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| **Job Title:** | Ophthalmic Tech | |
| **Department:** | Back office | |
| **Reports to:** | Physician | |
| **Hours:** | 40 | |
| **Position:** | Non-Exempt | |
| **Wage Range:** | $17.00 $20.00 $23.00 | |
| **Date Written:** | 9/2020 | |
| **Job Summary:** | To perform an extensive number of data collection functions as delegated by the physician to allow for proper professional diagnosis of patients and to do so in a way that instills patient confidence in the treatment. Demonstrate ophthalmic technician skills. | |
| **Essential Functions**: | | **% of Time** | |
| 1. Preparing the surgical room and equipment and observing the patient | | 20% | |
| 1. History taking; to include chief compliant, history of present illness, past history (ocular and general), family history (ocular and general), and history of allergies and medications. | | 20% | |
| 1. Visual acuity measurement | | 5% | |
| 1. Refractometry (measurements for the glasses prescription) | | 15% | |
| 1. Tonometry (measure eye pressure) | | 5% | |
| 1. Measure pupil size and reactivity | | 5% | |
| 1. Test and measure eye muscle function | | 10% | |
| 1. Visual field testing | | 10% | |
| 1. Color vision and muscle movement | | 2% | |
| 1. Corneal thickness measurement | | 2% | |
| 1. Preparing the surgical room and equipment and observing the patient | | 6% | |
| **Other Responsibilities:** . Determine which patient should be next to be taken from the waiting room and to have testing initiated. Escort all patients from the waiting room for the data collection. Following testing, advise the patient as to who will see them next and make them comfortable during the wait. Maintain a smooth flow of patients to the physician, altering the test sequence as required. Communicate with coworkers to facilitate proper patient flow.  Other tasks as directed by your supervisor | | | |
| **Accountabilities:** Physician review of clinical assisting skills and procedures performance.  Appropriateness of charting in accordance with quality of care and medical legal principles will be reviewed. Patient satisfaction surveys will measure patient satisfaction with staff member. | | | |
| **Supervisory Responsibilities: None** | | | |

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| **JOB QUALIFICATIONS** | |
| **Skills Required:** | Knowledge of back office assisting principles. Ability to perform laboratory tests, injections and phlebotomy. CPR training desirable. |
| **Experience Required:** | Minimum 1 year experience in medical office medical assisting. |
| **Education Required or Equivalent:** | C-MA/Tech certification or on the job training experience as a medical assistant. |
| **Physical Standards, including**  **lifting and pushing requirements:** | Position requires walking throughout the office setting. Position requires use of both hands to perform testing procedures. Minimal lifting of supplies to cabinets, possible assistance of elderly patients onto exam tables. May have to push patients in a wheelchair. |
| **Travel Requirements:**  **(Where/Length of Time)** | None |
| **Equipment:** | Ophthalmic testing and equipment utilization |
| **List any unique conditions of position:** | OSHA Classification exposure to bloodborne pathogens Category I |