



Provincial Job Description

TITLE:
(170) Ophthalmic Assistant

PAY BAND:
8

FOR FACILITY USE:

SUMMARY OF DUTIES:

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

QUALIFICATIONS:

- ◆ **Ophthalmic Assistant certificate**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Communication and interpersonal skills**
- ◆ **Ability to work independently**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Visual Tests

- ◆ Checks distance vision with various charts.
- ◆ Tests vision with and without glasses.
- ◆ Tests vision in postoperative eyes and eyes with trauma and eye injury.
- ◆ Freezes eye surface and checks eye pressure.
- ◆ Performs colour blindness tests.
- ◆ Performs various field tests.
- ◆ Checks strength of reading glasses.
- ◆ Collects patient information.
- ◆ Charts test results.

B. Check / Stock Supplies

- ◆ Maintains inventory in examining rooms.

C. Related Key Work Activities

- ◆ Cleans and calibrates equipment.
- ◆ Performs computer back-up.
- ◆ 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.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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