


 <b>AUSTIN PUBLIC SAFETY WELLNESS CENTER</b> <b>POLICY AND PROCEDURE</b> 		<b>POLICY</b>
<b>SUBJECT:</b>  <p style="text-align: center;">VISION</p>		<b>EFFECTIVE DATE:</b>  <p style="text-align: center;">06/23/2015</p>
<b>APPLICATION:</b>  <p style="text-align: center;">FIRE, EMS</p>		<b>RESCINDS:</b>  <p style="text-align: center;">N/A</p>
<b>AUTHORIZED BY:</b>  <b>Thomas Vocke, BATTALION CHIEF</b>		<b>AUTHORIZED BY:</b>  <b>Paul Parrish, MD, MEDICAL DIRECTOR</b>

**I. PURPOSE**

To have a reference document that outlines the procedures and standards by which to perform vision screening exams to ensure accuracy of those results.

**II. BACKGROUND**

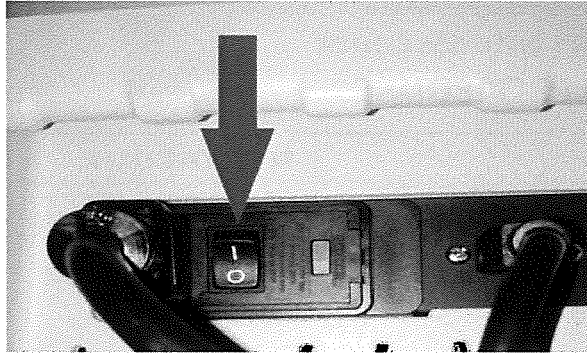
Vision screening is administered as a portion of the medical exam both pre-employment for candidates, as well as annually for incumbents. During the hiring process, vision screenings are conducted to screen for specific visual problems which may impact specific job duties. These screenings are continued on an annual basis to allow the occupational health physician to identify changes in visual function or ocular health. These specific changes could affect safety or long-term eye health and impact employees' ability to perform basic job duties.

**III. POLICY**

According to section 6.4 of the National Fire Protection Association (NFPA) 1582 Standard on Comprehensive Occupational Medical Program for Fire Departments 2013 Edition, vision is included in "Medical Evaluations of Candidates." The minimum required assessment includes examining far visual acuity, color perception, and binocular vision. According to section 7.6, vision is also listed under the physical examination in "Components of the Annual Occupational Medical Evaluation of Members."

