**3a. Facilitator’s Guide for Photo Taking Training**

This document is one component of a larger resource package titled *Photographing Eyelids Before and After Trachomatous Trichiasis (TT) Surgery*.

**Introduction**

This Facilitator’s Guide is designed to assist the person(s) responsible for training the surgeons, members of the surgical team, or other designated people to take pre- and post-operative photos of eyelids of people presenting for trichiasis surgery. The training presents the objectives of the photo taking activity, the equipment needed, and how to take quality photos.

This guide should be used with the accompanying PowerPoint (PPT) slide deck titled **3b. Photo Taking Training**. The guide consists of the following sessions:

* Pre-Training Session: Logistics Planning
* Session 1: Introduction to Photo Taking
* Session 2: Overview of Equipment and Schedule
* Session 3: Operating the Camera
* Session 4: Taking Photos of the Eye
* Session 5: Practice – Evaluating Photos
* Session 6: Logistics Discussion
* Session 7: Additional Practice Taking Photos

**Pre-Training Session: Logistics Planning**

**Session Summary**: This session presents the various logistical decisions that must be made to begin taking photos of the eye affected by trichiasis. The logistics discussion may include additional staff who support and organize in-country activities as needed, even if those individuals are not participating in the subsequent training sessions described below.

**Objective**: To make the necessary logistical decisions to begin photo taking, which will be jointly discussed with training participants during *Session 6: Logistics Discussion*.

**Time:** 45 minutes

**Materials:** None needed

**Process:** Guide the group in discussing the logistics required to implement photo taking. By the end of the logistics discussion, the following key questions should be answered:

* At what time points (Day 0, Day 1, Day 7-14, 3-6 months) will photos be taken?
* What proportion of operated cases are targeted for photo taking?
* What phone(s) will be used to take photos? If it is necessary to purchase new phones, organizers will need to conduct market research to identify a phone with a high-quality camera that is available in the country where the activity is taking place.
* Who will be taking the photos?
	+ Who will be supervising the taking of photos?
	+ Do photo takers or their supervisors need any additional training?
	+ How will the activity be explained to staff, people receiving surgery, and others at the surgery site so they understand what is happening, especially if someone other than the operating surgeon is taking the photo?
* What process will be used to track people over time across photos (e.g., ID card, paper-based or mobile application, etc.)?
* How will photos be stored, organized, and transmitted to those reviewing and analyzing them?
* Through what process will individuals give consent specifically to be photographed? How will the consent process be structured in a way that it is clear individuals do not need to agree to be photographed in order to receive surgery?
* What steps will be taken to safeguard photographed cases’ privacy and security?
* How will the equipment (phones, chargers, etc.) be stored, distributed, and tracked for inventory purposes?

**Session 1: Introduction to Photo Taking**

**Session Summary**: This session introduces the concept of photo taking and the objectives and the justification for this activity. The session presents the overall format of the training, the global context of increasing quality of surgery, and how photo taking can assist in increasing quality. This session is designed to be interactive, encourage participant input, and set the tone for the training to be an interactive one.

**Objectives:**

1. To present the global challenge of ensuring quality surgical outcomes for trichiasis surgery
2. To discuss how post-operative photos may assist in meeting the challenge
3. To present the process of photo taking
4. To discuss immediate reactions to the activity

**Time:** 1 hour

**Materials**: Computer, projector, flip-chart paper, and markers

**Process**:

1. Present slide 1.1. (included in **3b. Photo Taking Training**), which introduces how the training will be conducted.
2. Present slide 1.2. indicating that these are global data and not necessarily reflective of their individual country.
3. Ask the participants if they have seen problems with quality in their national program and, if so, what problems. Note responses on the flip chart.
4. Ask the participants to draw on their own experiences to suggest factors that contribute to having good surgical results. Note the responses on flip chart paper.
5. Present slide 1.3. on quality trichiasis surgery and the factors determining quality. Introduce it by saying it represents the results of a Global Scientific Meeting (the report cover is shown on the slide).
6. Introduce the basics of the photo taking activity that are presented in slide 1.4:
	1. A pre-operative photo is taken
	2. A photo is taken immediately post-op before bandaging
	3. Subsequent photos can be taken at Day 1 and Day 7
	4. A photo is taken during the 3-6 month follow-up
7. Explain the additional time points when photos can be taken that are presented in slide 1.5
8. Divide the participants into groups of three.
9. Ask each group to discuss how they think this activity can contribute to quality outcomes.
10. After 10-15 minutes, ask the groups to come back together and share their responses. Note the groups’ results on flip chart paper.
11. With each response, probe for additional detail of each point brought up.
12. Present slide 1.6., listing the various possibilities and describing in detail how each would contribute to quality. Refer to other responses provided by the participants that are not included on the slide.
13. Ask the participants what their initial reactions are. Note their responses on flip chart paper.
14. Conduct a discussion on the reactions, flagging potential problems and asking for potential solutions.
15. In summing up this session, present slide 1.7. that states the objectives of photo taking. Discuss as needed.

**Session 2: Overview of Equipment and Schedule**

**Session Summary**: This session introduces the participants to the necessary equipment needed and restates in more detail the schedule for photo taking.

