

Job Description

Job Title:	Optometric Technician
Department:	School of Optometry & Vision Science
Reports To:	Head of Ocular Disease and Imaging Service
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	September 1, 2018

Primary Purpose

The School of Optometry & Vision Science provides an academic and clinic facility for the education of Optometry undergraduate and graduate students in vision science, and Optometric Residents at the University of Waterloo. It also provides a comprehensive optometric service to the public through a university-based clinic. Approximately 24,000 patients are seen annually. Special populations are served through outreach projects around the region, across the country and throughout the world.

The Optometric Technician primarily acquires ophthalmic images and performs ancillary ophthalmic testing and some clinical instruction in the School of Optometry and Vision Science's public clinics. This position is contingent upon funding.

Key Accountabilities

<p>Clinical Teaching</p> <ul style="list-style-type: none"> • Supervises interns while they are assigned to the imaging rotation • Instructs interns on the appropriate use of ophthalmic equipment • Periodically instructs Optometry Residents in the use of ophthalmic ancillary equipment to ensure the capture of high-quality images
<p>Optometric Imaging</p> <ul style="list-style-type: none"> • Acquires images with Optical Coherence Tomography (e.g., Cirrus, Spectralis, Nidek), retinal and anterior segment photography, corneal topography and performs testing with various methods of perimetry • Performs ancillary testing associated with dry eye management (e.g. meibography, osmolarity) • Assists in electrodiagnostic testing (e.g. ERG, VEP)
<p>Administrative Assignments</p> <ul style="list-style-type: none"> • Maintains patient records and correctly documents patient information, image/testing data, billing information and generates reports within an electronic medical record system • Ensures accurate and high-quality image acquisition and subsequent image processing • Manages communication with referral sources/external practitioners • Monitors the maintenance of all ophthalmic equipment and arranges calibration and / or repair in conjunction with the Equipment Maintenance and Specialized Repair Technologist
<p>Vendor Liaison</p> <ul style="list-style-type: none"> • In conjunction with the Head of Ocular Disease and Imaging Clinic and the Equipment Management & Specialized Repair Technologist, the Optometric Technician will serve as a liaison with medical

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imaging technology vendors, receive equipment/safety updates and ensure required knowledge transfer and training to students, clinicians, and staff

Required Qualifications

Education

- College or university undergraduate degree preferably in Science, or equivalent education and experience required
- Certificate in medical diagnostic imaging, ophthalmic assistant training or equivalent required

Experience

- Minimum of 3 years medical imaging experience required
- Experience in an optometry or ophthalmology practice preferred
- Experience in using an electronic medical records system preferred
- Experience in instructing students is preferred

Knowledge/Skills/Abilities

- Expert technical skills to acquire high quality images to support effective diagnostics and patient care
- Knowledge of patient safety
- Self-directed and independent judgement and decision-making; provides leadership regarding patient scheduling, clinic flow, and technical matters
- Excellent communication skills, commensurate with the requirements of teaching and patient care
- Knowledge of electronic medical records systems, with experience in Visual-eyes preferred
- Knowledge of confidentiality and privacy legislation and its application in a health care environment is required
- Intermediate use of Microsoft Office Programs (Word, Excel, Outlook)

Nature and Scope

- **Contacts:** Communicates with the School's faculty, staff, students, patients, external referral sources and practitioners, as well as medical imaging equipment vendors
- **Level of Responsibility:** Provides ophthalmic imaging services and related instruction at the School's Optometry Clinics and facilitates the use of equipment by student interns
- **Decision-Making Authority:** This position requires the ability to adequately determine appropriate image quality and the technical teaching content to ensure the required knowledge transfer; makes decisions to ensure quality of care relating to the booking of follow-up appointments, effective patient flow, and to optimize Ocular Disease and Imaging Service revenue
- **Physical and Sensory Demands:** Demands typical of an optometric technician working in a clinical setting
- **Working Environment:** Clinical role in a healthcare/teaching setting, with conditions typical of an optometric technician exposed to stress and pressure associated with daily patient care responsibilities as well as clinical instruction. Assignments may occur during weekdays, evenings and Saturdays. Teaching and patient care duties may occur at University of Waterloo Optometry teaching clinics or Waterloo-affiliated external sites.