




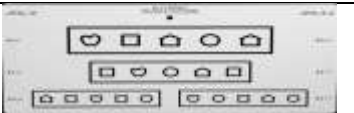
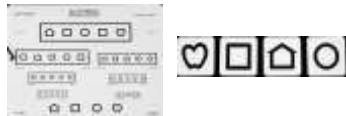










Equipment and Supply List 2023










Use this list to calculate your supplies cost for your discipline. Unused, non-disposable items should be collected at the end of the event and stored under lock and key to support future events. When filling this information out for future events, conduct an inventory to determine what items you will or will need to obtain for your next event. Contact [Opening Eyes Practice Manager](#) for additional Guidance












Opening Eyes








Standard Supply/Item	Example Picture	Recommendations/ Comments	Quantity Advised	Available From	Estimated Cost
Signage, Clinical Supplies & Forms					
Banners - Opening Eyes Program Banner		ensure proper branding (including program name and sponsors) - check with Healthy Hearing manager ROLL BANNERS & STORE IN TUBE, DO NOT FOLD	2	horizontal banner available from SOI OR local printing required: Found in Branding Link on SOI Opening Eyes Resources Website. U.S. can source	varies for location & type
Opening Eyes Sponsor Banner		ensure proper branding (including program name and sponsors) - check with Healthy Hearing manager, Do Not Fold Banners	1	horizontal banner available from SOI OR local printing required Found in Branding Link on SOI Opening Eyes Resources Website. U.S. can source	varies for location & type
Opening Eyes T-Shirt		1 per volunteer	US programs required to order through PNF, outside US source locally,	U.S. required to source from: OE PNF local printing required Found in Branding Link on SOI Opening Eyes Resources Website	
Opening Eyes Station signs (1/station)		Ensure proper indication and flow of screening for althetes/ Can combine, Distance & Near VA's; Can combine Lensometry, Autorefraction & Tonometry at one station with two (2) ECPs to one (1) athlete. Variation depends on venue			varies
HAS Screening Form (if not using tablets)		Varies regionally	1 HAS form per athlete	General tablet information https://resources.specialolympics.org/health/healthy-athletes-system?locale=en	
Distance Lea Chart		Keep supplies in a climate controlled environment to maintain quality & integrity	1 per D VA; 1 per Refraction Lane	OE PNF	

Near Lea Chart		Keep supplies in a climate controlled environment to maintain quality & integrity	1 per D VA lane; one per refraction lane; 2-3 per N Va station	OE PNF
Lensometer		Manual/Auto-lensometer	1 to 2	Source Locally
Stereo Pass Test		Keep supplies in a climate controlled environment to maintain quality & integrity	2 to 3	OE PNF
Color Vision		Currently unavailable Color Vision Testing Removed from Protocol	N/A	Unavailable
Autorefractor		Autorefraction Station	1 to 2	OE PNF recommended to source locally
Tonometer		IOP's, Tonometry Station	1 to 2	OE PNF recommended to source locally
Icare Probes		100 probes per box Please order only what is needed	1 box per 100 screenings	OE PNF
Slit Lamp		Internal & External Stations	1 to 2	OE PNF recommended to source locally
Volk 90 Lens		Internal	1 to 2	CD Source Locally






Cover Test		Occluders; use for Cover, D VA, penlights, finger puppets, wall target	varies depending on size of venue/# of screenings	Source Locally
Phoropter		Refraction	2 to 3	CD Source Locally
Phoropter Stand		Refraction	as needed for phoropters	OE PNF
Trial Lens Set w/trial frames		Retinoscopy & Refraction	1 per lane	CD Source Locally
Prism Bars/Sciascopy Bars		Retinoscopy/Refraction/Cover	varies	CD Source Locally
Ophthalmoscopes & Retinoscopes		Retinoscopy/Refraction/Internal charging stations and/or batteries	varies	CD Source Locally
Fundus Imaging System		Image of the interior surface of the eye, including the retina, retinal vasculature, optic disc, macula, and posterior pole	Optional	CD Source Locally, if accessible
Pupilometer		Eyewear Fit & Dispense	2+	CD Source Locally
PD Rulers		Eyewear Fit & Dispense	6	CD Source Locally

Eyewear Dispensing Tools		Eyewear Fit & Dispense Station; Frame warmer, adjusting tools, frame trays, screws, mirrors	1 frame warmer, 24 frame trays	CD Source Locally
Contact Lens Solution/Case		For athletes to remove contact lenses	1 to 2	local store/online (e.g amazon)
Eyewear Cases		Fit & Dispense, Large & Small Cases	50+ Large, 50+ Small	OE PNF
Laptop, Printers & Wi-Fi		Prescription Lens Ordering Station	2+ Laptops, Wireless Printers, Wi-Fi can be sourced from educational institution, or hot spot	Source Locally, Local U.S. Programs
Pipe & Drape		Darken Area/Internal Clinical Station: Required Use as dividers for Refraction/DVA, optional	varies depending on size of venue, lightening/# of screenings	Rent locally
Eyewear		Dress Eyewear Frames, Plano Sunglasses, Sport Goggles, Specs4Us, Swim Goggles when available. Products are for Athletes Only	Athletes receive Rx dress eyewear when a prescription is determined. Athletes who do not need a RX will receive plano sunglasses, plano sunglasses are not given out when an RX is presented. Athletes receive sport goggles when active in a contact sport. Unified partners, eligible for screening only & do not receive products.	OE PNF, To be completed by CD. One PNF per event, Safilo frames, Liberty Sport Goggles, & Specs4us are the only approved products. Do not accept outside donated frames. Exceptions made only with prior written authorization.
Edger/Blocking system/blocks/blocking pads/de-blocker/hand stone/lenses/lensometer/ink/5 gallon bucket & Technician		For on-site edging when available Optional If sourcing locally, verify needed equipment & supplies	For on-site edging when available can source edger/Tech locally, Santinelli will need an optical Tech assistant.	Contact local Santinelli Representative, contact info available upon request, can source a technician locally.U.S. can order lens inventory minimum one (1) month in advance of event. Order form found on Changing Life Through Lenses portal under resources. No paper orders accepted.
Eyewear Sanitization UV-C Sterilizer Ultra-Sonic Cleaner Hydrogen Peroxide/Dish Soap & Water Isopropyl Alcohol		If Using ISOPROPYL ALCOHOL (60%) Use on a cotton pad, or as a disinfectant wipe Use sparingly on plastics. If using it on a frame multiple times a day the material can dry out and eventually turn white Polish frame with a dry, clean microfiber cloth if necessary	check local availability, choose option most appropriate/available for program	local store/online (e.g amazon) Eq: CD Source if available
Insurance & Hold Harmless Agreement		Completion Required each day of event	varies depending on # of volunteers	https://media.specialolympics.org/resources/health/disciplines/Hold-Harmless-Agreement.pdf?_ga=2.161530234.730861283.1682362446-1693204703.1632231545



