UNIVERSITY OF SOUTHERN CALIFORNIA

Optometrist

Job Code: 199317

Grade: 95
OT Eligible: No
Comp Approval: 11/19/2009

JOB SUMMARY:
Examines eyes to determine nature and degree of vision problem or eye disease and prescribes corrective lenses or procedures. Performs various tests to determine visual acuity and perception. Diagnoses diseases and other abnormalities.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

- Provides direct patient care on assigned service. Participates in patient care on other services when assigned service not in session.
- Prescribes eyeglasses, contact lenses and other vision aids for therapeutic procedures to correct or conserve vision.
- Examines eyes and performs various tests to determine visual acuity perception and to diagnose diseases and other abnormalities. Provides vision therapy and low vision rehabilitation. Analyzes test results and develops treatment plan. Administers drugs to aid in the diagnosis of vision problems. Provides pre-operative and post-operative care to eye surgery patients such as cataracts and laser vision corrective surgery. Diagnoses conditions due to systemic diseases such as diabetes and high blood pressure.
- Consults with and refers patients to ophthalmologists or other healthcare practitioner if additional medical treatment is determined necessary.
- Functions in a liaison/triage capacity between the medical staff and patient, to answer questions, coordinate care or provide patient education.
- Develops and implements service specific operational protocols that promote service efficiency and team work with other services.
- Assists in providing guidance and direction to residents and fellows who rotate through the service.
- Participates in continuing medical education activities.
- Participates in community outreach activities including but not limited to a variety of vision screenings and promotional activities to support new business development.
- Participates and supports continuous improvement activities. Participates in continuous improvement teams and educational sessions.
- 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 work station and environment.
- Maintains confidentiality of all records and information that pertains to patients, physicians, employees, the organization and in related interests.
Perform other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

<table>
<thead>
<tr>
<th>Essential</th>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
</table>

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.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Optometrist Degree (O.D.)

**Minimum Experience:**
- 1 year

**Minimum Field of Expertise:**
- Must have valid O.D. license. Completion of one-year residency program. Experience in ophthalmology, private practice or academic environment. Demonstrated interpersonal skills.

**Skills: Other:**
- Active listening
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Consulting
- Counseling
- Customer service
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Planning
- Problem identification and resolution
- Research

**Skills: Machine/Equipment:**
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier
Supervises:  Level:

May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: ___________________________  Date:_____________________________

Supervisor: _________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer