

**Eye and Ear on the Park**

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**Email** [info@eyeandear.org.au](mailto:info@eyeandear.org.au)  
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Education Vision Assessment Clinic  
PO Box 201  
Nunawading  
Victoria 3131 Australia  
**Telephone** +61 3 9841 0807  
**Facsimile** +61 3 9841 0878 **Email:**  
[svrc@education.vic.gov.au](mailto:svrc@education.vic.gov.au)  
[www.svrc.vic.edu.au](http://www.svrc.vic.edu.au)

## Education Vision Assessment Clinic (EVAC)

The Education Vision Assessment Clinic (EVAC) works with children and young people who have significant vision loss to determine appropriate supports for them at school.

The Statewide Vision Resource Centre (SVRC) runs this service in partnership with the Royal Victorian Eye and Ear Hospital (RVEEH). We assess your child's eligibility for extra support at school due to vision impairment.

This extra support includes:

- Access to Statewide Vision Resource Centre
- Visiting Teacher in Department of Education schools
- Learning Consultant in Catholic Schools
- Visiting Teacher funding from Independent Schools Victoria

There is no cost to you.

### Getting Assessed for Vision Impairment

Your child can be referred to EVAC by an ophthalmologist, optometrist, orthoptist, early childhood educator, school nurse, principal, carer or teacher. You can also self-refer by contacting us directly to discuss your child's vision.

Prior to attending EVAC we ask that your child has been seen by an ophthalmologist within the past 12 months.

EVAC is not a treating clinic and does not replace ongoing treatment of your child's eye health by an appropriate specialist.

In order for your child to be assessed by EVAC you will need to:

- complete the EVAC Application taking care to sign and date all relevant sections
- provide copies of all recent specialist medical reports (e.g. by ophthalmologist, paediatrician)

Children can normally be referred to EVAC 12-24 months before starting school or at any stage of schooling up to Year 12.

After we receive the EVAC application we will contact you to discuss the referral. We may need to request additional information.

### **What happens at EVAC?**

Your child will be assessed by an orthoptist and a paediatric Ophthalmologist.

You will also meet our Education Officers who will help you to understand the assessment process and discuss the outcome of the assessment.

Vision tests generally include measuring distance vision, near vision, visual fields and eye movements. We take photographs of the eyes, and check eye health. We also check your child's glasses prescription.

Eye drops are usually administered to dilate the pupils. We recommend you bring a hat and/or sunglasses for your child, because dilation will make your child's eyes light sensitive for the rest of the day.

### **Clinic outcomes**

Your child will be found to be either eligible for further support, or not eligible. Our Ophthalmologist will write a report for you and your nominated doctors.

If your child is assessed as **eligible** for support due to vision impairment, our Education Officers will visit your child's school to conduct a functional vision assessment, and then complete a report with recommendations for the school.

If your child is assessed as **not eligible** for support, our Education Officers will normally contact your child's school to discuss the assessment.

An assessment from EVAC that a child is not eligible for support is good news because it indicates that your child's vision is in the 'normal' range.

## Functional Vision Assessment at School

The assessment at the Eye and Ear Hospital informs the school-based functional vision assessment and our recommendations for practical teaching and learning adjustments. Our Education Officers are involved in the clinical assessment at the RVEEH and can provide accurate and current clinical and functional information to your child's school.

Our functional vision report will be sent to you for your input, before it is sent to your child's school and Visiting Teacher or Learning Consultant.

Photographs may be included in the Education Officers' functional vision report with your consent. Please see the Consent section of this document.

Most students attend the clinic once, but sometimes review appointments may be recommended.

### Eligibility Criteria

Eligibility for support is based on the World Health Organisation criteria:

- 'Normal' vision is between 6/6 to 6/18 visual acuity
- 'Partially sighted' is vision worse than 6/18 to 6/60 or visual fields of less than 20 degrees
- 'Legally blind' range is vision worse than 6/60 or visual fields of less than 10 degrees

Eligibility is established following testing with both eyes open, and wearing the best glasses correction.

