

# PANACEA

EYE CENTER

## Certified Ophthalmic Assistant

### Job title

Ophthalmic Assistant

### Reports to

Technical Supervisor

### Summary of Responsibilities

Responsible for daily patient care and flow.

### List of Responsibilities/Duties

- Promptly and professionally assists the doctor in patient care.
- Performs technical workups, patient interviews and special testing.
- Communicates with patients regarding follow-up care, surgeries, procedures, changes in schedule, symptoms, surgery scheduling, etc.
- Maintains and cleans all equipment being used.
- Returns phone calls to patients and pharmacies.
- Assists in minor surgery.
- Maintains patient confidentiality.
- Efficiently and accurately interviews patients and documents histories.
- Accurately performs:
  - Refractions
  - Lensometry
  - Keratometry
  - Tonometry
  - Visual fields
  - Amslers
  - Muscle testing
  - Pupil exams
  - Topography

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing.

### Minimum Education Requirements

- High school diploma or GED.
- Previous experience or training in this or similar position.
- Successful completion of Joint Commission on Allied Health Personnel in Ophthalmology Certified Ophthalmic Assistant requirements.

## Minimum Background Requirements

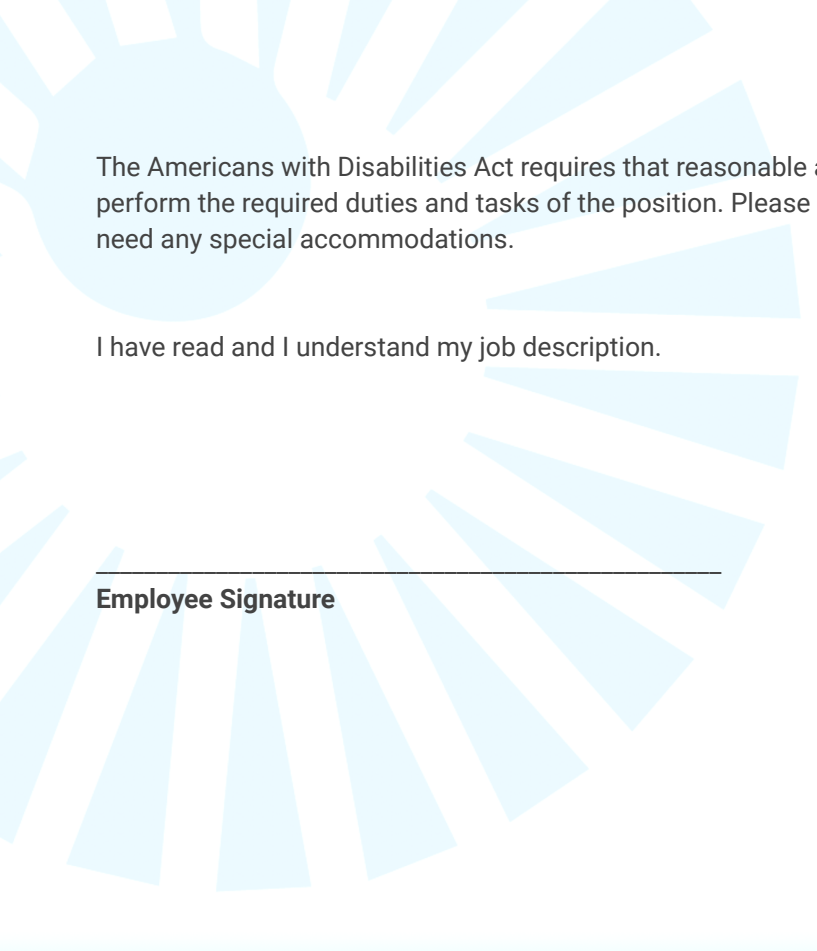
- Good understanding of ophthalmic practice and patient care.
- Knowledge of medical instrumentation and its proper care and usage.
- Ability to assess common safety hazards and take precautions to establish a safe work environment.
- Ability to communicate with patients, coworkers and supervisor.
- Willingness to help in all areas and understand the need for efficient use of time.

## Minimum Demonstrated Skills

- Consistently works with three patients per hour.
- Demonstrates working knowledge of eye anatomy, disease, symptoms and ocular meds.
- Has a working understanding of A-scans, fundus photos, nerve fiber analysis and fluorescein angiography.
- Has basic knowledge of contact lenses.
- Utilizes proper eyedrop technique and sterility.
- Understands and uses proper sterile techniques.
- Utilizes proper universal precaution procedures.
- Understands characteristics of common anterior segment disorders and oculoplastic conditions.
- Understands and communicates well to patients about cataract and oculoplastic surgery.
- Understands IOLs.
- Understands and communicates well to patients about anterior segment surgery and its parameters.
- Understands and follows procedures for surgical and procedural consents.
- Displays consistent professionalism.
- Is energetic and empathetic with patients.
- Consistently displays positive rapport with fellow employees.
- Cooperates with supervisory staff and physicians.
- Scribes readily when doctor desires.
- Demonstrates flexibility in job assignment.
- Demonstrates initiative in accomplishing practice goals.
- Maintains certification.
- Successful completion of Joint Commission on Allied Health Personnel in Ophthalmology Certified Ophthalmic Assistant requirements before the end of 3 years of employment..

## Physical Demands

- Must be able to stand for long periods of time.
- Must be able to write.
- Must be able to hold arms at shoulder height.
- Must be able to communicate via phone.
- Must have manual dexterity to work with ophthalmic equipment.



The Americans with Disabilities Act requires that reasonable accommodations be made for qualified individuals to help perform the required duties and tasks of the position. Please let us know at the time you apply for a position if you will need any special accommodations.

I have read and I understand my job description.

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**Employee Signature**

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**Date**