



Provincial Job Description

TITLE:
(167) Ophthalmic Photographer

PAY BAND:
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FOR FACILITY USE:

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 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.

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:

SGEU:

SAHO:

Date: September 20, 2016