

## Job Description for Ophthalmic Assistant Clinical/Research/Quality, Section of Ophthalmology

The Ophthalmic Assistant position is targeted at recent college graduates with an interest in medicine. The position provides exposure to clinical medicine, medical research and quality improvement projects with 60% time spent in clinical activities and 40% time spent in research and/or quality improvement. This position is best suited for individuals with a background in biology with an intention of working for 2 years following college graduation.

1. Clinical duties: Provide Ophthalmic Assistant work including preparing patients for ophthalmic examinations, accumulate and coordinate information necessary for patient records, assist in the maintenance of ophthalmic equipment by general servicing and cleaning, ensures adequate inventory of consumables and supplies for designated area, assists physicians with daily tasks, ensures compliance with all regulations, policies, and procedures. Additional duties in the clinic may be assigned based on clinical needs which may include visual testing such as visual fields and Optical coherence tomography (OCT). Appropriate training and supervision will be provided for these activities.
2. Research/Quality improvement: Work with the Physician faculty in the section of Ophthalmology on research and quality improvement projects. Examples of such activities with current scribes have included:
  - Quality improvement projects
    - Post op infection in cataract surgery
    - Reop rates for RD surgery
    - Refractive outcomes of scleral fixated IOLs
    - Post op complications of pterygium surgery
    - Development of a handbook for scribes in ophthalmology
  - Research
    - Preparation and co-authorship of manuscripts for publication
    - Preparation and co-authorship and presentation of abstracts for national meetings
    - Preparation for DHMC participation for NIH sponsored clinical study (DETECT trial)
      - Will transition to extramurally funded study coordinator when trial is started
    - Participation in sectional academic activities such as Grand Rounds and Journal club
3. Other duties as assigned.

This position reports to the Chief, Ophthalmology Technologist.