

Dot Glasses Field Trial Template Pack

Editable templates to plan, run, and learn from Dot Glasses-style community vision screening field trials in low-resource settings.

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How to use: Copy a template into your project folder, rename it, and complete the fields. Keep the Personal Contact Register separate and access-controlled.

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Template 1 — Site Readiness Checklist (pre-camp)

Purpose: Confirm the site, team, tools, and safeguards are ready before running a Dot Glasses screening camp.

Notes:

- Use 7–14 days before the camp; re-check 24 hours before set-up.
- Tick 'Done' only when evidence exists (e.g., approval letter, signed MoU, printed signage).
- This assumes you have defined consent materials, referral criteria, and a follow-up plan.

Readiness item	Status	Evidence / link	Owner	Notes / actions
Ethics approval(s) secured (local REC and any institutional approvals)	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done			
National research clearance secured (if required)	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done			
Safeguarding plan agreed (including escalation contacts and incident reporting)	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done			
If a research study, approval from the county research department is sought. If a medical camp, approval from the county optical department is sought.	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done			
Referral pathway confirmed (clinic destination, criteria, referral slips/coupons)	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done			
Community mobilisation plan confirmed (channels, timing, trusted community messengers/gatekeepers)	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done			
Site permissions confirmed (venue owner, local leaders, security, police, county commissioner)	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done			
Site layout planned (stations, seating, spacing, shade, privacy for consent, exit route, washrooms, safeguarding sections)	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done			
Power/lighting contingency confirmed (especially for visual acuity testing)	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done			
Equipment list complete and tested (charts, lenses, referral)	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done			

cards, timers, forms, stationery, autorefractor [if needed])				
Data capture approach confirmed (paper/digital, backups, secure storage)	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done			
Blinding + randomisation controls rehearsed (station handover, no results shown)	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done			
Translation / language support arranged (consent scripts and follow-up)	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done			
Staffing roster finalised (roles per station, rotations, surge plan, dressing theme set/uniforms/tags)	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done			
Training and rehearsal completed (including pilot learnings incorporated)	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done			
Participant comfort provisions ready (water, shade, chairs, signage)	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done			
Team transport arranged, to and from the camps.	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done			
First aid / basic health and safety readiness (as appropriate to site)	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done			

Template 2 — Camp Day Run Sheet (hour-by-hour)

Purpose: Run the camp with clear responsibilities, timings, and triggers for adaptive management.

Camp details

Site / camp name:		Date:	
Camp lead:		Monitoring lead:	

Schedule

Time	Activity	Lead	Support	Key checks	Status
T-90 min	Set-up: stations, signage, seating, shade	Ops lead		Charts positioned; consent area private Safeguarding channels	
T-30 min	Team briefing	Camp lead	All leads	Roles confirmed; non-negotiables; safeguarding/referrals	
Start	Open camp / triage begins	Triage lead		Token queue active; priority lane set	
Mid-morning	Surge check / bottleneck review	Ops lead	Monitoring lead	If queue>threshold: deploy surge staff	
Lunch window	Rotations / breaks	Ops lead	Station leads	Maintain minimum staff per station	
Mid-afternoon	QA sweep + data completeness check	Monitoring lead	Data desk	Missing fields flagged while fixable	
Close	Stop intake; complete last participants	Camp lead	Station leads	Ensure dispensing/referrals completed	
+20 min	Debrief + CAPA logging	Monitoring lead	All leads	Deviations logged; fixes for next camp	
+45 min	Pack-down + secure data	Ops lead	Data lead	Contact register secured separately	
End	Team transport/exit from the camp	Ops lead	Cam lead	Confirm that all team members have safe exit from the camps	

Triggers (fill thresholds)

Trigger	Threshold (set)	Immediate response	Owner
Queue too long at any station		Deploy surge staff; open extra pre-screen; adjust intake rate	Ops lead
Participant fatigue / distress observed		Increase seating/shade; rotate staff; shorten non-essential questions	Safeguarding lead
Data completeness drops		Pause intake briefly; run QA sweep; retrain on key fields	Monitoring lead

Blinding risk / contamination		Stop, reset stations; remove forms from participants; supervisor check	Clinical lead
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Template 3 — Station Cards (set-up + SOP prompts)

Purpose: Print one page per station. Helps standardise delivery and protect protocol fidelity.

