



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:

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

KEY ACTIVITIES:

A. Testing

- ◆ 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 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.
- ◆ Screens, triages patients.

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.
- ◆ Maintains 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:

SGEU:

SAHO:

Date: December 19, 2024