Ophthalmic Technician

General Description of the Job Class

Assist an Eye Institute physicians and other support personnel to obtain history and perform diagnostic tests necessary for evaluation of patient eye problems.

Duties and Responsibilities of this Level

Perform preliminary screening examinations for physician review including, but not limited to, central and peripheral visual field tests; ocular motility tests; color vision tests; pharmacological pupil tests; tonometry to determine intraocular pressure and pupil testing for size, equality and reaction prior to dilation.

Examine the cornea, lens and anterior chamber of the eye using a slit lamp and note variations from normal.

Measure acuity of patient, with and without glasses, for distance and near vision; obtain optical and lensometry measurements to determine lens prescription and correct acuity problems with manifest refraction; record findings in patient's record.

Obtain topographical measurements of the eye to include corneal diameter and curvature; assist the physician to fit patients with contact lenses and to evaluate lens fit with a bio-microscope; instruct patients on the proper techniques used in caring for, inserting and wearing contact lenses.

Direct the flow of patients examined by an Eye Institute physician; obtain medical and personal data for patient charts; screen patients for conditions excluding ocular examination; arrange for laboratory and other tests, ophthalmic photography, outpatient studies and patient admissions and surgery as requested by physician; alleviate patient and family concerns by explaining diagnostic procedures and method of treatment.

Screen walk-in patients, emergency patients and telephone calls from patients and referring physicians to determine appropriate priority of appointments.

Maintain, care for (and at times, calibrate) all instruments used including, but not limited to bio-microscopes, lensometer, keratometer, tangent screen, slit lamp and tonometers; clean and stock consultation rooms with medications and other supplies as needed.

Sterilize and set up instruments for ophthalmic surgical procedures; assist with minor office surgery, laser treatments and operating room surgery as required.

Assist the physician in the preparation of routine microbiological specimens and in various research studies. Perform other related duties incidental to the work described herein.

Required Qualifications at this Level

Job Type:
Full-time, Experienced (Non-Manager)

Education:
Work requires completion of Ophthalmic Technician training or prior on-the-job training as an Ophthalmic Technician. Certification as a Certified Ophthalmic Technician (COT) by the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) is desirable, but not absolutely required; will be provided with opportunity to attend meetings to keep abreast of changes in the profession.

Experience:
None required above education/training requirement.

Degrees, Licensure, and/or Certification:
N/A

Knowledge, Skills, and Abilities:
Basic computer skills desirable; Spanish language skills desirable; Excellent ability to listen effectively and communicate constructively; a friendly, welcoming personality with neat, well groomed appearance; a firm understanding of time-constraints relative to patient scheduling; detailed and accurate; an appropriate sense of
responsibility toward patients and practice, solutions-oriented problem solving and follow-through; respectful of the confidential nature of medical information

**Salary:**
Based on Experience

**Benefits:**
Vacation, Sick Time, Holidays (other benefits may be added at a later date)

*The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.*