Instructions: Complete the blanks for your site, print, and place at each station. Keep comparative results out of sight of participants to preserve blinding during Protocol 1.

Welcome + Triage + Token Queue

Station owner:	
Back-up staff:	

Core steps

- Explain purpose of camp in plain language.
- Assign token/queue number; manage priority lane.
- Direct participants to Consent/ID.

Set-up checklist

- Token system visible.
- Seating and shade available.
- Signage for station order.

Troubleshooting prompts

- Overcrowding: deploy a flow marshal; adjust intake rate.

Consent + Participant ID

Station owner:	
Back-up staff:	

Core steps

- Confirm eligibility for consent (age; guardian if 12–17).
- Read consent script; answer questions.
- Assign participant unique identification code.
- Record contact info ONLY if follow-up consented.

Set-up checklist

- Privacy for consent.
- Translated materials available
- Contact register stored separately (encrypted).

Troubleshooting prompts

- Low literacy: use verbal script; witness signature if required.

Disability support: ensure appropriate support is available for participants who may need additional assistance, including mobility aids (e.g., wheelchairs), sign language interpretation, and guidance for individuals with visual impairments, to enable safe and dignified participation.

Vision Screening / Eligibility

Station owner:	
Back-up staff:	

Core steps

- Measure unaided distance VA (inclusion uses 6/12 or worse).
- Measure unaided near VA (inclusion uses N10 or worse).
- Screen for obvious non-refractive conditions; refer if needed.

Set-up checklist

- Charts positioned at correct distance.
- Lighting stable.
- Referral criteria available.

Troubleshooting prompts

- Red flags: refer; do not proceed to dispensing.

Dot Glasses Method (Protocol 1)

Station owner:	
Back-up staff:	

Core steps

- Apply Dot Glasses screening steps consistently.
- Record lens power output.
- Record time to complete (minutes).

Set-up checklist

- Timer ready.
- Station retains forms (no participant carries).
- Supervisor spot-checks blinding.

Troubleshooting prompts

- Practitioner variability: flag for coaching.

Full Refraction (Protocol 1)

Station owner:	
Back-up staff:	

Core steps

- Conduct full refraction per clinical standard.
- Record prescription output.
- Record time to complete (minutes).

Set-up checklist

- Clinical equipment ready.
- Privacy where feasible.
- Forms remain at station.

Troubleshooting prompts

- High workload: ensure minimum clinical safety time; rotate optometrist.

Data QA Desk

Station owner:	
Back-up staff:	

Core steps

- Check completeness (critical fields).
- Check consistency (ID matches across forms).
- Log issues and CAPA actions.

Set-up checklist

- CAPA log printed.
- Spare pens and correction rules.
- Escalation route for anomalies.

Troubleshooting prompts

- Missing fields: send participant back immediately (same day).

Dispensing / Collection

Station owner:	
Back-up staff:	

Core steps

- Confirm corrected VA meets 'good vision' threshold used in your protocol.
- Dispense glasses and care guidance.
- If delayed collection: give clear instructions and tracking (eg. collection points, expected date etc.)

Set-up checklist

- Care leaflet available.
- Replacement guidance ready.
- Collection tracking method.

Troubleshooting prompts

- Discomfort reported: provide guidance; flag for follow-up or referral.

Referral Desk

Station owner:	
Back-up staff:	

Core steps

- Issue referral slip + explain why.
- Explain destination and any coupon/benefit.
- Record referral in dataset.

Set-up checklist

- Named clinic partner + contacts- with close proximity to the camp location
- Referral criteria sheet.
- Clear route for urgent cases.

Troubleshooting prompts

- Participant anxious: reassure, explain next steps.

Exit + Follow-up Scheduling (Protocol 2)

Station owner:	
Back-up staff:	

Core steps

- Confirm follow-up consent.
- Confirm preferred call windows (evenings/weekends).
- Obtain SMS reminder consent.
- Explain what follow-up covers (experience, comfort, usage).
- Check consent for photo sessions, consent to use image

Set-up checklist

- Attempt log template.
- Translation plan.
- Data privacy reminder.
- Image/photo/marketing consent forms

Troubleshooting prompts

- Unreachable risk: confirm 2nd number/guardian where appropriate.

