



JOB DESCRIPTION

- POSITION:** Certified Ophthalmic Assistant
- DEPARTMENT:** Clinical
- REPORTS TO:** Lead Ophthalmic Technician/Office Manager
- JOB SUMMARY:** This individual is responsible for performing an extensive number of data-collection functions, as delegated by the physician, to allow for proper, professional diagnosis of patients' conditions.

EDUCATION AND EXPERIENCE:

1. High school diploma, some college preferred.
2. Two-years experience as an Ophthalmic Assistant.
3. Valid proof of certification as an Ophthalmic Assistant.
4. Valid CPR certification.

ESSENTIAL SKILLS AND ABILITIES:

1. Strong communication and interpersonal skills.
2. Ophthalmic Assistant skills as outlined by the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO).
3. Empathetic personality giving attention to patient's needs and concerns.
4. Strong organizational skills with attention to detail.
5. Ability to work as a team member.
6. Computer literacy.

RESPONSIBILITIES:

1. Communication & Patient Care

- a. Interacts with all patients using the level of respect and professionalism required by this practice.
- b. Obtains patient history, to include chief complaint, history of present illness, past history (ocular and general), family history (ocular and general), and history of allergies and medications.
- c. Performs duties consistent with ophthalmic writer/scribe.
- d. Performs accurate and consistent documentation and measurement tasks to include:
 - Visual acuity
 - Manual lensometry

- Confrontational visual fields
- Stereopsis
- Motility
- Pupillary function
- Color Plates
- Applanation tonometry
- Humphrey Visual Field

2. Instrument Maintenance

- a. Troubleshoots instrument repairs as necessary.
 - Replaces bulbs.
 - Checks connections.
 - Reports continued difficulty to Lead Ophthalmic Technician.

3. Triage

- a. Determines which patient should be taken next from the waiting room to have testing initiated.
- b. Escorts patients from the waiting room for the data collection.
- c. Following testing, advises as to who will see them next and makes them comfortable during the wait.
- d. Maintains a smooth flow of patients to the physician, altering the test sequence as required.
- e. Escorts patients from the clinical area to the check-out station or optical dispensary, when necessary.

4. Screenings

- a. Assists in screenings as needed.

5. Administrative

- a. Seeks advice from more senior staff as necessary, never performing beyond capabilities.
- b. Maintains stock levels and cleanliness of exam lanes.
- c. Confirms patients' appointments by phone two business days in advance.
- d. Performs other duties, as required.