# ISSUED June, 1985

# REVISED December, 2005

# SUPERSEDES

# TITLE Ophthalmic Professional I CLASSIFICATION GRADE 06

# SPECIALTY GRADE 46

## BASIC FUNCTION AND RESPONSIBILITY

Assist in the educational, operational and clinical research activities of the Oculoplastics area and/or the Pediatric Ophthalmology Clinic in the Department of Ophthalmology. Coordinate patient care and ensure that optimum service is provided. Communicate with patients so that they understand the procedures and tests to which he/she will be subjected.

## CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Examine, test and evaluate patients with eye muscle problems and/or Oculoplastics problems. Responsible for preliminary workup of all patients including history, refraction, applanation and tonometry.

Assist the staff and resident ophthalmologists in making diagnoses regarding patient’s condition, identify the nature of disorder and recommend appropriate course of action.

Make recommendations to the ophthalmologist about therapy, i.e., occlusion for amblyopia.

Correlate with the strabismus service and provide continuity in care for patients with combined oculoplastic and strabismus problems.

Responsible for the evaluation and follow up of patients with orbital fractures.

Responsible for preliminary testing for Glaucoma using applanation, or tonometry.

Responsible for refraction of patients, retinoscopy and manifest refraction.

Provide leadership and support for a research project relevant to the evaluation of orbital fractures and other strabismus problems.

Responsible for body and record maintenance for each exam.

Provide sterile surgical assistance in operating rooms.

Take digital photographs and download pictures on the Oculoplastics service.

Maintain records of examination on hospital charts and record charges for services rendered.

Ensure smooth operation of the clinic, facilitate patient flow, and coordinate patient referrals with other clinics and departments.

Maintain equipment and instruments.

Coordinate supplies inventory for examination and surgery area.

Assist in scheduling Oculoplastics patients for surgery, coordinating patient schedule with operating room schedules.

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 official.

SUPERVISION EXERCISED

Functional and administrative 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.

Some (6 months – 1 year) experience working in a clinical setting with an Ophthalmologist is required.

Certification by the Joint Commission on Allied Health Personnel in Ophthalmology as an Ophthalmic Assistant (COA) is required.

Excellent written and verbal communication skills are required.

Certification by the Joint Commission on Allied Health Personnel in Ophthalmology as an Ophthalmic Technician (COT) is desirable.