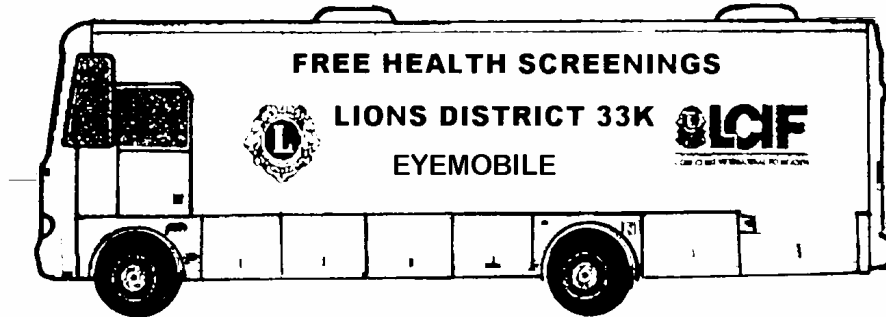


# DISTRICT 33K LIONS EYEMOBILE, INC.



**WE SERVE**

**INFORMATION MANUAL  
FOR  
EYEMOBILE SCREENING**

November 2006

# DISTRICT 33K EYEMOBILE

## INDEX

<b>Welcome.....</b>	<b>1</b>
<b>Planning Schedule.....</b>	<b>2</b>
Suggested Schedule	
Training Time Table	
Post Screening	
<b>General Information.....</b>	<b>5</b>
Brochures and Literature	
Ethnic Groups	
Fundraising	
Handicap Access	
Marketing	
Parades	
Positioning Eyemobile	
Set Up Time	
Eyemobile Equipment	
Blood Pressure	
Hearing Acuity	
Retinal Camera	
Visual Acuity	
Tonometer—Glaucoma	
Test Equipment Instructions	
Sterilizing Equipment	
Additional Tests	
Screening Forms	
Scheduling	
Staffing	
Test Equipment Instructions	
Training	
<b>Eyemobile Vehicle Information.....</b>	<b>8</b>
Auxiliary Batteries	
Awning	
Back / Rear Door	
Bridges and Overheads	
Bulletin Board	
Drivers	
End of Event Items	
Fire Extinguisher	
First Aid Kit	
Folding Tables (2) and Chairs (4)	
Interior Cleaning	
Leveling Vehicle	

# DISTRICT 33K EYEMOBILE

## Eyemobile Vehicle continued

Manuals: Vehicle Equipment and Accessories	
Overhead Cabinets	
Radio	
Stairs	
Statistical Data	
Thermostats	
Tool Box	
VCR and Television	
Vehicle Equipment and Accessories Manuals*	
<b>Appendix.....</b>	<b>11</b>
Bridges and Overhead Listing	
Exterior Information and Interior Layout	
Awning Instructions	
Equipment Diagrams and Instructions	
Marketing Coupon and Poster Samples	
Samples of Brochures	
Reservation Request Form	
Screening Form	

# PLANNING SCHEDULE

# PLANNING SCHEDULE

This is a suggested schedule that we hope will make your service project a rewarding experience. We have created a time line and information to help your members prepare for your community service project event.

## SUGGESTED SCHEDULE

### 6 to 12 MONTHS BEFORE:

1. Set up an Eyemobile Project Committee in your club.
2. Reserve the Eyemobile for your project ([www.33keyemobile.org](http://www.33keyemobile.org) or reservation form in appendix)
  - a) Provide Club contact person and alternate with telephone numbers.
3. Secure the location of the Eyemobile event within your town, which may include permission from your town officials (Police, Selectmen, etc.).
4. **A Minimum of 50 Feet X 25 FEET is required for parking.**
5. Arrange for power to the Eyemobile, if available, 120VAC 20 amp minimum. Auxiliary power is available in the Eyemobile.
6. Record the Eyemobile date in your Club's calendar and Club Bulletin.
7. Record the date in your District Activity Report.
8. Sign up for equipment training with the Eyemobile Scheduler.

### 3 to 4 MONTHS BEFORE:

1. Start a publicity campaign designing posters, flyers and "Free" Coupons (Samples enclosed).
2. Make arrangements for local nurses, audiologist, doctors, NE College of Optometrists students or other professional personnel you want to work the Eyemobile with your members. (See staffing in "General Information" section for some contacts).
3. Firm up plans.
4. Make final arrangements and commitments.

