

# Project Right to Sight Procedure Manual

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## Auto Refractometer

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12/8/2016

This procedure describes the initial step in the eye exam process. The operator, assisted by a fellow Lion, reviews the patients paperwork to insure that it is complete and using the Auto Refractor records an initial eye screening which, when given to the examining Optometrist provides a starting point for his detail exam of the patients eyes.

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The screening process to prepare our clients for their eye exam includes preparation, measuring current eyeglasses (readers and prescription glasses, even if they were not made for the client – with the TOPCON CL-300 Lensmeter) and taking measurements of each eye through the RM-8900 Refractometer.

## **Step 1. Transfer of Equipment**

Transfer the wheeled cart from the Orange Blossom Family Health Vision Center (beware – one wheel may not function properly) containing the Lensmeter, Refractometer and spray bottle of alcohol to the screening room – usually the Conference Room – Administration Suite. Uncover machines, plug in Lensmeter and Refractometer, and gather either tissues or half sheets of paper towels and adequate supply of paper clips. Place pens from little blue bag inside white bag from the locked file cabinet in Exam Room 3 onto the Conference Room tables for the clients to use. Place hand sanitizer on table as well. Press “Power Switch” along lower right side of Refractometer to turn on the machine and make sure all is ready for first client.

## **Step 2. Client Screening**

Question – ***Anyone wearing contact lenses?***

If so, the contact lenses need to be removed throughout the screening and exam process. We may have wetting/cleaning solution and contact lens storage containers; else client may need an alternative to provide their own. The Clinic will not be examining, prescribing nor dispensing contact lenses – only Readers and used prescription glasses and frames.

Question – ***Anyone bring readers or prescription eyeglasses to the Clinic?***

If so, as part of the screening process collect the eye wear, clean using lens cleaning wipes. Follow procedures to measure and record the **Sphere X Cylinder X Axis + Reading** power collected from the Lensmeter. See Section 8 of Manual.

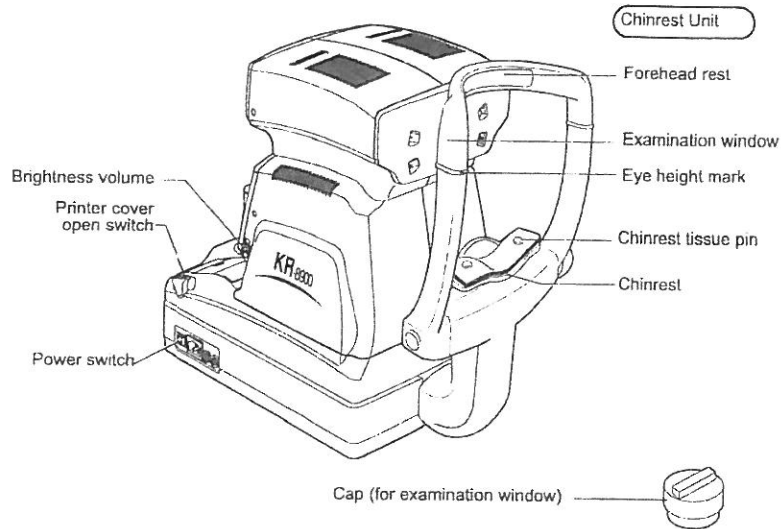
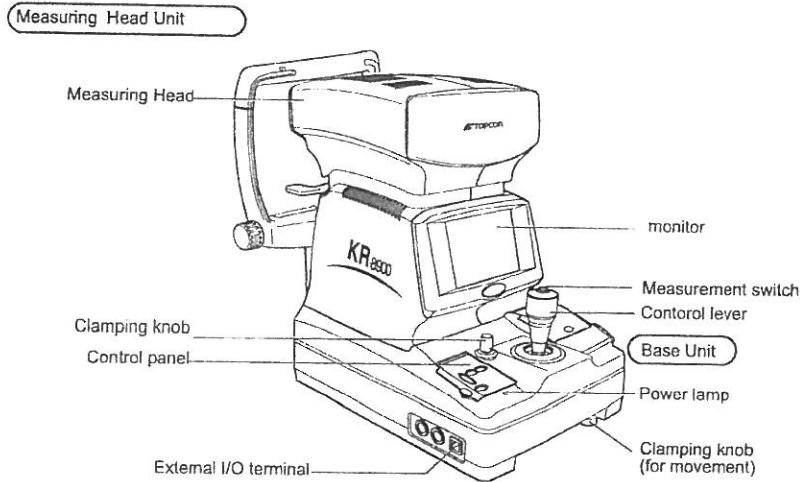
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## COMPONENT NAMES

### MAIN BODY COMPONENTS



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## Step 3. Refractometer

- a. Clean Refractometer initially and before each client by spraying the tissue/paper towel with alcohol. Wipe all areas facing client: chinrest, forehead rest, side and top bars.
- b. Position the chinrest near the chin level for the client seated forward in the chair using the foot pedal adjusting the height of the Refractometer.
- c. Adjust the chinrest so that their eye becomes level with the “eye height mark” on the side bar. Ask the client to “place their chin on the rest and their forehead on the bar. Assure the client that they will see a farmhouse that may come in and out of focus and that we will be taking some preliminary measurements of the eye to assist our Optometrist as a starting point in their full eye exam.
- d. Move the main body using the control lever left and right positioning the monitor over the left eye. Fine tune the image to focus the alignment mark near the luminous point on the cornea using control lever up and down.
- e. Press the measurement switch on the control lever to record the readings. Repeat the process on the left eye three or more times to collect three readings as displayed on the monitor screen.
- f. Move the main body to the right eye and repeat the process for three measurement readings.

*If you are unable to collect any readings on an eye, it may be the client has had eye surgery, injury or some impairment that the machine cannot record.*

*If the eyelids droop down into the cornea to block viewing of the luminous point, ask the clients to open their eyes fully, or if necessary, raise their eyelid with your hand gently.*

*Indicate on the Printer Output of this irregularity ... patient may well need dilating drops from the Optometrist for full eye exam.*

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- g. Press the Print button for a copy of the Printer Output.
- h. Ask the client to sit back and relax.
- i. Write the client's name at the top of the Printer Output.

## **Step 4. Recording Refractometer (and Lensmeter) Measurements**

- a. **Paperclip** the Printer Output to the back side of the Patient Information sheet. 1<sup>st</sup> sheet in Red folder.
- b. **Record the PD** (Pupillary Distance – measure between centers of corneas in millimeters) from the Printer Output onto the PRTS Prescription sheet. 2<sup>nd</sup> sheet in Red folder.
- c. *If the client brought readers or prescription glasses with them to the clinic, **record the Lensmeter measurements** on the back side of the Patient Information sheet under Old Rx as Reader +x.xx.*
- d. Other sheets in the Red folder include PRTS Consent To Use & Disclosure of Protected Health Information and District 35-O Lions Community Eye Clinic Application.

## **Step 5. Return of Equipment**

At the end of all screenings, unplug the machines and recover each of them with the plastic coverings. Place all pens into the blue zipper bag; gather paperclips, hand sanitizers and tissues. Wheel the cart back to Room 3 and carry white bag to Room 4 for placement into locked file cabinet.