Template 4 — Daily Briefing + Debrief Script

Purpose: Keep delivery aligned, protect protocol fidelity, and capture learning while it is fresh.

Daily briefing (15 minutes)

Prompt	Notes	Done
Today's targets (screened, enrolled, dispensed, follow-up consented)		<input type="checkbox"/>
Roles per station + rotation schedule		<input type="checkbox"/>
Non-negotiables: blinding, form handling, eligibility thresholds, tagging/reflectors or identifications		<input type="checkbox"/>
Safeguarding + escalation contacts		<input type="checkbox"/>
Referral pathway reminders (criteria + destination)		<input type="checkbox"/>
Known risks today (space, lighting, expected turnout, weather, security issues) + mitigations		<input type="checkbox"/>
What changed since last camp (CAPA items to implement)		<input type="checkbox"/>

End-of-day debrief (20 minutes)

Prompt	Notes	Action owner
What worked well today (flow, staffing, participant experience)		
Bottlenecks encountered (where, why)		
Protocol deviations or blinding risks (if any)		
Data completeness issues (fields missing, inconsistencies)		
Participant safety / safeguarding incidents (if any)		
Top 3 fixes for next camp (convert to CAPA items)		

Template 5 — Data QA Checklist + CAPA Log

Purpose: Catch errors while they are fixable and maintain a transparent record of corrective actions.

Data QA checklist (run at least twice daily)

Check	Status	Notes	Owner
All forms have participant code and camp/site ID	<input type="checkbox"/> Pass <input type="checkbox"/> Needs fix		
Critical fields complete (unaided VA, aided VA, lens power/prescription, timing)	<input type="checkbox"/> Pass <input type="checkbox"/> Needs fix		
Order recorded (Dot Glasses first vs Full Refraction first)	<input type="checkbox"/> Pass <input type="checkbox"/> Needs fix		
Referral flag completed where applicable	<input type="checkbox"/> Pass <input type="checkbox"/> Needs fix		
Follow-up consent recorded; contact info stored separately	<input type="checkbox"/> Pass <input type="checkbox"/> Needs fix		
Forms remain at stations; participants do not carry completed forms between stations	<input type="checkbox"/> Pass <input type="checkbox"/> Needs fix		

CAPA log (Corrective and Preventive Actions)

ID	Date	Issue / observation	Category	Immediate action	Preventive action	Owner	Status
			Data / Flow / Safeguarding / Clinical / Other				Open / In progress / Closed
			Data / Flow / Safeguarding / Clinical / Other				Open / In progress / Closed
			Data / Flow / Safeguarding / Clinical / Other				Open / In progress / Closed
			Data / Flow / Safeguarding / Clinical / Other				Open / In progress / Closed
			Data / Flow / Safeguarding / Clinical / Other				Open / In progress / Closed
			Data / Flow / Safeguarding / Clinical / Other				Open / In progress / Closed
			Data / Flow / Safeguarding / Clinical / Other				Open / In progress / Closed

			Data / Flow / Safeguarding / Clinical / Other				Open / In progress / Closed
			Data / Flow / Safeguarding / Clinical / Other				Open / In progress / Closed
			Data / Flow / Safeguarding / Clinical / Other				Open / In progress / Closed
			Data / Flow / Safeguarding / Clinical / Other				Open / In progress / Closed
			Data / Flow / Safeguarding / Clinical / Other				Open / In progress / Closed

Template 6 — Protocol Deviation Log

Purpose: Record deviations transparently so validity and feasibility can be interpreted correctly.