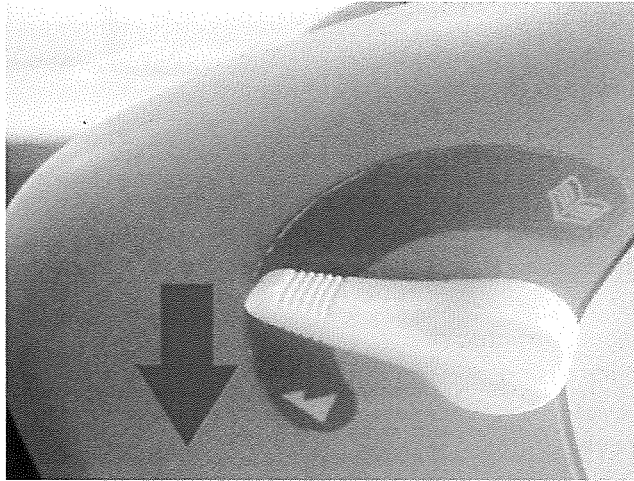
**IV. PROCEDURE**

1. Prior to the Exam
  - A. Toggle the power switch on, located at the back of the Titmus® unit.



- B. Turn on the lamp situated behind the Titmus® unit, ensuring the light emission is facing the back wall in order to reduce glare.
  - C. Ensure all other lights in the room are turned off.
  - D. Clean the lenses with lens cleaner daily and as needed between examinees. Do not use alcohol to clean the lenses.
  - E. A Fog Eliminator Cloth® may be used before or during the test to prevent condensation on the lenses.
  - F. Chose the appropriate exam according to the department type and employment status.
    - i. Austin Fire Department (AFD) Applicant Exam-Used anytime the examinee is a candidate in the hiring process for AFD.
    - ii. Austin Public Safety Wellness Center (APSWC) Annual Exam-Used for all annual exams for all Public Safety incumbents regardless of the department.
    - iii. Emergency Medical Services (EMS) Applicant Exam- Used anytime the examinee is a candidate in the hiring process for EMS.
  - G. Question and record examinee's visual correction status. The options for correction status are whether the examinee uses glasses, contacts, or no correction.
    - i. For EMS candidates and all annual exams, this information will only be noted on the record form.
    - ii. For AFD candidates, this will dictate which specific tests are performed.
  - H. The examinee must be comfortably seated or standing.
  - I. Raise the instrument for comfortable viewing based on the examinee's height.
  - J. Ensure the forehead is placed on the headrest. The head position indicator light will illuminate in the lower right of the control panel when the examinee is positioned correctly.
  - K. Ensure that the examinee's back is straight and the neck is not tilted backwards.
2. Test Types
- A. AFD Applicant Exam - The examiner will choose the appropriate exam dependent on the applicant's correction status. The three types of exams are listed below and all components of the appropriate exam must be completed.
    - i. No Correction-does not wear contacts or glasses
      - a. Far Point Corrected Tests
        - 1. Binocular Vision
        - 2. Both Eyes
        - 3. Right Eye
        - 4. Left Eye
        - 5. Color
      - b. Perimeter Score
      - c. Near Point Corrected
    - ii. Correction with Soft Contacts-For prescriptions greater than 6 months
      - a. Far Point Corrected Tests

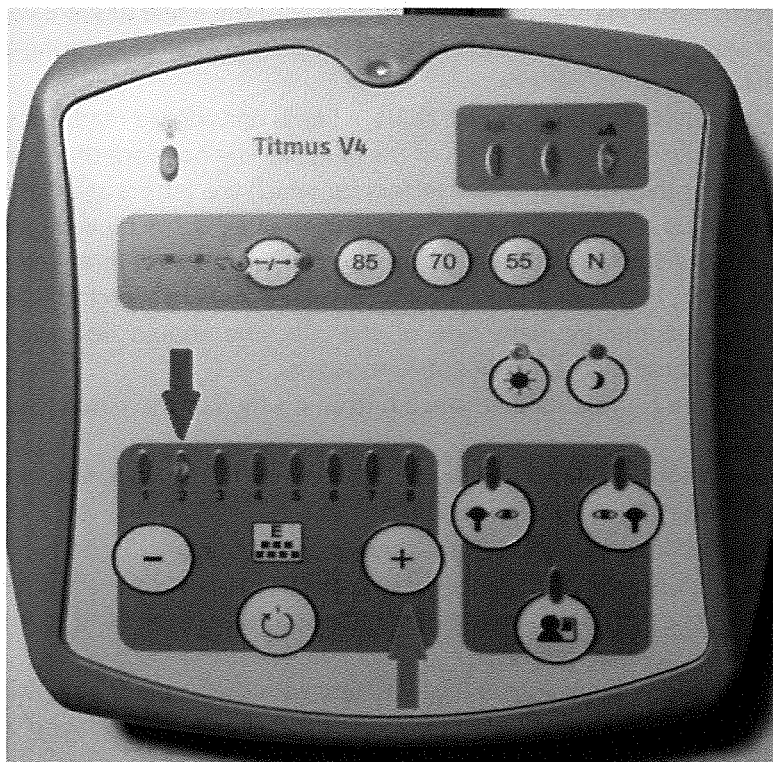
1. Binocular Vision
2. Both Eyes
3. Right Eye
4. Left Eye
5. Color
- b. Perimeter Score
- c. Near Point Corrected
- iii. Correction with Glasses, Hard Contacts, or Soft Contacts-includes only prescriptions less than 6 months
  - a. Far Point Tests Corrected
    1. Binocular Vision
    2. Both Eyes
    3. Right Eye
    4. Left Eye
    5. Color
  - b. Perimeter Score
  - c. Near Point Corrected
  - d. Far Point Tests Uncorrected
    1. Both Eyes
    2. Right Eye
    3. Left Eye
- B. APSWC Annual Exam - Will perform far point corrected exams regardless of correction status to include:
  - i. Binocular Vision
  - ii. Both Eyes
  - iii. Right Eye
  - iv. Left Eye
- C. EMS applicant exam - Will perform all tests regardless of correction status to include:
  - i. Far Point Tests Corrected
    - a. Binocular Vision
    - b. Both Eyes
    - c. Right Eye
    - d. Left Eye
    - e. Color
  - ii. Near Point Corrected
3. Performing the Exam
  - A. Binocular Vision Exam - If the examinee uses contacts or glasses, this test should always be performed while wearing that correction.
    - i. The knob on the right side of the machine should be moved to the "far" setting, represented by a symbol of a mountain.



