



# Provincial Job Description

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**TITLE:**  
**(167) Ophthalmic Photographer**

**PAY BAND:**  
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**FOR FACILITY USE:**

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## **SUMMARY OF DUTIES:**

Provides photographic services and documentation to assist in the diagnosis and treatment of eye disorders. 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
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Ability to work independently
- ◆ Valid driver's license, where required by the job

## **EXPERIENCE:**

- ◆ **Previous:** Twelve (12) months previous experience working as an Ophthalmic Assistant.

## ***KEY ACTIVITIES:***

### **A. Photographic Testing**

- ◆ Prepares/positions clients/patients/residents and takes photographs (e.g., fluorescein angiography, optical coherence tomography, fundus photography, slit lamp/external photography).
- ◆ Records patient information including procedures completed and diagnosis.
- ◆ Downloads digital images.
- ◆ Imports/exports images for doctors.

### **B. Visual Tests**

- ◆ Tests vision with various charts (with and without glasses).
- ◆ Tests vision in pre/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 and records patient information and history.
- ◆ Documents and charts test results.
- ◆ Assists physician during testing.
- ◆ Maintains inventory in examining/testing rooms.
- ◆ Cleans, sanitizes, maintains and calibrates equipment.
- ◆ Screens/triages patients.

### **C. Related Key Work Activities**

- ◆ Performs clerical duties (e.g., updates and maintains electronic medical records, charts, computer back-up).
- ◆ Assist with clinical studies (e.g., exporting images to study centres).
- ◆ 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: December 19, 2024***