### TWO MONTHS PRIOR TO ARRIVAL OF EYEMOBILE:

1. Sign up members of your club to work the project.
2. Print "Free" coupons, if you are using them, and distribute in your town.
3. Place posters around town.
4. Committee members should make a visitation to another club's Eyemobile Project prior to your clinic to familiarize them with the operation. The Eyemobile schedule is on the district 33K website.

# PLANNING SCHEDULE

## **1 MONTH PRIOR TO ARRIVAL:**

1. Make sure the location site for the Eyemobile is level and clear for the vehicle.
2. Review with members the preparation details of the project.
3. Make sure your members have been trained on the equipment (See Training in the “General Information” section, page 7).
4. Contact local Police Department with the details of your Eyemobile project
  - a) Arrival and departure dates of the Eyemobile.
  - b) Location
  - c) Lion contact(s)
  - d) Hours of operation

## **2 TO 3 WEEKS PRIOR TO ARRIVAL:**

1. Secure publicity in local Newspaper(s), Television/Cable Station(s) and Radio.
2. Monitor posters in your community
3. Contact those below to distribute flyers or have them make announcements in their current newsletter and help to get the word out:
  - a) Local Churches and Synagogues
  - b) Senior Citizen Center
  - c) Other Community Organizations

## **1 WEEK PRIOR TO ARRIVAL:**

1. Contact the driver to confirm time and place to meet at the clinic location.
2. Request Police Department to keep extra observation in the area of the Eyemobile for the duration of your community project.

## **ARRIVAL / TRAINING / DAY OF SCREENING:**

1. Meet the Eyemobile. Assist the driver with vehicle parking and leveling.
2. Secure power, 120 V / 20 amp, or power up auxiliary power—work with driver.
3. Allow three (3) feet for steps to the curb. Work with the driver to set up the entrance and exit stairs.
4. Have your “Lionpower” arrive one (1) hour before screening begins to set up and organize the stations.
5. Become familiar with the equipment and facilities of the Eyemobile.
6. Conduct a “dry run” by screening each other.
7. The driver may or may not stay for the duration of your project.
8. Place the two “A” frame signs in locations near the Eyemobile.

# PLANNING SCHEDULE

## SCREENING DAY (S):

**\*\*\* Do NOT use any type of tape on the interior or exterior surfaces of the Eyemobile!\*\*\***

1. This is the day of the event. Remember helping someone else can be fun.
2. No Fundraising is allowed in or near the Eyemobile.
3. Thank all that come to help.
4. Distribution of the Screening Form copies is White to the client, Pink to the club and Yellow stays with the Eyemobile.
5. If equipment problems are experienced, please do not tamper with the equipment. Inform the driver so that it is reported on his check list.

## POST SCREENING:

1. Clean up (no aerosols), vacuum, wipe off tables, empty trash and pack up the vehicle.
2. Take extra care to secure the equipment, seats, etc.
3. Thank every Lion, professional and all other volunteers for their participation.
4. Send a PR article to the local newspaper(s).
5. Send thank you letters to the professional(s) who assisted, asking them back for the next Lions Screening Project. Think about inviting them to a club meeting as a guest.
6. Record the Eyemobile Screening on your Monthly Activity Report.
7. Have a post event committee meeting to review the project and suggest improvements. Invite professionals for their input, also.
8. Report to your club members the success of the event at your meeting and in your club's bulletin.

**We would like to emphasize the value of this unit that we all offer with the hard working Lions of District 33K. Please consider the cost of replacing the equipment when using the Eyemobile.**

**Thank you for servicing your community. Hope you had fun with this Service Project.**

## GENERAL INFORMATION

**Brochures and Literature**—Literature is free. Use the websites whenever possible for faster response. We encourage you to select a Lion in your club to secure literature to read and become your (EHEL) Eye Health Expert Lion in your club. Please contact:

**American Diabetes Association**  
1-800-DIABETES (342-2383)

[www.diabetes.org](http://www.diabetes.org)  
Example of literature available:

ADA Pub. No. 2040.10, 3/99 “African Americans and diabetes...”