- ii. The control panel should be set to slide number [1] which is the default after turning the Titmus® unit on. The control panel indicates which slide number the Titmus® unit is set to, indicated by an illuminated light.

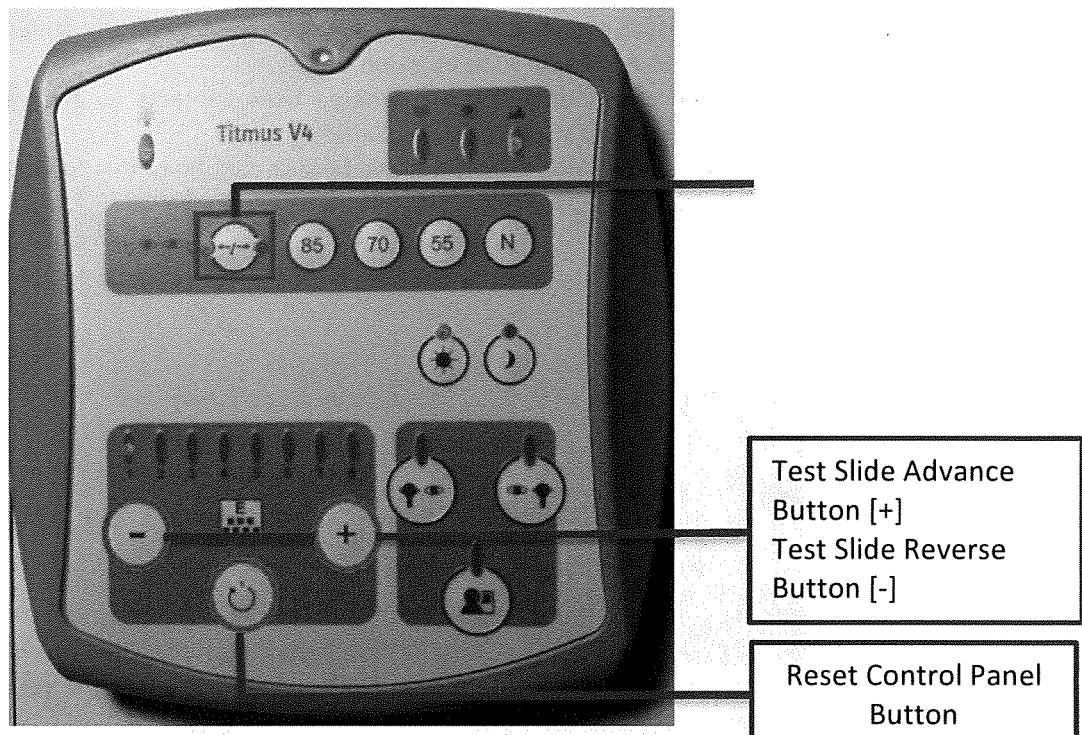


- iii. Cue the examinee using the phrases, “How many cubes do you see?” and “What are the colors of the cubes?”
  - iv. Record the examinee’s response on the record form by circling the appropriate answer.
- B. Far Point Exam, both eyes - Used for corrected and uncorrected exams
- i. The knob on the right side of the machine should be moved to the “far” setting, represented by the symbol of a mountain.
  - ii. Press the [+] test slide advance button on the control panel to advance to slide number [2].



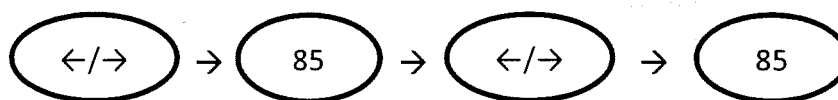
- iii. Cue the examinee with the phrase, "Which is the smallest line you can clearly see? Read the letters from left to right."
  - iv. For lines 1 and 2 on the answer key, all the letters must be read correctly, per Appendix 1.
  - v. For lines 3 to 7 on the answer key, the examinee is allowed to miss any one letter within the row, per Appendix 1.
  - vi. In the event an examinee has difficulty with the angle or glare with the Titmus® unit, he or she may perform the exam using the Snellen wall chart.
  - vii. When using the Snellen wall chart, a line is considered readable when the examinee can correctly identify the letters of the line, missing no more than one letter. The final visual acuity is the smallest line of letters for which the letters are identified correctly, with the exception of the top line which must be named correctly in its entirety.
  - viii. Record the Snellen equivalent score on the vision record form and medical exam form.
- C. Far Point Exam, Right Eye - Used for both corrected and uncorrected exams
- i. The knob on the right side of the machine should be moved to the "far" setting, represented by the symbol of a mountain.
  - ii. Press the [+] test slide advance button on the control panel to advance to slide number [3].
  - iii. Cue the examinee with the phrases, "Which is the smallest line you can clearly see? Read the letters from left to right."
  - iv. The left visual field will be occluded. The examinee may keep the left eye open or closed.
  - v. For lines 1 and 2 on the answer key, all letters must be read correctly, per Appendix 1.
  - vi. For lines 3 to 7 on the answer key, the examinee is allowed to miss any one letter within the row, per Appendix 1.

- vii. In the event an examinee has difficulty with the angle or glare with the Titmus® unit, he or she may perform the exam using the Snellen wall chart using an occluder paddle placed over the left eye.
