

Ophthalmic Assistant/Tech

Job Description: List in order of importance.

- Perform clinical duties including patient exams, thorough medical ocular histories, testing vision with the understanding of CPAC, ETDRS, and Snellen, CF, LP/NLP, HM, CVF, mobility, etc.
- Taking patient calls and notating any communication between patient, technician and doctor.
- Checking IOP using all three methods, (Ta, To, Tp).
- Accurately measures blood pressure, pulse rate and respiration. Performs B-scan ultrasounds, OCTs and Visual fields
- Accurately eprescribe medications for doctors approval.
- Have a basic understanding of eye diseases in order to explain to patient and family.
- Completes disability, COB, DMV, any nursing home forms and distributes to corresponding person.
- Keep all rooms stocked with forms, supplies and equipment ready for use.
- Assembles correct laser room set-up for the doctor before various laser treatments.
- Explain and consent patients for in office procedures.
- Set-up for injections, such as IVA, IVL, IVTA, STK.
- Working up post-op patients and give instructions in proper postop care.
- Recognize APDs and understands to call doctor in room to check the degree of the APD if unsure.
- Prepare lid specs for sterilization-on opening and closing the office appropriately including setting up and breaking down examine rooms, completing notations, and performing drug count.
- Able to perform surgical pre-ops as needed including communication between patients, labs and hospitals.
- Assists back office procedure to enhance good patient/doctor workflow.
- Administer blood glucose test and Hemoglobin A1c testing as required.
- Set-up for Photodynamic Therapy (PDT) Lensometry Writing out prescriptions and instructions, calling into pharmacy as needed.
- Provides assistance in all other areas in office when completion of above responsibilities permits to insure smooth operation of the practice.
- Scheduling/rescheduling appointment times due to patient emergencies/conflicts, overdue follow-ups, and no shows.
- Provides assistance to administration in developing, implementing and maintaining office policies and procedures.
- Travel to satellite office as needed.
- Perform other duties as needed or assigned to facilitate quality patient care and efficiency in the office.

Job Experience/Knowledge and Education Level:

Required:

- Associate Degree in health care/biology
- Experience in related area/field

Desired:

- Bachelors degree in Science
- Experience in related healthcare/ science environment

Skills/Behavior Characteristics:

- Flexibility – **High** level required
- Oral Communication - **High** level required
- Written Communication - **High** level required
- Delegation - **Not** required
- Leadership – **Low** level required
- Initiative - **Moderate** level required
- Stress Tolerance - **High** level required
- Sensitivity - **High** level required
- Analytical Skills - **Low** level required
- Judgment - **Moderate** level required
- Planning Organizing – **Moderate** level required
- Morale - **High** level required

Additional Selection Criteria and/or Unusual Working Conditions/Equipment Utilized:

- B-scan, OCT Visual Field
- Tonopen
- ETDS Chart
- Syringes/Needles
- Pneumatonometer
- Blood Glucose Monitor
- Applanation Tonometry

Performance Factors:

- Timeliness in performing patient exams to insure good patient flow.
- Accuracy and patience while performing patient exam.
- Willingness to assist others and perform outside job description.

