

<b>EYE-Q</b>	<b>Ophthalmic Technician</b>	<b>HR XXX</b>
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APPROVED BY:		EFFECTIVE: 7/1/2016
APPROVED BY:		REVISED: 9/29/2014

EYE-Q Vision Care, a large successful Central California Ophthalmology practice seeks a Part Time **Ophthalmic Technician (Non-certified and Certified)** for a unique and rewarding position.

**ABOUT THE POSITION**

It is the primary job of the Ophthalmic Technician to perform medical assisting and data collection as delegated by the doctor to allow for proper professional diagnosis of patients' conditions.

**ESSENTIAL SKILLS AND ABILITIES**

- Demonstrate comprehension of the ophthalmic skills as outlined by the Joint Commission on Allied Health Personnel in Ophthalmology, levels 1-6 and with more experience, levels 7-12. Provide support to clinical staff of less advanced credentials.
- 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.
- Demonstrate computer literacy.
- Demonstrate ability to perform comprehensive work-ups on 4 patients per hour.

**DUTIES AND RESPONSIBILITIES** (Other duties may be assigned.)

- Communication & Patient Responsibilities:
  - Introduce yourself to the patient.
  - Acquaint all patients with the office 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.
  - Obtain patient history to include chief complaint, 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 to include:
    - Visual Acuity.
    - Manual Lensometry.
    - Confrontational Visual Fields.
    - Stereo Testing.
    - Evaluation of Motility.
    - Pupillary Function Tests.
    - Color Plates.
    - Applanation Tonometry.
    - Angle Assessment.
    - Dilation of Pupils.
    - Visual Field Testing.
    - Pachymetry.
    - Corneal Topography.
    - Other tasks specific to the physician needs as a result of new technologies.
- Perform duties consistent with ophthalmic writer/scribe. (see addendum)

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- Assist physician with laser procedures.
- Assist physician with minor surgery, maintaining practice standards of sterile technique and infection control.
- Provide patient home care instructions and counseling.
- Take patient blood pressure as necessary.
- Clarify pre- and post-op instructions with patient.
- Perform other tasks as assigned.
  
- Administrative:
  - Keep exposed lenses, mirrors, and prisms clean.
  - Maintain sanitary conditions in exam and procedure rooms.
  - Maintain back up levels of stock in exam and procedure rooms.
  - Maintain par levels of replacement inventory.
  - May notify pharmaceutical representatives when sample levels drop below par levels.
  - 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 physician.
  - Handle pharmacy requests, patient phone calls and physician messages, as requested by triage.
  
- Ophthalmic Scribe Addendum: All technicians at EYE-Q Vision Care are expected to be capable of scribing for the doctors as part of their daily assignments. This skill set includes:
  - Correctly summarize and document what the physician says during an examination, including but not limited to, proper charting of the examination: documenting additions to the chief complaint, assessment and recommendations for treatment (including justification of decisions reached when appropriate).
  - Observe the patient and the physician, and assist when appropriate during the exam, including but not limited to: holding the patient's head in the slit lamp, providing additional medications and/or instruments, following directions in a medical emergency.
  - Maintain an awareness of the patient's verbal and non-verbal communication when the physician is providing instructions, as it may necessitate the writer repeating information, providing written instructions and/or patient education materials for the patient to review at home. Ensure patient understands all instructions.
  - Accurately maintain patient charts according to the following format:
    - The patient's chart is a legal document and if errors are made, one line is to be drawn through the mistake and the initials of the person making the error are to be written. The corrected information can then be documented.
  - Maintain patient flow, by ensuring a minimum of two patient rooms are always occupied. Remain as close to the physician as possible and limit time away from the physician and the patient.
  - When applicable, provide accurate spectacle or contact lens prescriptions and/or medication prescriptions for the ophthalmologist's signature prior to the completion of the examination.
  - Alert doctor to patient-related forms that need completion.

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- When appropriate, complete the superbill and/or the check-out form. Prior to following the doctor to the next exam room, will provide direction to the patient to return the check-out form to the front desk area.
- Each doctor has their own personality and preferences. Recognize these differences and abide by them when working with that particular physician. Become fluent in the exact requirements of each examination.
- Accommodate the needs of the patient for the exam:
  - Be aware of the examination room and any physical limitations the patient may have.
  - Make sure the patient chair is down before the patient prepares to leave, the equipment is off, the slit lamp is out of the way, etc.
  - Provide patient with cane, handbag, coat, etc. to expedite patient flow.
- Evaluate the condition of exam room to ensure adequate supplies are in stock.
- Perform other tasks as required.

#### **SUPERVISORY RESPONSIBILITIES**

None.

#### **QUALIFICATIONS**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

#### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); some college preferred; six months to one year related experience and/or technical school training; or equivalent combination of education and experience. Valid CPR Certification. May be certified at the assistant or technician level through JCAHPO.

#### **LANGUAGE SKILLS**

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. *Bilingual preferred.*

#### **MATHEMATICAL SKILLS**

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.

#### **REASONING ABILITY**

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.

#### **PHYSICAL DEMANDS**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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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.