

Job Description Ophthalmic Assistant

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:

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

ESSENTIAL SKILLS AND ABILITIES:

- Knowledge of medical and ophthalmic terminology.
- Exceptional communication and interpersonal skills.
- Positive team member.
- Strong organization with attention to detail.
- Demonstrated computer literacy.

COMPETENCIES:

1. Communication and Patient Care

Must be able to accurately operate the following equipment:

- Lensometer
- A-scan
- Potential acuity meter

- Humphrey visual field machine
 - Automated tonometer machine
 - Brightness acuity test machine
 - Auto refractor
 - Keratometer
 - Phoropter
 - Mattox wing
 - Tonopen
 - Statim sterilizer
 - Projector
 - Slit lamp
- Uses autorefractor and lensometers (automatic and manual).
 - Performs visual field tests.
 - Performs visual acuity and pinhole tests.
 - Perform brightness acuity measurement as requested by the physician.
 - Performs Schirmer's tests as ordered by the physician.
 - Monitors patient flow, ensuring the physician exam rooms are always full.
 - Acts as scribe for physician.
 - Escorts patients to front desk after exam.

2. Patient Education

- Reviews the use of Amsler grid testing with patient for at-home monitoring.
- Reviews physician-generated instructions with patient.
- Provides appropriate patient education materials as directed by physician.

3. Administrative

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