



JOB DESCRIPTION

POSITION: **OPHTHALMIC TECHNICIAN**

REPORTS TO: **BUSINESS MANAGER**

GENERAL DESCRIPTION:

Responsible for work up of patients including documentation of chief complaint; medical, ocular, family and social histories; objectively performing various testing needed for the doctor to make assessment.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Completes forms including patient, family and social history. Document chief complaint.
- Tests patient's far acuity, near acuity, peripheral vision, depth perception, and color perception.
- Examines eye for abnormalities of cornea, and anterior and posterior chambers.
- Examines eye for any exterior abnormalities.
- Applies drops to anesthetize, dilate, or medicate eyes. \Measures intraocular pressure of eyes (glaucoma test).
- Tests for ocular motility.
- Tests patient's field of vision, including central and peripheral vision, for defects, and charts test results.
- Measures axial length of eye.
- Performs other tests and measurements as requested by Ophthalmologist including A-scans, B-scans, fundus photography, corneal topography, HRTII, visual field, and pachymetry.
- Gives instructions to patients concerning eye care.
- Assists in LASIK surgery
- Prepares charts, filing, taking payment
- Complete center follow-up requests for patient callbacks.
- Must comply with all policies and procedures of the organization, including but not limited to standard operating procedures and employee handbook.
- Performs various other duties as requested

MINIMUM KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Education:

- High School diploma required

Experience:

- Must possess high level reasoning ability
- **CERTIFICATES, LICENSES, REGISTRATIONS:** COA – proof of current certification and CPR status, COT – proof of current certification and CPR status, Non-certified – completion of home study course and preparation for COA certification within one year of hire date. Obtain COA after one year working under an Ophthalmologist. CPR certification required.

WORKING CONDITIONS:

- Normal medical office environment which includes exposure to patients with common illnesses.
- Travel to other locations necessary at times.
- Work may involve a high level of stress due to doctor/patient schedules on a given day.
- **Physical Demands** - Requires high-level visual and auditory acuity for timely response and patient care assessment activities. Requires the ability to move quickly in response to physician and patient needs, to stand for long periods, occasional overhead and low reaching and to exert force up to 50 lbs. occasionally, up to 20 lbs. frequently and/or up to 10 lbs. constantly. Patient care activities require the ability to exert force of up to 30 lbs. constantly, up to 40 lbs. occasionally and up to 100 lbs. rarely.
- **Occupational Exposure** - Category I exposure to blood borne pathogens, frequent exposure to chemical hazards and may encounter radiation hazards.

ACKNOWLEDGEMENT: I have read the Job Description for the **Ophthalmic Technician** and understand the functions and objectives of the position at TLC Eyecare & Laser Centers.

Signature

Date

Witness Signature

Date

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.