

## EYESIGHT TEST/LENSES CLAIM FORM

Please complete and return this form to the HR reception desk in person with your LSE staff card and relevant receipts. The HR Division is located on the 5th Floor of the Lionel Robbins Building, Houghton Street, London, WC2A 2AE.

### 1) To be completed by Optician

(a) I can confirm that an eye examination has been carried out following the recommendation of the Association of Optometrists<sup>1</sup>

(b) I have found that correction of sight when using a display screen, or middle distance glasses is necessary / unnecessary (*please delete as appropriate*).

Full Name of optician: .....

Signature of optician: ..... Date: .....

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### 2) To be completed by LSE employee

I attach a receipt for the eyesight test and/or corrective lenses and glasses.

**Please print clearly**

First Name:..... Surname: .....

Department: .....

Signature:..... Date: .....

Price paid for corrective VDU lenses: .....

Price paid for eyesight test: .....

*Claimants will be reimbursed to the maximum of £60.00 (GBP) for the necessary cost of VDU lenses and up to the maximum of £10.00 (GBP) for the incurred cost of an eye examination. All payments will be made via bank transfer.*

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1 Guidance to practitioners on visual standards for VDU users as recommended by the Association of Optometrists:

The test should check the following:

the ability to read N6 throughout the range 70-33 cm with adequate visual acuity for any task undertaken at greater distance, if this is an integral part of the work:

- the ability to read N6 throughout the range 70-33 cm with adequate visual acuity for any task undertaken at greater distance, if this is an integral part of the work;
- well established monocular or good binocular vision. Phorias at working distances should be corrected unless well compensated or deep suppression is present;
- no central (20degrees) field defects in the dominant eye;
- near point of convergence normal;
- clear ocular media checked by ophthalmoscopy

*The above guidance is intended to increase the level of operator comfort and efficiency. It is not a set of inflexible criteria and should not be used to exclude persons from working with VDU's.*