

**POSITION:** Ophthalmic Assistant

**DEPARTMENT:** Clinical

**REPORTS TO:** Technician Manager

**JOB SUMMARY:** This individual is responsible for providing chair-side doctor assistance, performing diagnostic tests as required by ophthalmologist, and administering treatment as allowed and ordered by the physician.

**EDUCATION AND EXPERIENCE:**

1. High school diploma or equivalent.
2. One or more years of experience in a healthcare setting
3. One year of specialized ophthalmic experience is desirable or completion of on-the-job training upon hiring

**ESSENTIAL SKILLS AND ABILITIES:**

1. Knowledge of medical and ophthalmic terminology.
2. Outstanding interpersonal skills as well as a neat and professional appearance.
3. Ability to work on a team and be a positive team member.
4. Empathetic personality with concern for patient's needs.
5. Demonstrated computer literacy.
6. Fluent in English.
7. Initiative and flexibility to handle multiple tasks simultaneously.

**RESPONSIBILITIES:**

**1. Communication and Patient Care**

- a. Obtains 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,
- b. Monitors patient flow, ensuring the physician exam rooms are always full.
- c. Acts as scribe for physician.
- d. Escorts patients to front desk after exam.
- e. Performs pre-exam testing to include visual acuity assessment, pinhole and glare testing, confrontational visual fields, evaluation of motility, pupillary function and dilation, angle assessment, lensometry, tonometry and all other patient services as requested by the physician.

- f. Performs specialized testing such as visual fields, OCT, refractometry, IOL calculations, keratometry, pachymetry, corneal topography, fundus photography and fluorescein angiography.
- g. Assists physicians with injections, maintaining sterile technique.
- h. Assists physician with laser procedures.
- i. Assists physician with minor surgery, maintaining practice standards of sterile technique and infection control.
- j. Travels to satellite clinics as needed.
- k. Completes requests for prescription refills as authorized by physician, with full documentation in patient chart.
- l. Retrieves voicemail, emails and phone calls from patients, pharmacies and other physicians, responds back in a timely manner and then documents accordingly.
- m. Opens and closes exam lanes daily, insure equipment is wiped down properly between each patient.

## **2. Administrative**

- a. Ensures that exam rooms are tidied between patients, including cleaning sinks and sanitizing equipment.
- b. Cleans all lenses used by doctors.
- c. Prepares for COA exam.
- d. Employee must comply by HIPPA guidelines to maintain patient confidentiality.

## **3. Physical Abilities**

- a. Must be able to walk and stand for eight hours.
- b. Must be able to assist patients in/out of exam chairs and push wheelchairs.
- c. Must be able to type or write legibly in a dimly-lit setting.
- d. Must be able to hear softly spoken words.