

## UW HEALTH JOB DESCRIPTION

### Ophthalmic Technician - Surgical

Job Code: 920013	FLSA Status: Non-Exempt	Mgt. Approval: P. Zellmer	Date: February 2024
Department: Ophthalmology		HR Approval: J. McCoy	Date: February 2024

#### JOB SUMMARY

The Ophthalmic Technician - Surgical performs various functions and procedures related to delivery of care to ambulatory patient populations. The Ophthalmic Technician - Surgical is involved in direct patient care for both preventive and speciality eye care. The Ophthalmic Technician - Surgical will draw upon their training and experience to perform optimal testing techniques under the supervision of the staff physician.

The Ophthalmic Technician - Surgical also functions as a member of the Ophthalmology surgical team. The incumbent prepares the operating room prior to surgery, promotes the safety of and cares for the patient during surgery, aids the practicing surgeon, and cares for the instruments and supplies used in surgery. The Ophthalmic Technician - Surgical possesses the knowledge and skills required to assist in effectively caring for patients of all age groups (neonate, pediatric, adolescent, adult, and geriatric).

The Ophthalmic Technician - Surgical is responsible for assisting with operative procedures and patient care by managing the sterile field and directly assisting the surgeon according to UW Health policies/procedures and assists with advanced surgery/procedures as directed by the Ophthalmologist.

#### MAJOR RESPONSIBILITIES

##### Direct Patient Care Responsibilities:

- Provide patient care under supervision of a physician, Nurse Practitioner (NP), Physician Assistant (PA), or registered nurse relative to the patient's age-specific needs and under various conditions.
- Perform patient check in, including but not limited to obtaining and recording vital signs, height, weight, chief complaint, brief relevant history including pain status, allergies, current medication, and any other pertinent information for specific age groups.
- Perform visual testing as appropriate.
- Review medical records for up-to-date master problem list including patient reported medication and allergies and diagnoses that are documented by physicians or providers.
- Understand that the stress of illness may alter patient behavior and ability to follow through on plan of health care; interact with respect, including in situations where the patient and/or family display anger or distress.
- Provide support and comfort to patients and families during clinic visits and procedures as needed, including chaperoning during sensitive examinations.
- Participate in patient education by providing structured written/verbal information to patients regarding procedures, preparation for diagnostic tests, and chronic disease conditions as instructed by RN/MD for patients not requiring special adaptations. Refer patients who require further teaching interventions to an RN or provider.
- Provide emergency care to patients when necessary using basic life support and automated defibrillator protocols, maintaining basic CPR certification.
- Document complete and accurate patient observations, care, and outcomes of interventions and enter in the medical record.
- Report pertinent observations and information, both written and verbal, to appropriate personnel.
- Coordinate records and maintenance of equipment in CLIA lab if applicable.
- Assist provider with procedures, including those requiring aseptic and sterile technique
- Calibrate and maintain ophthalmologic equipment to ensure proper working order.
- Work with management to ensure JCAHPO and HIPAA compliance with patients seen in the clinic and with all equipment used in the clinic.
- Work with management, physicians, and optometrists to ensure optimal patient flow by monitoring/enhancing clinic template.

##### Supply and Equipment Maintenance:

- Clean exam rooms, procedure tables, equipment, and other work areas according to guidelines and following current isolation procedures.
- Stock clinical workstations and all exam/procedure rooms as assigned.
- Report non-functioning or defective equipment to supervisor immediately.
- Ensure all supplies are up to date and replace expired materials as necessary, including procedure trays, following sterile processing procedures.

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### Daily Functioning:

- Demonstrate proficiency in use of the computer for all aspects of patient care and documentation.
- Facilitate the coordination of patient services within the clinic and other departments (e.g., radiology, clinical lab, etc.)
- Prepare/maintain medical records, including ordering, filing, and copying when appropriate.
- Adhere to National Patient Safety goals.

