

## Medical Foundation

### Certified Ophthalmic Assistant

#### Description

*UCSF Benioff Children's Physicians (UBCP) is a multispecialty physician foundation, and an associated clinically integrated network [CIN]. Our primary goal is to foster physician collaboration to deliver the most advanced pediatric care throughout Northern California and beyond. We have Pediatric, Ophthalmology, Adult Medicine, and Women's health clinics located throughout the San Francisco Bay area.*

*NOTE: Non-certified candidates are welcome to apply, however it is expected they will obtain COA certification within one year of hire date.*

#### POSITION SUMMARY:

The Certified Ophthalmic Assistant works with the Pediatric Ophthalmologist in providing eye care to patients of various ages but primarily pediatric patients in accordance with professional standards. Clinical duties include documentation of chief complaint and/or reason for appointment, medical and ocular histories of the patient and the immediate family, administration of eye medications under the direction of the Ophthalmologist, demonstration of intermediate skills in Ophthalmic testing as described below, performing and documenting all the ophthalmic tests necessary, and preliminary to highly specific eye exams. These include all modalities of monocular and binocular vision testing; Tonometry by Tonopen and Applanation, Auto-Refractometry, Auto and Manual Keratometry, Auto and Manual Lensometry, recognizing prism in prescription, recognition of Pupil and Extraocular Muscle abnormalities, recognition of Afferent Pupillary Defect (APD), assessment of Narrow Angles by slit lamp and transillumination, A-scan biometry, Confrontation and Intermediate Automated Visual Field testing with recognition of abnormality, Fundus and External ocular photography, Pachymetry, Potential Acuity Meter testing (PAM), Schirmer's Tear Function testing, Amsler Grid testing. The Certified Ophthalmic Technician also maintains cleanliness and orderliness of the exam rooms and supplies, cleans and performs minor instrument maintenance (bulbs/fuses).

#### Responsibilities:

Gather and evaluate patient data to identify physical, psychosocial and cultural needs of patients.

Possesses accurate knowledge of eye care and the appropriate use by age group.

Ability to document accurate personal and family ocular history.

Ability to document accurate personal and family medical history.

Accurately document patient's current symptoms and visual difficulties.

Problem-specific ocular history.

Awareness as to relationship of systemic disease to ocular conditions.

Technical skills, treatment modalities and operational knowledge of equipment.

Maintains equipment properly, with emphasis on cleaning lenses and covering instruments as appropriate.

Follows policies and procedure in administering eye medication within scope of practice.

Demonstrates competent computer skills when using EPIC.

Knowledge of ocular condition, procedures, and diseases.

General ocular patient education.

Proficient in performing diagnostic tests within the scope of practice as directed by the ophthalmologist.

Blood pressure technique, vitals.

Blood glucose monitor.

Ability to perform CPR

Operation of:

Visual Acuity Projector

Tonopen and Goldmann Applanator

Basic slit-lamp microscope use

Pachymeter

Visual Field Analyzer

Stereo Fundus Camera/External Camera

Autorefractor/keratometer

Manual Keratometer

Auto- and Manual Lensometry

Ocular axial biometry by ultrasound

Knowledge of Contact Lens: Types, Solutions, Patient Training, Ordering, Stocking

Competently performs all test modalities in the Ophthalmology Clinic, including:

Auto-refractometry.

Auto- and manual keratometry.

Auto- and manual lensometry.

Vision testing – distance, near, pinhole; with and without correction as appropriate. Color vision and Low vision.

Recognition of pupil size and abnormality

Recognition of Extraocular Muscle abnormality

Angle assessment by transillumination and biomicroscope (slit-lamp)

Confrontation and Automated Visual Fields

Binocular Function Testing – Near Point of Convergence, Stereopsis, and Hirschberg's sign

Tonometry – Tonopen and Applanation

Pachymetry

Fundus and External Photography

Basic understanding of emergent ocular symptoms reported by patients on the phone, referral to department triage personnel following through as directed.

Schedule patient appointments and surgeries, tertiary care consults, and diagnostic tests.

Keeps patient informed of all changes.

Knowledge in special insurance needs inherent in the Eye Care industry.

Authorization requests for external referrals and surgeries.

### **Universal Requirements:**

Planning and Time Utilization Management

Perform duties in a self-directed manner with minimal supervision and direction.

Ensure routine and priority tasks are completed within required time frames.

Policies and Procedures

Consistently adheres to and enforces department and UBCP policies and procedures.

