

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



Job Code: 6687
Grade: 14

Standard Job Description

Job Title

Ophthalmic Surgical Coordinator

Department

Ophthalmology

Job Summary

Under the direction of the Ophthalmologist and associated medical staff of Cook County Health & Hospitals System (CCHHS), the Ophthalmic Surgical Coordinator provides supervision, technical guidance and assistance to support the evaluation, treatment and management of patients receiving eye care in both a surgical and non-surgical environment. Uses comprehensive knowledge to supervise and train staff on proper equipment handling and operational use including cleaning. Acts as a liaison between the patient and Ophthalmologist with the ability to identify and respond to emergency situations in a professional manner.

This position is exempt from Career Service under the CCHHS Personnel Rules.

Typical Duties

- Supervises and trains staff by providing technical consultation and guidance to ensure handling and operating equipment is accurate and meets compliance standards
- Reviews data results of patient care testing to identify and support the need for specialized care, as deemed appropriate
- Ensures that the electronic medical record is current and accurate
- Supports the preparation and set-up for surgical procedures
- Assists staff in surgical procedures to include, by not limited to, Cataract, Glaucoma, Refractive, Vitrectomy and any other surgical procedures as directed
- Checks calibration of equipment and makes adjustments; makes recommendations for repairs and/or upgrades of equipment
- 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
- Provides educational literature and gives instructions to patients concerning recommendations for eye care and prevention
- Maintains inventory of medical and surgical supplies; reorders as necessary to prevent shortages
- Maintains a high regard for patient confidentiality and HIPAA compliance
- Provides administrative support and assistant as needed
- Attends all mandatory CCHHS training sessions and department meetings
- Understands specific role and function as a Ophthalmic Surgical Technician
- Adheres to policies, procedures, quality and safety standards

Typical Duties (continued)

- Assumes responsibility for the maintenance of any necessary licensure/certification through continuing education, conferences, meetings, seminars, etc.
- Performs other duties as assigned

Reporting Relationship

Reports to the Ophthalmologist and/or associated medical staff

Minimum Qualifications

- High School Diploma or equivalent
- Certificate from the National Board of Surgical Technology and Surgical Assisting (NBSTA), OR the Association of Surgical Technologist (AST)
- Four (4) years of experience providing surgical assistance
- Two (2) years of experience as an Ophthalmic Surgical Technician
- Two (2) years of experience assisting with Cataract, Glaucoma, and Retina Surgery
- Two (2) years of experience supervising in an Ophthalmic environment
- Experience working with standard and surgical ophthalmic equipment and supplies

Preferred Qualifications

- Previous experience providing surgical assistance
- Bilingual in English and Spanish.

Knowledge, Skills, Abilities and Other Characteristics

- Comprehensive knowledge of Ophthalmic Medical Technologist 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

Knowledge, Skills, Abilities and Other Characteristics (continued)


- 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

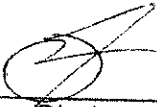
Physical and Environmental Demands

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

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