

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 2055
Grade: 12

Standard Job Description

<u>Job Title</u>	<u>Department</u>
Ophthalmic Elec & Vision Technician	Surgery / Division of Ophthalmology

Job Summary

Under the direction of the Ophthalmologist and associated medical staff of Cook County Health & Hospitals System (CCHHS), the Ophthalmic Technician provides technical guidance and assistance to support the evaluation, treatment and management of patients receiving eye care. Uses comprehensive knowledge to train staff on how to handle and use equipment accurately. Acts as a liaison between the patient and Ophthalmologist with the ability to identify and respond to emergency situations in a professional manner.

Typical Duties

- Review charts and collects medical history; determines urgency of condition and initiates appropriate care as necessary
- Documents collected information into the electronic medical record
- Applies drops to anesthetize, dilate or medicate eyes to prepare the patient for testing
- Performs accurate and consistent patient care testing to include, but not limited to, applanation tonometry and tonopen tonometry, refractometry, corneal topography and keratometry and pachymetry used to test and measure eye function and visual acuity to diagnose and treat eye disorders and disease; requires a collection of multiple data sets to allow for proper diagnosis
- Records data results of patient care testing to identify and support the need for specialized care, as deemed appropriate
- Provides educational literature and gives instructions to patients concerning recommendations for eye care
- Designs care plans and implements treatment, as directed
- Checks calibration of equipment and makes adjustments
- Prepares the necessary equipment and supplies for exams and procedures; cleans and sterilizes equipment before and after each use
- Practices standards of sterile technique and infection control
- Maintains inventory of medical and surgical supplies; reorders as necessary to prevent shortages
- Trains staff by providing technical consultation and guidance to ensure handling and operating equipment is accurate and meets compliance standards
- Maintains a high regard for patient confidentiality and HIPAA compliance
- Attends all mandatory CCHHS training sessions and department meetings
- Assumes responsibility for the maintenance of any necessary licensure/certification through continuing education, conferences, meetings, seminars, etc.
- Adheres to policies, procedures, quality and safety standards
- Performs other duties as assigned

Reporting Relationships

Reports to Ophthalmologist and/or associated medical staff

Minimum Qualifications

- High School Diploma or equivalent
- Current and valid certification as a Certified Ophthalmic Assistant (COA) or a Certified Ophthalmic Technician (COT) by the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO)
- Experience working with standard and surgical ophthalmic equipment and supplies
- Must be able to work flexible hours including evenings and weekends

Preferred Qualifications

- Previous experience as an Ophthalmic Technician
- Bilingual in English and Spanish.

Knowledge, Skills, Abilities and Other Characteristics

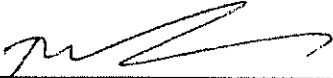
- Comprehensive knowledge of ophthalmic technician skills as outlined by JCAHPO
- Knowledge of standard and surgical ophthalmic equipment and supplies in support of providing surgical assistance
- Knowledge of procedures and regulations specific to the assessment and care of patients
- Knowledge of sterile technique and infection control processes
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Strong customer service and empathy skills
- Demonstrates good computer, phone and typing skills
- Demonstrate analytical and organizational, problem-solving, critical thinking and conflict management/resolution skills
- Demonstrate attention to detail, accuracy and precision
- Ability to adhere to department policies and standards utilizing best practices incorporating the use of electronic health record (EHR)
- Ability to ascertain whether a situation is urgent, emergent or routine
- Ability to prioritize, plan and organize projects and tasks
- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously and as a team member in a multidisciplinary team
- Ability to train by presenting concepts and demonstrating tasks
- Ability to see and hear clearly (including with correction)
- Ability to tolerate exposure to unpleasant noise, odor and temperature
- Ability to work flexible hours
- Must be able to travel to work sites throughout Cook County
- This position occasionally requires various types of physical exertion including but not limited to lifting, pushing, pulling, prolonged standing, operating departmental equipment and/or other devices as well as exerting light to medium force

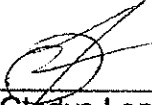
Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval:  Patrianakos 7/28/16
Dr. Thomas Patrianakos
Chair of the Division of Ophthalmology
Date

Approval:  07/28/16
Gladys Lopez
Chief of Human Resources
Date