

Allied Health Recruitment & Training Tool Kit

Sample POSITION DESCRIPTION

Certified Ophthalmic Medical Technician
Job Title/Pay Grade
<p>Job Tasks</p> <ol style="list-style-type: none">1. Initiate documentation of the patient's chief complaint, history of present illness, review of systems and all pertinent ocular findings accurately and in accordance with compliance guidelines. Perform testing to include visual acuity measurement, color vision testing, lensometry, keratometry, testing pupil function, tonometry, and all other patient services as requested by the ophthalmologist. Administer topical ophthalmic and oral medications at the direction of physician.2. Triage patient telephone calls.3. Assist with minor surgery procedures or laser treatments in the office. Inventory and maintain surgical instruments in accordance with OSHA standards. Remove and apply dressings as directed.4. Perform retinoscopy and refractometry. Assist with fitting of contact lenses and instruct patients in care and insertion of lenses. Assist patient with selection and fitting of eyeglasses and perform repairs of spectacles.5. Educate patients regarding administration of medications, and pre- and post-operative instructions as directed by physician. Complete requests for prescription refills as authorized by physician with full documentation in patient chart.6. Perform specialized testing such as automated and non-automated perimetry, ocular motility testing, ultrasonography, (A-scan and B-scan), and ophthalmic photography.7. Open and close exam lanes daily, ensuring that equipment is cleaned and disinfected in an appropriate manner, battery powered instruments are seated properly in recharge wells, slit lamps and projectors are switched off and under covers. Assist with maintenance of clinical examination equipment. Assist with ordering of supplies.8. Follow all safety procedures as per protocol guidelines.9. Scribe for the physician.10. Perform other related duties as assigned under guidance of supervisor.
<p>Job Requirements</p> <p>Knowledge, skills, and experience: High school diploma. Outstanding interpersonal skills as well as a neat and professional appearance. Two years of specialized ophthalmic experience or graduate of a formal training program.</p> <p>Degree of supervision (i.e., direct, indirect), independence and discretion: Position requires a great deal of initiative and the flexibility to handle multiple tasks simultaneously. Employee must maintain patient confidentiality. Given the level of training and experience required in this position, the employee will be expected to work well independently.</p> <p>Physical demands and/or other special requirements: Good hearing and visual acuity are required, as is the ability to assist in lifting patients from wheel chairs to examination chairs. May be required to stand for long periods of time. Must be able to move about the medical complex freely.</p>