

# Allied Health Recruitment & Training Tool Kit

## Sample POSITION DESCRIPTION

<b>Certified Ophthalmic Medical Assistant</b>	
<b>Job Title/Pay Grade</b>	
<b>Job Tasks</b>	<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, automated perimetry, evaluation of EOMs, confrontation visual field testing, and other patient services as requested by the ophthalmologist. Administer topical ophthalmic and oral medications at the direction of physician.</li><li>2. Assist with minor surgery procedures and laser treatments in the office. Inventory and maintain surgical instruments in accordance with OSHA standards. Remove and apply dressings as directed.</li><li>3. Educate patients regarding administration of medications, and pre- and post-operative instructions as directed by physician. Complete requests for prescription refills as authorized by physician with full documentation in patient chart.</li><li>4. Inventory and maintain medications and medical supplies.</li><li>5. Provide patient services such as minor spectacle repairs.</li><li>6. Open and close exam lanes daily, ensuring that equipment is cleaned and disinfected in an appropriate manner, battery-powered instruments are seated properly in recharge wells, slit lamps and projectors are switched off and are under covers. Assist with maintenance of clinical examination equipment. Assist with ordering of supplies.</li><li>7. Follow all safety procedures as per protocol guidelines.</li><li>8. Scribe for the physician.</li><li>9. Perform other related duties as assigned under the guidance of supervisor.</li></ol>
<b>Job Requirements</b>	<p><b>Knowledge, skills, and experience:</b> High school diploma. Outstanding interpersonal skills as well as a neat and professional appearance. One year of specialized ophthalmic experience or graduate of a formal training program is desirable or completion of on-the-job training upon hiring.</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 maintain patient confidentiality.</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>