**National Eye Institute**  
2020 Vision Place  
Bethesda, MD 20892-3655

[www.nei.nih.gov](http://www.nei.nih.gov)  
Examples of literature available:

No publication number: “Don’t Lose Sight of Diabetic Eye Disease”  
NIH Pub. No. 96-3462: “Don’t Lose Sight of Age-Related Macular Degeneration”

**Ethnic Groups** – Some ethnic groups are more at risk for certain diseases than others are. For example Caucasians have a higher risk of Glaucoma and Macular Degeneration. While African Americans, Hispanic Americans, Asian, Pacific Islanders and Native Americans have a higher risk of Diabetic Retinopathy. Also, African Americans are a high risk for Glaucoma, second only to older people. So consider your client’s ethnicity when screening. Some brochures are in the unit.

**Fundraising** – No Lions Club may in any way associate or infer a fundraising program in connection with the use of the Eyemobile. (Eyemobile By-laws)

**Handicap Access-** The Eyemobile is not handicap accessible. It is exempt from the American Disability Act since it is a federally recognized tax exempt entity that provides a free service. Clients must be able to navigate stairs. If unable to do so and clients still wish to be screened, comparable, free screenings will be provided at an alternative site and date. The sponsoring Club should provide the alternative screenings. If this is not possible, then the Eyemobile will provide the service. Submit the clients name, address, and phone number to any Eyemobile officer or director.

**Marketing** – **Advertise your event** to create awareness and success of your valuable time serving the community. Consider printing “FREE” coupons and posters to distribute prior to the scheduled date. A planning schedule is enclosed in the appendix. Borrow video tapes from the Eyemobile directors, other Lions, or the public library. A VCR is available to use as a tool during your event. See the appendix for an example of a “FREE” coupon and advertising posters.

**Parades** – Many clubs have scheduled the unit to be driven by a qualified driver (provided by the scheduler) in local parades. We encourage all types of publicity for



## GENERAL INFORMATION

Lionism and a parade is a very good medium. This will encourage participation in future screenings.

**Positioning Eyemobile: PLEASE NOTE: A Minimum of 50 X 25 feet is required for parking. Surface should be level and away from any entertainment areas, music, etc. You will find traffic cones in the outside compartment next to the entrance. Upon entering the vehicle, tour each section and observe the state of the interior.**

**NOTE: No smoking, food, or beverages are allowed inside the vehicle. Place NO Tape on the inside or outside of the unit.**

**Set Up Time – Allow one (1) hour to set up your stations and prepare for the screening.**

**There are 7 stations of test equipment that you will find in the Eyemobile used for health screenings. (All should be handled/operated with extreme care). Use only the equipment in the Eyemobile. Any additional testing must have prior approval by the Eyemobile Board of Directors.**

**A planning time line is being offered for your convenience. See the Planning Section for details.**

**Your District 33K Eyemobile is equipped with state of the art equipment to help you better serve your community. The following is a list of the equipment you will be using on your clients. Diagrams and additional information can be found in the appendix.**

- **Welch Allyn Vital Signs Monitor** – there is one monitor used for measuring blood pressure and pulse. Trained Lions, Emergency Medical Technicians or nurses should be at this station.
- **Titmus Vision Screeners (2)** – used for measuring visual acuity. (Use test #5 farside on both eyes).
- **Reichert Auto Non-Contact Tonometer** – used for measuring eye pressure. (Glaucoma) This is a common problem of people over 60 years of age.
- **Kowa Retinal Camera** – used for detecting Diabetic Retinopathy and Macular Degeneration.
- **Ophthalmoscope** – used to examine the back of the eye – **Professional staff required.**
- **Audiometer / Hearing Booth** – measures hearing levels (decibels) dB. Professional staff helpful, but Lions can be trained to use the equipment.

**Test Equipment Instructions – are located in the cabinet above each piece of equipment, as labeled. The instructions for some of the equipment are located on the wall near the equipment.**

## GENERAL INFORMATION

**Sterilizing Equipment** – Where individuals come in contact with the equipment it is necessary to sterilize so as not to transmit germs or disease. Sterilized swabs/wipes are stored in the cabinets above the equipment. **DO NOT CLEAN THE LENS.**

**Screening Forms** – Located in the cabinet above the bulletin board. When completed.

- **WHITE COPY**      **CLIENT OR APPLICANT**
- **YELLOW COPY**    **STAYS WITH THE EYEMOBILE**
- **PINK COPY**      **SPONSORING CLUB**

**Reminder --** Your club members need to complete the top section of the screening form (**use clipboards provided and please print clearly**). The yellow copy of the screening form must be deposited in the designated box in the Eyemobile (cabinet over the bulletin board). The Eyemobile Board of Directors will review the forms and compile vital statistics.

