

## UW HEALTH JOB DESCRIPTION

### Lead Ophthalmic Imaging Technician

Job Code: 920012

FLSA Status: Non-Exempt

Mgt. Approval: P. Zellmer

Date: December 2019

Department: Ophthalmology

HR Approval: J. Olson

Date: December 2019

#### JOB SUMMARY

The Lead Ophthalmic Imaging Technician is an advanced level position which performs a wide variety of clerical, technical, and patient related functions under minimal supervision. The Lead Ophthalmic Imaging Technician performs all of the duties of the Photographer role along with clinical leadership tasks. The Lead Ophthalmic Imaging Technician is a mentor and role model for the photographers and technicians who perform imaging tests and functions as a lead worker for support staff. The Lead Ophthalmic Imaging Technician may also participate in Ophthalmic Technician and Photographer continuing education by developing content and/or teaching classes. As a member of the patient care team, the Lead Ophthalmic Imaging Technician demonstrates awareness of the psychosocial needs of patients and families.

The Lead Ophthalmic Imaging Technician will instruct all technicians, photographers, medical students, residents, and fellows in the proper use of various ophthalmic equipment and will perform quality review on all staff that perform imaging tests. The Lead Ophthalmic Imaging Technician will also be relied upon for knowledge regarding the latest technology and will provide recommendations on the standardization of ophthalmic testing equipment.

#### MAJOR RESPONSIBILITIES

##### Leadership

- Coordinates Photography and ERG work assignments (daily schedules) to assure that needed staff is available, prepared, and working to an expected productivity level. Reviews schedules and space needs to anticipate and make any needed changes in staffing or provider schedules for the clinics coordinated.
- Conducts quality reviews/audits of processes, equipment, and supply use to improve care, increase efficiency, and/or reduce cost.
- Oversee staff training on all patient testing; track staff competency.
- Standardize equipment across all Ophthalmology locations. Work with physician partners in the selection and placement of testing equipment. Subsequently calibrates and maintains photographic equipment to ensure proper working order.

##### Patient Care Services

- Exhibits knowledge, proficiency, and ability to train staff the following photographic techniques: elementary ocular pharmacology, elementary optics, elements of sterile techniques, principles of simultaneous and sequential stereo fundus photography (film based and digital), non-stereo, variable magnification external photography, principles of direct, scleral scatter, fill-in, and retroillumination when used with external slit lamp biomicroscopy, corneal topography, optic nerve-head analysis, digital indocyanine green (ICG) and fluorescein (FLA) angiography, specular microscopy, recognition, identification, and documentation of a variety of external and internal eye diseases, including descriptive interpretation of fluorescein angiograms, elementary ability with a variety of patient examination tools to include the indirect and direct ophthalmoscope and stereo slit lamp, optical coherence tomography (OCT), scanning laser ophthalmoscopy (SLO) for FLA and fundus autofluorescence, hand-held fundus camera (Kowa Genesis), digital videography, and ophthalmic sonography.
- Exhibits knowledge, proficiency, and ability to perform and train staff in the following electrophysiology techniques: electroretinography, electro-oculography, multifocal electroretinography, dark adaptation, visual evoked response, and visual evoked potential.

##### Indirect Patient Care Services

- Demonstrates advanced knowledge of ophthalmic photography/electrophysiology principles and how these relate to patient care, research, and education.
- Administers a database of digital patient photographs.
- Addresses request for digital photo files from physicians, surgery scheduling staff, and patients.

##### Patient and Staff Education

- Advises patients and their families on how various photographic/electrophysiology techniques will aid the physician in the diagnosis and treatment of the diagnosis.
- Instructs residents, fellows, nurses, technicians, and physicians on photographic and/or electrophysiology techniques and principles as well as which photographic/electrophysiologic techniques are optimal for the desired result.
- Orients support staff and non-clinic personnel to practices unique to photography and electrophysiology.

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- Teaches ophthalmic photography and/or electrophysiology courses at in-services and seminars.
- Contributes to the writing of scientific manuscripts and presentations for professional journals and meetings.

### Research

- Submits photographic/electrophysiologic data to clinical trial research investigators/reading centers in accordance with established procedures.
- Develops working knowledge of departmental research protocols in order to assist in the recruitment of patients for clinical research studies.
- Assists in the development of clinical research to evaluate the efficacy or current photographic/electrophysiologic procedures and treatments and/or investigate clinical impressions as they relate to photographic/electrophysiologic data gathering techniques.

### Community Service

- Participates in public education programs which may be sponsored by UW Health and/or the Department of Ophthalmology.
- Participates in the development and implementation of hospital outreach programs related to ophthalmology and electrophysiology.
- Responds to community requests for patient education and designated screening programs which relate to disorders of the eye or normal eye care.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

### JOB REQUIREMENTS

Education	Minimum	High School Degree or equivalent
	Preferred	
Work Experience	Minimum	Two (2) years of experience performing ophthalmic assistant, photographic, or electrophysiology work in an ophthalmology setting
	Preferred	Three (3) years of experience performing ophthalmic technician, photographic, or electrophysiology related work in an ophthalmology clinic
Licenses & Certifications	Minimum	Ability to achieve certification in ophthalmic sonography, retinal angiography, or other related ophthalmic photography certification within 18 months of hire CPR certification
	Preferred	COT Certification
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• An excellent working knowledge of various ophthalmic testing techniques and ophthalmic photography techniques is required, including but not limited to stereopsis, color fundus photography, fluorescein angiography, optical coherence tomography, optic nerve-head analysis, slit-lamp photomicroscopy, sonography, and external photography</li> <li>• Computer/keyboard skills</li> <li>• Intermediate skill with computer programs in common usage, including Microsoft Office programs, email, and Internet. Proficiency in Adobe Photoshop is preferred.</li> </ul>

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

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<b>PHYSICAL REQUIREMENTS</b>			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>X</b> <b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
List any other physical requirements or bona fide occupational qualifications:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.