

Alberta Health Services (AHS) and the Health Sciences Association of Alberta (HSAA)

This classification specification identifies representative duties and responsibilities, and is intended to assist in the determination of the appropriate classification level within each discipline. Some duties and responsibilities may overlap between class levels. The classification specification is not intended to provide an exhaustive list of all duties performed.

Classification Title: **Ophthalmic Technician II**

Date Updated: **May 20, 2008**

Job Summary:

The Ophthalmic Technician II is a supervisory position responsible for leading, organizing and directing the day-to-day operations of the Ophthalmology department. This position acts as a resource for junior technicians, assistants and clerical staff. This position also participates in providing direct patient care.

Work at the Ophthalmic Technician II level is differentiated from work at the Ophthalmic Technician I level by the additional supervisory and leadership responsibilities.

Key Responsibilities and Typical Duties:

In addition to the duties of the Ophthalmic Technician I, the Ophthalmic Technician II:

Core Duties

- Organizes, prioritizes, monitors and assigns daily work for the staff.
- Provides direction to staff regarding urgent bookings and patient testing.
- Responsible for the implementation, maintenance and assessment of quality assurance, including overseeing chart audits.
- Administers topical ophthalmic medications.

Other Related Duties

- Participates in the evaluation of and recommendation to purchase new equipment.
- Establishes, controls and maintains adequate inventory.
- Participates in the development and review of department policies and procedures.

Leadership

- Participates in orientation, training and evaluation of staff.
- Monitors and adjusts staffing schedules to ensure appropriate services are provided.

Decision-Making

- Makes decisions on the day-to-day operations of the Ophthalmology department.

Knowledge:

Education

- Diploma from an accredited Ophthalmic Technology Program.

Registration Requirements

- Certified by the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO).

Working Conditions:

Physical Demands

- Standing and sitting for prolonged periods of time.

Work Environment

- Works in standard clinic environment.