

UW HEALTH JOB DESCRIPTION

Ophthalmology Photographer

Job Code: 920006	FLSA Status: Non-Exempt	Mgt. Approval: KB, CN, SP	Date: 4-2019
Department: Ophthalmology		HR Approval: KS	Date: 4-2019

JOB SUMMARY

The Ophthalmology Photographer performs a broad range of duties as related to delivery of care to ophthalmologic patient populations. This is the full performance level. Supervision of this individual will be under the direction of the Ophthalmology Clinic Manager. The Clinic Manager is responsible for determination and coordination of assigned job duties on a day-to-day basis. The Ophthalmology Photographer is involved in direct patient care for both general and/or preventive eye care and complications related to injury or disease of the eye. The Ophthalmology Photographer will draw upon their training and experience to determine optimal photographic/electrophysiologic techniques and instruments to gather the desired data and will determine how best to obtain the desired information with regard to each patient's needs. This data is presented to the staffing Ophthalmologist who, in turn, uses the data to determine diagnosis and treatment plans for the patient. The Ophthalmology Photographer will instruct entry-level technicians, photographers, medical students, residents and fellows in the proper use of various ophthalmic photography/electrophysiology instruments and techniques. The Ophthalmology Photographer will achieve certification in clinical trials which use ocular photography and/or electrophysiology as study data. Additionally, the Ophthalmology Photographer, utilizing substantial knowledge of the eye and ophthalmic photography, will participate in continuing education seminars as instructors.

MAJOR RESPONSIBILITIES

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

Patient Care Service:

The Ophthalmology Photographer will exhibit knowledge or proficiency in and/or perform the following photographic techniques:

- Elementary ocular pharmacology
- Elementary optics
- Elements of sterile techniques
- Principles of simultaneous and sequential stereo digital fundus photography
- Non-stereo, variable magnification external photography
- Principles of direct, scleral scatter, fill-in and retroillumination when used with external slit lamp biomicroscopy
- Gonio-photography
- Corneal topography
- Optic nerve-head analysis
- OCT-A (angiography)
- Digital Indocyanine green (ICG)- and Fluorescein (FLA) angiography
- Specular microscopy
- Recognition, identification and documentation of a wide 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
- Ophthalmic Sonography
- Utilization of HealthLink

The Ophthalmology Photographer will exhibit knowledge or proficiency in and/or perform the following electrophysiology techniques:

- Electroretinography
- Electro-oculography
- Multifocal Electroretinography
- Dark adaptation
- Visual evoked response
- Visual evoked potential

Indirect Patient Care Service:

- Calibrate and maintain photographic equipment to ensure proper working order.
- Conduct routine maintenance and do minor repair of photographic/electrophysiology equipment.
- Establish periodic maintenance schedules for equipment and set standards for evaluation of function.
- Demonstrate advanced knowledge of ophthalmic photography/electrophysiology principles and how these relate to patient care, research, and education.
- Administer database of digital patient photographs.

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Address requests for digital photo files from MDs, surgery scheduling staff, and patients.
 Perform digital slide scanning
 Scan images into PACS and transfer images between digital systems

Patient and Staff Education:

Instruct patients and their families how various photographic/electrophysiology techniques will aid the physician in the diagnosis and treatment of their particular problem.
 Demonstrate to residents, fellows, nurses, technicians and staff physicians photographic and/or electrophysiology techniques, and principles and which photographic/electrophysiologic techniques are applicable/optimal for the desired result.
 Orient support staff and non-clinic personnel to practices unique to ophthalmic photography and electrophysiology.
 Instruct ophthalmic photography and/or electrophysiology courses at in-services and seminars.
 Contribute to the writing of scientific manuscripts and presentations for professional journals and meetings.

Research:

Achieve and maintain certification to perform photographic and electrophysiologic procedures pursuant to departmental clinical trial protocols.
 Submit photographic/electrophysiologic data to clinical trial research investigators/Reading Centers in accordance with established procedures.
 Apply knowledge of current research findings to practice as determined by the staff physician in testing and examination of the eye.
 Develop working knowledge of departmental research protocols in order to assist in the recruitment of patients for clinical research studies.
 Assist in the development of photography and electrophysiology protocols with regard to clinical trial research
 Assist in the development of clinical research to evaluate the efficacy of current photographic/electrophysiologic procedures and treatments and/or to investigate clinical impressions as they relate to photographic/electrophysiologic data gathering techniques.

Community Service:

Participate in public education programs as may be sponsored by UWHC and the Dept. of Ophthalmology.
 Participate in development and implementation of hospital outreach programs related to ophthalmology and electrophysiology.
 Participate in community requests for patient education and designated screening programs that relate to disorders of the eye or normal eye care.

Professional Development:

Attend appropriate in-service education programs to maintain skills and current knowledge.
 Maintain current CPR certification.
 Participate in ongoing, unit-based assurance activities.
 Participate, attend, and/or present at the yearly professional ophthalmology and/or electrophysiology meeting (Spring Symposium).
 Attend weekly Grand Rounds seminars as schedule and relevance of subject matter permit.

Performance Measures:

Demonstrates professionalism and promotes high standards for quality and productivity.
 Incumbent is responsive to inquiries from patients and staff.
 Protocols are followed.
 Tasks are prioritized and completed within established time schedules

JOB REQUIREMENTS

Education	Minimum	High School Degree or equivalent
	Preferred	
Work Experience	Minimum	Six (6) months 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	Within 18 months of hire will achieve certification in ophthalmic sonography, retinal angiography, or other related ophthalmic photography certification CPR certification
	Preferred	COT Certification
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> 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. Computer/keyboard skills are required.

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- Intermediate skill with computer programs in common usage, including MS-Office programs, email and Internet, Adobe Photoshop is preferred.

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.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, 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.	Up to 10#	Negligible	Negligible
X	Light: 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.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
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.