**Objectives:**

1. To list the equipment/materials needed for this activity
2. To state the points at which photos are taken

**Time:** 30 minutes

**Materials**: Camera, charger, adapter (if needed), and power bank

**Process**:

1. Present slide 2.1., identifying the camera that has been chosen for use during the activity. List the reasons this particular camera has been chosen.

*The specific camera model will depend on what activity organizers have selected.*

* 1. High-quality camera
	2. Relatively inexpensive
	3. Phone is easier to use and transport than a large camera
1. Indicate that a charger and power bank is included and should be kept with the phone at all times.
2. Show slide 2.2., which displays the recommended photo taking schedule.
3. Ensure the participants understand what is meant by Day 0, Day 1, and Day 7-14.
4. Indicate that the most important photos are:
	1. Pre-op photo
	2. Immediate Post-op photo
	3. 3-6 month photo

**Session 3: Operating the Camera**

**Session Summary**: This session addresses the operation of the camera that will be used for pre- and post-operative photography. It presents the various functions of the camera and how to use them to achieve a high-quality photo. It also provides the participants with practice using the camera.

**Objective:**

1. To familiarize the participants with the use of the camera
2. To prepare the participants to take high-quality photos

**Time:** 45 minutes

**Materials**: At least 1 camera for every 3 participants and chargers, adapters, and/or power banks as needed.

**Process**:

1. Divide the participants into groups so each group has one camera to practice with. Ideally there should be at least one camera for every three participants.
2. Proceed with slides 3.1-3.5, providing each individual in each group adequate time to replicate each step.
3. Ask the participants to take a photo of an eye of each member of their group.
4. Proceed to slide 3.6 to discuss the need to review each photo taken. Ask the participants to review the results of their photos, reporting on how well they came out.
5. Allow the participants 15 minutes to work with the camera and practice the various functions.
6. Ask the participants if they have any questions concerning how the camera works, including how to view photos already taken.
7. Conclude the session with slide 3.7, reminding participants that it is important to manage the phone carefully and always bring its accompanying charger and power bank.

**Session 4: Taking Photos of the Eye**

**Session Summary**: This session introduces the participants to how to take the various photos necessary for this activity. The focus of the pre- and post-op photos must be on the eyelid margin. If the designated photographers are not trichiasis surgeons, the facilitator must ensure that by the end of the session the participants are familiar with the eyelid margin, which is the portion of the eyelid located at the edge of the eyelid, up to the eyelash line. The PPT slides for this session (included in **3b. Photo Taking Training**) repeatedly emphasize the margin, but it is important to verify that participants understand what is meant. The session includes a review of example slides that highlight what constitutes a good photo and a bad photo.

**Objective:**

1. To identify the criteria each photo needs to meet to be useful to the program
2. Toensure that the participants can take photos with sufficient quality for the surgical results to be analyzed
3. To expose the participants to the qualities of a useful photo and ones that should be retaken

