

JOB DESCRIPTION

POSITION: Ophthalmic Assistant

DEPARTMENT: Clinical

REPORTS TO: Lead Ophthalmic Technician

JOB SUMMARY: This individual is responsible for providing chair-side doctor assistance, performing diagnostic tests as required by ophthalmologist, and administering treatment as allowed and ordered by the physician.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent.
2. Two years experience in a healthcare setting; ophthalmology preferred.

ESSENTIAL SKILLS AND ABILITIES:

1. Knowledge of medical and ophthalmic terminology.
2. Exceptional communication and interpersonal skills.
3. Positive team member.
4. Strong organization with attention to detail.
5. Demonstrated computer literacy.

RESPONSIBILITIES:

1. Communication and Patient Care

- a. Uses autorefractor and lensometers (automatic and manual).
- b. Performs visual field tests.
- c. Performs visual acuity and pinhole tests.
- d. Perform brightness acuity measurement as requested by the physician.
- e. Performs Schirmer's tests as ordered by the physician.
- f. Monitors patient flow, ensuring the physician exam rooms are always full.
- g. Acts as scribe for physician.
- h. Escorts patients to front desk after exam.

2. Patient Education

- a. Reviews the use of Amsler grid testing with patient for at-home monitoring.
- b. Reviews physician-generated instructions with patient.

- c. Provides appropriate patient education materials as directed by physician.

3. Administrative

- a. Ensures that exam rooms are tidied between patients, including cleaning sinks and sanitizing equipment.
- b. Cleans all lenses used by doctors.
- c. Prepares for COA exam.