Vision Report Card		Vision Booklet & One Pager Available	1 per athlete	https://resources.specialolympics.org/health/opening-eyes?locale=en
Congratulations on your new Glasses		New Glasses Form	1 per athlete	https://resources.specialolympics.org/health/opening-eyes?locale=en
Quality Assurance Checklist		CD to use before and during event Shared post event with program & DM	1 per athlete	https://resources.specialolympics.org/health/opening-eyes?locale=en
Referral Form/List		To be created by CDs & ECP's for athlete referrals & Follow up care needed post screening	To be kept at program level	
Product Needs Form (PNF) Link Post Event Data Evaluation Link		Pre & Post Links Submitted by CD	PNF Required: US 60 Days Outside the US 90 Days Data: Report Post Event within 2 weeks	PNF: https://app.smartsheet.com/b/form/731dd0fed0174ddaa2750f362967d1a5 Data Evaluation: https://app.smartsheet.com/b/form/a0648245f6114c5f8e34ac9971d7acea
General Supplies				
Large Cardboard Boxes		used for shipping frames to lab	1 to 3	
Black & Red pens/Highlighters		Lens Ordering Station/used to fill out forms	12 to 24	
clipboards (only needed if no tablet)		for volunteers/athletes to complete HAS	20 per 100 athletes	
stapler & staples / paper clips / post-it notes / paper (A4)		Use at Lens Ordering Station	2 to 4	
tape (packing, masking, ducktape)		packing boxes, cord management	2 roll each	
heavy string, zip ties, nylon cord, S hooks, Table Cloth Clips, velcro		for hanging signs/banners select option most appropriate	1 roll / box	

scissors, box cutter, rubber bands		Lens Ordering Station & boxes	2 to 4		
Hand Sanitizer		help with hand hygiene between volunteers and athletes and between stations	15 (at least 1 at each station)	local store/online (e.g amazon)	varies
Disinfectant Wipes		used to clean materials/equipments	15 (1-2/station)		
Batteries		Batteries for equipment	2 to 4 packs		
Trash Bags		clean up and for waste during screenings	1-2 per station		
Storage Box		Store Frames & Optical accessories, General Office Supplies/store and maintain forms for data collection	1 to 12/as necessary		
Tissues / Paper towels		used to wipe possible spills	1-2 per station	local store/online (e.g amazon)	varies
Gloves, non-latex, powder free small,medium,large		help with hand hygiene between volunteers and athletes and between stations	1-2 per station of each size	local store/online (e.g amazon)	varies
Tape Measure		measure distances for DVA & Refraction	1		
First Aid Kit		general, should include sterile saline, gauze, tape, & fox shield	1	local store/online (e.g amazon)	
Name Badges/Tags	to provide volunteers for day of operations	optional	1 per volunteer	local store/online (e.g amazon)	varies
Opening Eyes Clinical Director Polo includes OE logos		Optional	1 per OE CD S-XL=\$17.49, 2X-3X=\$19.49 Prices above reflect Dri-fit	if sourcing locally w/logos, SOI Comms approval required, CSM has prior approval- Kathy@csmprductions.com	varies

Screening Station Supplies


Straight Back Chairs		need stable chairs for waiting area, check in/out and stations	35 per 80 athletes	<i>Contact Health Program Manager to procure from venue</i>	
Tables		Utilized for check in, check out, data review, stations amount may vary based on use of mat table availability	183cm (6ft) tables - 12 per 80 athletes	<i>Contact Health Program Manager to procure from venue</i>	
Chair on wheels		Refraction lanes, optional, Clinicians can source locally	varies		
Table Cloths		used to cover tables in various tables at stations	based on table #	local store/online (e.g amazon)	varies
Lamps		Illumination for Lea Charts	varies on # of lanes, Refraction & DVA		varies

Electrical Supplies

Electrical power cords		power clinical equipment, lamps, laptops, printers, charging tablets	different sizes, with safety (orange) for outdoor use (depends on room layout) 4 x 3 meters / 10 ft and 4 x 5 meters / 16 feet	online (e.g amazon)	varies
Power strips with 4 to 6 grounded receptacles preferable with on-off switch		For stations requiring power	varies	online (e.g amazon)	varies

Athlete Educational Giveaway Items

These are examples. Work with local companies to see what you might be able to get donated.

Waterbottles		these are examples of options that can be used but non exhaustive	at least 1 giveaway per athlete	often donated from local groups or get from local stores	varies
Pens					
Drawstring bags					