

# Allied Health Recruitment & Training Tool Kit

## Sample POSITION DESCRIPTION

Certified Ophthalmic Medical Technologist
Job Title/Pay Grade
<ol style="list-style-type: none"><li>1. Initiate documentation of the patient's chief complaint, history of present illness, review of systems, and all pertinent ocular findings accurately and in accordance with compliance guidelines. Perform testing to include visual acuity measurement, color vision testing, lensometry, keratometry, testing pupil function, tonometry, confrontation visual fields, evaluations of EOM's and all other patient services as requested by the ophthalmologist. Administer topical ophthalmic and oral medications at the direction of physician.</li><li>2. Triage patient telephone calls.</li><li>3. Assist with minor surgery procedures or laser treatments in the office. Assist physician with surgical procedures to include: patient preparation, draping of surgical site, instrumentation and maintenance of sterile technique. Inventory and maintain surgical instruments in accordance with OSHA standards. Remove and apply dressings as directed.</li><li>4. Perform retinoscopy and refractometry. Assist patients with low vision aids. Assist with fitting of contact lenses and instruct patients in care and insertion of lenses. Assist with accurately measuring optics of eyeglasses and assisting patient with selection and fitting of eyeglasses.</li><li>5. Demonstrate knowledge of JCAHPO standards, assist with training clinical staff to a positive outcome, and provide hands-on training to ophthalmic medical personnel as needed. Educate patients regarding administration of medications, and pre- and post-operative instructions as directed by physician.</li><li>6. Perform specialized testing such as automated and non-automated perimetry, advanced ocular motility testing, IOL calculations, ultrasonography, ophthalmic photography, fluorescein angiograph and advanced color vision testing. Prepare specimens for culture and staining. Complete required documentation for specimen submission.</li><li>7. Assist physician in directing daily patient flow. Calibrate and maintain office equipment in accordance with policies and standards. Troubleshoot ophthalmic equipment problems and initiate repairs.</li><li>8. Follow all safety procedures as per protocol guidelines.</li><li>9. Work on clinical research projects.</li><li>10. Provide clinical staff evaluation and disciplinary action documentation to supervisor and / or physician as needed, upon request.</li><li>11. Perform other related duties as assigned under guidance of supervisor.</li></ol>
<p><b>Job Requirements</b></p> <p><b>Knowledge, skills, and experience:</b> Position requires a graduate of a formal training program, or specialized ophthalmic experience. Outstanding interpersonal skills as well as a neat and professional appearance are mandatory.</p> <p><b>Degree of supervision (i.e., direct, indirect), independence, and discretion:</b> Position requires a great deal of initiative and the flexibility to handle multiple tasks simultaneously. Employee must be extremely discreet to maintain patient confidentiality. Given the level of training and experience required in this position, the employee will be expected to work well independently with minimal supervision. The employee has responsibility for independently planning, designing, and carrying out projects and assignments.</p> <p><b>Physical demands and/or other special requirements:</b> Good hearing and visual acuity are required, as is the ability to assist in lifting patients from wheel chairs to examination chairs. May be required to stand for long periods of time. Must be able to move about the medical complex freely.</p>