ID	Date	Site	Deviation type	Description	Impact (likely)	Corrective action	Approved by	Closed
			Blinding / Randomisation / Eligibility / Data / Other		Low / Medium / High			<input type="checkbox"/>
			Blinding / Randomisation / Eligibility / Data / Other		Low / Medium / High			<input type="checkbox"/>
			Blinding / Randomisation / Eligibility / Data / Other		Low / Medium / High			<input type="checkbox"/>
			Blinding / Randomisation / Eligibility / Data / Other		Low / Medium / High			<input type="checkbox"/>
			Blinding / Randomisation / Eligibility / Data / Other		Low / Medium / High			<input type="checkbox"/>
			Blinding / Randomisation / Eligibility / Data / Other		Low / Medium / High			<input type="checkbox"/>
			Blinding / Randomisation / Eligibility / Data / Other		Low / Medium / High			<input type="checkbox"/>
			Blinding / Randomisation / Eligibility / Data / Other		Low / Medium / High			<input type="checkbox"/>
			Blinding / Randomisation / Eligibility / Data / Other		Low / Medium / High			<input type="checkbox"/>
			Blinding / Randomisation / Eligibility / Data / Other		Low / Medium / High			<input type="checkbox"/>
			Blinding / Randomisation / Eligibility / Data / Other		Low / Medium / High			<input type="checkbox"/>

Template 7 — Participant Flow Counter (tally sheet)

Purpose: Track throughput at a glance and reconcile with your dataset.

Metric	Count (today)	Cumulative	Notes
Arrived / triaged			
Consented for Protocol 1			
Screened for eligibility			
Eligible for correction			
Completed Dot Glasses method			
Completed Full Refraction			
Glasses dispensed same day			
Glasses to collect later			
Referred to clinic			
Consented for follow-up (Protocol 2)			

Template 8 — Referral Slip (clinic referral)

Purpose: Provide clear, dignified next steps for participants who need full clinical assessment.

Print on half-page sheets if possible. Keep a copy or record referral details in the dataset.

Participant code:	
Date / site:	
Reason for referral:	<input type="checkbox"/> Possible cataract <input type="checkbox"/> Red eye/pain <input type="checkbox"/> Not correctable with glasses <input type="checkbox"/> Other: _____
Referral destination:	Clinic / Hospital: _____ Address: _____
Urgency:	<input type="checkbox"/> Routine (within 4 weeks) <input type="checkbox"/> Soon (within 1 week) <input type="checkbox"/> Urgent (same/next day)
Support provided (if any):	<input type="checkbox"/> Coupon / free consult <input type="checkbox"/> Contact number <input type="checkbox"/> Transport guidance <input type="checkbox"/> Other: _____
Notes to clinician:	

What to tell the participant (script)

- You are being referred because today's screening suggests you may need a full eye health assessment.
- This does not necessarily mean something serious, but it is important to check. Please take this slip to the clinic listed.
- If you have pain, sudden loss of vision, or severe redness, seek care urgently.

Template 9 — Follow-up Call Script + Attempt Log (Protocol 2)

Purpose: Collect user experience, comfort and usage data consistently; make follow-up reachable and ethical.

Call script (adapt language; keep it short enough for phone completion).

1) Introduction + consent check

- Hello, my name is _____ calling from _____ about the eye screening you attended on _____.
- Is now a good time to talk privately for 10–12 minutes?
- You previously agreed to a follow-up call. You can stop at any time.

2) Usage

- How often are you using the glasses? Daily Most days Sometimes Not at all
- In which activities do you use them most? (reading, near tasks, work, mobility, other)

3) Satisfaction + comfort

- Overall, how satisfied are you? (0–10): _____
- Any discomfort or headaches? No Yes (describe): _____
- Any durability issues (breakage/fit)? No Yes (describe): _____

4) Perceived impact (short items)

- Have the glasses made daily tasks easier? Yes No Not sure
- Which tasks improved most? _____
- Is there anything that would make the glasses or service better? _____

5) Triage + close

- If you feel the glasses are incorrect or causing discomfort, we can advise next steps / referral.
- Thank you. (Optional) Would you like SMS reminders or information about future services? This is separate consent.

Attempt log

Participant code	Call window	Attempt date	Attempt time	Outcome	Notes	Completed?
	Weekday / Evening / Weekend			No answer / Busy / Wrong number / Completed / Partial		<input type="checkbox"/>
	Weekday / Evening / Weekend			No answer / Busy / Wrong number / Completed / Partial		<input type="checkbox"/>

