



All India Ophthalmological Society

AIOS Secretariat : Lalita Girdhar Building, 3rd Floor, P.D. Hinduja National Hospital & MRC, Veer Savarkar Marg, Mahim, Mumbai -400016 (India) Tel: 022/24447165 / 011-26588327 / 9987315599; Email : aiosoffice@yahoo.com, Secretary@aios.org

AIOS Headquarters: 8A, Karkardooma Institutional Area, Near Deepak Memorial Hospital, Karkardooma, Delhi-110092 (India) Tel : 011-22373701 - 05

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is made and entered BY and BETWEEN All India Ophthalmological Society having its registered office at 8A Karkardooma Industrial Area, Near Deepak Memorial Hospital, Karkardooma, Delhi 110092 (India), represented by its President, Dr. Debashis Bhattacharya (hereinafter referred to as “AIOS”) of the first part;

AND ___AIOS member_____ Life

Membership No. _____ of the second part.

1. PREAMBLE.

AIOS and _Dr. _____ are desirous of collaborating with each other for undertaking the ‘Awareness and screening clinic for diabetes and diabetic retinopathy’ (Diabetes Eye Screening Clinic- DES Clinic)

2. DURATION OF THE MOU.

This MOU is for a period of one fortnight (10 - 25th November 2015) and extendable for further period as per mutual agreement between the parties.

3. GUIDELINES FOR CONDUCTING DIABETES EYE SCREENING (DES) CLINICS.

- I. AIOS member should ensure to display at least one banner/standee with AIOS logo and the slogan “Diabetes Eye Screening Clinic- an AIOS initiative” either in English or regional language. AIOS will provide soft copy of the banner to respective members/organizations, on request. The size of the logo and font size should be kept as per the specifications of AIOS. Each banner may have the additional logo of any other supporting agency. However, in all cases, the sponsor logo and font size should not exceed that of AIOS.
- II. The preferable duration of the clinic will be at least one day (between 14th and 20th November 2015); however it may be kept for more number of days as per the request of the AIOS /member doing the DESC. The model case sheet (Form I) MUST be filled completely for each patient visiting the clinic. Electronic filling in is preferred.
- III. Each DESC must have the presence of at least one AIOS member ophthalmologist for the entire duration of the clinic, unless technicians with fundus cameras (mydriatic or non mydriatic) are kept and the trained ophthalmologist is sitting in a different place and commenting on each photograph sent to him by internet or similar means.
- IV. If the non-mydriatic fundus camera is not available then each eye should be examined with dilated pupils – either with ophthalmoscope or with 90 D lenses or similar on slit lamp.



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- V. Blood sugar and BP testing is to be encouraged along with lecture on diabetic diet, exercise and general precautions by counselors, physicians, where feasible.
- VI. The clinic may be held in easily accessible places like school, park or community halls with arrangement of dark room or in a free eye hospital/general hospital. **It can also be held in a clinic or institute of an AIOS member.** The NGO/AIOS member/Group of AIOS members must ensure availability of vision testing equipment, slit lamps, ophthalmoscopes in sufficient quantity for the duration of the DESC.
- VII. Any AIOS member/groups of AIOS members from the same geographical area/city or district or state ophthalmic societies or NGOs (with involvement of at least one AIOS member) can volunteer to organize these clinics. This year the IMA has promised all help, hence involving the local IMA is recommended. However, the AIOS member who signs this MOU is responsible for all NGOs etc working with him/her following all rules laid down in this MOU
- VIII. AIOS members or NGOs are encouraged to self sponsor these clinics or obtain sponsorship from local well wishers or philanthropists or NGOs.
- IX. Any patients requiring further treatment detected at the clinic like cataract surgery or laser photocoagulation or intravitreal injections etc should be given letters of recommendation to the nearest government or NGO centre where such facilities are available free or at minimum cost. A user fee, not exceeding Rs.50/- per patient can be charged at the camps for issuing case paper. The patient is at liberty to follow the advice given in writing or go to a centre of his choice for the treatment.
- X. The AIOS member signing this MOU will provide written reports of the DESC within one month of the clinic, mentioning about the number of patients screened, and patients referred for treatment. The AIOS member will also maintain the records of the patients who attended the clinic and those referred. A copy of the case sheet signed by each patient (Form I) **MUST** be sent to AIOS HQ by courier or scanned and sent electronically within a month of closure of the clinic. In case form I is in electronic format, each patient's consent to use the data for research must be taken on a separate paper.

4. FUNDING

AIOS members will be given a token amount of up to Rs.5000/- by AIOS for conducting clinic if done in rural areas, upon request provided they are not able to arrange any support / sponsorship from any other NGOs. The member should submit utilization certificate for the expenses within one month of the clinic, to avail these funds.

7. SEAL OF PARTIES

In witness whereof the parties hereto have signed their MoU on the day, month and year mentioned hereinabove.



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Parties

On behalf of AIOS

Dr. _____

Life membership Number

Signature _____

Signature _____

*** All members desirous of undertaking a clinic must fill in the MoU completely and send it to the AIOS secretariat by courier or scanned completed and signed copy by email, latest by 31st October 2015. MOU and Form I are also available at AIOS website, www.aios.org and can be downloaded.**