

Ophthalmic Assistant/Technician/Certified Technician

Job Summary:

Gathering important preliminary information to be used by the ophthalmologist/optometrist; review patient information and perform appropriate testing. Support the mission, vision, and values of Grand Traverse Ophthalmology Clinic. The position will also exemplify our mission statement: "Serving the people, communities and physicians in northern Michigan with unsurpassed medical and surgical eye care in an environment of kindness and dignity".

Job Requirement:

While GTOC is willing to train the right individual, we do require that the employee obtains their IJCAHPO (International Joint Commission for Allied Health Personnel in Ophthalmology) certification within their 2nd year of employment. GTOC pays for training materials and sitting for the exam. The employee will achieve their COA (Certified Ophthalmic Assistant). COT (Certified Ophthalmic Technician) certification is supported, but not required.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Escorts patients to exam room, takes detailed medical histories, and determines the reason for the visit. Perform testing by type of exam scheduled, patient complaint and history.
- Presents patient history summary and alerts Ophthalmologist to elevated intraocular pressure. Annotates patient charts with exam results.
- Able to perform and record visual acuity, lensometry, refractometry, applanation tonometry. Assess pupils, confrontation visual fields, formal visual fields, Topography and other diagnostic tests within 6-12 months of training.
- Ability to multitask.
- Counsels patients in the office and on the phone concerning physician's orders, use of drops, contact lenses, drugs, and answers questions concerning surgery.
- Takes care of patient tasks and approves drug refills under physician's instructions.
- Complies with all practice procedures and protocols. Complies with all State and Federal regulation. Understands and accepts responsibility to report potential or suspected errors to supervisor.
- Maintains positive attitude consisting of cooperation, self-motivation, courtesy, and professionalism.

Education and Experience:

- High School Graduate or General Education Degree (GED)
- No prior experience necessary.

Essential Functions:

- Computer Skills – Able to navigate between screens: able to accurately enter data.

- Accuracy – Ability to perform work accurately and thoroughly with attention to detail.
- Communication – Ability to communicate effectively with others using good listening skills and the spoken word. Ability to write clearly and concisely using good grammar and spelling.
- Empathetic – Ability to appreciate and be sensitive to the feelings of patients and co-workers. Exhibits a cheerful demeanor.
- Initiative – Ability to make decisions or take actions to solve a problem or reach a goal. Eager to learn and willing to study after hours.
- Judgment – The ability to formulate a sound decision using the available information.
- Organized – Possessing the trait of being organized or following a systematic method of performing a task.
- Dependability – Must be reliable in attendance and punctuality.
- Team Player – The ability to work with others and independently for a common goal. Puts aside own individual needs to work toward the larger group objective and reinforces the contribution of others.

Physical Requirements:

- Prolonged periods of periods of standing and bending.

I have read and understand the Job Description of Ophthalmic Assistant/Technician/Certified Technician:

Print Name

Signature

Date