	Weekday / Evening / Weekend			No answer / Busy / Wrong number / Completed / Partial		<input type="checkbox"/>
	Weekday / Evening / Weekend			No answer / Busy / Wrong number / Completed / Partial		<input type="checkbox"/>
	Weekday / Evening / Weekend			No answer / Busy / Wrong number / Completed / Partial		<input type="checkbox"/>
	Weekday / Evening / Weekend			No answer / Busy / Wrong number / Completed / Partial		<input type="checkbox"/>
	Weekday / Evening / Weekend			No answer / Busy / Wrong number / Completed / Partial		<input type="checkbox"/>
	Weekday / Evening / Weekend			No answer / Busy / Wrong number / Completed / Partial		<input type="checkbox"/>
	Weekday / Evening / Weekend			No answer / Busy / Wrong number / Completed / Partial		<input type="checkbox"/>
	Weekday / Evening / Weekend			No answer / Busy / Wrong number / Completed / Partial		<input type="checkbox"/>
	Weekday / Evening / Weekend			No answer / Busy / Wrong number / Completed / Partial		<input type="checkbox"/>
	Weekday / Evening / Weekend			No answer / Busy / Wrong number / Completed / Partial		<input type="checkbox"/>
	Weekday / Evening / Weekend			No answer / Busy / Wrong number /		<input type="checkbox"/>

				Completed / Partial		
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Template 10 — Personal Contact Register (restricted)

Purpose: Store personal contact details separately from the study dataset to meet data protection and minimise risk.

Notes:

- Access: limit to the follow-up team only. Do not share outside the local team.
- Storage: encrypted, password-protected. Delete contact data once follow-up is complete.
- If participant is aged 12–17, record parent/guardian contact details.

Data handling notice (paste into the top of your register):

This register contains personal data (names and phone numbers). Store it encrypted and access-controlled. Never merge it into the analytic dataset. Delete it after Protocol 2 is completed.

Participant code	Name (participant/guardian)	Phone number	Age band	Preferred call window	SMS reminders consent	Future updates consent	Deleted
			12–17 / 18+	Weekday / Evening / Weekend	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
			12–17 / 18+	Weekday / Evening / Weekend	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
			12–17 / 18+	Weekday / Evening / Weekend	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
			12–17 / 18+	Weekday / Evening / Weekend	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
			12–17 / 18+	Weekday / Evening / Weekend	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
			12–17 / 18+	Weekday / Evening / Weekend	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
			12–17 / 18+	Weekday / Evening / Weekend	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
			12–17 / 18+	Weekday / Evening / Weekend	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
			12–17 / 18+	Weekday / Evening / Weekend	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>

			12-17 / 18+	Weekday / Evening / Weekend	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
			12-17 / 18+	Weekday / Evening / Weekend	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
			12-17 / 18+	Weekday / Evening / Weekend	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>

Template 11 — Partner Fit Matrix + RACI

Purpose: Select the right partners and clarify decision rights from day one.

Partner fit matrix

Partner	Community trust	Mobilisation reach	Clinical capacity	Ops reliability	Data QA capacity	Safeguarding readiness	Dissemination reach	Notes
	1-5	1-5	1-5	1-5	1-5	1-5	1-5	
	1-5	1-5	1-5	1-5	1-5	1-5	1-5	
	1-5	1-5	1-5	1-5	1-5	1-5	1-5	
	1-5	1-5	1-5	1-5	1-5	1-5	1-5	
	1-5	1-5	1-5	1-5	1-5	1-5	1-5	
	1-5	1-5	1-5	1-5	1-5	1-5	1-5	
	1-5	1-5	1-5	1-5	1-5	1-5	1-5	
	1-5	1-5	1-5	1-5	1-5	1-5	1-5	

RACI (roles and decision rights)

Activity / decision	Innovation owner	Implementation lead	Evidence steward	Clinical lead	Monitoring lead
Finalize protocol + outcomes	R/A/C/I	R/A/C/I	R/A/C/I	R/A/C/I	R/A/C/I
Ethics submissions + amendments	R/A/C/I	R/A/C/I	R/A/C/I	R/A/C/I	R/A/C/I
Site selection + mobilisation plan	R/A/C/I	R/A/C/I	R/A/C/I	R/A/C/I	R/A/C/I
Training + standardisation workshop	R/A/C/I	R/A/C/I	R/A/C/I	R/A/C/I	R/A/C/I
Randomisation/blinding controls	R/A/C/I	R/A/C/I	R/A/C/I	R/A/C/I	R/A/C/I
Data governance (contact register separation)	R/A/C/I	R/A/C/I	R/A/C/I	R/A/C/I	R/A/C/I
Daily QA + CAPA decisions	R/A/C/I	R/A/C/I	R/A/C/I	R/A/C/I	R/A/C/I
Referral criteria + clinic coordination	R/A/C/I	R/A/C/I	R/A/C/I	R/A/C/I	R/A/C/I
Follow-up calling strategy (evenings/weekends, SMS)	R/A/C/I	R/A/C/I	R/A/C/I	R/A/C/I	R/A/C/I
Public outputs (playbook/reporting) approvals	R/A/C/I	R/A/C/I	R/A/C/I	R/A/C/I	R/A/C/I

