

OPHTHALMIC TECHNICAL PERSONNEL SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
4047	Ophthalmic Technician	02	444	6 mo.	12/01/08	Rev.
4760	Ophthalmic Technologist	02	444	6 mo.	12/01/08	Rev.
4761	Chief Ophthalmic Technologist	02	444	6 mo.	12/01/08	Rev.

Promotional Line: 168

Series Narrative

Employees in this series provide assistance to ophthalmologists providing ophthalmic services to patients in a health care facility. They assist the ophthalmologist by:

- (1) providing technical support in the delivery of services to patients, such as:
 - performing ophthalmic examination procedures, including examining patients for visual acuity, color vision, strength of glasses, pressure of eye fluids, field of vision, axial eye length, eye movement, etc.
 - instructing patients regarding procedures or medications
 - calibrating and maintaining ophthalmic instruments and equipment, and
 - performing related laboratory work
- (2) participating in ophthalmic research, clinical trials, or studies
- (3) participating in the instruction of students or lower level employees in ophthalmic technology and, at the upper levels of the series, by:
 - (a) supervising or directing the technical-support services provided to patients
 - (b) providing or directing in-house training for employees or clinical instruction for students in ophthalmic technology, and
 - (c) participating in the development of policies and procedures for the operations or programs in which they are involved.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Ophthalmic Technician

4047

Employees at this level perform standard ophthalmic services. They work under the general supervision of higher level employees.

An Ophthalmic Technician typically—

1. performs and records results of standard ophthalmic examination procedures on patients, including the determination of the amount of refractive error in a patient's eyes using corrective lenses and a retinoscope, ocular motility tests and manual visual field tests

2. participates in clinical trials and drug studies by:
 - (a) recruiting and interviewing patients
 - (b) conducting protocol examinations of study source(s)
 - (c) compiling study's statistical data
3. assists in the instruction and evaluation of students being trained in ophthalmic technology
4. performs the duties of an Ophthalmic Assistant as required
5. calibrates and performs routine maintenance and repair of ophthalmic equipment and instruments
6. performs other related duties as assigned

Level II: Ophthalmic Technologist**4760**

Employees at this level are responsible for a delegated area (such as a section within a department), perform specialized procedures, and provide clinical instruction. They work under the direction of higher level employees.

An Ophthalmic Technologist typically—

1. performs and records results of standard ophthalmic examination procedures on patients, including the determination of the amount of refractive error in a patient's eyes using corrective lenses and a retinoscope, ocular motility tests and manual visual field tests
2. instructs lower level ophthalmic personnel and students in the performance of new examinations or special procedures
3. instructs medical students and residents in the technical aspects of ophthalmic testing
4. performs and records results of specialized ophthalmic examination procedures on patients, such as:
 - axial eye length measurements using ultrasound
 - electrodiagnostic testing
 - advanced tonometry
 - advanced ocular motility tests
5. performs the duties of an Ophthalmic Technician as required
6. supervises the calibration, maintenance, and repair of ophthalmic equipment and instruments
7. performs quality control studies
8. recommends purchase of new ophthalmic equipment
9. performs other related duties as assigned

Level III: Chief Ophthalmic Technologist**4761**

Employees at this level coordinate training and ophthalmic technical-support activities for all sections of a department. They direct the activities of staff, students, and auxiliary personnel of the various sections.

They work under the administrative direction of higher level personnel.

A Chief Ophthalmic Technologist typically--

1. supervises the daily activities within a section of a department; plans, assigns, and reviews work activities, counsels subordinates, evaluates job performance, and approves or recommends personnel
2. consults with administrators and professional staff to ascertain and establish goals and objectives for ophthalmic technical-support personnel and students; this may include the development, implementation, and enforcement of rules, policies, and procedures
3. formulates or implements in-house educational programs and training seminars for lower level ophthalmic technical personnel
4. formulates or implements the formal curriculum for students being trained in ophthalmic technology on clinical rotation
5. participates in personnel actions, including selection, evaluation, discipline, and promotion
6. prepares reports of operational activities and expenditures
7. performs duties of an Ophthalmic Technologist as required
8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Ophthalmic Technician**4047**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Two years (24 months) of work experience comparable to that gained performing basic Ophthalmic services

OR

- (B) Eligibility for certification as an Ophthalmic Technician by the Joint Commission on Allied Health Personnel in Ophthalmology

(If required by the employing institution, only eligibility for certification as an Ophthalmic Technician may be allowed among the two above alternatives.)

NOTE: Graduation from an approved college of optometry or completion of a medical residency program in ophthalmology satisfies requirement 1.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of ocular pathology, anatomy, and physiology at a level appropriate to the performance of standard ophthalmological procedures
2. knowledge of standard ocular examination techniques
3. knowledge of common medical terminology
4. communication skills
5. ability to supervise
6. ability to record data accurately
7. ability to communicate instructions
8. manual dexterity

Level II: Ophthalmic Technologist**4760**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Two years (24 months) of work experience comparable to that gained performing basic Ophthalmic services

OR

(B) eligibility for certification as an Ophthalmic Technician by the Joint Commission on Allied Health Personnel in Ophthalmology
2. (A) One year (12 months) of work experience comparable to that gained performing duties as an Ophthalmic Technician

OR

(B) eligibility for certification as an Ophthalmic Technologist by the Joint Commission on Allied Health Personnel in Ophthalmology

(If required by the employing institution, only eligibility for certification as an Ophthalmic Technologist may be allowed among the two above alternatives.)

NOTE: Graduation from an approved college of optometry or completion of a medical residency program in ophthalmology satisfies requirement 1.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of ocular pathology, anatomy, and physiology at a level appropriate to the performance of advanced and complex ophthalmological procedures
2. knowledge of complex medical terminology

3. knowledge of complex ocular examination techniques
4. knowledge of fitting contact lenses
5. advanced technical skills required to perform more complex procedures (such as ultrasound)
6. communication skills
7. ability to supervise, including assigning work and establishing priorities
8. ability to evaluate ophthalmic equipment
9. ability to record patient examination data
10. manual dexterity

Level III: Chief Ophthalmic Technologist**4761****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. Certification as an Ophthalmic Technician or Technologist by the Joint Commission on Allied Health Personnel in Ophthalmology
2. Two years (24 months) of work experience comparable to that gained as an Ophthalmic Technologist

NOTE: Graduation from an approved college of optometry or completion of a medical residency program in ophthalmology satisfies requirement 1.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of laws and regulations related to ophthalmology
2. knowledge of complex medical terminology
3. knowledge of ocular pathology, anatomy, and physiology at the Ophthalmic Technologist level
4. knowledge of complex ocular examination techniques
5. advanced technical skills for specialized procedures (such as advanced tonometry)
6. organizational skills, including time management, priority establishment, and program organization
7. ability to plan, organize, direct, and evaluate the activities of department technical-support personnel
8. ability to conduct studies of operational and instructional activities and prepare reports
9. ability to instruct, including clear organization of materials and precise communications of operational and instructional activities
10. manual dexterity
11. ability to manage a section of a department, including planning and review of work activities