



Lions Sight & Tissue Foundation
"How to Hold a Successful Eye Clinic"
January 5, 2013



Preliminary Planning:

- We suggest that a representative from your club visit your local school nurse/s and determine if there is a need. Sometimes this may take a couple of visits depending on the time of year (beginning of the school year is not a good time except to let them know about our program & that you will check back with them later). Explain to the nurse what you can help them with & give them the Request for Assistance Forms. Ask them for their help in identifying the children who qualify for our program (Income, insurance, visual acuity, etc.). Once the School Nurse has screened the children & they have failed the Visual Acuity (Wall Chart) twice, then she completes the Request for Assistance Form (all but the Center Section) & sends home with the child to be completed & signed by the Parent or Guardian. We have to have this form signed by the parent or guardian before we can exam the child. Even if there is an adult that is getting the exam, the form has to be completed & signed before we can give an exam. (Eligibility requirements, forms and Bus Schedule can be found on our Website www.lstf.org)
- Because of the cost of Diesel, we would like for you have at least 35 to 40 people scheduled for the eye clinic. Sometimes multiple schools are involved to make this happen. Just remember that most Doctors can see approximately 35 people in one day so if there are more than 40, you will probably need two (2) Doctors.
- We prefer that the club provide the professional Optometrist for the low vision clinic. This way you develop a relationship with the Optometrists in your community. Most clubs who use their own Optometrists do not have to pay them for their services. If you have to use one of the LS&TF Doctors, then you will have to pay them \$50 per hour or \$200 minimum for each Doctor.
- Okay now you need to decide on a date. This will be determined by when the nurse would like to have the clinic, either during school or on a Saturday. It will also be determined on when the doctor is available. Come up with a couple of dates then contact the LS&TF Board Member who is in charge of scheduling the Bus. This can be done by phone, email or through the website www.lstf.org.
- Picking a location for the clinic is easier now that we have the bus. You basically only need an area for registration (table & a couple of chairs for people doing registration), & a holding area for the people waiting to go on the bus. If you hold your clinic during a school day, then the nurse just pulls the children out of class as we need them. It is much easier to do a clinic at the school during the school day & there are less "NO Shows" & no parent involvement when the child is picking out the frames (they have to be happy with their frames or they won't wear them). If the clinic is held on a weekend, it can be held anywhere there is an area for registration & especially a restroom. Wherever you hold the clinic, the location where the bus is parked must be level & on pavement.
- If your club has never hosted a low vision clinic before, it might be a good idea to have the person who will be in charge of the clinic attend a clinic for another club just to get an idea of what is involved. OTJT (On the Job Training)
- Most clubs hold either a Children's Eye Clinic or an Adult Eye Clinic, but if you mix them, we suggest that you see all of the children first just to make sure they get seen, then see whatever adults you can. Also the adults tend to just need Reading Glasses, work with the doctor & have them just give the prescription to the adult so they can go to Wal*Mart, Target, etc. & buy a pair of readers for \$10. This will save you from paying \$15 to \$20 for each of these.

Day of the Clinic:

- Hopefully by the day of the clinic, you have been contacted by either the Lion in charge of scheduling the bus or the Director who will be handling your clinic. They will need to know what time you want to start your clinic so that they can tell the Bus Driver what time to have the bus at your location. Someone should be there to meet the Bus Driver & show him where he is to park the bus. As a suggestion, he usually gets up at the crack of dawn so that he can check out the bus & make sure everything is ready for us so that our clinic will go successfully, he makes sure that the bus is level, the stairs are secure, etc. so he really appreciates it if someone greets him with a cup of coffee (McDonald's has a Senior Coffee with 2 creams, 2 sugars for \$.54 maybe as a bonus a couple of Breakfast Burritos but he is very appreciative of anything that is offered). Just remember he is taking time out of his day to help us so this really makes him feel good if we show a little appreciation.
- You need to have at least 8 to 12 members/volunteers. The areas to cover are as follows:
 1. Set-up (1 person) - This is usually done by the LS&TF Director in charge of your clinic but if someone is there, help is always appreciated
 2. Registration (1-2 people) - Usually all day so that paperwork is finished
 3. Eye Chart (2 people) - If the school nurse has completed the paperwork correctly, you shouldn't have to do this. Just transfer their numbers to the exam form.
 4. Eye Drops (1 person) - This station is only needed if the doctor wants people eye dropped. We usually do not put eye drops in kid's eyes when clinic is done during school hours except when doctor thinks we need to. It is best to contact your doctor before clinic to find out if they are going to require eye drops.
 5. Auto refractor (1 person) - There till last person registered is seen
 6. Glaucoma (1 person if adults are seen) - Same as #2
 7. Exam by Doctor (1-2 Doctors) - Depends on number of children/adults
 8. Frames (1 person) - There till all have been seen by doctor
 9. Pupilometer (1 person) - Same as #5
 10. Traffic control (1 person) - Same as #5
 11. Relief personnel - Just what it says, be there to relieve people for bathroom breaks, food break, etc.
 12. Take down/clean-up (1 person) - Same as #1

We say 8 to 12 because some people may only stay for part of the day so it is always good to have more people scheduled than less. Remember to keep your volunteers & doctors happy. Have some kind of refreshments (coffee, juice, donuts, etc.). If your clinic runs past lunch, maybe some light snacks to tide everyone over. Most Doctors like a bottle of water while they are working so maybe some water would be nice.

One of the things that helps to process the prescriptions for your eyeglasses, is to have the paperwork for your clinic ready to go when the clinic is over. If you have access to a copy machine, then make a copy of the exam form & Request for Assistance for the school nurse (copy of Exam & Request) & the LS&TF(copy of Exam & original of Request). The original Exam Form will go in the envelope along with the frames. The outside of the envelope should have the number that is on the exam form & Request for Assistance, the name of the student and the name of the school. If you do not have access to a copy machine, then put both the exam form and the Request for Assistance in the envelope (the envelope should still have all the above listed).

Post Clinic:

- Make sure to tell Nurse/Parent that it usually takes 3-4 weeks to process the eyeglasses.
- Hosting Club will be responsible for delivering eyeglasses to the school nurse or person responsible for distributing them children/adults. You will be contacted when the eyeglasses are ready & arrangements will be made to get them to you.