  - viii. When using the Snellen wall chart, a line is considered readable when the examinee can correctly identify the letters of the line, missing no more than one letter. The final visual acuity is the smallest line of letters for which the letters are identified correctly, with the exception of the top line which must be named correctly in its entirety.
  - ix. Note the Snellen equivalent score on the vision record form and medical exam form.
- D. Far Point Exam, Left Eye - Used for both corrected and uncorrected exams
- i. The knob on the right side of the machine should be moved to the “far” setting, represented by the symbol of a mountain.
  - ii. Press the [+] test slide advance button on the control panel to advance to slide number [4].
  - iii. Cue examinee with the phrases, “Which is the smallest line you can clearly see? Read the letters from left to right.”
  - iv. The examinee may keep the right eye open or closed.
  - v. For lines 1 and 2 on the answer key, all letters must be read correctly, per Appendix 1.
  - vi. For lines 3 to 7 on the answer key, the examinee is allowed to miss any one letter within the row, per Appendix 1.
  - vii. In the event an examinee has difficulty with the angle or glare with the Titmus® unit, he or she may perform the exam using the Snellen wall chart using an occluder paddle placed over the right eye.
  - viii. When using the Snellen wall chart, a line is considered readable when the examinee can correctly identify the letters of the line, missing no more than one letter. The final visual acuity is the smallest line of letters for which the letters are identified correctly, with the exception of the top line, which must be named correctly in its entirety.
  - ix. Record the Snellen equivalent score on the record form.
- E. Color Exam - If the examinee uses contacts or glasses, this test should be done while wearing their corrective lenses.
- i. The knob on the right side of the machine should be moved to the “far” setting, represented by the symbol of a mountain.
  - ii. Using the [+] test slide advance button on the control panel, advance to slide number [6].
  - iii. Cue the examinee with the phrases, “In each of the following circles, if you see any numbers inside of them, please read them as single digits. For example, if you see a 22 please state the answer as 2-2. Please start at circle A and go all the way to circle F.”
  - iv. Record on the record form how many digits the examinee was able to identify.
- F. Perimeter Score/Exam - Eye glasses should not be worn for this test, as the frames may block the flashing lights.
- i. The knob on the right side of the machine should be in the “far” position represented by the symbol of a mountain.
  - ii. Change the setting on the control panel to slide number [1]. This can be achieved by utilizing the test slide advance button, the test slide reverse button, or the rest control panel button shown below.



