

<p style="text-align: center;">Job Description Ophthalmic Technician/Assistant</p>

Job title

Ophthalmic Technician

Reports to

Clinical Manager

Summary of Responsibilities

Responsible for daily patient care and flow of clinic activities. Position requires good understanding of ophthalmic practice and patient care. Knowledge of medical instrumentation and its proper care and usage needed. Ability to assess common safety hazards and take precautions to establish a safe work environment required. Ability to communicate with patients, co-workers and manager is critical. Must be willing to help in all areas and understand the need for efficient use of time.

List of Responsibilities/Duties

- Promptly and professionally assists the doctor in patient care.
- Performing technical workups, patient histories and special testing.
- Communicates with patients regarding follow-up care, surgeries, procedures, changes in schedule, symptoms, surgery scheduling, etc.
- Maintains and cleans all equipment being used. Report to Equipment Coordinator if not in working condition.
- Returning phone calls to patients and pharmacies in a timely manner.
- Assists in minor surgery.
- Efficiently and accurately interview patients and documents histories.
- Accurately performs:
 - Refractions w/ retinoscopy
 - Lensometry
 - Keratometry
 - Tonometry
 - Visual Fields
 - Amslers
 - Muscle Testing
 - Pupil Exams
 - Topography
 - OCT
 - IOL Master / Ascans
 - Fundus Photos
- Scribes readily when doctor desires.

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing.

Minimum Education Requirements

- High school diploma or equivalent.
- Successful completion of JCAHPO Certified Ophthalmic Assistant requirements.

Minimum Background Requirements

- Previous experience or training in this or similar position

Minimum Demonstrated Skills

- Maintains patient confidentiality.
- Consistently works up three patients per hour.
- Demonstrates working knowledge of eye anatomy, disease, symptoms and ocular meds.
- Has basic knowledge of contact lenses.
- Utilizes proper eye drop technique and sterility.
- Understands and uses proper sterile technique.
- Utilizes proper universal precaution procedures.
- Understands characteristics of common anterior segment disorders and oculoplastic conditions.
- Understands and communicates well to patients about cataract surgery and oculoplastic procedures.
- Understands and communicates to patients about LASIK.
- Understands and follows procedures for surgical and procedural consents.
- Displays consistent professionalism.
- Is energetic and empathetic with patients.
- Consistently display positive rapport with fellow employees.
- Cooperates with management staff and physicians.
- Understands role in the clinical team effort.
- Available to Dr. in clinic when needed.
- Demonstrates flexibility in job assignment.
- Takes pride and ownership in success and image of Eye Surgeons and Physicians.
- Demonstrates initiative in accomplishing practice goals.
- Maintains certification.
- Participates in staff meetings.

Physical Demands

- Must be able to stand for long periods of time.
- Must be able to write.
- Must be able to hold arms at shoulder height.
- Must be able to communicate via phone.
- Must have manual dexterity to work with ophthalmic equipment.

The American with Disabilities Act requires that reasonable accommodations be made for qualified individuals to help perform the required duties and tasks of the position. Please let us know at the time you apply for a position if you will need any special accommodations.