

HALDIMAND NORFOLK COORDINATOR'S GUIDE VISION SCREENING

Coordinator - Assign volunteers to the stations (you get a station, too) appropriate for the # of students based on the volunteers' preference, ability and training. Ensure that they know how to conduct their test and know how to record results correctly on the SAF form. Assist where needed in setting up the Paperwork, PlusOptix, HOTV and Randot testing stations. If you have an issue, call Cynthia at the HNHU - 519-426-6170 ext. 3285. After all students have been screened, make sure ALL materials have been put away and leave the bags with the dental staff.

Paperwork Volunteer - This is your only duty and 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.

Plusoptix Volunteer - Assist the Student Monitor when you are not busy.

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 - When finished with one student, go to the student waiting area to get another to screen. Do not wait for students to be brought to you. Advise the Student Monitor 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 where the need is greatest.

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"**