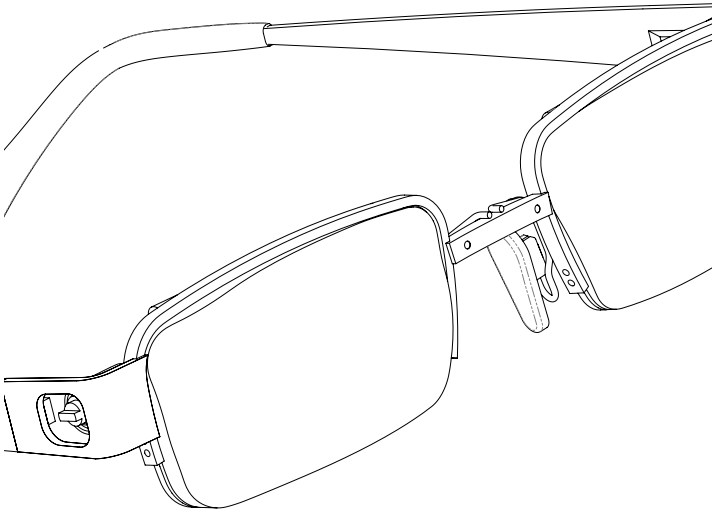
# Project Planning

Giving Clear Sight with Eyejusters





June 2011 Edition

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For use with Eyejusters

Eyejusters

# Contents





# Introduction

This guide will help you plan glasses distribution projects using Eyejusters. There are many things that can be done to help improve the effectiveness of your work, and this guide will help you plan for them.

This guide covers:

- What you can and can't help with
- Planning and logistics before you start
- Operational issues
- Training staff and volunteers to test sight and distribute glasses
- Common mistakes

Setting up a successful glasses distribution project is quite simple, and by following the advice in this guide you will have the best chance of helping the most people. The information in this guide has been compiled from the practical experience of Eyejusters and our partner organisations in the field, and should be treated as best practice advice.

If you or your organisation would like to contribute to improving this guide with new distribution methods or advice, please get in touch with us by visiting **www.eyejusters.com/contact/**.

# Aims & Limitations

By setting up an Eyejusters project you will be able to check if people have poor vision, and if their vision can be helped by glasses, you are likely able to help them with a pair of Eyejusters.

**Things Eyejusters can help with:**

- Short-sightedness (myopia)
- Long-sightedness (hyperopia)
- Presbyopia - the need for reading glasses in older age to see close objects

**Things you will not be able to help with:**

- Eye diseases and pathologies such as macular degeneration, retinitis pigmentosa or glaucoma
- Cataracts
- Strong astigmatism (Eyejusters can only correct spherical refractive error)
- Eye infections such as conjunctivitis

Most people with poor vision can be helped with Eyejusters, however you will not be able to provide complete eyecare to the people you serve.

You will however meet people who are suffering from conditions that cannot be treated by Eyejusters. It is important that these people are advised of the best way to get the eyecare that they need.There is advice later in this guide on the best ways to help these people.



# Where is your project?

Before you start distributing Eyejusters, it is important to find out as much about where you are working as possible. This section of the guide details important information that you should find out before you start your glasses distribution.

## Checklist

Before you leave, you should know the answers to the following questions:

- If necessary, do you have permission to distribute glasses from the local authorities?
- What facilities are already in the local area for eyecare?
- Are you able to co-operate with organisations and facilities already in the area?
- What contacts and assistance do you have in the area? (transport, accommodation, buildings, logistics etc.)
- How many staff or volunteers will be performing sight tests and providing glasses?
- How many Eyejusters are you going to distribute?
- How many reading glasses are you going to distribute?
- What are the customs regulations for importing glasses?

Some of the answers to these questions are dealt with by this section.

## Co-operation

In many parts of the developing world there are already some facilities available to provide eyecare. Examples of these include:

- Government hospitals
- NGO/charity hospitals (e.g. Lions Club)
- Local clinics
- Mobile clinics, either government or NGO
- Community health workers

The capabilities of these organisations varies massively around the world, and in many areas there may be no facilities within convenient reach at all. Some of these facilities may be free to use, and some may charge fees, which may or may not exclude the people you are trying to help.

