child if they see the fly standing out from the page</p> <p>On small rows ask which animal 'stands out or is jumping from box'</p> <p>Seek verbal answer or get child to 'push it back into its box'</p> <p>If a perceived fail result is evident offer slight encouragement</p> <p>Refer if any of the animals are identified incorrectly and/or missed</p>
Spot Vision Camera	<p>Set the camera to the correct age group</p> <p>Do a 'test run' to ensure lighting and distance are correct</p> <p>One volunteer will be sufficient to manage the camera</p> <p>A second person could help with correct placement of the subject, unless students were asked to sit in a chair.</p> <p>Small children or babies can be held to get the best position</p> <p>ID number on a child's slip should be entered into the camera</p> <p>If no result try changing lighting, distance and angle of the camera</p> <p>Ask child to close eyes or wait in a darkened location prior to screening, to encourage their pupils to dilate</p> <p>Once the image taken, save it on the camera with the child's first name</p> <p>Discuss any other suggestions from the group</p> <p>The camera will display whether a participant is within normal range or needs to be referred.</p>

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After the Screening	<p>Tidy screening area and retrieve all LEHP equipment and materials</p> <p>Copy details from the screening slips to the summary sheet</p> <p>Conduct post screening de-brief with feedback from the screeners</p> <p>Send list of volunteers at screening sessions to LEHP Training Chair</p> <p>Send a copy of any photographs taken to LEHP National Office</p> <p>A letter of thanks could also be send to the school/facility</p>
Parent Letters and Camera Reports	<p>Prepare parent result letters (Pass and Referral)</p> <p>Discuss how to complete the referral section of parent letter</p> <p>Identify and print referral camera printouts</p> <p>Discuss option for retrieving reports from camera</p> <p>Parent letters distributed in manner agreed to by school noting any cases where results are requested not to be shared with school.</p>
Screening Results	<p>A copy of the group summary sheet results should be;</p> <ul style="list-style-type: none"> • retained by the Lions Club • sent to the school or facility administrator • forwarded to the LEHP National Office <p>Data should only include summary sheet totals</p> <p>Names or any other personal information should not be included</p> <p>Return all signed permission forms to school</p> <p>Copies of photography waivers or permission slips related to any photos taken should be sent to LEHP National Office</p>
Returning Equipment	<p>Within one week of the completion of the Screening Session</p> <p>Contact the National Program Manager or District Coordinator</p> <p>Instructions for the return or forwarding of the screening kit</p>
Practice with equipment	<p>All participants to practice with the equipment used at each station</p> <p>At least two or three familiar with camera and entering information</p> <p>Two or three to understand Reception Desk duties</p> <p>At least two to know how to obtain the reports from the camera</p> <p>(Using camera and getting reports to be practiced before screening)</p> <p>Include on sign on sheet, stations that each person is competent</p>
Online Vision Screener Revision Training Course	<p>All attendees may stay for the training session but must realise that they cannot participate in Screening Sessions without completing and registering their completion of the Online revision training.</p>
How to access online training and register completion	<p>LEHP website: www.lehp.org</p> <p>Locating the correct training course link</p> <p>Click on 'Register' button and fill in your details and Press 'Send' button.</p> <p>Upon completion of Workshop, Screening and online Training a Qualified Screener certificate will be issued and you can participate in screenings.</p>
Thanks and Clean-up	<p>Clean and sanitise room and equipment</p> <p>Thank you for attending training and committing to 'Screener' role</p> <p>Good luck with screening activities</p> <p>Give contact information for help and enquiries</p>

End of Training Session

‘Facilitator’ Workshop Training (Refer to appropriate sections of the Facilitator Manual as you go.)

Housekeeping and COVID requirements.	Location of toilets, smoking area, drinking water etc. ‘Sanitising’ and Distancing regime
Welcome	Thank participants for attending (or staying after workshop training) Invite comments and questions at any stage
Purpose of session	To examine liaison with screening locations, preparatory and finalisation paperwork and camera operations, in more detail
Introduction	The procedures for vision screening MUST always be in accordance with LEHP Children’s Vision Screening Manual Cost of conducting a vision screening session mainly printing Try to make use of school email or other distribution system Allow for 20-30 students to be screened each hour Identify where to get current documents
Preparation for a Screening Session	Identify interested schools and get names of Principals Secure LEHP participating Lions Club to sponsor screening Identify potential screening volunteers
	Explaining the process to the school Determining who will print Letters for Parents Finding an appropriate room in which to conduct the screening Confirming a date and time for a screening
	Advise potential screening operators of details of the vision screening Remind team to wear club shirts and bring WWC credentials Order and arrange to collect the vision screening kit
	Two to three weeks before screening, confirm booking and ensure forms have been sent out to parents.
	One week before screening, finalise room, confirm school contact and determine number of responses to screening
	Two or three days before screening, determine how many students have registered Check original screening team members are still available Arrange additional screeners, if necessary
	Day before screening, ensure printing of adequate copies of: <ul style="list-style-type: none"> • Individual student Result Slips (Appendix 7) • Individual Results letters (Appendix 9) • Group Data Results - only a couple needed (Appendix 8) • Screening Session Attendance Sign-On Sheet for volunteers, screening team and observers • LEHP Colouring and Activity Sheets If ‘community’ event, copies of the 'Participant Disclaimer'. Charge camera and pack other equipment and items to be used
	Day of Screening

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<p>Conducting the Screening</p>	<p>Instruct observers not to have contact with students or parents Add Child ID numbers to consent forms Agree on results marking system and inform all team members Transfer Child ID numbers to individual results slip for each student Process students and control their flow Put aside any slips indicating a referral and match them with consent forms</p>
<p>Using the Camera and Downloading Printouts</p>	<p>ID number entered into Spot Vision Screener camera Add names to 'referral' result reports on camera Demonstrate download/print of individual subject files Talk through uploading of a personalised banner file</p>
<p>After Screening</p>	<p>Tidy, sanitise and restore room furniture layout. Sanitise and collect screening kit and desk items Identify any items left by students or volunteers ('lost property') Complete Group Results sheet Download information from the camera and print individual screening result sheets Return consent forms to the school Also return to school or careful destroy the individual results slips Arrange for distribution of the Individual Result letters Forward copies of the Group Data Results as required Send a copy of the screening attendance sheet to the Training Chair Send photos taken and details of screening to LEHP National Office Consider a debrief meeting with screening operators Consider sending a thank you letter to the school Return screening kit as required or instructed</p>
<p>Supplementary Information</p>	<ul style="list-style-type: none"> • Operators must sign in • WWC clearance recorded on Screening Sign-On Sheet • Calibration/fit for purpose certificate for inspection • Camera stored in the original packaging during transport • Incidents or damage to Spot Vision camera recorded in Log Book • If camera damaged testing must stop immediately • The camera may require maintenance every 2 to 3 years. • Insurance arranged by the LEHP National Office Management • Damage and maintenance costs covered by District or Lions Club
<p>Thanks and Clean-up</p>	<p>Thank you for attending training session and committing to 'Facilitator' role Good luck with screening activities Give contact information for help and enquiries</p>

End of Training Session