**UNIVERSITY OF SOUTHERN CALIFORNIA**

**Ophthalmic Photographer**

**Job Code: 187453**

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<td>OT Eligible:</td>
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<td>Comp Approval:</td>
<td>4/23/1999</td>
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**JOB SUMMARY:**

Provides ophthalmic and general photographic and audio visual services as needed for patient care and/or projects.

**JOB ACCOUNTABILITIES:**

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- Performs ophthalmic photographic procedures such as fundus photography, slit lamp photography, indocyanine green angiography, disc photography, fluorescein angiography, gonio photography, external photography and lens retroillumination photography to document and help diagnose ocular diseases.

- Sets up, operates and maintains equipment to conduct appropriate tests and procedures. Prepares the necessary supplies for photography, exams and procedures. Provides basic maintenance of all cameras and imaging equipment. Troubleshoots common problems with photographic equipment.

- Provides direct patient care in the photography department. Participates in patient care on other services when necessary. Ensures confidentiality of all records and information related to patients, physicians, employees, the University and in related interests.

- Prepares exam results for interpretation by physician. Consults with physician concerning test results and alerts physician to positive test results or test abnormalities. Reports patient's concerns, symptoms, reactions and changes to licensed clinic personnel.

- Serves in a liaison or triage capacity between the medical staff and patients to answer questions, coordinate care or provide patient education.

- Monitors and tracks work requests. Routes work to vendors and distributes photographs as needed.

- Establishes and maintains a filing system for patient images and photographs. Labels and files photographs.

- Establishes and maintains database information system to track patient photography for research purposes.

- Performs film processing and printing when required. Stocks darkroom supplies and oversees film and printing darkroom.

- Assists in research photography.

- Provides photography for research publications, presentations, posters and papers.

- Performs public relations photography and portrait photography.
Performs all tasks in a safe manner in compliance with safety policies, guidelines and applicable regulations. Complies with all policies, procedures, regulatory and legal requirements as applicable. 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  
- [x] 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:**

- Associate’s Degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

- 3 Years

**Minimum Field of Expertise:**


**Preferred Field of Expertise:**

- Certified Ophthalmic Photographer (COP) preferred. Certified Retinal Angiographer (CRA) preferred. Certified in multicenter clinical trials preferred.

**Skills: Administrative:**

- Answer telephones
- Clinical documentation
- Communicate with others to gather information
- Establish filing systems
- Gather data
- Input data
- Maintain filing systems
- Prioritize different projects
- 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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