



TEAM LEADER GUIDE - VISION SCREENING

Team Leader - Convene a Team Meeting prior to starting any screening activities. Ensure that the Paperwork Volunteer has their station set up properly. Assign tasks to the other volunteers, and ask if there are any questions or concerns prior to beginning the screening. If you have an issue, call one of the NRHU staff - Gloria (905-401-8176), Jessica (905-688-8248 ext 7379) or Robbie (905-688-8248 ext 7367). The Dental Team, school administrators and teachers are not there to assist us.

Paperwork Volunteer - This is your only duty - do not "help" at other stations. **You are the only one who is to open the paperwork folder from the NRHU - keep a copy of the process map available.** Determine if there are any DNS (Do Not Screen) students and ensure that they are **NOT SCREENED**. The only other person with you should be **ONE** trainee at a time.

Plusoptix Volunteer - Assist with student monitoring when you have no students to scan.

Student Retrieval/Monitor/Return Volunteer - Send students to the screening stations and return their completed SAFs to the Paperwork Volunteer. **Retrieve students in numbers that keep down time for Randot and HOTV screeners to a minimum.**

Randot and HOTV Volunteers - Keep busy until all students have been screened. **Advise the Team Leader and the Student Retrieval volunteer if the student flow needs to be sped up.**

SEVEN OR MORE VOLUNTEERS

1 Paperwork Volunteer, 1 Plusoptix Volunteer, 1 Student Retrieval/Monitor/Return Volunteer, 2 Randot Volunteers, 2 HOTV Volunteers. Additional volunteers can be used for another HOTV station if possible (probably the greatest need), or for student monitoring.

SIX VOLUNTEERS

1 Paperwork Volunteer, 1 Plusoptix Volunteer, 1 Student Retrieval/Monitor/Return Volunteer, 1 Randot Volunteer, 2 HOTV Volunteers.

FIVE VOLUNTEERS

1 Paperwork Volunteer, 1 Plusoptix/Student Retrieval/Monitor/Return Volunteer (double duty - manage student #'s according to your comfort level), 1 Randot Volunteer, 2 HOTV Volunteers.

**FOLLOW THE "PROCESS MAP" AND THE "SCHOOL VISION
SCREENING - REFERENCE GUIDE FOR VOLUNTEERS"
WASH OR SANITIZE YOUR HANDS PRIOR TO SCREENING
AND AGAIN FREQUENTLY DURING THE DAY**