# ISSUED September, 2000

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# SUPERSEDES

# TITLE Ophthalmic Professional II CLASSIFICATION GRADE 08

# SPECIALTY GRADE 75

### BASIC FUNCTION AND RESPONSIBILITY

Serve as clinical triage officer and coordinate the activities of the ophthalmology clinics. Implement formulated objectives for the Department of Ophthalmology. Coordinate the scheduling of residents, fellows, orthoptists, students and doctors. Serve as liaison between the ophthalmology clinics, and other areas in the Department of Ophthalmology and other clinics throughout the hospital.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Evaluate patients to assure timely completion of all clinical work-ups.

Serve as liaison between the Ophthalmology Clinic and other specific areas in and outside

University Hospitals, to assure efficient provision of tests within the department or in other departments or clinics within the hospital.

Coordinate the timing and sequence of examination needs to foresee requirements for additional

tests, and alert the proper clinical areas in order to facilitate patient flow, efficient patient care and efficient clinic operation.

Responsible for ensuring accurate charges for services rendered.

Supervise staff responsible for recording charges, submitting patient billing and assuring medical records are signed.

Assist staff in clinical examination, diagnosis, evaluation and treatment of all patients.

Train residents, students and fellows.

Collaborate with main scheduling center and nursing staff to assure proper coverage.

Assign work teams to patient clinics.

Train, schedule, assign and evaluate work of support staff.Maintain effective working relationships with faculty, staff, students and the public.

*In addition to the duties and responsibilities noted above, the position description must include statements from*[*UI Health Care Core Values (WECARE)*](https://uihc.org/mission-vision-and-core-values)*for Health Care positions or*[*Universal Competencies*](https://hr.uiowa.edu/careers/competencies/universal-competencies)*for all other positions.*

##### SUPERVISION RECEIVED

Supervision is received from a Director, Assistant Director or other designated individual.

##### SUPERVISION EXERCISED

Functional supervision may be exercised over support staff and students.

### QUALIFICATIONS

A Bachelor’s degree in an appropriate discipline or an equivalent combination of education and experience is required.

Reasonable (1-3 years) experience working in a clinical setting with an Ophthalmologist is required.

One of the following certifications will be required based on the specific needs of the department: National certification by the American Orthoptic Council as an Orthoptist or certification by an international Orthoptic Council, or national certification by the Joint Commission on Allied Health Personnel in Ophthalmology as a Certified Ophthalmic Medical Technician, or national certification by either the American Board of Opticianry or national Contact Lens Examiners as a certified ophthalmic dispenser, or Certification by National Examining Board of Ocularists and a five year (10,000 hours) apprenticeship with an American Society of Ocularist approved Ocularist.

Excellent written and verbal communication skills are required.