

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

**Class Title:** Ophthalmic Clinical Specialist I

**Class Code:** 3294

**Pay Grade:** 410

**GENERAL CLASS DESCRIPTION:**

Performs technical and diverse optical testing as a portion of the complete ocular exam, in addition to obtaining patient histories, medications and allergies for the supervising physician.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Demonstrates refraction competency with optometrist.
2. Transposes spectacle prescriptions from minus to plus cylinder.
3. Responsible for knowing basic pharmacology of ocular medications, instilling multiple diagnostic drops during the exam, per protocol.
4. Performs manual keratometry testing.
5. Answers phone calls, triages patient complaints, working them into clinic as needed.
6. Able to perform advanced applanation tonometry for corneal irregularity problems, or patients with high astigmatism.
7. Assists with ocular specimen collection using various types of media for microbiology.
8. Maintains technological equipment, calls for repairs and troubleshoots as needed. Maintains equipment as needed by changing bulbs and arranging repairs.
9. Assists physicians with procedures including obtaining cultures, tap and injection procedures.
10. Assists physician with scheduling procedures.
11. Ensures that quality control testing is complete and documented.
12. Participates in interview process for new hires and provide feedback.

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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13. Consults with the clinic leadership regarding staffing for the day and week.
14. Addresses patient complaints or be a resource for service recovery.
15. Functions as an Epic super user.
16. Provides training to other staff.

**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 routine maintenance on various types of highly specialized ophthalmic medical equipment.
5. Ability to perform calibrations of ophthalmic equipment.
6. Ability to function as the primary preceptor for new staff in orientation as well as any externships.
7. Ability to liaison between the tech team and the providers
8. Ability to serve as a resource for a subspecialty.
9. Knowledge of Visual fields testing or ERG testing.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. Three years of health care experience involving direct patient care including some use and maintenance of specialized medical equipment, or a combination of related education and experience.
2. Must possess and maintain a Certified Ophthalmic Assistant (COA) certification through the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO).
3. Must possess excellent verbal and written communication skills.
4. Demonstrated leadership qualities and abilities.