Children found to be in the partially sighted or legally blind range are eligible for additional support.

Our Education Officers will contact your child's school to explain the outcome of EVAC

**Please complete the following Application and Consent. Post or email the completed and signed form to:**

Education Officer – Vision  
Education Vision Assessment Clinic  
Statewide Vision Resource Centre  
PO Box 201  
NUNAWADING Victoria 3131  
Email: [svrc@education.vic.gov.au](mailto:svrc@education.vic.gov.au)



the royal victorian  
eye and ear  
hospital



Department  
of Education



Statewide Vision  
Resource Centre

**The Royal Victorian Eye and Ear Hospital on the Park**  
St Andrews Place  
East Melbourne  
Victoria 3002 Australia  
Locked Bag 8  
East Melbourne  
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# Education Vision Assessment Clinic (EVAC)

## Application and Consent

**The purpose of this form is to**

Obtain your consent for your child to be assessed at EVAC to determine eligibility for support  
Give permission for the EVAC team to collect and share information about your child for the purpose of providing vision support at school.

**Child/student details**

Last name First Name(s)  
Date of Birth Gender: Female Male Other

Address

Is an Interpreter required at your EVAC visit? Yes Language

Is your child of Aboriginal or Torres Strait Islander origin: No

Aboriginal Torres Strait Islander Aboriginal and Torres Strait Islander

**Parent/Guardian/Carer Contact Details**

Last name First name

Address

Telephone (M)

Email

Relationship to child

**Other Parent/Guardian/Carer Contact Details (optional)**

Last name First name

Address (if different to above)

Telephone (M)

Email

Relationship to child

**School details**

School (or proposed school)

Address

Telephone

Is your child enrolled?    Yes      No                      Year Level

Name of Principal

Contact Person    Role

Other Relevant Personnel at school    Role

**Doctors**

Following the EVAC assessment a report will be sent to your child's Ophthalmologist and General Practitioner, and other medical practitioners/hospitals where your child is treated.

**Ophthalmologist**

Clinic Name

Address

Telephone

**General Practitioner (GP)**

Clinic Name

Address

Telephone

**Paediatrician**

Clinic Name

Address

Telephone

**Other medical practitioners**

Address

Telephone

**Other Agencies working with your child (e.g. Guide Dogs Victoria, Vision Australia)**

Organisation(s)

Contacts

Address

Telephone

**Referral Details**

Referred by

Email

Telephone

**Please complete and sign the following consent page using a digital signature,  
or print and sign with pen.**

**Please return the completed and signed referral to [svrc@education.vic.gov.au](mailto:svrc@education.vic.gov.au)**



Department  
of Education



Statewide Vision  
Resource Centre  
PO Box 201  
Nunawading 3131  
Tel: +61 3 9841 0807  
Fax: +61 3 9841 0878

**PLEASE READ THE FOLLOWING CONSENT PAGES AND SIGN AND DATE WITH YOUR NAME AND YOUR CHILD'S NAME**

**Royal Victorian Eye and Ear Hospital  
Consent for Information Release**

I understand the Hospital will release medical information about my child to my treating doctors and General Practitioner. The Hospital will also forward anonymous information to the Department of Health for statistical purposes. In ordinary circumstances no other information in my child's medical record will be released to a third party without my consent.

Child's name

Signature of parent/guardian

Please print name

Date

**Victoria Department of Education**

**PERMISSION TO COLLECT, USE AND DISCLOSE INFORMATION**

I consent to the Victoria Department of Education collecting, using and disclosing information to:

- Establish the eligibility of my child to access the resources and support of the Statewide Vision Resource Centre and Visiting Teacher and
- If my child is assessed as eligible the Education Officer will complete a functional assessment at my child's school and provide the school and the Department of Education or Catholic Education with a written report that identifies the educational implications of my child's vision

I confirm the following:

- I have received, read and understood the general information and privacy information provided with this form
- I understand how my child's personal and health information (vision) will be collected, received, used and disclosed
- I consent to the Department of Education (DE) photographing my child for inclusion in the functional vision report
- I understand I may withdraw my consent in writing for DE to collect, use and disclose information as stated in this application at any time
- I understand that without my consent, DE is unable to assess my child's eligibility for access to SVRC resources and Visiting Teacher support.