### Community Service:

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

### Surgical Responsibilities:

- Perform technical skill duties in all Ophthalmology service areas, ensuring that proper technical practices are employed according to accepted standards of process.
- Assist in the preparation of the operating/patient room for surgical procedures.
- Provide proper maintenance, assembly, handling, and sterilization techniques of specialty instrumentation.
- Follow aseptic technique. Proactively identify contamination and/or breaks in aseptic technique and implement corrective actions.
- Perform surgical counts. Follow policies and procedures for incorrect counts and reports discrepancies appropriately.
- Label drugs and solutions; monitor quantities used.
- Assist in the proper identification, preparation, handling, and labeling of surgical specimens.
- Actively participate in the planning and set up of instruments, supplies, and surgical drapes in an organized manner to provide optimal accessibility and maintain sterility as needed during the procedure.
- Maintain and clean instruments, lenses, and room equipment.
- Accurately perform a variety of advanced testing as prescribed by the Ophthalmologist.
- Assist the surgeon, demonstrating an understanding of the patient's anatomy and abnormalities which affect the surgical procedure.
- Provide assistance to ensure a smooth transition between draping, incision, dissection, repair, and closure.
- Identify and ready appropriate surgical supplies and instruments for surgical procedures.
- Recognize and modify scrubbing procedures based on pertinent information to develop modifications to standard approaches to care and communicate with the surgical team.
- Strictly abide by all sterile technique procedures in accordance with policy. Safely and effectively dismantle sterile field and confine contaminated materials.
- Identify and report defective instruments, supplies, and equipment. Assist with restocking operating/procedure rooms and sub-sterile areas.
- Accurately record patient histories and documents all care and related to patient conversations for the medical records.

### Retinopathy of Prematurity (ROP) Responsibilities:

- Review lists from Pediatric units at the hospital to screen for ROP needs.
- Respond/plan to schedule requests from physicians for add on ROP patients.
- Maintain Centralized List of Babies Needing Screening at AFCH and Meriter. Check for accuracy and monitor for f/u appointments and possible re-screening.
- Confirm need for exams and coordinate scheduling and drop administration.
- Gather and track sterile equipment, lenses, and direct ophthalmoscope for examination/treatment.
- Manage position of patient during exam and assist in securing infant.
- Answer calls from APPs and MDs with questions.
- Monitor progress of Pediatric patient's post-discharge.
- Communicate with Primary team to get infant ready for OR transfer for ROP laser treatment.
- Coordinate with Ophthalmology surgery schedulers to obtain a time, and then communicate these changes/times with the provider. Work with OR to help coordinate time/date to complete procedure.
- Assist physician in OR during laser treatment (adjusting laser setting, re-wetting cornea, etc.)
- Teach and provide education for the patients (eye drops, disease information, Laser treatment and importance of follow up care).
- Contact PCP and/or Social Work for noncompliant families.
- Schedule follow up appointments.

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- Maintain copies of handouts for families

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

### JOB REQUIREMENTS

Education	Minimum	<ul style="list-style-type: none"> <li>• High School Graduate or equivalent</li> <li>• Completion of an Ophthalmic Surgical Technician Certification program</li> </ul>
	Preferred	<ul style="list-style-type: none"> <li>• Completion of an accredited Ophthalmic/Optometric program, Certified Medical Assistant program, or Licensed Practical Nurse program</li> <li>• Completion of a Surgical Technologist or Ophthalmic Surgical Technologist Certification program</li> </ul>
Work Experience	Minimum	Prior applicable work experience in an ophthalmic clinical setting as an Ophthalmic Technician
	Preferred	<ul style="list-style-type: none"> <li>• Prior applicable work experience in an OR and/or an Ambulatory Surgery Center</li> <li>• One (1) year of experience as a Certified Ophthalmic/Optometric Assistant or Tech, Certified Medical Assistant, or Licensed Practical Nurse</li> </ul>
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> <li>• Certification as an Ophthalmic Surgical Technician</li> <li>• Within 18 months of hire will achieve one of the following certifications: COA, COT, CPOT, CPOA</li> <li>• CPR certification or ability to obtain within 90 days of hire</li> </ul>
	Preferred	<ul style="list-style-type: none"> <li>• Certified Surgical Technologist (CST)</li> <li>• Certified Ophthalmic Assistant (COA, COT, CPOT, CPOA)</li> <li>• If LPN, Wisconsin Practical Nurse licensure</li> <li>• If MA, Certified Medical Assistant (CMA)</li> </ul>
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Good customer relation skills</li> <li>• Knowledge of ophthalmic procedures</li> <li>• Strong skills in the use of written and oral language (grammar, spelling, format, etc.)</li> <li>• Demonstrated flexibility and adaptability to change</li> <li>• Has a working knowledge of the needs of the Ophthalmologist</li> <li>• Ability to function effectively independently and as a team player</li> <li>• Understanding of correct dosage and need of drugs and solutions used on the surgical field</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,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	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
<b>Sedentary:</b> 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	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>

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	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>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.