



OPHTHALMIC TECHNICIAN JOB DESCRIPTION

POSITION:	Ophthalmic Technician
DEPARTMENT:	Clinic
REPORTS TO:	Clinic Floor Supervisor
JOB SUMMARY:	Responsible for performing an extensive number of data collection functions, as delegated by the physician, to allow for proper professional diagnosis of the patients condition
QUALIFICATIONS:	Highschool diploma; some college preferred Two to five years medical office experience preferred COA or higher certification a plus

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. Has a 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 independently and together 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: Demonstrate the ability to perform and complete the following skills pertaining to this position. These skills include, but are not limited to:

Mission Statement - At all times, represents the WEC mission by always demonstrating professional and thoughtful behaviors; promoting goodwill, both internally and externally, with an unwavering focus on patient care and exceeding patient expectations.

- **Communication and Patient Care:**
 - Acquaints all patients with office procedures that they will be exposed to
 - Informs patients of the purpose of all tests personally performed and how the patient will be affected during the tests
 - Obtains patient history to include but not limited to the following:
 - Chief complaint
 - History of present illness
 - Past history (ocular + general)
 - Family history (ocular + general)
 - History of allergies and medications
 - Performs accurate + consistent documentation and measurement tasks to include but not limited to the following:
 - Visual acuity
 - Manual lensometry
 - Stereo testing
 - Evaluation of motility
 - Pupillary function tests
 - Color plates
 - Applanation tonometry

- Refractometry
 - 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 physicians needs as a result of new technologies
- Techs to perform all testing-fundus, exterior, anterior segment photographs
- Performs duties consistent with ophthalmic writer/scribe
- Assists physician with minor surgery, maintaining practice standards of sterile technique and infection control
- **Triage**
 - Determines which patient should be taken next from the waiting room to have testing initiated
 - Escorts all patients from the waiting room for data collection
 - Informs patient as to who will see them following testing and ensures patients are comfortable during wait time.
 - Maintains a smooth flow of patients to the physician, altering the test sequence as needed
 - Provides phone support regarding ocular emergencies, prescription refills, and patient care questions
 - Communications with front desk to facilitate proper patient flow
- **Instrument Maintenance**
 - Troubleshoots instruments as necessary
 - Replaces bulbs
 - Checks connections
 - Performs archiving functions according to manufacturer recommendations
 - Performs autoclaving and maintenance of instrument sterility
 - Reports continued difficulty to clinic floor supervisor
- **Administrative**
 - Seeks advice from senior staff as necessary, never performing beyond capabilities, but always working towards increasing capabilities
 - Maintains cleanliness in exam and procedure rooms
 - Maintains backup levels of stock in exam and procedure rooms
 - Performs other duties as required

Adhere to and uphold compliance of all internal practice policies and procedures as required by Williamson Eye Center.

ORGANIZATIONAL POLICIES:

1. **Personal Appearance** - Dresses appropriately for position; keeps self well groomed.
2. **Attendance/Punctuality** - Is consistently at work and on time; ensure work responsibilities are covered when absent; arrives at meetings and appointments on time.
3. **Dependability**- Follows instructions, responds to upper management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate persons with an alternate plan. Travel required with your providers team and as needed for coverage.
4. **Safety and Security**- Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
5. **Physical Demands**- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk to hear. The employee is frequently required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, and taste or smell. The employee is frequently required to sit. The employee must regularly

lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

6. **Work Environment-** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes, or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate
7. **Quality-** Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
8. **Quantity-** Meets productivity standards; completes work in a timely manner; strives to increase productivity.

Print Name

Employee Signature

Clinic Manager (Printed)

Clinic Manager Signature

Date Signed