

Job Title:	Lasik/Refractometry Technician	Job Status:	Non-Exempt
Reports To:	Clinic Coordinator	Pay Grade:	
Department:	Clinic	Department Code:	400
Location:	Fresno		

JOB SUMMARY

To perform data collection functions as delegated by the doctor to allow for proper professional diagnosis of patients' conditions.

ESSENTIAL ACCOUNTABILITIES *(other duties may be assigned)*

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- All employees of EYE-Q shall provide exemplary care to our patients, demonstrate respect and dignity toward all members of the EYE-Q community, honor our patients right to privacy, comply with all applicable laws, avoid conflicts of Interest and conduct all business practices with honesty and integrity.
- Adheres to all company policies and procedures.
- Fosters and contributes to a company culture consistent with the organizations value.
- Reliable, consistent attendance is a requirement and essential function of all positions at Eye-Q.

Communication & Patient Responsibilities

- Introduce yourself to the patient.
- Acquaint patients with the procedures to which they will be exposed. Inform patients of the purpose of all tests personally performed and how patient will be affected during the tests.
- Determine which patients should be taken next from the waiting room to have treatment initiated.
- Following work-up, advise patients of who will see them next and make patients comfortable during their wait. Maintain a smooth flow of patients to the doctor.

Basic Refractometry Steps to Follow

- Choose a starting point (AR, retinoscopy, previous glasses rx)
- Position the patient comfortably in exam chair.
- Instruct the patient as to what you will be doing and how you would like them to respond.
- Monocularly check right eye's acuity; check sphere.
- Check cylinder axis.
- Check cylinder power.
- Repeat for left eye.
- Binocularly determine any near correction needed.
- May need to perform auxiliary testing per doctor's request.

Diagnostic Testing Components

- Zeiss OCT

Form Number: HR 455.1	Revision: A	Effective Date: 2/1/2009
Document Owner: Human Resources	Document Approver: Human Resources	Revision Date: 07/25/2017
Document Author: Human Resources Manager		

- IOL Master
- Pentacam
- Endothelial Cell Count
- Sanitation of machines between patients

Lasik Assisting Duties

- Calibration of equipment
- Accurate patient, surgery and site verification
- Assist and perform duties per doctor's request

Secondary Skills (may be required)

- Obtain patient history to include chief complaint, social history and ROS, history of present illness, past history (ocular and general), family history (ocular and general), and history of allergies and medications.
- Perform accurate and consistent documentation and measurement tasks that may include:
 - Visual Acuity.
 - Manual Lensometry.
 - Confrontational Visual Fields.
 - Stereo Testing.
 - Evaluation of Motility.
 - Pupillary Function Tests.
 - Angle Assessment.
 - Dilation of Pupils.
 - Other tasks specific to the physician needs as a result of new technologies.

Administrative

- Keep exposed lenses, mirrors, headrests and chinrests clean.
- Maintain sanitary conditions in exam room.
- Maintain back up levels of stock in exam room.
- Maintain par levels of replacement inventory.
- Other duties as assigned.

MINIMUM KNOWLEDGE AND SKILL REQUIREMENTS

KNOWLEDGE OF:

- Working knowledge of anatomy and physiology of the eye.
- Understanding of the different refractive states of the eye, and how refractive procedures alter those states.
- Understands both the theory and the workings behind the laser and microkeratome.

SKILLS IN:

- Demonstrate comprehension of the ophthalmic technician skills as outlined in the Eye Q job description for Ophthalmic Technician. Provide support to clinical staff of less advanced credentials.

Form Number: HR 455.1	Revision: A	Effective Date: 2/1/2009
Document Owner: Human Resources	Document Approver: Human Resources	Revision Date: 07/25/2017
Document Author: Human Resources Manager		

- Strong communication and interpersonal skills.
- Problem solver, with analytical skills.
- Personable; empathetic with patient's needs and concerns.
- Well-organized with attention to detail.
- Ability to work as a team member.
- Ability to use or learn computer programs such as Microsoft Excel, internet, e-mail, and NextGen.
- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Electronic data entry.
- Use of computers and calculators.
- Record-keeping and basic accounting.
- Extensive use of computer terminals and monitors.
- Ability to manage stress and remain composed in a fast paced, high stress environment.
- Ability to concentrate, retain information and remained focused throughout the work day.
- Ability to hear in person and over the phone in various settings.

EXPERIENCE AND EDUCATION

MINIMUM REQUIRED:

- High school diploma or general education degree (GED); six months to one year related experience and/or technical school training; or equivalent combination of education and experience.

PREFERRED:

- Some college preferred.

LICENSES/CERTIFICATIONS

MINIMUM REQUIRED:

- Valid CPR certification.

PREFERRED:

- None

Form Number: HR 455.1	Revision: A	Effective Date: 2/1/2009
Document Owner: Human Resources	Document Approver: Human Resources	Revision Date: 07/25/2017
Document Author: Human Resources Manager		

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employee must possess manual dexterity for typing on the computer keyboard, vision required to view computer monitor, read number and printed material, mobility sufficient to reach lift and transport file and other work material to work areas and ability to sit, stand or walk for long periods of time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel, and talk or hear. The employee frequently is required to walk and reach with hands and arms.

	Occasionally (<25%)	Regularly (25%-50%)	Frequently (>50%)
Sitting		X	
Standing		X	
Walking		X	
Climbing	X		
Reaching	X		
Bending/Twisting	X		
Kneeling/Squatting	X		
Crawling	X		

WEIGHT REQUIREMENTS

	Lifting	Carrying	Pushing/Pulling
< 10 lbs.	O	O	O
11-25 lbs.	N	N	N
26-50 lbs.	N	N	N
51-75 lbs.	N	N	N
> 100 lbs.	O (help with patient transfer)	N	O (wheelchair patients)

(N) Never = 0% of time

(O) Occasionally = less than 25% of time

(R) Regularly = 25%-50% of time

(F) Frequently = greater than 50% of time

ENVIRONMENTAL CONDITIONS

Form Number: HR 455.1	Revision: A	Effective Date: 2/1/2009
Document Owner: Human Resources	Document Approver: Human Resources	Revision Date: 07/25/2017
Document Author: Human Resources Manager		

Significant Exposure to:	Yes/No
Hazardous Equipment	No
Dust	No
Fumes	No
Noise	No
Extreme Heat/Cold	No
Heights	No
Chemicals	Yes
Hospital Waste/Sewage	No

SPECIAL NEEDS

Motion:	Left/Right/Both/NA
Power Hand Usage	NA
Repetitive Hand Motion	Yes
Power Foot Usage	No
Repetitive Foot Motion	No

EMPLOYEE ACKNOWLEDGMENT

I have received a copy of the position description and have read and understand the contents. I understand this job description is not intended to be an exhaustive list of all duties performed; therefore, its content does not restrict management's right to assign additional duties and responsibilities.

Employee Name (Please Print)

Employee Signature

Date

Form Number: HR 455.1	Revision: A	Effective Date: 2/1/2009
Document Owner: Human Resources	Document Approver: Human Resources	Revision Date: 07/25/2017
Document Author: Human Resources Manager		