



**CARIBBEAN COUNCIL FOR THE BLIND  
&  
THE FOUNDATION FOR EYE CARE IN THE CARIBBEAN**

**PURPOSE**

**"Preventing blindness and visual impairment; while restoring sight and creating opportunities for persons whose sight cannot be restored."**

**REGIONAL TRAINING COURSE  
FOR  
ADJUSTMENT TO BLINDNESS INSTRUCTORS/TECHNICIANS  
(REHABILITATION FIELD OFFICERS)**

**COURSE GUIDELINES**

**1. OBJECTIVES OF THE PROGRAMME:**

- 1.1 The delivery of adjustment to blindness (rehabilitation) services to persons who are blind or visually impaired, in their homes, communities and places of academic, vocational or recreational activities.**
- 1.2 Creation of awareness of the special circumstances of persons who are blind or visually impaired by their families and communities, thereby enlisting their understanding and possible direct support for the inclusion of persons who are blind in all normal family, Community and National activities.**
- 1.3 Establishment of the foundation for the creation of a recognized profession known as Adjustment to Blindness Instructors or Technicians.**

**2. STUDENT/TRAINEE ADJUSTMENT TO BLINDNESS INSTRUCTORS OR TECHNICIANS (REHABILITATION FIELD OFFICERS):**

- 2.1 In general terms, persons participating in the Council's Regional Training Programme for Adjustment to Blindness Instructors/Technicians (Rehabilitation Field Officers) are embarking upon a process, which should lead to the establishment of a Regional Profession, focussing on the rehabilitation of persons who are blind or visually impaired.**
- 2.2 Trainee Adjustment to Blindness Instructors or Technicians (Rehabilitation Field Officers) are drawn from different Organizations, Professions, and Career paths. In general, they come from Non-Government Organizations working with the blind and visually impaired across the Caribbean, Ministries of Government, such as Social Services, Social Welfare, Community Development and sometimes, Ministries of Health and Education.**

**3. GENERAL REQUIREMENTS:**

**Candidates invited to train as Adjustment to Blindness Instructors/Technicians (Rehabilitation Field Officers) must normally:**

- 3.1 Be between the ages of 25 and 45 in the current year.**
- 3.2 Have completed a Secondary Education, including three GCE O'Levels/CXC's with English or is literate and have served in direct contact with blind and visually impaired persons for three (3) or more years, continuously.**
- 3.3 Candidates who do not comply with these specifications may have to be defended by their sponsoring Agency.**
- 3.4 All Candidates must submit the following to the Council as part of their applications:**

**3.4.1 An updated Resume'.**

**3.4.2 A Medical Certificate of fitness (not more than 30 days old).**

**3.4.3 An essay not exceeding 260 words attesting to the Candidate's interest in work with and for blind persons, and written in the candidate's hand-writing.**

**3.4.4 A letter of support/commendation from the Organization/Head of Agency which will employ the successful Trainee.**

**3.4.5 A signed copy of these Guidelines, including specimen signatures at the end of each page.**

#### **4. COURSE MATERIALS/RESOURCE MATERIALS:**

**4.1 Resource Persons are expected to be guided by the objectives and topics set forth in the Course Outline.**

**4.2 Resource Persons are expected to develop or prescribe required Course Materials and make the required material list available to the Council's Secretariat at least ten (10) days before the anticipated beginning of the entire Course.**

**4.3 Course Materials may include:**

**4.3.1 Handouts (developed by Resource Persons or extracted from published materials).**

**4.3.2 Instructional Aids, which can reasonably be prepared by Trainees, should be handled as such.**

**The Secretariat assumes responsibility for the procurement of VCR and Screen, Flip Charts, Projectors, White Canes, Text-books and Text Extracts requested by Resource Persons, etc., (where appropriate and required).**

#### **5. TRANSPORTATION:**

**5.1 The Nominating Agency is required to assume responsibility for round trip air travel for each of their Candidate(s).**

