Provincial Job Description

TITLE:
(170) Ophthalmic Assistant

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Assists in testing and examining patients by performing diagnostic, therapeutic and technical ophthalmic procedures.

QUALIFICATIONS:

♦ **Ophthalmic Assistant Certificate of Achievement**

KNOWLEDGE, SKILLS & ABILITIES:

♦ **Basic computer skills**
♦ **Communication skills**
♦ **Interpersonal skills**
♦ **Ability to work independently**
♦ **Valid driver's license, where required by the job**

EXPERIENCE:

♦ <u>**Previous:**</u> **No previous experience.**

KEY ACTIVITIES:

A. Testing

♦ **Tests vision with various charts (with and without glasses).**
♦ **Tests vision in postoperative eyes and eyes with trauma and eye injury.**
♦ **Administers basic pharmaceuticals (e.g., eye drops).**
♦ **Freezes eye surface and checks eye pressure.**
♦ **Performs colour blindness/auto refraction tests.**
♦ **Performs various field tests (e.g., tonometry, neurology, OCT scans).**
♦ **Performs pupil assessments (e.g., shape, size, reaction, response, Afferent Pupillary Defect [APD]).**
♦ **Tests lensometry.**
♦ **Collects patient information and history.**
♦ **Documents and charts test results.**
♦ **Assists photographer/physician during testing.**
♦ **Maintains inventory in examining/testing rooms.**
♦ **Cleans, sanitizes, maintains and calibrates equipment.**

B. Related Key Work Activities

♦ **Removal and instruction on eye patches and shields.**
♦ **Provides nutritional supplements to diabetic clients.**
♦ **May assist with scheduling of clients.**
♦ **Computer back-up to maintain patient information.**
♦ **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE: *SEIU:*

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SGEU: *SAHO:*

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Date: October 8, 2015