

UW HEALTH JOB DESCRIPTION

ERG/VEP Ophthalmic Technician			
Job Code: 540041	FLSA Status: Non-Exempt	Mgt. Approval: T. Rosa	Date: May 2021
Department: Ophthalmology		HR Approval: J. Olson	Date: May 2021
JOB SUMMARY			
<p>The ERG/VEP Ophthalmic Technician will work with patients to perform and obtain reliable diagnostic testing under the direction of the Ophthalmology Supervisor. The incumbent will review, record, and monitor test variables. Testing will include performing electroretinography (ERG and PERG) and/or Visually Evoked Cortical Potential (VECP). The technician will prepare the data for interpretation by the physician. The ERG/VEP Ophthalmic Technician will work primarily in a clinic setting but will also assist with testing in the operating rooms at the American Family Children's Hospital (AFCH) and the University Hospital for sedated patients. The position is also responsible for knowing the operation of the testing equipment and for maintaining the equipment. The incumbent will have a good practical knowledge of child development as well as a desire and ability to work with infants and children, particularly those with developmental disabilities. The ideal candidate will possess knowledge of ophthalmology anatomy and physiology, basic electronics and electrical safety, digital recording systems, pattern recognition, and various medical and pharmacological conditions that influence the electrodiagnostic procedure.</p>			
MAJOR RESPONSIBILITIES			
<ul style="list-style-type: none"> • Coordinate the planning, implementation, and evaluation of patient care and testing in this defined clinical setting • Coordinate patient flow • Room patient and prepare for study • Perform ERG/PERG/VECP modalities and potentially learn to perform the more complex procedures • Complete billing/documentation of all procedures • Trouble-shoot equipment malfunctions, working with tech support as needed • Order supplies and equipment • Coordinate, review, and collect medical records to ensure that the patient testing is appropriate and complete • Complete daily laboratory operations • Work with the Electrophysiologist to ensure timely, efficient, and accurate report generation and report routing within standards established by Manager • Remain up-to-date on latest practices, procedures, and digital systems • Assist within the clinical setting and in photography imaging as needed 			
<p>ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.</p>			
JOB REQUIREMENTS			
Education	Minimum	High school graduate or equivalent	
	Preferred	Graduation from a Commission on Accreditation of Allied Health Education Programs (CAAHEP) or accredited Electroneurodiagnostic (END) program or similar accredited certificate program	
Work Experience	Minimum	One (1) year of experience working in a healthcare setting	
	Preferred	One (1) year of experience practicing as an ERG/VEP Technician	
Licenses & Certifications	Minimum	Within 18 months of hire will achieve one of the following certifications: COA, CPOT, CPOA	
	Preferred	Certified Ophthalmic Technician	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Knowledge of currently accepted standards of practice when performing clinical neurophysiology testing • Thorough knowledge of electroneurodiagnostic procedures and practices • Effective oral and written communication skills • Positive interpersonal skills with patients, patient families, departmental co-workers, physicians, and other medical staff • Knowledge of neuroanatomy and physiology, basic electronics and electrical safety, digital recording systems, pattern recognition, and various medical and pharmacological conditions that influence the electroneurodiagnostic procedure 	

UW HEALTH JOB DESCRIPTION

	<ul style="list-style-type: none"> • Knowledge of universal infection control standards and its effect on laboratory practices • Ability to apply supervisory techniques and instructional methods to junior staff and student technologists • Knowledge of latest electrodiagnostic practices, procedures, and digital systems and ability to apply in laboratory setting • Ability to learn computer and application skills as applicable to role (including Microsoft Word and Outlook) • Ability to interact with and work around people • Ability to make judgments in demanding situations • Ability to react to frequent changes in duties and volume of work • Ability to listen empathetically • Ability to logically organize details • Comfortable accepting responsibility for medium to large scale projects involving multiple resources and spanning many months from start to finish • Ability to manage multiple concurrent activities
--	--

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#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

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.