UNIVERSITY OF SOUTHERN CALIFORNIA

Ophthalmic Service Specialist II

Job Code: 187449

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

JOB SUMMARY:
Provides primary ophthalmic diagnostic services and assists an ophthalmologist in evaluating and treating patients. Analyzes patient's condition and prepares diagnostic findings for the ophthalmologist. Counsels and instructs patients in the diagnosis, therapy and prognosis. Serves as the central point for coordinating patient care and patient flow within a specific ophthalmology service. Coordinates activities of ophthalmic and support staff rotating through the service.

JOB ACCOUNTABILITIES:

<table>
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<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Task Description</th>
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<tr>
<td>_______</td>
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<td>Obtains and analyzes patient history. Determines and conducts diagnostic tests to evaluate patient's condition. Assists in designing treatment programs in accordance with patient's condition and consultation with ophthalmologist. Conducts patient follow up examinations. Instructs patients in testing and exercise procedures. Administers drops under the supervision of the ophthalmologist.</td>
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<td>Reviews patient's referral medical information. Conducts complete examinations. Provides medical evaluation and treatment plans to ophthalmologist. Selects and schedules diagnostic tests. Monitors treatment with follow up visits and tests. Documents diagnostic procedures for review by ophthalmologist. Instructs patients in the treatment and maintains a supply of educational material and therapy instructions.</td>
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<td>Develops and implements service specific operational protocols that promote service efficiency and teamwork with other services.</td>
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<td>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.</td>
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<td>Serves in a liaison or triage capacity between the physician and patient to answer questions, coordinate care or provide patient education.</td>
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<td>Assists in the orientation and supervision of technical staff, residents and fellows who rotate through the service.</td>
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<td>Participates in and supports continuous improvement activities such as continuous improvement teams and educational sessions.</td>
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<td>Assists the Clinical Specialist with design and implementation of educational programs that support professional growth and development of staff.</td>
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<td>Participates in continuing medication education activities.</td>
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<td>Ensures that patient preparation and paperwork is complete for pre op patients as required by surgery scheduling and admitting procedures.</td>
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<td>Performs various administrative duties as assigned such as ordering of supplies and medication. Ensures rooms are stocked daily with medications and ophthalmic supplies.</td>
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</table>
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.

Serves as a supervisor of all technical staff in the absence of faculty member as requested.

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:**

Bachelor’s Degree
Combined experience/education as substitute for minimum education

**Minimum Experience:**

5 Years

**Minimum Field of Expertise:**

Certified Ophthalmic Medical Technologist (COMT) or Certified Orthoptist (CO) or Certified Ophthalmic Technician (COT) with minimum of five years certified as a Certified Ophthalmic Technician (COT). Ophthalmic technical experience in a clinical setting. Thorough knowledge of orthoptic procedures and tests. Knowledge of medical procedures, terminology and protocols. Knowledge in administering diagnostic tests. Knowledge of specialized equipment and instruments.

**Preferred Field of Expertise:**

Supervisory experience.

**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: Other:
Lead/Guidance Skills

Skills: Machine:
Computer Network (Department or School)
Personal Computer

Supervises: Level:
Leads one or more employees performing similar work

Supervises: Nature of Work:
Technical

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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