

FOR EMPLOYERS



Sample Position Description

Ophthalmic Assistant
Job Title/Pay Grade

Job Responsibilities

- Make introductions and establish rapport with patients. Initiate patient evaluation, documenting the chief complaint, history of present illness, review of systems, and all pertinent ocular findings accurately and in accordance with compliance guidelines.
- Perform pre-exam testing to include visual acuity assessment, including pinhole and glare testing, confrontational visual field testing, assess extraocular muscles, pupillary evaluation, tonometry, assess angles, pupillary dilation, and all other patient services as requested by the physician including special tests such as color vision screening, stereopsis, and dry eye testing.
- Perform lensometry and specialized testing such as visual fields, keratometry, A/B scans, and ophthalmic photography optical coherence tomography (OCT), Optical Biometry (IOL Master and Lensstar).
- Perform retinoscopy and refractometry.
- Assist with minor surgical procedures or laser treatments in the office.
- Complete requests for prescription refills as authorized by physician, with full documentation in patient chart.
- Educate patients regarding administration of medications and pre- and post-operative instructions as directed by physician.
- Assist with fitting contact lenses and instruct patients in care and insertion of lenses.
- Conduct inventory of ophthalmic supplies, including pharmaceuticals and instruments on a regular basis.
- Assist with maintenance of clinical examination equipment.
- Clean surgical instruments in preparation for sterile processing.
- Inspect instruments periodically for damage, send for repair, and request a replacement, as necessary.
- Check temperature of medical refrigerator daily.
- Check expiration date and inventory of culture plates, media, etc., kept in refrigerator and replace, as necessary.
- Open and close exam lanes daily, ensuring that equipment is wiped down in an appropriate manner, battery powered instruments are seated properly in re-charge wells, slit lamps and projectors are switched off under covers.
- Follow all safety procedures as per guidelines.

Job Requirements

Knowledge, skill, and experience:

- High school diploma.
- Outstanding interpersonal skills as well as a neat and professional appearance.
- One year of specialized ophthalmic experience is desirable or completion of on-the-job training upon hiring.
- Certified Ophthalmic Assistant (COA) credential preferred.

Degree of supervision (i.e., direct, indirect), independence, and discretion:

- Position requires a great deal of initiative and the flexibility to handle multiple tasks simultaneously.
- Employee must comply by state/national guidelines to maintain patient confidentiality.

FOR EMPLOYERS



Sample Position Description

Ophthalmic Technician
Job Title/Pay Grade

Job Responsibilities

- Make introductions and establish rapport with patients. Initiate patient evaluation, documenting the chief complaint, history of present illness, review of systems, and all pertinent ocular findings accurately and in accordance with compliance guidelines.
- Perform pre-exam testing to include visual acuity assessment, including pinhole and glare testing, confrontational visual field testing, assess extra ocular muscles, pupillary evaluation, tonometry, assess angles, pupillary dilation, and all other patient services as requested by the physician including specialty tests such as color vision screening, stereopsis, dry eye testing, and exophthalmometry.
- Perform lensometry and specialized testing such as visual fields, keratometry, A/B scans, and ophthalmic photography optical coherence tomography (OCT), Optical Biometry (IOL Master and Lensstar).
- Perform retinoscopy and refractometry. Assist with minor surgical procedures or laser treatments in the office.
- Assist with fitting contact lenses and instruct patients in care and insertion of lenses.
- Complete requests for prescription refills as authorized by physician, with full documentation in patient chart.
- Educate patients regarding administration of medications and pre- and post-operative instructions as directed by physician.
- Check temperature of medical refrigerator daily.
- Check expiration date and inventory of culture plates, media, etc., kept in refrigerator and replace, as necessary.
- Maintain inventory and order diagnostic medications and supplies.
- Conduct inventory of instrument supply on a regular basis.
- Assist with maintenance of clinical examination equipment and with ordering of supplies.
- Clean surgical instruments in preparation for sterile processing. Inspect instruments periodically for damage, send for repair, and request a replacement, as necessary.
- Open and close exam lanes daily, ensuring that equipment is wiped down in an appropriate manner, battery powered instruments are seated properly in re-charge wells, slit lamps and projectors are switched off under covers.
- Follow all safety procedures as per guidelines.

Job Requirements

Knowledge, skills, and experience:

- High school diploma.
- Outstanding interpersonal skills as well as a neat and professional appearance.
- Two years of specialized ophthalmic experience.
- Certified Ophthalmic Technician (COT) credential preferred.

Degree of supervision (i.e., direct, indirect), independence and discretion:

- Position requires a great deal of initiative and the flexibility to handle multiple tasks simultaneously.
- Employee must comply by state/national guidelines to maintain patient confidentiality.
- Given the level of training and experience required in this position, the employee will be expected to work independently.

FOR EMPLOYERS



Sample Position Description

Ophthalmic Medical Technologist
Job Title/Pay Grade

Job Responsibilities

- Make introductions and establish rapport with patients. Initiate patient evaluation, documenting the chief complaint, history of present illness, review of systems, and all pertinent ocular findings accurately and in accordance with compliance guidelines.
- Perform pre-exam testing to include visual acuity assessment, color vision testing, lensometry, pupillary evaluation, tonometry, pupillary dilation, and all other patient services as requested by the physician.
- Perform specialized testing such as visual fields, ocular motility testing, IOL calculations, ultrasonography, ophthalmic photography, and fluorescein angiography.
- Perform keratometry.
- Provide patient services such as glasses adjustments.
- Complete requests for prescription refills as authorized by physician, with full documentation in patient chart.
- Educate patients regarding administration of medications, and pre- and post-operative instructions as directed by a physician.
- Assist physician with surgical procedures to include patient preparation, draping of surgical site, instrumentation, and maintenance of sterile technique.
- Assist with training clinical staff to a positive outcome and provide hands-on training to ophthalmic medical personnel as needed.
- Provide clinical staff evaluation and disciplinary action documentation to supervisor and/or physician as needed, upon request.
- Assist physician in directing daily patient flow, ensuring that all equipment is calibrated, and that instrumentation is in proper working order to provide optimal patient care in accordance with policies and standards.
- Check temperature of medical refrigerator daily.
- Check expiration date and inventory of culture plates, media, etc., kept in refrigerator and replace, as necessary.
- Clean surgical instruments in preparation for sterile processing.
- Conduct inventory of instrument supply on a regular basis.
- Assist with maintenance of clinical examination equipment and with ordering of supplies.
- Troubleshoot ophthalmic equipment problems and initiate repairs.
- Inspect instruments periodically for damage, send for repair, and request a replacement, as necessary.
- Open and close exam lanes daily, ensuring that equipment is wiped down in an appropriate manner, battery powered instruments are seated properly in re-charge wells, slit lamps and projectors are switched off under covers.
- Prepare specimens for culture and staining.
- Work on clinical research projects.

Job Requirements

Knowledge, skills, and experience:

- Position requires a graduate of an ophthalmic training program or specialized ophthalmic experience.
- Outstanding interpersonal skills as well as a neat and professional appearance are mandatory.
- Certified Ophthalmic Medical Technologist (COMT) credential preferred.

Degree of supervision (i.e., direct, indirect), independence, and discretion:

- Position requires a great deal of initiative and the flexibility to handle multiple tasks simultaneously.
- Employee must comply by state/national guidelines to maintain patient confidentiality.
- Given the level of training and experience required in this position, the employee will be expected to work independently with minimal supervision.
- The employee has responsibility for independently planning, designing, and carrying out projects and assignments.