



JOB INFORMATION

<i>Job Code:</i>	187445
<i>Job Title:</i>	Ophthalmic Service Specialist I
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Ophthalmology
<i>Job Family Group:</i>	Ophthalmology 1
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Provides technical ophthalmic and administrative assistance to the medical staff of the service assigned.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	Or
X		3 years	certified as a Certified Ophthalmic Assistant

Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Ophthalmic technical experience in a clinical setting.
X		Knowledge of medical terminology.

Certifications

<i>Req</i>	<i>Pref</i>	<i>Select Certifications</i>	<i>Enter Additional Certifications</i>
X			Certified Ophthalmic Technician (COT) or

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X		Certified Ophthalmic Assistant (COA)	
	X		Certified Ophthalmic Medical Technologist (COMT)
	X		Certified Orthoptist (CO)

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Performs all necessary ophthalmic tests and patient work-up in order for the medical staff to diagnose a patient problem. Assists with special procedures and minor surgery.				
Provides direct patient care on assigned service. Participates in patient care on other services when assigned service not in session, or as requested by the department administrator.				
Serves in a liaison or triage capacity between the physician and patient to answer questions, coordinate care or provide patient education.				
Assists in the orientation of technical staff, residents and fellows who rotate through the service.				
Participates in and supports continuous improvement activities such as continuous improvement teams and educational sessions.				
Participates in continuing medication education activities.				
Ensures that patient preparation and paperwork is complete for pre op patients as required by surgery scheduling and admitting procedures.				
Performs various administrative duties as assigned such as ordering of supplies and medication. Ensures rooms are stocked daily with medications and ophthalmic supplies.				
Participates in community outreach activities such as vision screenings and promotional activities to support new business development.				
Ensures confidentiality of all records and information related to patients, physicians, employees, the organization and in related interests.				
Complies with all policies, procedures, regulatory and legal requirements as applicable.				
Performs all tasks in a safe manner in compliance with safety policies and according to applicable regulations. Maintains a neat workstation and environment.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.