

Study Optometrists Checklist 1: USP Training & Data Collection

Step 1: Read the Protocol.

- Understand how to ensure that all potential study participants have the necessary information to decide about participating in the research
- Review the training PowerPoint presentation 'Q.REC Training - Informed Consent'

Step 2: Complete the USP Online Training Course

- This is the course that the USPs will need to complete before they come for the in-person training.
- It is important that the optometrists do this course so that they understand the purpose of the project, and are clear on what knowledge the USPs need, and what the USPs need to do in this project.
- The course can be found online at: <https://qrec.s3.ap-southeast-2.amazonaws.com/2022/index.html>

Step 3: Review the USP Q.REC Quiz

- This is the quiz that the USPs will need to complete at the beginning of the in-person training (after the online training course).
- The optometrists need to complete this so that they are aware of the specific knowledge that the USPs will need, and at what level of detail.
- This quiz is found in the Q.REC REDCap project, but an example of the quiz is in the Q.REC Document Library: [USP Quiz](#)

Step 4: Review and become familiar with data collection forms:

- [Form C USP Optical Service Visit Checklist](#) and
- [Form D Assessment of Glasses](#)
- The optometrists will need to be able to train the USPs on how to complete Form C portion.
- USPs can only see Form C on their mobile devices.
- Form D will need to be completed by the optometrists when assessing each pair of spectacles dispensed from optical services.
- Form D is used to record whether the spectacles that have been dispensed by optical services are appropriate for the refractive error needs of each USP.
- Each spectacle quality assessment is anticipated to take 5 to 10 minutes
- A document/paper version can be found in the Q.REC Document Library: [Form C USP Optical Service Visit Checklist](#)

Step 5: Review and become familiar with Form A: Baseline USP Data Record Form

- This form will need to be completed by the study optometrists.
- This form is used to record the baseline refraction of every USP.
- Three refractions will be completed for each USP, and then the results will be averaged to obtain the baseline refraction.
- A document/paper version can be found in the Q.REC Document Library: [Form A: Baseline USP Data Record Form.](#)

Step 6: Review and become familiar with Form B: USP Practice and QC

- The optometrists will need to complete the 'Quality Control (QC): Post-training Assessment' form at the end of the form.
- The USPs will complete the top half of the form on their own device.
- The Optometrists will need to complete the bottom portion of the form using the USPs device.
- A document/paper version can be found in the Q.REC Document Library: [Form B: USP Practice and QC](#)