

## Job Title

Ophthalmic Assistant

### General Summary of Duties:

Performs the preliminary assessment of the patient for the physician. Gathers pertinent data for the physician to aid in making a diagnosis.

<b>Reports To:</b>	Office Manager
<b>Supervises:</b>	N/A
<b>Physical/Mental Demands:</b>	Ability to distinguish colors. Corrected vision to normal range. Stand and/or walk for up to eight hours per day. Bend, stoop, twist, and assist patients in turning or arising from exam chair or stretcher. Push wheelchair patients, and assist patient in arising from and returning to wheelchair/stretcher.
<b>Working Conditions:</b>	Normal medical clinic environment.

### Essential Functions:

1. Greets patients and visitors in a prompt, courteous and helpful manner.
2. Records ophthalmic and medical history of patients in accordance with established guidelines.
3. Performs visual acuity, autorefraction, manual and automated lensometry, Goldmann and Tonopen tonometry tests, keratometry, and A-scans on patients in accordance with established guidelines. Checks pupils and confrontation fields. Trains first-time wearers of contact lenses (soft and RGP).
4. Performs visual field, color vision, stereo testing, Randot, and Schirmer's tear testing on patients as required, and as determined by established guidelines.
5. Determines if patient needs further testing by technician in accordance with established guidelines, and follows up accordingly.
6. Instills mydriatic agent(s) to patient eyes if required, and determined by established guidelines.
7. Reviews patient charts and documents tests and examination results. Checks for quality assurance in diagnosis, plan, RTC, etc.
8. Demonstrates procedures to ensure patient awareness and understanding.
9. Demonstrates the ability to work with geriatric patients and patients of all ages.
10. Stocks supplies and places orders with Purchasing as needed to maintain current stock requirements.
11. Cleans patient exam rooms in relation to testing and equipment.
12. Demonstrates compliance with all provisions of safety rules and other policies and procedures.
13. Maintains patient confidentiality at all times.
14. Maintains CPR certification.
15. Assists in minor office procedures (lasers, excisions, etc.).
16. Performs other duties as required to ensure the smooth flow of patients and work in the office.
17. Checks expiration of medications and supplies that are stored in the back office, as requested.
18. Travels as required by needs of the schedule.

The job holder must demonstrate current competencies applicable to the job position. Every employee is required to remain updated on company policies and affairs through appropriate sources, such as the internal employee web site.

**Education:**

High school diploma or GED.

**Experience:**

Minimum one year ophthalmology assistant experience.

**Requirements:**

Current certification in Basic Cardiac Life Support. Knowledge of sterile techniques. Good communication skills. Patient service oriented.

This job description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities and working environment may change as needs evolve.