

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Ophthalmic Technician

Class Code: 3296

Pay Grade: 409

GENERAL CLASS DESCRIPTION:

Under general supervision, operates, maintains and repairs highly specialized, complex medical equipment for use in performance of tests and studies related to the treatment of patients and the teaching of staff personnel. Responsible for performing an extensive number of routine and advanced technical procedures, as delegated by the physician, to collect medical data and assist in patient care.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Performs functions and diagnostic testing such as visual acuity, tonometry, lensometry, eye drop installation, topography, auto-refraction, tear-testing, and other tests as appropriate to the assigned subspecialty clinic.
2. Maintains data entry into computer, scribing for physicians entering medical information into Epic, the Electronic Medical Record.
3. Reads lens corrections from lensometer.
4. May perform tonometry, visual acuity testing and eye drop instillation.
5. Uses procedures, skills, techniques to prevent cross contamination and transmission of infection according to infection control standards, policies, and guidelines.
6. Cares for patient with known or potentially contagious infections according to written protocols.
7. Maintains and monitors inventories of expendable supplies for use with the systems and suggests orders of new units and replacement for out-of-date equipment.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

Class Title: Ophthalmic Technician

Class Code: 3296

Pay Grade: 409

8. Records and maintains information obtained during equipment tests to facilitate interpretation of the data and meet established equipment review guidelines/protocols.
9. Performs maintenance and repair of highly complex medical equipment to ensure operational condition at all times.
10. Assists with the installation and setup of specialized medical equipment.
11. Instructs unit personnel in the operation and maintenance of highly complex medical equipment.
12. Escorts patients to examination rooms.
13. Assists with monitoring patients to help ensure their safety and well-being.
14. May assist with physical examination of patients and related treatment.
15. Assists higher-level staff in performance of their duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to communicate effectively with staff, students, patients, and the public.
2. Ability to follow oral and written instructions.
3. Ability to collect data and maintain accurate records.
4. Ability to operate and perform skilled maintenance on various types of highly specialized medical equipment.
5. Ability to perform calibrations of equipment.
6. Ability to assign and check the work of others.

MINIMUM ELIGIBILITY REQUIREMENTS:

Three years of health care experience involving direct patient care including some use and maintenance of specialized medical equipment with at least one year of the prior experience at the level of a Clinical Technician II or equivalent, or a combination of related education and experience.

REVISION EFFECTIVE: July 1, 2022