

**Job Class Profile:            Ophthalmologist Assistant****Pay Level:                            CG-24                            Point Band:                            422-455**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	3	3	3	5	2	2	2	1	4	
Points	140	50	19	24	60	43	41	21	43	441

**JOB SUMMARY**

The Ophthalmologist Assistant assists the Ophthalmologist in the diagnosis and treatment of eye disease by performing specified diagnostic tests and assisting the physician with ophthalmic procedures.

**Key and Periodic Activities**

- Performs Visual Fields Testing using the Allergen Humphrey Visual Field Analyzer; organizes and files test results.
- Performs Intraocular Lens calculations, independently when necessary, for preparation of patients with cataract surgery.
- Measures and records visual acuity, tests color vision, uses Lensometer to neutralize the lens of the eye, instills ocular medications necessary for various diagnostic testing.
- Performs set up for procedures, ensures instruments are prepared and available and assists the Ophthalmologist with performing minor invasive ophthalmic procedures (i.e. removal of Ptergium, Chalazion, Temporal Artery Bypass).
- Independently performs Ocular Ultrasound testing (A Scan and B Scan) and Ocular Coherence Tomography (OCT) testing as directed by physician.
- Obtains conjunctival swabs/cultures as per the direction of the ophthalmologist.
- Documents treatments, diagnostic tests and results on patient record, noting patient condition upon test completion and any untoward effects.
- Maintains booking schedule for visual field testing and facilitates arrangement of necessary appointments for Ophthalmology patients, files test results.
- Provides instruction and written information to patients/family and reinforces medical advice conveyed by the physician.
- Ensures ophthalmic medications are ordered weekly and checked for expiry dates.
- Maintains ophthalmic instruments and equipment in good working order. Reports broken equipment and arranges for repair/servicing as necessary.
- Evaluates and makes recommendations regarding ophthalmic supplies/equipment.
- Participates in educational events, attends staff meetings, and serves on committees.

**SKILL****Knowledge****General and Specific Knowledge:**

- Meditech system.
- Ophthalmic related testing equipment and procedures.
- Patient care, assessment and treatment.
- Up to date trends and developments in ophthalmic area.

**Formal Education and/or Certification(s):**

- Minimum: 1 Year Diploma in Ophthalmic Medical Personnel.

**Years of Experience:**

- Minimum: 1 – 2 years of experience.

**Competencies:**

- Ability to follow instructions.
- Ability to apply established techniques in the completion of work activities.
- Ability to develop new solutions to deal with new problems.
- Ability to operate a computer to prepare documents or access databases for patient data and appointment.
- Ability to calibrate equipment (IOL master).
- Ability to operate machinery (OCT testing, VH testing, IOL master calculations, microscopes, laser equipment).
- Ability to conduct assessment (checking patient's visual acuity, charting medications, instill diagnostic medications).

**Interpersonal Skills**

- A range of interpersonal skills are utilized including listening to information from patients regarding medical history and recording for the physician; asking questions to gather additional related information by focusing patient's responses to get more detailed answers; providing routine and complex information and direction to patients and families including reinforcing teaching and/or medical advice conveyed by the physician regarding specific illness treatment plan and expected outcomes; providing care and comfort to patients and helping them understand their diagnosis, answering their questions and helping them through uncomfortable treatments; and dealing with upset people face to face and explaining to patients why there are long wait times for visits with the Ophthalmologist.
- Interactions occur with employees within the immediate work area, department and organization; supervisors, managers, Ophthalmologist and patients as well as suppliers/contractors, sales representatives and students/trainees.
- The most significant contacts are patients, employees/physicians within immediate work area and manager/supervisor to discuss patient issues related to ophthalmic procedures and care.

