



FILUTOWSKI EYE INSTITUTE

JOB TITLE: Ophthalmic Technician Level I
DEPARTMENT: Clinic
REPORTS TO: Clinic Manager

Role Qualifications:

- Must be JCAHPO COA, completed AAO Home Study course, or have equivalent knowledge, experience and skill level without certification
- Must have proper documentation of manifest refractions for at least 6 months
- Must be able to perform the following Basic Skills with minimal supervision

Basic Skills:

- Manual and automatic lensometry
- Pupil exam: Size, Shape, Reaction, Response. Accurately determine presence of a Marcus-Gunn pupil
- Confrontation visual field, detect defect and record
- EOMs and cover test and record anomalies
- Subjective manifest refraction and phoropter
- Angle check with slit lamp
- Function as a first and second half segmenting technician in patient examination

Patient Services:

- Provide detailed explanation of most common surgeries, including pre- and post-op care. (Cataract, LASIK, pterygiectomy, SLT, YAG, LPI)
- Provide basic explanation of minor procedures and less common surgeries (lid lesion excision, chalazion excision, laser trichiasis, vitreolysis)
- Direct all patient questions regarding diagnoses, test results and treatment options to the doctor(s)
- Have strong knowledge of commonly used diagnosis and procedure codes and where to find them on the route slip
- Triage phone calls (EOVs)

EMR

- Able to navigate comfortably through EMR templates and patient records in EMR
- Able to import images using Document Manager
- Able to scan images using Document Manager

Exam Rooms/Instruments:

- Provide necessary instruments and setup for minor procedures
- Clean, wrap, and sterilize used instruments
- Keep all exam rooms properly supplied and clean with working equipment
- Disinfect exam room equipment between each patient

Additional Duties and Responsibilities:

- Perform Topography, OPD, PAM, ultrasound pachymetry, blood pressure, Humphrey Visual Field
- Cataract surgery assistant (instruments, pre- and post-op assisting)

- Cataract surgery OR team (tubing, scrub tech)
- LASIK surgery assistant
- Other duties as assigned

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, use repetitive motion, type, and hear. The employee is frequently required to stand, walk, use hands and fingers to handle and feel, and reach with hands and arms. The employee is occasionally required to bend, kneel, crouch, climb stairs, and reach overhead. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The omission of specific statements or descriptions does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position.

Employee Signature

Date