

Ophthalmic Technician Job Description

Duties and Responsibilities:

- Helps the ophthalmologist to medicate the eyes by applying eye drops
- Helps to check for patients' eye defects
- Uses the ultrasound equipment to diagnose eye problems
- Assists to instruct patients on proper eye care
- Supervises other technicians and medical staff
- Assists in the calibration of laboratory equipment
- Participates in the creation of policies; including procedures for the optimum running of the eye care center
- Ensures periodical interactions with ophthalmologists and the rest of the staff
- Helps to set-up equipment for the use of the patients
- Assists to prepare patients for surgeries
- Performs different examinations as directed by the ophthalmologist
- Advises patients on the correct use of contact lenses
- Ensures the organization of the examination room; this includes ensuring that the examination room is clean and safe
- Helps to educate patients regarding operative procedures
- Assists in the accurate preparation of patients' paperwork
- Helps in the areas of clerical and administrative functions
- Assists in taking anatomic measurements
- Assists in the booking of patients' appointments
- Helps in the ordering of ophthalmic supplies
- Engages in emergencies
- Determines the particular physician a patient should see
- Obtains the medical history of patients.

Ophthalmic Technician Requirements – Skills, Knowledge, and Abilities

- Previous experience working in an eye care center or outpatient eye care center
- Should have the basic knowledge of clinical chart documentation
- Knowledge of the structure of the eye
- Should be well grounded in advanced visual fields
- Ability to present a professional image and ensures co-operation with other medical staff
- Ability to communicate effectively and work efficiently by writing reports
- Must be a professional by being confidential
- Should be able to use the computer and answer telephone calls
- Ability to be very flexible by working in shifts
- Must be able to take initiatives
- Should be able to work without supervision
- Thorough understanding of medical terminologies
- Having versed knowledge of different eye diseases
- Deep understanding of ophthalmic toxicology
- Must have served as an assistant ophthalmic technician
- Obtaining a college degree or be well experienced in the absence of a degree.