**EFFORT**

**Physical Effort**

- Demands of the job typically do not result in fatigue, requiring periods of rest.
- Lifting and moving is occasionally required to assist patients from wheelchairs or stretchers onto the procedural table which requires gross motor skills.
- Standing and walking are constantly required while performing ophthalmic testing.
- Using hand tools require accurate control and steadiness while assisting with ophthalmic procedures (holding small instruments in place while the physician operates).
- Using machinery/equipment requires very controlled movements while operating ophthalmic

<p>testing equipment that test very precise areas of the eye.</p> <ul style="list-style-type: none"> <li>— Gross motor skills are required when moving patients from wheelchairs to stretchers.</li> <li>— Manual and physical activities include fine finger or precision work while performing visual fields testing, Intraocular Lens calculations, etc.</li> </ul>
<b>Concentration</b>
<ul style="list-style-type: none"> <li>— <b>Visual</b> concentration is required while observing patients to ensure no eye movement during imaging/measurements; the patient's body positioning to ensure accurate test results; and ensuring patient properly holds the occluder while observing the letters read from the eye chart so that it can be relayed to the physician accurately.</li> <li>— <b>Auditory</b> concentration is required to listen to patient's concerns about examinations and/or testing and when obtaining medical history of patients.</li> <li>— <b>Higher than normal levels of attentiveness or alertness for the health and safety of others</b> is evident when assisting physician, and to ensure the correct or affected eye is injected with the correct amount of medication and dose (intravitreal eye injections), and monitoring the waiting room to ensure patients are safe.</li> <li>— <b>Eye/hand co-ordination</b> is required to utilize various instruments for ophthalmic procedures (joystick, mouse and monitor) and putting drops in patient's eyes.</li> <li>— <b>Time pressures and deadlines</b> exist to have tests and measurements completed and patients prepped in order for the physician to conduct further investigations.</li> <li>— <b>Exact results and precision</b> is required when performing tests (OCT testing – locating the exact part of the eye that is in question by the physician and conducting IOL testing for pre-cataract surgery patients – physician uses to determine strength of lens that will be implanted into the patient's eye during surgery).</li> </ul>
<b>Complexity</b>
<ul style="list-style-type: none"> <li>— Work tasks or activities are different but related allowing for the use of similar skills and knowledge.</li> <li>— While tasks are related there are a number of different tests/procedures performed. Most problems/issues are well defined and can be addressed by following procedures, protocols and guidelines.</li> <li>— A typical challenge is managing an overloaded workload to ensure all patients are seen in a timely fashion and safe manner.</li> <li>— References available to address typical challenges include treatment protocols, policies and standards of practice as well as co-workers, physicians.</li> </ul>

## RESPONSIBILITY

<b>Accountability and Decision-Making</b>
<ul style="list-style-type: none"> <li>— Work tasks and activities are highly monitored or controlled as ophthalmic testing procedures have predetermined protocols.</li> <li>— Independent decisions can be made regarding the ordering of medications for the clinic, ordering of most ophthalmic supplies and managing the workload on a day to day basis.</li> <li>— Decisions requiring supervisory approval would include requests for additional clinic time by the physician, large financial purchases for the clinic, time off requests and approval to attend organization seminars, meetings, etc.</li> </ul>
<b>Impact</b>

- Results of work tasks and activities are directly felt within the immediate work area, department, and on patients. If patient is not observed closely enough during visual field testing, then the results may not generate accurately and the patient would have to be rebooked again for repeat testing.
- Resources impacted include the testing equipment used (by completing checks on all equipment it allows more usage and less down time); material resources in terms of supplies used (also impacts finances); health and safety of the patients and corporate image by following policies and protocols.
- An example of a risk or consequence of error would be injecting medication into or operating on the wrong eye. The patient would be impacted by this risk and it would be the physician, ophthalmic assistant or the patient would detect it within hours of problem identification.

#### **Development and Leadership of Others**

- Not responsible for the supervision of staff.
- Provides advice/guidance to patients and assists with orientation of new employees.

### **WORKING CONDITIONS**

#### **Environmental Working Conditions**

- Special precautions or safety equipment are required such as using safety goggles (during laser treatments), chemo gloves and gowns (handling hazardous/toxic materials) and sterile gloves (protection from infectious diseases).
- Moderate likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures or injury but limited likelihood to injury or occupational illness resulting in partial or total disability.
- Work involves exposure to fumes (cautery tools result in smoke being emitted), limited lighting (most testing is conducted in dark or low lit rooms), hazardous chemicals and toxic/poisonous substance (chemo therapy drugs), infectious diseases and working in awkward/confining spaces (eye testing rooms are very small).