- iii. Let the examinee know that the cubes are only used as a focal point for this test and is not included in the scoring.
- iv. The left eye light, indicated by the light next to the left arrow will illuminate first.
- v. Cue the examinee using the phrase, "Please indicate with a 'yes' anytime you see a flashing light in any of your visual fields."
- vi. Because the buttons used for this test are audible, a specific sequence and timing is used to ensure the validity of the examinee's responses.
- vii. Use the following button sequence. Hold down each button one at a time for approximately 3 seconds.

Used to select left or right eye for Perimeter Test

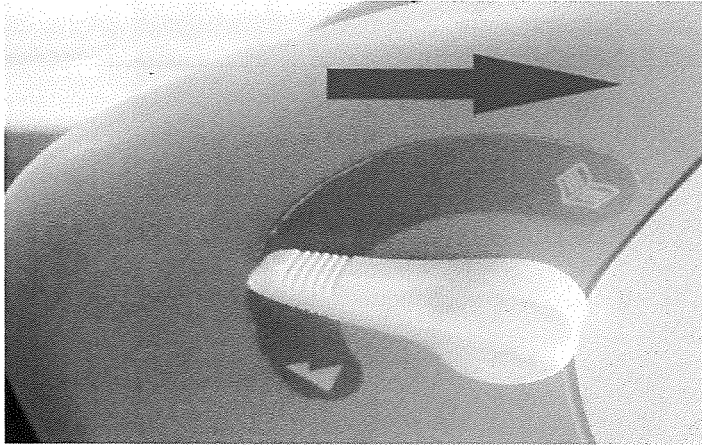


- viii. If the examinee replies "yes" to the flashing light at [85] degrees for both eyes, continue straight to the [N] (nasal) angle and repeat the same sequence using the [N] button.
- viii. If the examinee does not reply "yes" to the flashing lights at [85] degrees for both eyes, repeat the same sequence at [70] degrees. If the examinee replies yes to the flashing light at [70] degrees for both eyes, continue straight to the [N] angle and repeat the same sequence using the [N] button.
- ix. If the examinee does not reply "yes" to the flashing light at [70] degrees for both eyes, repeat the same sequence at [55] degrees. Regardless of the response at this angle, continue on to the [N] angle thereafter and repeat the same sequence using the [N] button.
- x. Record the examinee's responses to each angle for each eye on the record form.
- xi. To calculate the total peripheral angle score for each eye, add the maximum temporal field angle that the examinee was able to see plus the nasal angle of 45 degrees, if the

examinee in fact responded to the nasal light. Transcribe the sum onto the record form. Please refer to Appendix 3 for an example.

