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| Learner: | Mentor: | Date: |
|----------|---------|-------|

| Competencies | Mentor's comments | Yes | No |
|---|-------------------|-----|----|
| Before vision screen | | | |
| 1. Sets up area appropriately: <ul style="list-style-type: none"> Well lit, no direct sunlight or glare Chair for person and themselves Has equipment ready | | | |
| 2. Explains the vision screen: <ul style="list-style-type: none"> Outlines what the screen involves Explains it is not a full eye exam Asks person if they have questions Asks if the person consents | | | |
| Simple eye health check | | | |
| 3. Washes hands before and after | | | |
| 4. Looks for signs of eye health problem: <ul style="list-style-type: none"> Shines torch correctly to view eye Identifies signs of unhealthy eye Identifies if referral required | | | |
| 5. Asks person about presence of diabetes and eye pain or discomfort <ul style="list-style-type: none"> Identifies if referral required | | | |
| Simple distance vision test | | | |
| 6. Correctly uses E-Chart at correct distance to test distance vision: <ul style="list-style-type: none"> Explains test and asks person to wear glasses if appropriate Tests one eye at a time Points to Es in correct order | | | |
| Simple near vision test | | | |
| 7. Correctly uses E-Chart at correct distance to test near vision <ul style="list-style-type: none"> Explains test and asks person to wear glasses if appropriate Both eyes open Points to Es in correct order | | | |
| Discusses and agrees next steps with person | | | |
| 8. Correctly interprets results of screen and discusses next steps with person | | | |
| Throughout | | | |
| 9. Demonstrates safe and client centred practice throughout all service steps. | | | |

Notes for mentors

Use this skills checklist to help:

- Evaluate how well learners perform the skills to safely carry out a simple vision screen and whether:
 - They can safely carry out a simple vision screen independently, or
 - Need extra mentoring and if so, which skills they most need to practise

Note that:

- This checklist focuses on the most important skills that are covered in the TAP module
- There may be other skills you would like your staff to develop, depending on your service needs. You can further develop this checklist if this would be helpful.

To use the skills checklist:

- Observe learners carrying out a simple vision screen. This may be through role play (practising on each other) or with clients.
- Always make sure that practice with clients is carried out safely.
- Note on the form whether the learner has performed each skill correctly. Use the comments column to provide details. This may be things that are done well, or areas that need further practice.

Providing feedback to learners:

- Discuss your observations with learners. Share with them their strengths, and areas needing more practice.
- Provide a copy of the completed checklist to the learner as their record.
- Continue to provide mentoring and support, and re-evaluate as they develop skills and confidence.

When is a learner ready to carry out simple vision screens independently?

- To carry out simple vision screens safely, a learner should consistently complete all skills correctly.
- Remember - mentoring and supervision is an ongoing process, to continue improving skills.