**5.2 Ground transportation in the country of training will be included in Trainee's stipend and professional payments to Resource Persons.**

#### **6. ACCOMMODATION AND SUBSISTENCE:**

**6.1 Normally, Council makes accommodation arrangements in the Country of training, and provides for the payment of such costs.**

**6.2 For the ..... Training Programme, Trainees will reside at Hotel/Guest House/Facility to be named.**

**6.3 Accommodation will be on a double-occupancy basis.**

**6.4 Accommodation arrangements include: towels, toiletries, and fresh bed linen. However, Candidates may wish to travel with additional sleeping gear, including blankets and sheets, if they so desire.**

**6.5 Although Trainees will be provided with a small stipend, (budgeted to include personal consumables such as soap, toothpaste, etc), it is recommended that they travel with an initial supply.**

#### **6.6 EATING ARRANGEMENTS:**

**Trainees will be provided with a monthly stipend (amount to be determined) to cover meals, ground transportation, departure taxes and discretionary expenditures.**

#### **6.7 LAUNDRY FACILITIES:**

**Trainees will be informed of arrangements for this activity, as soon as the accommodation has been identified.**

### **7. HEALTH CARE:**

**7.1 Persons with Chronic ailments and/or recurring illnesses should advise the Council of such circumstances, so that a judgement can be made regarding their suitability for the Programme.**

**7.2 All applicants must include a Certificate of Fitness with their resume; Candidates must be aware that they will be required to live away from regular home-comforts for eight (8) weeks, and as such, their medical circumstances should be able to cope with such rigours.**

**The Training Programme will meet the cost of emergency medical care involving visitation to the Doctor and filling of prescription. Where the National Health Service of ..... (country where training is taking place) does not provide for Universal Hospital and Surgical Care, Trainees will be repatriated to their national environment for the necessary treatment.**

### **8. ATTIRE:**

**8.1 Council has not yet been converted to the principle of uniforms for all occasions, so we are suggesting that you wear as you will, bearing in mind the fact that .....(country)is usually very hot during the Summer.**

**8.2 In terms of foot-wear, please note that upwards of two hundred (200) hours of your training-time**

will be spent on your feet. This will include visiting your clients and using the Public Transportation System.

**9. SPECIAL NOTE:**

In making up your mind to accept your nomination as a Candidate to be trained as an Adjustment to Blindness Instructor/Technician (Rehabilitation Field Officer), please be reminded that eighty (80%) of your work time (upon your return from Training) will be spent in the field working with blind persons and their families and communities - including in their homes and local environment. Recurring ailments: backaches, hypertension, chronic diabetes, heart ailments, epilepsy and ambulatory problems (to name a few) are serious impediments, therefore, persons affected by these conditions should defer their interest.

**10. COURSE DURATION AND COMPONENT:**

**10.1 Anticipated start/date:**

All things being equal, the ..... Regional Training Programme for Adjustment to Blindness Instructors/Technicians (Rehabilitation Field Officers) will begin on .....

**10.2 Estimated Duration:**

It is anticipated that the Course will be spread as follows:

- Eight (8) weeks of continuous Theory and Practice in .....: from .....(date) to .....(date).
- Three(3) months of in-country Practicum, under the supervision of an Agency or Department Head or experienced Adjustment to Blindness Instructor (Rehabilitation Field Officer) in the Trainee's country of residence (from .....to .....).
- Trainee's Practicum Evaluation Forms to be completed and returned to Council's Secretariat by .....(date).
- Evaluation and Certification of Trainees who have completed the Programme satisfactorily - to be accomplished by .....(date).

This is to certify that I have read the above Guidelines and am willing to be guided by them.

NAME OF TRAINEE/TUTOR:.....

SIGNATURE: ..... DATE:.....

NAME OF WITNESS:.....DATE:.....

SIGNATURE:.....DATE:.....