By providing Eyejusters you are providing an important part of a person's eyecare requirements, but only a part. By partnering with local eyecare facilities such as a local NGO hospital you will be able to provide a more full eyecare service.

If it is possible, it is very helpful to have an eyecare professional with your organisation when testing sight and providing glasses. They can answer questions from your staff/volunteers, look at unusual cases and provide on-the-spot diagnosis and possibly treatment of some eye diseases.

If the attendance of an eyecare professional is not possible, you should try and enlist the support of a local eyecare facility. At the very least, should you be unable to help something with poor vision by providing Eyejusters, either due to eye disease or other complications, they should always be provided with the details of the nearest eyecare facility where they can be treated.

# Contacts and assistance

The running of an Eyejusters distribution project is helped enormously with local knowledge. For this reason contacts in the field are very important. Areas to consider local assistance for are:

- **Logistics and transport:** can you get yourself, your staff/volunteers, the glasses and the materials necessary to the right location at the right time? Transport is often difficult to obtain in the developing world, so in the field contacts with access to vehicles and drivers is very useful.
    - For transportation and storage purposes, twelve Eyejusters have a volume of 42x17x6cm (16.5x6.7x2.4"), and a box of 120 (ten dozen) has a volume of 44x36x34cm (17.5x14.2x13.4"), and weighs about 9kg (19.5lb).
- **Importing:** local knowledge of import procedures, regulations and pitfalls can simplify and reduce worry enormously. Although by no means always the case, importation of large amounts of materials (such as glasses) can be fraught with hassle and cost, and is occasionally corrupt in parts of the developing world.



- **Local NGOs:** if your organisation is not from the country it is working in, it may be duplicating the work of local NGOs who can provide local volunteers and facilities to assist you.
- **Buildings and facilities:** having local contacts secure the use of buildings and facilities in the local area before you arrive can be very helpful. Later on in this guide is a more detailed look at suitable buildings and room layouts for sight testing and glasses provision.

# How many?

## How many people can we test?

The two main factors governing how many people you can help are:

- The number of staff or volunteers you have testing sight and providing glasses
- The amount of time you have available in a location

Knowing these two facts in advance will greatly help you plan the number of glasses and the type of glasses you bring.

Assuming typical mixes of people requiring glasses, each person testing sight and providing glasses is usually able to perform an average of about 6 sight tests per hour. Recently trained sight testers may only be able to perform 3-4 per hour.

The number of people you can test for sight is therefore:

*Number of staff/volunteers testing sight* **x** *6 people seen per hour* **x** *Number of hours*

For example, if you have 10 volunteers, and 3 days of providing glasses, you can see:

*10 volunteers* **x** *6 people seen per hour* **x** *3 days* **x** *7 hours per day = 1260 people tested*

## How many glasses do we need?

Eyejusters provides a handy distribution kit calculator that is available at www.eyejusters.com/kits/. This calculator will have the most up to date information available to help you work out how many glasses you need - please consult it first. The information below is for reference.

There are three types of glasses you may wish to provide:

- **Eyejusters (self-adjustable glasses):** suitable for short-sightedness, long-sightedness and presbyopia. These are the most versatile option, and come in two variants: positive power and negative power.
- **Reading glasses:** suitable for presbyopia. They come in various 'add powers' from +1.50 to +3.50, which are suitable for different ages and eyes.
- **Sunglasses:** do not correct any form of poor vision, but do provide protection from harmful UV rays from the sun and can help with eye health, preventing problems that can be caused by over-exposure to bright sunlight. These are useful for people working outdoors in sunny areas.

The correct mix of these types of glasses can help you reduce costs and make sure you don't run out of glasses before your project finishes. If you are running a longer-term project you will gain experience of the correct mix of glasses depending on the local area, the people being tested and other factors.

If you are starting a new project or your project will only run for a short time, here is some advice on the factors that will affect the number and mix of glasses you need to have.

