UNIVERSITY OF SOUTHERN CALIFORNIA

Ophthalmic Service Specialist I

Job Code: 187445

Grade: HE
OT Eligible: Yes
Comp Approval: 1/19/1999

**JOB SUMMARY:**

Provides technical ophthalmic and administrative assistance to the medical staff of the service assigned.

**JOB ACCOUNTABILITIES:**

*E/M/NA % TIME

______  ______ Performs all necessary ophthalmic tests and patient work-up in order for the medical staff to diagnose a patient problem. Assists with special procedures and minor surgery.

______  ______ Provides direct patient care on assigned service. Participates in patient care on other services when assigned service not in session, or as requested by the department administrator.

______  ______ Serves in a liaison or triage capacity between the physician and patient to answer questions, coordinate care or provide patient education.

______  ______ Assists in the orientation of technical staff, residents and fellows who rotate through the service.

______  ______ Participates in and supports continuous improvement activities such as continuous improvement teams and educational sessions.

______  ______ Participates in continuing medication education activities.

______  ______ Ensures that patient preparation and paperwork is complete for pre op patients as required by surgery scheduling and admitting procedures.

______  ______ Performs various administrative duties as assigned such as ordering of supplies and medication. Ensures rooms are stocked daily with medications and ophthalmic supplies.

______  ______ Participates in community outreach activities such as vision screenings and promotional activities to support new business development.

______  ______ Ensures confidentiality of all records and information related to patients, physicians, employees, the organization and in related interests.

______  ______ Complies with all policies, procedures, regulatory and legal requirements as applicable.

______  ______ Performs all tasks in a safe manner in compliance with safety policies and according to applicable regulations. Maintains a neat workstation and environment.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.
EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No  [ ] Yes

In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

High School or equivalent

Minimum Experience:

3 Years

Minimum Field of Expertise:

Certified Ophthalmic Technician (COT) or Certified Ophthalmic Assistant (COA) with minimum of three years certified as a Certified Ophthalmic Assistant. Ophthalmic technical experience in a clinical setting. Knowledge of medical terminology.

Preferred Field of Expertise:

Certified Ophthalmic Medical Technologist (COMT), Certified Orthoptist (CO).

Skills: Administrative:

Answer telephones
Clinical documentation
Communicate with others to gather information
Coordinate work of others
Establish filing systems
Gather data
Input data
Maintain filing systems
Prioritize different projects
Read handwritten text
Research information
Understand and apply policies and procedures
Use database and/or word processing software

Skills: Machine:

Computer Network (Department or School)
Personal Computer

Supervises: Level:

May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: _____________________________________  Date:_____________________________
Supervisor: ___________________________  Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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