

**Job Class Profile:            Photographic Technician (Ophthalmology)****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 Photographic Technician (Ophthalmology) performs advanced technical work in a hospital ophthalmology department. Work involves operating specialized ophthalmology and photography equipment to assist the ophthalmologist in diagnosing and treating eye conditions. Ophthalmic photography performed includes fundus photography, fluorescein angiography, 3D stereo photography, slit-lamp photography, external photography and some operating room videotaping.

**Key and Periodic Activities**

- Performs set up for photography room by ensuring ophthalmic photography camera and computer are in good working order and medical supplies are ready.
- Instills ocular medications necessary for various diagnostic tests.
- Provides instructions to patients regarding testing procedures and answers any patient questions.
- Performs set up for procedures by ensuring instruments are prepared and available.
- Assists Ophthalmologist with performing minor invasive ophthalmic procedures (i.e. removal of Pterygium).
- Measures and records visual acuity; records and charts medical information and history.
- Performs Visual Fields Testing using the Allergen Humphrey Visual Field Analyzer (VF). Organizes and files test results, maintains booking schedule for visual field testing and arranges appointments. Tests colour vision and uses Lensometer to neutralize the lens of the eye.
- Performs Intraocular Lens Master (IOL) calculations necessary for preparation of patients for cataract surgery. Organizes and files IOL results.
- Performs Ocular Ultrasound testing (A Scan and B Scan) and Ocular Coherence Tomography (OCT) testing as directed by physician.
- Provides instruction and written information to patients undergoing testing in the Eye Clinic.
- Obtains conjunctival swabs/cultures as per Ophthalmologist direction.
- Documents and files patient records with treatments/diagnostic tests performed and test results.
- Maintains booking schedule for visual testing.
- Ensures ophthalmic photography medications are ordered weekly. Checks for expiry dates.
- Maintains ophthalmic instruments and equipment in good working order. Reports broken

### Key and Periodic Activities

- equipment and arranges for repair/service.
- Makes recommendations regarding ophthalmic supplies and equipment.

## SKILL

### Knowledge

#### General and Specific Knowledge:

- Photography

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

- Minimum: 1 year Ophthalmic Medical Personnel Diploma. Medical Terminology Course required.

#### Years of Experience:

- Minimum: 1 – 2 years of experience

#### Competencies:

- Operate ophthalmic camera and related equipment
- Computer skills

### Interpersonal Skills

- A range of interpersonal skills are utilized including listening to patients to acquire medical information; asking questions to clarify medical history; providing routine information and direction to patients regarding procedures, treatment plan and expected outcomes (as outlined by physicians) and providing care and comfort to patients to help them understand diagnosis and answering related questions.
- Communication occurs with Ophthalmologists, patients and other employees within the immediate work area as well as supervisors/managers.

## EFFORT

### Physical Effort

- Work demands do not result in fatigue, requiring periods of rest.
- Lifting and moving of ophthalmic equipment weighing up to 10 lbs occurs occasionally. Infrequently required to move patients from wheelchairs to stretchers.
- Work involves standing and walking constantly to perform diagnostic eye tests and related duties, often in cramped positions.
- Fine finger or precision work is required to operate ophthalmic photography camera and related testing equipment which require accurate control and steadiness in order to assist with ophthalmic procedures.

### Concentration

- **Visual concentration** is required to observe patients during testing to ensure proper positioning and steadiness to ensure accurate test results; to assist Ophthalmologist during lengthy procedures and to operate various ophthalmic testing equipment.
- **Auditory concentration** is required to listen carefully to Ophthalmologist's orders prior to

completing photography and to listen to patient questions.

- **Repetition requiring alertness** is evident when conducting numerous tests during a shift as alertness is required for each patient to ensure accurate results.
- **Higher than normal levels of attentiveness or alertness for the health and safety of others** is required when completing photography to ensure the correct eye and location within the eye is photographed as well as to inject correct medication and dosage.
- **Time pressures** exist to have patients prepped in order to be seen by physicians and deadlines exist to ensure patients are seen by a physician in a timely manner.
- **Lack of control over work pace** exists when patient overbooking occurs.
- **Eye hand coordination** is required to operate ophthalmic cameras and related equipment.
- **Exact results and precision** is required to locate specific parts of the eye during testing (i.e. conducting Intraocular Lens Master (IOL) testing for pre-cataract surgery patients as the measurements/calculations are used by the physician to determine what strength of lens to be implanted during surgery).

### Complexity

- Work tasks and activities are similar/related in terms of the skills and knowledge utilized and are typically well-defined.
- Typical challenge or issue would be managing a typically overloaded workload to ensure all patients are seen in a timely fashion and safe manner.
- References available to address typical challenges or issues include organizational policies which define safe methods to manage workloads and co-workers are available to provide assistance.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks and activities are highly monitored or controlled by organizational policies and procedures and direction from Ophthalmologists and supervisor/manager.
- Independent decisions are made regarding managing the daily workload as well as ordering ophthalmic supplies and medications for the photography room and eye clinic.
- Decisions requiring supervisory approval include requests for time off; large purchases for the clinic; requests for additional clinic time by physicians and approval to attend meetings and seminars.

### Impact

- Results of job tasks and activities are directly felt within the immediate work area and department as well as on patients attending the eye clinic.
- Results of job tasks and activities impact equipment used in the eye clinic, information, material resources in terms of supplies ordered and the health and safety of patients.
- Consequences of mistakes or errors are directly felt within the immediate work area and on patients since testing may have to be redone due to inaccurate results. Mistakes in testing also lead to further appointments which affect patient scheduling.
- Consequences of mistakes or errors are typically identified and resolved within hours. Mistakes or errors are mitigated by the procedures in place (i.e. physician's chart would identify which

eye to be tested)

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

- Not responsible for the supervision of staff.
- Development and leadership responsibilities exist to assist with training new employees as required by providing advice, guidance and on-the-job direction.

## **WORKING CONDITIONS**

### **Environmental Working Conditions**

- Safety equipment is required and includes safety goggles to be used during laser treatments; chemo gloves and gowns for handling hazardous/toxic materials and sterile gloves to protect from infectious diseases.
- Moderate likelihood of minor cuts, bruises, abrasions or minor illnesses.
- Limited likelihood of injury or occupational illness resulting in partial or total disability.
- Exposure to limited lighting when performing eye testing as most tests are conducted in dark or low lit rooms; hazardous chemicals used to treat eye diseases and infectious diseases.