Template 12 — Minimal Comparable Dataset (data dictionary)

Purpose: Define a small, consistent dataset that supports replication, comparison, and decision-making.

Complete this table, then use it to build your paper or digital data collection tool.

Field name	Definition	Type	Allowed values	Collected when	Notes
participant_code	Pseudonymised unique identifier	Text	Unique	Consent/ID	Never store names in analytic dataset
camp_id	Camp/site identifier	Text	Site list	All forms	
date	Date of assessment	Date	YYYY-MM-DD	All forms	
age	Age in years	Number	12–79	Screening	If 12–17, guardian contact required for follow-up
sex	Sex/gender	Category	Female/Male/Other/NA	Screening	
unaided_distance_v	Unaided distance visual acuity	Text/Number	LogMAR or Snellen	Screening	Record format used
unaided_near_va	Unaided near visual acuity	Text/Number	N-scale	Screening	
eligible	Meets inclusion criteria	Yes/No	Y/N	Screening	Inclusion: distance 6/12 or worse OR near N10 or worse; age 12+
order	Testing order	Category	Dot-first / Refraction-first	Protocol 1	Pre-assigned per randomisation schedule
dot_lens_power	Dot Glasses lens power output	Number	As per lens range	Protocol 1	
refraction_rx	Full refraction prescription output	Text	Sphere/cyl/axis if captured	Protocol 1	
dot_time_min	Time to complete Dot method (minutes)	Number	0–60	Protocol 1	

refraction_time_min	Time to complete full refraction (minutes)	Number	0–240	Protocol 1	
aided_distance_va	Corrected distance VA with dispensed glasses	Text/Number	LogMAR or Snellen	Dispensing	
aided_near_va	Corrected near VA with dispensed glasses	Text/Number	N-scale	Dispensing	
dispensed	Glasses dispensed	Yes/No	Y/N	Dispensing	
dispense_timing	When dispensed	Category	Same-day / Collect-later	Dispensing	If collect-later, record reason
referred	Referral issued	Yes/No	Y/N	Referral	
followup_consented	Consent for follow-up (Protocol 2)	Yes/No	Y/N	Exit	Contact info stored separately
followup_complete	Follow-up completed	Yes/No/Partial	Y/N/P	Follow-up	
satisfaction_0_10	Overall satisfaction score	Number	0–10	Follow-up	
usage_frequency	Self-reported usage frequency	Category	Daily/Most days/Sometimes/Not at all	Follow-up	
issues_reported	Issues reported	Text	Free text	Follow-up	Comfort, headaches, durability, mismatch

Template 13 — Risk Register (example)

Purpose: A simple way to manage through early identification, assigning clear ownership, and building mitigation into daily operations.

Risk category	Description	Initial risk	Mitigation (field-tested)	Residual risk	Owner (example)
Clinical accuracy	Incorrect lens prescription	Low	Standardised training + supervision; QA checks	Low	Clinical lead
Participant distress	Distress due to eye test results	Medium	Clear consent framing + advice; stop/withdraw option	Low	Consent lead
Waiting time	Long waits, fatigue	Low	Chairs, shade, hydration; queue management; priority lane	Low	Ops lead
Clinical screening	Missed non-refractive conditions	Medium	Structured screening questions; referral criteria and slips	Low	Clinical lead
Product durability	Breakage during use	Low	Durable frames; replacement guidance; support contact	Low	Product/ops
Field safety	Aggressive/disruptive behaviour	Medium	Experienced teams; escalation protocol; team debriefs	Low	Field coordinator