Signature of parent/guardian

Please print name

Date



## Department of Education (DE)

### Important Privacy Information

The Department of Education (DE) values the privacy of every individual and is committed to protecting all personal and health information collected. In Victoria, the laws that set privacy requirements are the *Health Records Act 2001* and the *Privacy and Data Protection Act 2014*. These laws set out what we must do when we collect, use, handle and destroy personal and health information when we provide a health service, such as the services provided by the staff members of the Education Vision Assessment Clinic (EVAC) that are employed by DE.

The *Health Records Act* is most relevant to the services provided by DE through EVAC and it says:

**Personal information** is information or an opinion (including information or an opinion which is on a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion.

**Health information** is information or an opinion about the physical, mental or psychological health of a person, the disability of a person; a person's expressed wishes about the provision of services to him or her, which is also personal information. Health information includes other personal information that is collected to provide, or in providing, a health service such as services provided by DE through EVAC.

#### Collection of personal and health information by DE through EVAC

DE collects information through EVAC for the purpose of assessing the eligibility of your child to access SVRC resources and Visiting Teacher. DE also collects information through EVAC for the purpose of providing information to schools and Department Regional personnel who coordinate these supports for your child.

In order to assess your child's eligibility, we collect information through this Education Vision Assessment Clinic Application Form and through conducting a functional assessment of your child. We also collect medical reports, assessments and other relevant information, ophthalmologist and other professionals working with your child.

EVAC staff employed by DE also photograph your child for the purpose of identification and administration of its reports and case files. This occurs during the functional assessment.

#### Use and disclosure of personal and health information by DE through EVAC

For the purposes of assessing eligibility, we use and/or disclose information as follows:

EVAC staff employed by DE discuss personal information and health information with EVAC staff that are employed by the Royal Victorian Eye and Ear Hospital for the purpose of assessing your child's eligibility.

The EVAC clinical report provides a summary of clinical findings and evidence of eligibility for support. The EVAC functional report provides a summary and explanation of the clinical findings, observations and recommendations for access and inclusion. You will be sent these reports. A copy of your child's clinical report is sent to the Visiting Teacher Service in the relevant DE region, or to the Learning Consultant for Vision for students attending a Catholic School. Your child's functional vision report is sent to your child's school.

Registered schools in Victoria are either government, Catholic or independent. Catholic and independent schools are separate and independent legal entities to DE.

School personnel are required to comply with the *Health Records Act 2001* if health information is disclosed to schools.

School personnel are required to comply with the *Privacy and Data Protection Act 2014* (or the *Privacy Act 1988* (Cth) where relevant) if personal information is disclosed to schools.

Disclosure or use will otherwise only occur if permitted by law. In some instances, DE may be compelled by other laws to disclose information held about your child to other bodies such as a regulatory agency, law enforcement agency, court or tribunal.

#### Accessing personal and health information.

Your child or their authorised representatives (e.g. parent and guardian or carer) can access the personal and medical information held by DE.

Please note that Information from your child's medical file is held by the Eye and Ear Hospital.

An application to access your child's educational file can be made via an email to the Information Management Division of DE on [foi@education.vic.gov.au](mailto:foi@education.vic.gov.au).

#### Withdrawing Consent

Consent for DE EVAC staff to collect, use and/or disclose personal and health information may be withdrawn at any time by writing to Statewide Vision Resource Centre. Before withdrawing consent we recommend discussing your decision with EVAC staff.

Withdrawing consent means that DE will not be able to assess and/or provide support from SVRC and DE Visiting Teachers to your child and their school. For more information please contact EVAC Office on 9841 0807