

WEST GEORGIA EYE CARE CENTER POSITION DESCRIPTION

POSITION: Ophthalmic Assistant

DEPARTMENT: Clinical

REPORTS TO: Clinical Manager

SUMMARY: Perform an extensive number of data collection functions as delegated by the physician to allow for proper professional diagnosis of patients' conditions and do so in a way that instills patient confidence in the treatment. Demonstrate ophthalmic assistant skills. Responsible for daily patient care and flow.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent.
2. Two years of experience as an ophthalmic assistant. (A plus)
3. Successful completion of JCAHPO Certified Ophthalmic Assistant requirements within three years of employment with WGECC.

ESSENTIAL SKILLS AND ABILITIES:

1. Strong communication and interpersonal skills.
2. Problem solver, analytical skills.
3. Personable and empathetic with patient's needs and concerns.
4. Well-organized with attention to detail.
5. Ability to work as a team member.

RESPONSIBILITIES:

- Acquaint all new patients with the office procedures to which they will be exposed. Inform patients of the purpose of all tests personally performed and how they will be affected during the tests.
- Obtain 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.
- Perform accurate and consistent documentation and measurement tasks to include measuring and recording of: visual acuity, measure and record glasses, manifest refraction for distance and near vision, tonometry, pupils, Schirmer testing, dilate patient, color screening, tono pen application.
- Promptly and professionally assist the physician in patient care.
- Perform special testing.
- Maintain and clean all equipment used. Report to supervisor if not functional.
- Assist in minor surgery.
- Maintain patient confidentiality.
- Attend required meetings.

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MINIMUM DEMONSTRATED SKILLS:

- Consistently work with six patients per hour.
- Demonstrate working knowledge of eye anatomy, disease, symptoms, and ocular medications.
- Demonstrate spelling proficiency of ophthalmic terms.
- Demonstrate basic knowledge of contact lenses.
- Accurately perform:
 - Refractions
 - Tonometry(Tono Pen)
 - Amslers
 - Muscle Testing
 - Pupil Exams
 - Topography
 - Lensometry
- Utilize proper eye drop technique and sterility.
- Understand and use proper sterile technique.
- Utilize proper universal precaution procedures.
- Understand and follow procedures for surgical and procedural consents.
- Display consistent professionalism.
- Energetic and empathetic with patients.
- Consistently display positive rapport with fellow employees.
- Cooperate with supervisory staff and physicians.
- Scribes readily when physician desires.
- Demonstrate flexibility in position assignment.
- Demonstrate initiative in accomplishing practice goals.
- Work toward certification.

PHYSICAL DEMANDS:

- Must be able to stand for long periods.
- Must be able to write and type proficiently.
- Must be able to hold arms at shoulder height.
- Must be able to communicate via telephone.
- Must have manual dexterity to work with ophthalmic equipment.

I have read and understand my Position Description.

Signature and Date