G. Near Point Exam corrected - If the examinee uses contacts or glasses, this test should be performed while wearing their corrective lenses.

i. The knob on the right side of the machine should be in the “near” position, represented by a symbol of a book.



ii. Cue the examinee with the phrase, “Which is the smallest line you can clearly see? Read the letters from left to right.”

iii. For lines 1 and 2 on the answer key, all letters must be read correctly per Appendix 1.

iv. For lines 3 to 7 on the answer key, the examinee is allowed to miss any one letter within the row per Appendix 1.

v. Record the Snellen equivalent score on the record form.

4. Record Keeping

A. Chose the correct exam according to the department type, employment status, and correction status.

B. Complete the vision record form to reflect the required exams and to also include the following:

i. Examinee Name

ii. Date of Exam

iii. Examinee Identification Number

iv. Correction Status

v. Gender

vi. Age

vii. Last Visit to Optometrist

viii. Eye Surgical History

C. Transcribe the following items onto the medical exam form:

i. Correction status - Either uncorrected, contacts or glasses including type and length of current prescription, and any eye surgical history

ii. Snellen equivalents for both eyes together, right eye only, and left eye only.

D. File all forms in the employee’s chart.

**V. DEFINITIONS**

1. AFD: Austin Fire Department

2. APD: Austin Police Department

3. APSWC: Austin Public Safety Wellness Center

4. Binocular Vision: The ability to maintain visual focus on an object with both eyes, creating a single visual image

5. Book Symbol: Near vision at fourteen feet



6. Candidate: A person who is in the process of applying for a position for AFD or EMS
7. Color Perception: The normal ability to see colors
8. Control Panel: Electrical device consisting of flat buttons which when pressed, change the screen seen on the Titmus® unit by the examinee
9. Correction Status: Refers to one of the following methods used to improve blurred vision: no correction needed, hard or soft contact lenses, or glasses
10. Employment Status: Refers to either a pre-employment or hiring process as opposed to a person who is currently employed as an incumbent
11. EMS: Emergency Medical Services
12. Examinee: Someone who is performing the examination
13. Far Point: The setting on the Titmus® unit to measure visual acuity at 20 feet, indicated by the mountain symbol on the Titmus® unit.
14. Fog Eliminator Cloth®: A brand of lens wipe that prevents fogging of the Titmus® unit lenses during the exam
15. Head Position Indicator Light-The light will illuminate when the head of the examinee is correctly positioned
16. Incumbent: An individual who is currently employed with AFD or EMS
17. Maximum Temporal Field Angle: The maximum peripheral angle on a perimeter exam that the examinee is able to see. This value is recorded in degrees.
18. Medical Exam: An exam performed pre-employment on candidates as well as annually for incumbents. It consists of various tests including the vision screening exam.
19. Medical Exam Form: A form made specifically for the Wellness Center which acts as a central place for all pertinent medical information for each employee. The Occupational Health physician utilizes it to review, dictate notes, and write future plans and health goals.
20. Mountain Symbol: signified far point vision at twenty feet
21. Nasal [N] Angle: The angle a person can see across the bridge of their nose which is recorded in degrees
22. National Fire Protection Association (NFPA): Is an international nonprofit organization that advocates for fire prevention and acts as an authority on public safety
23. Near Point: The setting on the Titmus® unit used to measure visual acuity of the reading distance at fourteen feet, which is indicated by the book symbol on the Titmus® unit.
24. Ocular Health: The health of the eyes
25. Perimeter Score: A visual field test which measures the examinee's field of vision while looking straight ahead at 85°, 70°, 55°, and nasal (45°).
26. Prescription: An instruction written by a medical practitioner that authorizes a patient to be provided a medicine, treatment, or visual correction
27. Record Form: The form where vision test results including Snellen equivalents, are written
28. Reset Control Panel Button-This button will reset the instrument and all buttons to test and slide number one.
29. Snellen Chart: A chart usually consisting of letters, numbers, or pictures printed in lines of decreasing size that an examinee identifies from a fixed distance of 20 feet
30. Snellen Equivalent: A fraction that describes visual acuity based on the Snellen chart
31. Standard on Comprehensive Occupational Medical Program: This standard outlines an occupational medical program that aims to reduce risks and provide for the health, safety, and effectiveness of fire fighters operating to protect civilian life and property. This standard is applied to all public safety workers that choose to have a medical fitness exam conducted at the Wellness Center.
32. Test Slide Advance/Reverse Buttons-Select [+] to advance to the next slide. Use [-] to go back to the previous test.
33. Titmus®: the company that manufactures the vision machine that is utilized at the Wellness Center

