



JOB DESCRIPTION

- POSITION:** Ophthalmic Technician- non certified
- DEPARTMENT:** Clinical
- REPORT 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.

ESSENTIAL SKILLS AND ABILITIES:

1. Demonstrated, advanced comprehension of the ophthalmic assistant skills as outlined by the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO).
2. Basic understanding of optics and the ability to perform refractometry.
3. Strong communication and interpersonal skills.
4. Empathetic personality with concern for patients' needs.
5. Strong organization with attention to detail.
6. Ability to work as a team member.
7. Demonstrated comprehension of the principles of optics, refraction, and contact lenses.
8. Demonstrated ability to perform comprehensive work ups on three patients per hour.
9. Demonstrated computer literacy.

RESPONSIBILITIES:

1. **Communication and Patient Care**
 - a. Acquaints all new patients with office procedures to which they will be exposed.
 - b. Informs patients of the purpose of all tests personally performed, and how the patient will be affected during the tests.
 - c. 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.

- d. Performs accurate and consistent documentation and measurement tasks to include:
 - Visual acuity
 - Manual lensometry
 - Confrontational visual fields
 - Stereo testing
 - Evaluation of motility
 - Pupillary function tests
 - Color plates
 - Applanation tonometry
 - Refractometry
 - Angle assessment
 - Dilation of pupils
 - Contact lens evaluations
 - Visual field testing
 - Optic nerve scanning (i.e. OCT, HRT, GDx)
 - Pachymetry
 - Corneal topography
 - Other tasks specific to the physician's needs as a result of new technologies
- e. Provides back-up to the ophthalmic photographer regarding fundus, exterior and anterior segment photographs.
- f. Performs duties consistent with ophthalmic writer/scribe.
- g. Assists physician with laser procedures.
- h. Assists physician with minor surgery, maintaining practice standards of sterile technique and infection control.

2. Triage

- a. Determines which patient should be taken next from the waiting room to have testing initiated.
- b. Escorts all patients from the waiting room for data collection.
- c. Advises patients as to who will see them following testing and makes patients comfortable during wait.
- d. Maintains a smooth flow of patients to the physician, altering the test sequence as required.
- e. Provides telephone support regarding ocular emergencies, prescription refills, and patient care questions.
- f. Communicates with reception to facilitate proper patient flow.

3. Instrument Maintenance

- a. Troubleshoots instruments as necessary.
- b. Replaces bulbs.
- c. Checks connections.
- d. Performs archiving functions according to manufacturer recommendations.
- e. Performs autoclaving and maintenance of instrument sterility.
- f. Reports continued difficulty to Lead Ophthalmic Technician.

4. Administrative

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