**Scheduling** –The unit is available weekdays, evenings and weekends. Using the appropriate form, schedule the Eyemobile no more than 365 days in advance. Forward the completed form to our scheduler ASAP, since the unit is available on a first come, first serve basis. A postcard (or email) will be sent to the contact person listed on the reservation request, confirming your reservation. A Reservation Request Form has been enclosed in the appendix. (**Your request can also be processed on the District 33K website**)

**Staffing** – We recommend six (6) trained Lions to staff the screening equipment inside the Eyemobile. In addition, it is recommended that you have a club member at the bottom of the steps to assist people entering and exiting the unit and one club member for registration. Plus, we highly recommend an ophthalmologist, optometrist or other trained physician for the ophthalmic eye exam (if used). An Audiologist is helpful to test for Hearing Acuity. Should you want to contact the NE College of Optometrists (NECO), the contact is: Dr. Y. K. Gary Chu, O.D., Tel. # 617-236-6313; Fax # 617-236-6340; e-mail: [chu@ne-optometry.edu](mailto:chu@ne-optometry.edu). NECO will cooperate with the individual Lions Clubs to help staff the unit with their students. We ask that you provide transportation, if necessary, and/or sponsor expenses such as meals, gas, etc. These are “struggling” students who are anxious to assist and come with knowledge and enthusiasm.

**Test Equipment Instructions** – are located in the cabinet above each piece of equipment. The instructions for some of the equipment are located on the wall near the equipment.

**Training** – Please visit **the Eyemobile at the site of another Lions Club’s project** a few weeks prior to your scheduled event. See the Eyemobile schedule on the District 33K website. Scheduled training on the equipment is ongoing. Please contact the Eyemobile Scheduler identified on the website to schedule training. **Trained Lions are necessary to run the Eyemobile project properly. Note:** Some, not all, drivers have been trained to operate the equipment in the Eyemobile. It is the club’s responsibility to coordinate the training of your club members.

## VEHICLE INFORMATION

**Auxiliary Batteries** – should be used by switching on at the front driver’s panel. Turn on the **main switch near the front door in the stairwell**. Please utilize external power, if available, whenever possible. Plug an extension cord into a 20-amp circuit of a regular standard outlet. **This is a driver responsibility.**

**Awning** – Allows you to shade your clients during your service project. Whenever you use the awning allow enough space to overhang without interfering with a sidewalk or other areas near the vehicle. The awning extends out approximately 8 feet. Make sure that you have clearance. Instructions for the awning are in the Appendix. **This is a driver responsibility.**

**Backdoor / Rear door** – If you are not using the rear door for your clients, please cover the steps with the plate provided. This is a safety precaution to prevent someone from falling into the stairwell.

**Bridges and Overheads** – We have identified 23 towns/cities that have underpass / overpass clearances **less than 12 feet 8 inches**. If the District 33K Eyemobile must **travel to or through** these towns or cities, please consider the seriousness of this problem. Work with your driver to find a route so that you **do not attempt to use these roadways in the following towns/cities**:

**You might want to ride the route in your car to check for clearances PRIOR to your scheduled date.**

<b>Arlington (5)</b>	<b>Canton (2)</b>	<b>Newton (3)</b>	<b>Walpole (3)</b>
<b>Bellingham (1)</b>	<b>Dedham (2)</b>	<b>Norfolk (1)</b>	<b>Watertown (1)</b>
<b>Belmont (1)</b>	<b>Franklin (1)</b>	<b>Norwood (3)</b>	<b>Wellesley (1)</b>
<b>Boston (11)</b>	<b>Malden (1)</b>	<b>Sharon (1)</b>	<b>Westwood (1)</b>
<b>Braintree (1)</b>	<b>Mattapan (1)</b>	<b>Somerville (2)</b>	<b>Weymouth (1)</b>
<b>Cambridge (2)</b>	<b>Medfield (1)</b>	<b>Southborough (2)</b>	

See appendix for listing of the bridges and overheads listed in the towns/cities above. Should you find additional underpass/overpass vertical under clearances, please contact the Eyemobile Driver Scheduler. **Please note: The vehicle statistics are:** Weight 19,500+ lbs. ; Length: 37 feet 6 inches; Height: 12 feet 2 inches; Width: 8 feet 6 inches (plus 2 side mirrors).

