

Display Screen Eye Examination Form



Version No: Rev 1

August 2010

Terms and Conditions	
Who is entitled to a DSE Eye Test	
<ul style="list-style-type: none"> All full time employees who are a regular user of a DSE (someone who uses a DSE for continuous periods of more than one hour a day) is entitled to, but are not obliged, to undergo a DSE eye examination every two years. 	
Who covers the Cost of the DSE Eye Test?	
<p>The cost of the Eye test will be paid for by IT Sligo, except where there may be a social welfare entitlement. The following conditions must be adhered to by the employee</p> <ul style="list-style-type: none"> You must use the college appointed optician which is Mc Partlan Opticians, Market Cross, Sligo 071 9138775 The maximum cost covered by IT Sligo will be €20 	
What if I need specific glasses to conduct DSE work?	
<ol style="list-style-type: none"> Where eye tests carried out optometrist reveal that particular lenses are required for DSE work, the costs of minimum requirement frames and lenses will be borne by the employer, taking account of any social welfare entitlement that might apply. Where an employee already wears glasses to correct a visual defect (normal corrective appliances), and routine change of lenses arises, if these glasses are adequate also for VDU work, the employer is not liable as regards meeting the cost. <p>The following conditions must be adhered to by the employee</p> <ul style="list-style-type: none"> You must use the college appointed optician which is Mc Partlan Opticians, Market Cross, Sligo 071 9138775 The maximum cost covered by IT Sligo for the provision of DSE minimum requirement frames and lenses will be €100 If you wish to purchase glasses above the value of €100 then you must cover this additional cost 	
Organising a DSE Eye Test	
<ul style="list-style-type: none"> You must organize an appointment directly with Mc Partlan Opticians and inform them you are an IT Sligo employee. On the day of the test please bring a copy of this form with you to Mc Partlan Opticians. 	
Payment	
<ul style="list-style-type: none"> The cost of the eye test and DSE glasses (if required) shall be met by the employee's school or function area You can pay for your test by using your school or function area purchasing (VISA) card or You should pay the opticians directly and claim the cost back through the expenses claim system In both cases please submit a signed copy of this form to your School Secretary as proof of purchase 	
To be Completed by Optometrist on Day of Test	
Employee Name	
School or Department	
Date of Eye Examination	
I have completed a DSE Eye Examination on the above named Person (Value €20)	<input type="checkbox"/>
<i>Having regard to the standards recommended for DSE operation I find as follows (Tick one ✓).</i>	
No special prescription is required specifically for DSE use	<input type="checkbox"/>
A special prescription is required specifically for DSE use (Maximum Value €100)	<input type="checkbox"/>
Optometrists Signature	STAMP
Date	