- **Type of distribution:** if you are testing everyone in a local area, for example in collaboration with local community health workers, then you are likely to test more people who do not need glasses than if you are running a project which asks people who believe they have poor vision to come along for a test. Projects of the second kind are self-selecting and will mean that a higher percentage of people who are tested will need glasses to correct their vision.
  - If you are screening everyone, you will need to provide glasses to around 50% of people, depending on the age structure (see below). Most of these will be for sufferers of presbyopia who only need reading glasses.
  - If your project asks people who wish to be tested to come along, you will usually need glasses for around 80% of the people you are able to see. Most of these will be for sufferers of presbyopia who only need reading glasses.
- **Location:** different parts of the world have different percentages of people who suffer from certain refractive errors.
  - *Africa:* low amount of short-sightedness, medium amount of long-sightedness. You will need to provide approximately 40% of the people you test with Eyejusters, approximately ⅔ Positive Eyejusters and ⅓ Negative Eyejusters. You will mostly need reading glasses (or Positive Eyejusters as an alternative).



  - *Asia (including India and China):* high amount of short-sightedness, low amount of long-sightedness. You will need to provide approximately 60% of the people you test with Eyejusters, approximately ¼ Positive Eyejusters and ¾ Negative Eyejusters. You will also need reading glasses (or Positive Eyejusters as an alternative).
  - *South America:* high amount of astigmatism (strong astigmatism cannot be treated with Eyejusters), medium amount of short-sightedness and long-sightedness. You will need to provide approximately 50% of the people you test with Eyejusters, approximately ⅓ Positive Eyejusters and ⅔ Negative Eyejusters. You will also need reading glasses (or Positive Eyejusters as an alternative).
  - In all parts of the world reading glasses will be useful and the most common glasses you will provide. Positive Eyejusters can be used in place of reading glasses if you wish to simplify stock requirements.
- **Age:** older people will need reading glasses, and the 'add power' that they need will increase as they get older. Typical 'add powers' that people of different ages require are shown in the table below:

| Age | Power |
|---|---|
| 40-49 | +1.5 D |
| 50-59 | + 2.5 D |
| 60+ | + 3.25 D |

  - From fieldwork experience, we recommend a mix of ½ +1.5D reading glasses, ⅓ +2.5D reading glasses and ⅙ +3.5D reading glasses.

For example, in our project from earlier, which is in Africa:

- The project can test up to 1260 people.
- The project is not screening everyone in the local area, so around 90% of the people tested will need glasses of some sort (approx 1100 glasses).
- 40% of these people will need Eyejusters (400 Eyejusters), of which ⅔ should be positive (approx 260) and ⅓ should be negative (approx 140).

- You will need the remainder of the glasses to be reading glasses (700 reading glasses), of which 350 (½) should be +1.5D, 230 (⅓) should be +2.5D and 120 (⅙) should be +3.5D.
- It is then your choice as to whether to also provide sunglasses.

The final mix should then look like:

| Type of glasses | Number |
|---|---|
| Eyejusters (positive) | 260 |
| Eyejusters (negative) | 140 |
| +1.5D reading glasses | 350 |
| +2.5D reading glasses | 230 |
| +3.5D reading glasses | 120 |
| **Total** | **1100** |

This mix could also be simplified by replacing all of the reading glasses combined with positive Eyejusters.

If you are in any doubt as to how many glasses to bring, or the mix of glasses to bring, please get in touch with Eyejusters by visiting **www.eyejusters.com/contact/** or use the Eyejusters distribution kit calculator available online at **www.eyejusters.com/kits/**.



# Day to day operations

Having planned your project, when you are in the field and setting up there are a number of things to bear in mind to make sure as many people as possible are tested and that they receive the correct glasses and eyecare they need.

The most important thing to remember is to **be flexible**. Very few projects in the developing world will go exactly as planned, and you will need to make changes as you go.

## Location

You will find day to day running of your project much easier if you have a well set-up location to do it in.

Key things to remember about a location for your project are:

- It should be accessible for the people you are trying to reach
- There should be separate areas for:
  - Waiting before the sight test
  - The sight test itself
  - Recording details, if you are doing this separately (see later in this section)
  - Referrals to an eyecare professional if your project also has an eyecare professional in the field with you

### Testing Area

The main room to prepare is the room in which people's sight will be tested and glasses will be provided. You can have several sight test stations set up in the room, as long as they have enough space between them.