**Bulletin Board** – Bulletin boards with information for all club members are set up in the unit. Please have your committee members and volunteers read the information on the boards to get acquainted with the Eyemobile.

**Drivers** – The Driver Scheduler schedules the training of volunteer drivers on the vehicle. A Driver’s manual is available on the website that includes a driver’s checklist, which must be completed. This includes a prep list and a check list before returning the

## VEHICLE INFORMATION

Eyemobile to the storage site in Ashland, MA. If you are interested in becoming a driver, please contact the Driver Scheduler identified on the website or the current 33K District Directory. No special license is required.

**Driver's Responsibilities** include delivering the Eyemobile to your site and returning it to the storage area – completing the driver's checklist, blocking, leveling, etc. He/she may or may not stay throughout the day with the vehicle. Many will have been trained on the operation of the test equipment. **The driver is the only authorized Lion to move the vehicle.** He/she is there to assist you, as best he/she can, but training your Lions before the service project is the sponsoring club's responsibility. Remember the driver is the Captain of the Eyemobile. He/she has the final say.

**End of Event Items** – **Retinal Camera and Tonometer must be locked down** at the end of the day. Their tables must be dropped to the lowest position prior to travel. **All equipment** must be turned off and covered. **Inside chairs** must be secured using bungee cords for travel. All switches are to be in the **off position** when you are finished.

**Please return** all instruction manuals, screening forms, etc. to their proper labeled cabinets and all loose equipment to the respective storage cabinets.

**Fire Extinguisher** – stored to the right of the front door entrance.

**First Aid Kit** -- is stored in the overhead cabinet on the left side of the driver's seat.

**Folding Tables (2) and Chairs (6)** -- These are stored in the labeled compartment beneath the unit and are available to use during the registration under the awning outside. See your authorized driver or the equipment instruction manual, if the awning is used.

**Interior cleaning** -- **An electric vacuum cleaner and brooms** are stored in one of the exterior storage compartments, for use at the end of the day. **Bring** paper towels and counter cleaner (**NOT AEROSOLS**) to use at the end of the day. **Do not use any cleaners on the equipment.** It is the **sponsoring club's responsibility** to leave the unit as clean or cleaner than received, before returning it back for the next club's project.

**Leveling Vehicle** – The vehicle must be **leveled before** the equipment can be used. The driver will level the vehicle.

**Overhead Cabinets** – contain the registration forms, equipment manuals, etc. Each cabinet is labeled for your convenience.

**Radio** – A radio is on board for use to get traffic updates incase of emergency weather conditions or other needs. Do not use during testing your clients. Too much noise makes it difficult to conduct the screenings.

**Stairs**- Two sets of stairs with railings are stored in the vehicle for use in entering and exiting the Eyemobile. The driver will work with the club members to set them up.

## VEHICLE INFORMATION

**Statistical Data** – REMINDER: The Eyemobile **Yellow copy** of the Screening form must be deposited in the designated box in the Eyemobile (cabinet over the bulletin board). The Eyemobile Board of Directors will review the forms and compile appropriate data.

**Thermostats** – The **Heating/Air Conditioning** thermostat is on the wall in the blood pressure testing area. Another thermostat for the second **Air Conditioner** only is located on the rear wall near the Tonometer Equipment. **DO NOT open ceiling vents when AC/Heat is on.**

**Toolbox** – is located in the bench under the bulletin board.

**VCR and Television** – This vehicle is equipped with a VCR and television for educational viewing. You may want to purchase or borrow a tape that can help your clients learn more about health issues concerning the eye. This is an advertisement marketing opportunity for our Lions organization.

**Vehicle Equipment and Accessories Manuals** – are located in the cabinet above the driver's seat.

**Again we would like to emphasize the value of this unit. We could not offer this service without the hard working Lions of District 33K. Please consider the cost of replacing the equipment when using the Eyemobile.**

**When conducting screenings monitor/limit the number of clients inside the unit, whenever possible. It can become very crowded and noisy, making testing difficult.**

**IMPORTANT: Please direct the driver's attention to any problems so he/she can make a record on the checklist, so corrective measures may be taken.**