



<b>Job Title</b>	Ophthalmic Technician	<b>Job Code</b>	COM15
<b>Pay Plan</b>	USPS	<b>Pay Grade</b>	16
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Non-Exempt
<b>Job Family</b>	College of Medicine	<b>Union Code</b>	0
		<b>Subfamily</b>	

**Job Family & Subfamily Summary**

College of Medicine Professionals are specialized and unique to the UCF College of Medicine.

**Job Summary**

This position familiarizes patients with eye care procedures, answer patient questions, and take patient histories in order to support the Ophthalmologist.

**Representative Duties**

- 1. Patient Preparation**
  - Prepares patients for exams and procedures and assists physician as needed
  - Obtains ocular, medical, and family history
  - Prepares patient charts for physician visit
- 2. Patient Care**
  - Performs ocular assessment and testing, manifest refractometry, and spectacle prescription evaluation
  - Instructs patients regarding medications, tests, and procedures
  - Performs screening and diagnostic testing and assessments under the direction of the ophthalmologist
  - Instills ocular medications
- 3. Administration**
  - Coordinates clinical services including patient care, appointment scheduling, and procedure scheduling
  - Maintains adequate supplies in exam and treatment rooms

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)	Florida Ophthalmic or Optometric Technologist	
Licensure(s)		
<b>Work Experience</b>		
2+ years of relevant work experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**