Observes the UBCP dress and grooming code and consistently wears name badge.

#### Attendance and Reliability

Tardy, sick or absent time off does not exceed the UBCP guidelines.

Provides proper notification of absence or tardiness within established departmental time frames.

#### Compliance

Comply with all laws and regulations that govern the healthcare industry.

#### Customer Service

Meet the expectations of the facility in exhibiting excellent customer service with all customers using AIDET.

Work with all employees and physicians in developing excellent customer relations which result in increased satisfaction.

#### **Safety and Compliance:**

Maintain a neat and clean work environment to ensure all work environments are free from hazards sufficient to prevent injury.

Knowledgeable about safety concerns and understand fire safety.

Follow safety procedures, operates equipment and performs job related duties in a safe manner which prevents accidents from occurring.

#### **Team Work:**

Consistently demonstrates qualities of a team player

Works effectively and professionally with all support personnel

Acts as a role model to UBCP staff

Participates in the improvement of organizational goals

Will assist with Optometry Clinics, and other team members within UBCP.

The incumbent for this position has no supervisory responsibility but may be assigned to mentor new employees.

#### **Additional Information:**

The individual as classified may perform other duties as assigned or requested. The statements contained within this document are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, functions, duties and/or skills required of the individual. The right to add to or change the functions of the position at any time is retained by the organization at the discretion of UBCP.

#### **Reporting Relationships:**

This position reports to the site lead who reports to the Operations Director of UBCP.

#### **Minimum Position Requirements:**

##### **Education:**

Two-year Ophthalmic training course or commensurate experience working in a ophthalmology clinic required; Certified Ophthalmic Assistant certificate from the Joint Commission of Allied Health Personnel in Ophthalmology. Current COA and BLS/CPR certifications; appropriate CEUs to maintain COA Certification.

##### **Experience:**

Minimum of one (2) years experience working with an Ophthalmologist within the last five (5) years, preferably in a pediatric eye care environment. Demonstrated experience within a healthcare environment, understanding of vision insurances and managed care health plans, Documentation using the Electronic health record, blood pressure technique, vital signs, and preliminary ophthalmic testing techniques, visual field testing, and diagnostic testing under the direction of the Ophthalmologist.

**Knowledge:**

Health care industry, HIPPA, Basic Anatomy and Physiology, Ocular Anatomy and Terminology, Minor Surgical set-up and assisting, Indications and proper use of ocular dressings, Knowledge of Ocular Conditions and Diseases, such as: Refractive errors and presbyopia, infection, injury, red eye, and other common disorders. Understand the source of errors in ophthalmic diagnostic testing within the scope of practice, understanding of the theory for skills performed, understanding of classes of ophthalmic medications, knowledge of various drug delivery systems, and correct spelling of pharmaceuticals.

**Special Skills/Equipment:**

Ability to establish and maintain effective working relationships with physicians, vendors, and other team members is critical. Ability to communicate effectively in written and oral form in the English language is essential. Skills in data base management and word processing are required as well as the ability to be self-started and self-directed in work habits, Metric and spectacle prescription conversion.

**Physical Requirements:**

Ability to climb knees, walk, stand, lift, carry, pull, push, reach, stoop, balance and grasp.  
Ability to move 20 lbs. of force frequently and 50 lbs. of force occasionally.  
Ability to effectively communicate in English (verbally & in writing).  
Ability to operate necessary equipment & visually interpret data.

***An individual will be exposed to the following while performing the functions of this job:***

Inside environmental elements  
Blood-borne pathogens  
Respiratory hazards  
Electrical hazards  
Repetitive movements

**Typical Working Conditions:**

The Certified Ophthalmic Assistant works in a well-lit, clean environment typical of a clinic setting. There is constant interaction with other people, and the need to handle several responsibilities at once. This person will work a 30-hour week .75 FTE.

**Quantifiable Dimensions:**

85% patient care and/or ancillary testing  
10% associated paperwork  
5% instrument measurement

**Benefits:**

*We offer a competitive benefits package including very generous 401(k) and Paid Time Off (PTO) plans.*

Salary \$30-32/hr

*UCSF Benioff Children's Physicians (UBCP) is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on any legally-recognized basis, including, but not limited to: veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, gender identity, age (40 and over), pregnancy (including childbirth, lactation and related medical conditions), national origin or ancestry, citizenship status, physical or mental disability, genetic information (including testing and characteristics) or any other consideration protected by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.*