

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

Class Title: Ophthalmic Clinical Specialist II

Class Code: 3295

Pay Grade: 412

GENERAL CLASS DESCRIPTION:

Performs highly technical and diverse optical testing as a major portion of the complete eye exam, prior to the dilated fundus exam (DFE), in addition to obtaining patient histories, medications, and allergies, and visual acuity for the supervising physician.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Performs all characteristic duties and responsibilities of the Ophthalmic Clinical Specialist I.
2. Performs retinoscopy and/or refractometry on patient to provide a prescription for spectacles for best corrected vision, using advanced spectacle/optic principles.
3. Performs entire slit lamp examination of the anterior segment of the eye.
4. Assists with Low Vision Aids and reinforce education of assistive devices.
5. Responsible for advanced pharmacology knowledge to assist physician, with emphasis on strengths, types, actions, and side effects.
6. Performs suture removal after ocular lid/facial surgery.
7. Answers ocular questions via phone triage, and working patients in as needed.
8. Calibrates technical equipment according to the instrument's specifications.
9. Assists physicians with procedures.
10. Ensures responsibilities of stocking and calibration are completed for daily and monthly audits/checklists.
11. Serves as a resource for other ophthalmic clinical specialists and associates.
12. Provides education in a formal setting to technicians across the clinic.
13. Assists with the development and testing of annual competency and onboarding new 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.

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14. Provides input in the orientation curriculum and monitor progress made for orientees.

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 ophthalmic medical equipment.
5. Ability to perform calibrations of ophthalmic equipment.
6. Ability to instruct and check the work of other ophthalmic personnel.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. 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 an Ophthalmic Clinical Specialist I or equivalent, or a combination of related education and experience.
2. Must possess and maintain a Certified Ophthalmic Technician (COT) certification through the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO).
3. Must possess and maintain a CPR certification.
4. Must possess excellent verbal and written communication skills.
5. Demonstrated leadership qualities and abilities.