



## CPS SCHOOL BASED VISION PROGRAM

### TROPICAL OPTICAL

#### Preparing for Exam Date

Below are guidelines that will help prepare for a successful exam date:

- We will try to see as many students as we can during our scheduled visit. Any consents collected after 2 weeks prior to the exam will be added to the list, but please note we may need to schedule another exam date
- After an exam date has been scheduled a member of our team will reach out to set up a site visit. Site visits are conducted 1 week before the exam.
- When deciding on a space please keep the following information in mind.
  - On average 1 doctor can see about 20 students in one school day, provided there are no disruptions
  - 1 doctor needs a space that is approximately 15 feet by 6 feet
  - We also need space for the pre-testing and a waiting area for students that are waiting for their eyes to dilate
  - We ask that the exam room be on the first floor due to the amount of equipment we bring, however we can set up on a different floor, **ONLY** if there is an elevator.
  - The space should be a private and quiet room with an easy accessible light switch
- Other things to keep in mind on exam days
  - Ensure proper flow of students to and from exam area
  - Be mindful of lunch periods – we will see students during those times

#### Exam Day

Below is what a typical exam day looks like

- Doctors will see about 20 students per doctor
- Students called down to exam area by room (Elementary); Students given passes to come down during assigned period. **We recommend 5 students per doctor per period.** (High School)
- Expect student to be in exam area for 1 hour
- If given permission to dilate, students will complete pre-testing and exam first then be dilated. Dilation takes about 20 minutes.
- If glasses are needed, students will choose their frames.
- Once eyes have dilated, doctors will look at eyes and student will return to class
- We will make sure students are returned in time for lunch. In some cases if students are not completely done by lunch time we will call them back later.
- Dilation causes light sensitivity and blurry near vision. Usually 4-6 hours to return to normal
- At the end of the day contact will receive packet. It includes:
  - Summary of students seen and those requiring glasses
  - DPL – indicates which students need glasses and/or referrals
  - Referrals are in parent packet, but we also leave separate set for contact to keep for records
  - The contact is responsible for sending home each child's report. They have labels with name and room #. This report includes:
    - Eye Exam Results
    - Referral (if applicable)
    - Prescription (if applicable)
    - Privacy Page
- Glasses will be delivered in approximately 4 weeks
  - We will notify contact when glasses are ready and set up an appointment to fit the students and instruct them on the use of their glasses.