



**USC** University of  
Southern California

## Ophthalmic Service Specialist II Job Description

### JOB INFORMATION

Job Code:	187449
Job Title:	Ophthalmic Service Specialist II
FLSA Status:	Non-Exempt
Supervisory:	Leads one or more employees performing similar work.
Job Family:	Ophthalmology
Job Family Group:	Ophthalmology 1
Management Level:	7 Individual Contributor

### JOB SUMMARY

Provides primary ophthalmic diagnostic services and assists an ophthalmologist in evaluating and treating patients. Analyzes patient's condition and prepares diagnostic findings for the ophthalmologist. Counsels and instructs patients in the diagnosis, therapy and prognosis. Serves as the central point for coordinating patient care and patient flow within a specific ophthalmology service. Coordinates activities of ophthalmic and support staff rotating through the service.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	

#### 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
--------------------------	---

#### Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	as a Certified Ophthalmic Technician (COT).

#### 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
--------------------------	---

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ophthalmic technical experience in a clinical setting.
X		Thorough knowledge of orthoptic procedures and tests.
X		Knowledge of medical procedures, terminology and protocols.
X		Knowledge in administering diagnostic tests.
X		Knowledge in specialized equipment and instruments.
	X	Supervisory experience.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Certified Ophthalmic Medical Technologist (COMT) or
X			Certified Orthoptist (CO) or
X			Certified Ophthalmic Technician (COT)

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Obtains and analyzes patient history. Determines and conducts diagnostic tests to evaluate patient's condition. Assists in designing treatment programs in accordance with patient's condition and consultation with ophthalmologist. Conducts patient follow up examinations. Instructs patients in testing and exercise procedures. Administers drops under the supervision of the ophthalmologist.				
Reviews patient's referral medical information. Conducts complete examinations. Provides medical evaluation and treatment plans to ophthalmologist. Selects and schedules diagnostic tests. Monitors treatment with follow up visits and tests. Documents diagnostic procedures for review by ophthalmologist. Instructs patients in the treatment and maintains a supply of educational material and therapy instructions.				
Develops and implements service specific operational protocols that promote service efficiency and teamwork with other services.				
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 and supervision 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.				
Assists the Clinical Specialist with design and implementation of educational programs that support professional growth and development of staff.				
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.				
Serves as a supervisor of all technical staff in the absence of faculty member as requested.				

## 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		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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 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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.