

SAN LUIS OBISPO



A Medical Group, Inc.

POSITION DESCRIPTION: Ophthalmic Assistant

ACCOUNTABLE TO: CLINIC MANAGER

FLSA STATUS: NON-EXEMPT

DATE ADOPTED: 09/15/2016

DATE REVISED: 03/06/2019

POSITION SUMMARY:

- The Ophthalmic Assistant acts under the direction of the Clinic Manager.
- Participates in the delivery of patient care in an effective manner.
- Maintains physical environment of exam, procedure and testing rooms.
- Cleans and stocks rooms daily.
- Assists with ordering medical and office supplies.
- Interviews patients and documents ocular and medical histories.
- Performs a variety of diagnostic tests
- Assist physicians with patient education.
- Maintains confidentiality

POSITION QUALIFICATIONS:

1. The typical candidate should have a high school diploma or equivalent with at least one year experience in a medical office environment.
2. Working knowledge of medical terminology and eye anatomy preferred.
3. Must maintain professional appearance and conduct at all times.
4. Ability to adapt quickly to office routine and work under conditions of frequent interruptions.
5. Excellent customer service orientation, applied judgment, multi-tasking abilities and problem solving skills appropriate for patient contact and customer service.
6. Working knowledge of computers and common software programs for word processing, spreadsheet functions, internet communications, billing, and electronic health records.
7. Good command of the English language, both verbal and written.
8. Minimum typing speed of 40 words per minute.

ESSENTIAL PHYSICAL AND COGNITIVE FUNCTIONS:

1. Ability to sustain sitting or standing positions for prolonged time periods.
2. Ability to alternate sitting, standing, and walking positions throughout the day.
3. Ability to sustain continuous wrist and finger movement – gross and fine motor handling, holding, grasping and typing.
4. Ability to sustain concentration and attention among competing multi-modal stimuli.
5. Continuous near and mid-range vision and close and mid-range hearing
6. Ability to lift up to 25 pounds without assistance and to cognitively employ sound judgment to request assistance when lifting / moving items that may otherwise cause personal injury.

OSHA RISK CATEGORY:

CATEGORY I: "The normal work routine involves tasks that involve exposure to blood, body fluids or tissue.

All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluid or tissues, or a potential for spills or splashes of them are CATEGORY I tasks. Use of appropriate protective measures are required for every employee engaged in CATEGORY I tasks.

DUTIES AND RESPONSIBILITIES:

1. Preliminary testing and work-up, including, but not limited to:
 - a. History/Chief complaint
 - b. Visual acuity
 - c. Lensometry
 - d. Tonometry
 - e. Refractometry
 - f. Motility/EOM
 - g. Confrontation Visual fields
 - h. Ocular pharmacology
 - i. EHR Documentation
2. Diagnostic Equipment and Testing, including, but not limited to:
 - a. A-scan/IOL Master
 - b. Corneal Topography
 - c. ECC
 - d. Fundus Photography
 - e. OCT
 - f. Pachymetry
 - g. Visual Fields
 - h. Fluorescein Angiography
3. Surgical Assisting:
 - a. Utilizing sterile technique, set up sterile tray and supplies, equipment, and medications/solutions needed for procedure.
 - b. Facilitate safe positioning of patient, prepping and draping as needed.
 - c. Help surgeons during procedures by passing them instruments and other sterile supplies
 - d. Maintains sterile field throughout procedure.
 - e. Cleans, packages, and maintains all instruments, preparing for sterilization.
 - f. Terminal cleaning and room turnover.
4. Clinical Trials:
 - a. Various activities associated with multiple clinical studies in accordance with designated project assignments.
 - b. Ensures confidentiality and compliance are maintained at all times.
5. Patient Education:
 - a. Promote clinic, surgical, optical and other services as necessary. Educate patients, within scope of practice, regarding diagnoses and procedures offered and/or recommended by the Doctor.
6. Miscellaneous:
 - a. Provide quality patient care, excellent communication and customer service
 - b. Perform related tasks as required, some of which may become essential to the position.