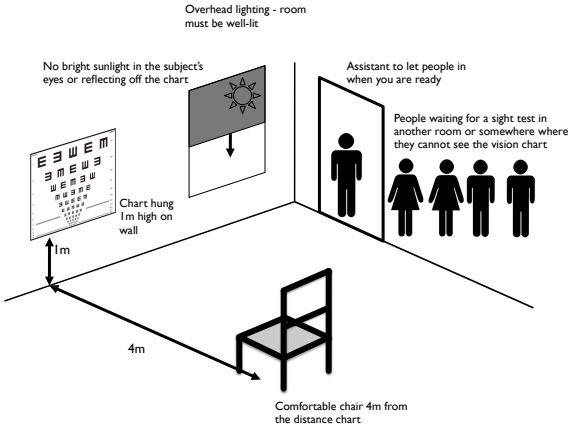
It is important that the room is set up properly, as this will make sure that the results from your vision tests are the best they can be. Make sure that you have checked all the things on the list below:

- The room must be well-lit. If you are doing your sight test outdoors, make sure that both the person being tested and the distance vision chart are in the shade.
- Measure a distance of 4 meters (13.5 feet) between the distance chart and where the person to be tested is seated. A 4 meter piece of string is included with each large box of

glasses to help you check this distance. It is important that this distance is measured accurately.

- Make sure the distance vision chart is clean and then hang it about 1 meter (3 feet) above the ground.
- There should be no bright lights pointing at the person's face, and make sure there are no distracting reflections on the distance vision chart, so it can be seen clearly.
- Make sure that people who are waiting to be tested cannot see the distance vision chart. This prevents them from cheating on the test.
- When they are being tested, make sure the person is comfortable and is not squinting (squeezing their eyes shut in an attempt to see the chart better).

An ideal sight test setup is shown in the picture below.






## Other Areas

People waiting in the waiting area should not be able to see the vision chart. If you are doing your sight tests outdoors, make sure that the queue is on the other side of the building or a considerable distance from the test charts.

Any area for an eyecare professional should be indoors and away from direct sunlight. Always provide them with an area that they are happy with for undertaking eye health examinations.

If you are recording details separately, the area for this should be placed after the sight testing process and people should be directed to go there after their sight test.

# Record keeping

As well as the standard data sheets that your staff or volunteers should fill in as they are testing a person, you may wish to keep other records of a person's sight test.

The data sheets are designed to assist sight testers to follow the correct path through the sight testing process and to make sure they haven't missed any steps. They also record basic data that is useful for the Centre for Vision in the Developing World and Eyejusters to use so they can improve Eyejusters, the training procedures and other distribution matters.

If you wish to keep more formal records, it is often advantageous to do this centrally, with one or two people out of your staff or volunteers performing this task and not performing sight tests. The information you record is up to your organisation.

## Local co-operation

Before you start a glasses distribution project, you should check what the local procedures are for recording health information. Many countries have basic health record systems in place, either in the form of a health passport or a central record held at a hospital.

If possible, you should try and co-operate with any forms of local record-keeping, as this will help both the local healthcare providers and the people you are testing the sight of.

# Setting up a training course

This section of the guide is designed to accompany the training guide for sight testing and dispensing of self-adjustable glasses. It gives extra assistance to trainers, some tips on running a good training course, and ways that you can evaluate your trainees to make sure they are providing the best quality of eyecare.

There is also a set of slides that you can use to display when teaching to assist you. You can download the slides in different formats by visiting the Eyejusters website at **www.eyejusters.com**, and clicking 'Training Materials'.

Before starting, it is vital that you have read and completed the training guide yourself. Being fully familiar with the course, the questions and reasons behind the answers is the most important part of being a successful trainer. Make sure you understand the material presented and can answer all of the questions fully, understanding the reasons behind the answers.

A good trainer can inspire others to achieve great things - with luck and a bit of work your trainees will be bringing clear vision to countless people for many years after your work is done.

More information on setting up and running a training course can be found in the 'Trainers Notes' document available on the Eyejusters website at **www.eyejusters.com/training/**



For more information, please visit

www.eyejusters.com