

Vision Screening in the Occupational Health Setting



Occupational Vision Screening Portfolio of Evidence Workbook Learner Guide Addendum 4

Vision Screening in the Occupational Health Setting



Addendum 4

Portfolio of Evidence Workbook Learner Guide

Instructions

Educational Aims

The aim of the portfolio of evidence workbook is to:

- ✓ Prepare the environment, the equipment, and the worker in real life for vision screening
- ✓ Ensure that the environment is well organised, and all necessary equipment is available and in good working order
- ✓ Problem solve issues arising
- ✓ Prove your ability to conduct a valid vision screening assessment in your workplace and to prove your understanding by commenting on each report as instructed below and as per the marking document
- ✓ Gain confidence in the practice of vision screening
- ✓ Offer a high-quality vision screening service

Important Notes

- ✓ The portfolio of evidence requires a 90% achievement to be accepted for competency
- ✓ Please be sure to make and keep copies of all your portfolio documents before submitting just in case
- ✓ Please do not write on any part of the tests in red (except for recording the corrected or uncorrected vision) or green ink as these are the colours we use for assessment and moderation processes
- ✓ When communicating with the facilitator, please keep the email chain going – do not start a new email for each communication. This helps us keep track of communications for each learner all in one email train.

Vision Screening Assessments

- ✓ Three (3) vision screening tests should be conducted on real-life workers. Please do not use colleagues or anyone who is experienced in vision screening. The aim is for you to take unseasoned workers and learn the techniques and skills required to achieve valid audiograms
- ✓ Each vision screening must be clearly labelled at the top 1-3
- ✓ Please ensure the worker's name and surname is deleted or marked out for confidentiality.
- ✓ Tests submitted must be conducted after the last date of classroom training/access to eLearning. Tests before this date cannot be accepted.

Vision Screening in the Occupational Health Setting

- ✓ You must be the technician. Please do not extract or download someone else's tests off the computer and print them for submission. The aim of the exercise is for you to gain confidence in vision screening.
- ✓ The 2 tests must be an automated test and 1 test must be a non-automated test, therefore 3 tests must be submitted.
- ✓ Each test must be accompanied by a vision screening questionnaire/history. *You can use the example in the manual or the one used in your clinic as long as it contains all the relevant information.*
- ✓ The physical examination must be recorded on each vision screening report.
- ✓ **PLEASE NOTE, if the test does not meet the criteria, it will not be accepted/assessed**
- ✓ Please refer to the examples in the addendum to ensure that all the information appears on the vision screening report.
- ✓ **Remember your mentor at the clinic must countersign all your assessments to make it a valid test**

A vision screening report is invalid if:

- ✓ There is no corresponding history
- ✓ If worker's name is not deleted to maintain confidentiality
- ✓ The user name or technician name entered is not that of the learner
- ✓ There is no date and time on the report
- ✓ It is conducted on the learner (self)
- ✓ It is conducted on a fellow learner
- ✓ It is a duplicate of another test in the portfolio
- ✓ The test is one conducted before or during the training

Writing on your documents – showing your understanding

- ✓ Every one of the documents submitted should be clearly marked to show your understanding of the procedures conducted and the reports themselves. This should be carefully done as per class instructions
- ✓ Please carefully study the portfolio marking document which shows very clearly how each report will be assessed
- ✓ Examples of each type of test appear in the next addendum, if you do yours exactly like the example you will pass with ease

Vision Screening in the Occupational Health Setting



Submitting your Documents

- ✓ Your portfolio of evidence must be submitted by 16h00 on the due date which will be exactly 1 month after the face-to-face classroom or online training ends / 3 months after access to the eLearning system is given. For example, if training ends on 20th April, you should submit your portfolio workbook by 20th May 16h00.
- ✓ Your entire workbook should consist of a cover page, x 1 non-automated test and questionnaire, x 2 automated tests, each with a questionnaire and all scanned into one PDF document.
- ✓ **Please save the document as follows:**
 - Name, surname, audiometry portfolio workbook, date
 - Ensure each screening is labelled 1 – 3 or as automated test 1 / automated test 2 and non-automated test 3
 - Attach this 1 scanned document to an email and email to the assessor/facilitator or admin@educationforhealth.africa
 - Should you require an extension kindly submit your request in writing via email to - admin@educationforhealth.africa

Feedback Timeframes

- ✓ You will receive feedback via email within 4 weeks.
- ✓ Should there be corrections, you will then be required to resubmit the corrections within 2 weeks of receiving the feedback.
- ✓ You are given 2 opportunities to resubmit. Should you not have achieved the 90% competency by then you will be required to re-sit the course.
- ✓ Once your portfolio is accepted, all documents including your theory assessment, your practical assessment and your portfolio will be sent for moderation.
- ✓ If all requirements have been met, you will then receive a PDF copy of your Certificate of Competence.

Should understanding not be clear please submit your questions via email to - admin@educationforhealth.africa

Please see the example vision screening tests in the next addendum “Portfolio of Evidence Workbook Examples”.