34. Total Peripheral Angle: The angle that is calculated by adding up the max temporal field angle and the nasal field angle for each eye
35. Vision Screening: An eye examination that consists of a series of tests that measures a person's ocular health and visual status. It is conducted to detect abnormalities in the components of the visual system and to determine how well the person can see.
36. Visual Acuity: Clarity of the vision as determined by a comparison with the normal ability to identify certain letters at a given distance

## VI. APPENDIX

### 1. Answer Key

LINE	LEFT	BOTH	RIGHT	ACUITY
1	ZN	RO	HK	20/200
2	RKS	HNC	ZOD	20/100
3	HCDV	SKZO	RNDS	20/70
4	ZROD	NSCH	VZKN	20/50
5	KHSC	OZNR	DNVC	20/40
6	ONRZV	DKHCS	KDSON	20/30
7	SDCHN	VRZKO	HSNRD	20/20

### 2. Machine Information

#### A. Machine Specifics:

- i. Titmus® V4
- ii. Serial number: V07417
- iii. Lot number: 599241

#### B. Company Information:

Titmus®  
 3811 Corporate Drive  
 Petersburg, VA 23805  
 (800) 446-1802 phone  
 (804) 861-3957 fax

3. Total Peripheral Angle-For this example, the examinee visualized the flashing lights in the right eye at 85 degrees. The nasal field will always be quantified with the value of 45 degrees if seen by examinee. Therefore, the Total Peripheral Angle for the right eye is the Max Temporal Field (85°) plus the Nasal Field (45°) which equals 130 degrees.

### 4. Vision Record Form

**FOR ANNUAL EXAMS**

FAR POINT CORRECTED:

- Both Eyes (B)
- Right Eye (R)
- Left Eye (L)

**FOR AFD APPLICANT EXAMS**

NO CORRECTION:

- Far Point Corrected (B, R & L)
- Near Point Corrected (B)
- Perimeter Score

CORRECTION WITH SOFT CONTACTS > 6 MONTHS:

- Far Point Corrected (B, R & L)
- Near Point Corrected (B)
- Perimeter Score

CORRECTION WITH GLASSES, HARD CONTACTS, or SOFT CONTACTS < 6 MONTHS:

- Far Point Corrected (B, R & L)
- Near Point Corrected (B)
- Perimeter Score
- Far Point Uncorrected (B, R & L)

**FOR EMS APPLICANT EXAMS**

- Far Point Corrected (B, R & L)
- Color
- Near Point Corrected (B)

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ID \_\_\_\_\_

AGE \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_ CONTACT LENSES YES \_\_\_\_\_ NO \_\_\_\_\_

GLASSES YES \_\_\_\_\_ NO \_\_\_\_\_ BIFOCAL \_\_\_\_\_ TRIFOCAL \_\_\_\_\_ SPECIAL \_\_\_\_\_

LASER EYE SURGERY DATE(S) \_\_\_\_\_ LASIK \_\_\_\_\_ PRK \_\_\_\_\_

LAST EXAM BY DOCTOR \_\_\_\_\_ CHANGE IN RX YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS \_\_\_\_\_

