

SAMPLE OPHTHALMIC TECHNICIAN SKILLS AND QUALIFICATIONS

Please use these as examples and do not copy them word for word. Customize them to reflect your unique qualifications.

- Perform preliminary exams including taking patient histories, visual acuity, pupil tests, gross confrontational fields, retinoscopy and refractometry, and applanation tonometry.
- Assist with routine tests, treatments, and minor surgeries including administering anesthetics and dilating drops, preparing injections and relaying prescriptions to pharmacy.
- Familiar with medications and ocular disease processes.
- Equipment used (or have knowledge of) includes: _____
- Committed to excellence in patient care and relations.
- Assist with front office duties including pulling charts, checking patients in, filing, scheduling appointments, computer input, and assisting with patient flow.
- Document and dictate accurate and timely chart notes.
- Knowledge of medical office practices and medical terminology.
- Computer skills include : _____
- Instruct patients regarding insertion and removal techniques, disinfecting, cleaning, storing and care of contact lenses.
- Minor calibration of equipment
- Knowledge of JCAHO standards and regulations.
- Bi-lingual English / _____
- Articulate, friendly, and effective working with people of different backgrounds and temperaments.
- Maintains a positive attitude and enjoys helping people
- Accurately records, remembers, and verbally communicates detailed information
- Adept at quickly engaging each patient, establishing rapport and assessing needs
- Easily establishes rapport with a wide range of people and has a good sense of humor
- Greets patient and introduces self-prior to eye exam.
- Explains to patient what they should expect from technician's work up and from the MDs.
- Completes a detailed patient history which includes: past medical history (systemic and ocular), family medical history (systemic and ocular), medication history (systemic and ocular), and the chief complaint (reason for the visit).
- Checks patient's uncorrected (when applicable) and corrected visual acuity for distance (Snellen) and near (Jaeger).
- Neutralizes eyeglasses by either manual or automated lensometry. Able to measure prism in spectacles and mark optical centers.
- Neutralizes gas permeable or hard contact lenses (if applicable).
- Performs auto-refraction prior to MD or OD exam.
- Performs one or more of the following exams: Ishihara Color Vision, Stereo, W4D, Amsler, confrontational visual fields (CVF), extraocular movements (EOMS), and Titmus stereo testing.
- Performs subjective refraction: cross cylinder technique.
- Performs applanation or Tonopen tonometry on patient.
- Performs angle assessment and pupil assessment prior to dilating patient.
- Performs BAT and PAM tests as directed by MD.
- Performs corneal pachymetry (appropriate according to specialty).
- Performs corneal topography accurately and is able to troubleshoot poor readings or machine difficulties (appropriate according to specialty).
- Performs eye irrigation if instructed by MD.
- Performs VF's: HVF, Goldmann, tangent.
- Performs GDx (nerve fiber layer) photography.
- Knowledge of instruments routinely used in office, such as Vannas scissors, Jeweler's forceps, punctal dilators and lid specula.

- Inserts and removes both a soft and hard contact lens.
- Performs eye patching as instructed by MD.
- Certified in CPR/First Aid
- Accurately measures Blood Pressure and Pulse Rates. Is familiar with O2 tank and how to administer under MDs instructions.
- Responsible for care, maintenance, stocking and set-up of assigned room(s).
- Maintain strict confidentiality.

SURGICAL ASSISTING

- Performs pupil, muscle, fluorescein dye testing for abrasions, and Schirmer tear testing.
- Applies dressings and bandages.
- Removes non-imbedded foreign particles with cotton swab.
- Conjunctival and corneal cultures.
- Orders intraocular lens (co-signed by physician).
- Labels medications, explains discharge orders and instructions to patient/family.

DIAGNOSTIC EQUIPMENT USED:

- A-Scans and Laser Interferometry.
- Visual Fields (Humphrey).
- Fluorescein Angiography and Fundus Photography.
- External Photography.

MINOR SURGERY

- Removes sutures.

TECHNICIAN

- Clinical optics.
- Strabismus screenings.
- Neurological, cataract, glaucoma work-up.
- Dry eye, trauma, and foreign particle work-up.