**Time:** 90 minutes

**Materials**: Projector, computer, and at least 1 camera for every 3 participants

**Process**:

1. Showing slide 4.1., advise the participants that all photos of the eyelid must clearly focus on the eyelid margin.
2. Inform the participants that the eyelid margin is the part of the eye that will show whether there is trichiasis and that will best show the characteristics of surgery most clearly linked with the quality of the surgery.
3. State that the first photo to be taken is of the eye with trichiasis before surgery.
4. Present slide 4.2. and describe the steps to take that will help ensure a good photo.
5. Divide the participants into groups of 2-3 and instruct the participants to practice taking a photo of their group members following the instructions provided in Slide 4.3. Emphasize the following points and, as needed, distribute copies of **4. Field Guide for Taking High-Quality Photos** for reference:
	1. Confirm that the camera functions are set: zoom, flash, focus circle, and portrait mode.
	2. Ask the person to look up.
	3. Position the camera 20-30 centimeters from the eye (a string cut to 25 centimeters may help gauge the distance).
	4. Find the angle that best shows the margin of the eyelid (the photographer may need to kneel, especially if the person is seated).
6. Allow 10 minutes for the participants to experiment with the photo taking before bringing them back into plenary.
7. In plenary, ask the participants about a) the results of their photos and b) any problems they encountered.
8. Inform the participants that the critical aspects of the photo are a) the margin of eyelid and b) the lashes that are touching the globe of the eye.
9. Move ahead to slide 4.4., which contains examples of good photos, and remind the participants that it is important that:
	1. There is good light.
	2. The photo will be of higher quality when the person being photographed remains still; asking him/her to sit down will help keep them from moving. It may be useful to position the chair against a wall so people can rest their heads on the wall while sitting.
	3. If a chair is not available, ask the person to stand against a wall.
10. Let the participants know this will be the procedure for all ensuing photos except for the immediate post-op photo, which will be taken while the person is on the operating table.
11. Present the next slide (4.5.), emphasizing that the eye needs to be in the center of the photo.
12. Make sure that all the participants are aware of where the margin of the eye is located.
13. Review the two photos on the right of slide 4.5 (Photos B-C), asking the participants why these photos are not suitable.
	1. Photo B is blurry and is of both eyes.
	2. Photo C is too far away and the trichiasis is not visible.
14. In viewing slide 4.6., again ask the participants the difference between Photo A and Photos B-C.
	1. Photo B in the center is too far away.
	2. Photo C right does not clearly show the eyelid margin.
15. Slide 4.7. demonstrates that in the case of focal trichiasis (where only one section of the eyelid has eyelashes touching the globe), it is important to make sure that the lashes are clearly visible in the photo.
16. The following photo (Slide 4.8.) is a good example showing that the lashes are clearly visible.
17. Present the next four slides (4.9. – 4.12.), emphasizing the need to have the person looking up and for the photo to be taken at an upward angle and show the entire eyelid margin. Ensure the participants can see the difference between the pairs of eyes in each photo.
18. In slide 4.13., reinforce the need to capture the eyelashes that are touching the eyeball.
19. Present the next slide (4.14.), emphasizing that the participants should review the photo immediately after taking it to make sure that it clearly shows the eyelashes touching the globe and the margin of the eyelid and, if not, to retake the photo.
20. Present slide 4.15., indicating that this is a good quality photo.
21. Present slide 4.16, informing participants that once the pre-op photo is taken, the next photo taken will be immediately after surgery. Emphasize that the margin and eyelashes are of greatest importance – not the sutures.
22. Present slide 4.17 and highlight the information listed there. Note that the difference between the pre and post-op photography is that the post-op photo should be taken while the person is still on the operating table and before the eye is bandaged. As with the pre-op photo of the eye, this needs to be done with minimal interruption to the flow in the operating room. Working with the surgical team to make the photography part of the flow will take practice and requires a consensus among all the actors that this activity is worth the effort.
23. Summarize the key points that are listed in this last slide (4.18) as to what constitutes a good photo:
	1. Good light
	2. The eye is at the center of the photo.
	3. Clear focus
	4. The photo shows the margin of the eye and the lashes that are touching the globe.
24. Stress the need to retake the photo if:
	1. The person blinks while the photo is being taken.
	2. The light is not good.
	3. The focus is blurry.
	4. The focus is not on the eyelid margin.
	5. You cannot see the trichiasis in the operated eye.

**Session 5: Practice – Evaluating Photos**

**Session Summary**: This session presents a set of pre- and post-operative photos and asks the participants to decide whether the photo is useable and, if not, why. The session is designed for participants to work in pairs to allow for sharing of ideas and for learning from each other. The facilitator has the option to do this in plenary.

**Objectives:**

1. To assist the participants to critically decide which photos can be used and which ones need to be retaken
2. To allow the participants to identify the reasons for needing to retake a photo

**Time:** 45 minutes

**Materials**: Computer, projector, practice photo review sheet (a sample, *Practice Photo Review Sheet*, is provided at the end of this guide)

**Process**:

1. Divide the participants into pairs.
2. Provide each pair with a score sheet.
3. Explain to the participants that a series of photos will be presented.
4. Each pair will need to discuss among themselves and decide if the photo is of good quality or poor quality.
	1. If good quality, simply check the box in the “Useful” column.
	2. If poor quality, check the box under the “Not useful” column.
	3. If poor quality, write the reason(s) in the last column.
5. Present the slides, leaving sufficient time between each slide for groups to discuss and respond on the answer sheet. (1-2 minutes per slide).
6. Present the slides once again and ask the participants what response they gave.
7. If responses differ among pairs, ask each pair to state why they responded as they did, highlighting the various features of the eye in the photo.
8. Once all example photos have been discussed, recap the key aspects of a good photo, referencing the key points on the three summary slides at the end of the session.
9. Close the session by asking if anyone still has any doubts; address those doubts as needed.

**Session 6: Logistics Discussion**

**Session Summary**: This session presents the various logistical decisions that were tentatively reached in the pre-training planning session described above (*Pre-Training Session: Logistics Planning*). The decisions should be reviewed and discussed with training participants, with participants given the opportunity to provide feedback. The session concludes once consensus is reached on how to logistically proceed.

**Objective**: To make the necessary logistical decisions to begin photo taking

**Time:** 45 minutes

**Materials:** Notes from the *Pre-Training Session: Logistics Planning* discussion

**Session 7: Additional Practice Taking Photos**

**Session Summary**: Participants are given additional time to practice taking photos. The facilitator moves among the participants as they practice, providing feedback and guidance as needed. If cameras are being shared among multiple participants, participants can still remain engaged when not taking photos by observing their colleagues and offering suggestions and feedback.

**Objective**: To teach the participants to take high-quality photos

**Time:** 45 minutes

**Materials:** At least 1 camera for every 3 participants

**Attachments**

* *Practice Photo Review Sheet* (used during Session 5: Practice – Evaluating Photos)

**Practice Photo Review Sheet**

|  |  |  |
| --- | --- | --- |
| Photo Number | Based on the photo quality, is the photo useful or not useful? (check one) | Reason(s) it is not useful |
| Useful | Not Useful |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |
| 15 |  |  |  |