FAR POINT TESTS (20 FEET) CORRECTED	1 BINOC VISION	4 CUBES		2 CUBES		3 CUBES		SCORE																																									
	LINE	1	2	3	4	5	6		7																																								
	2 BOTH EYES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20 /																																								
	3 RIGHT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20 /																																								
	4 LEFT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20 /																																								
	SNELLEN EQUIVALENTS	$\frac{20}{200}$	$\frac{20}{100}$	$\frac{20}{70}$	$\frac{20}{50}$	$\frac{20}{40}$	$\frac{20}{30}$	$\frac{20}{20}$																																									
6 COLOR	A	B	C	D	E	F		/ 8																																									
	12	5	26	6	16	0																																											
PERIMETER SCORE	1 LEFT TEMPORAL	85	70	55	+ NASAL 45		=																																										
	1 RIGHT TEMPORAL	85	70	55	+ NASAL 45		=																																										
	TO SCORE: MAX TEMPORAL FIELD + NASAL FIELD = TOTAL PERIPHERAL ANGLE																																																
NEAR POINT CORRECTED	LINE	1	2	3	4	5	6	7	SCORE																																								
	2 BOTH EYES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20 /																																								
	SNELLEN EQUIVALENTS	$\frac{20}{200}$	$\frac{20}{100}$	$\frac{20}{70}$	$\frac{20}{50}$	$\frac{20}{40}$	$\frac{20}{30}$	$\frac{20}{20}$																																									
FAR POINT TESTS UNCORRECTED	IF CORRECTION WITH GLASSES, HARD CONTACTS, OR SOFT CONTACTS < 6 MOs, ALSO TEST FAR POINT ACUITY WITHOUT CORRECTION:																																																
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	2 BOTH EYES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20 /																																								
	3 RIGHT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20 /																																								
	4 LEFT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20 /																																								
Test Administrator (initials)	<input type="checkbox"/> Dawn Pepe, RN _____	<input type="checkbox"/> Christina Hwang, RN _____	<input type="checkbox"/> Summer Sides _____	<input type="checkbox"/> Jacque Adams _____	<input type="checkbox"/> CJ Morrison, RN _____	<input type="checkbox"/> _____																																											
<b>PASS/FAIL CRITERIA</b>		<table border="1"> <thead> <tr> <th>LINE</th> <th>LEFT</th> <th>BOTH</th> <th>RIGHT</th> <th>ACUITY</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ZN</td> <td>RO</td> <td>HK</td> <td>20/200</td> </tr> <tr> <td>2</td> <td>RKS</td> <td>HNC</td> <td>ZOD</td> <td>20/100</td> </tr> <tr> <td>3</td> <td>HCDV</td> <td>SKZO</td> <td>FNDS</td> <td>20/70</td> </tr> <tr> <td>4</td> <td>ZROD</td> <td>NSCH</td> <td>VZKN</td> <td>20/50</td> </tr> <tr> <td>5</td> <td>KHSC</td> <td>OZNR</td> <td>DNVC</td> <td>20/40</td> </tr> <tr> <td>6</td> <td>ONRZV</td> <td>DKHCS</td> <td>KDSON</td> <td>20/30</td> </tr> <tr> <td>7</td> <td>SDCHN</td> <td>VRZKO</td> <td>HSNRD</td> <td>20/20</td> </tr> </tbody> </table>								LINE	LEFT	BOTH	RIGHT	ACUITY	1	ZN	RO	HK	20/200	2	RKS	HNC	ZOD	20/100	3	HCDV	SKZO	FNDS	20/70	4	ZROD	NSCH	VZKN	20/50	5	KHSC	OZNR	DNVC	20/40	6	ONRZV	DKHCS	KDSON	20/30	7	SDCHN	VRZKO	HSNRD	20/20
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APSWC VISION RECORD FORM

## **VII. REFERENCES**

American Optometric Association

National Fire Protection Association Standard on Comprehensive Occupational Medical Program of Fire Departments (NFPA 1582), 2013 Edition

TITMUS Occupational Slide Information Brochure

TITMUS V4 User Instruction Manual, Revision 05/2010. Sperian Protection Optical, Inc.