

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

OPHTHALMIC ASSISTANT

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future positions which perform technical work related to the treatment of patients with eye disorders. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

These technical positions assist professional health-care staff in the treatment of patients with eye disorders.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the statutory definition(s) of supervisor and/or management as defined in s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competitive examination.

II. DEFINITION**OPHTHALMIC ASSISTANT**

This is technical work related to the treatment of patients with eye disorders. Positions assist physicians and nursing staff with minor surgical and laser procedures; perform primary patient assessment and visual function testing; admit patients to the clinic; explain procedures and answer questions; take and record patient's vital signs such as temperature, pulse, and blood pressure; set up sterile fields for surgical and laser procedures; monitor patient during and following a procedure and report observations to professional health-care staff; assist with scheduling of appointments; fill out laboratory forms and obtain results of laboratory tests; organize, clean, and stock clinic examination and procedure rooms; and perform related work as requested. Positions function under general supervision.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective June 1, 2003, 2003 and announced in Bulletin MRS-SC-161 to describe positions that have been collapsed as part of a classification modification project for the technical classifications, collapsed to a single level classification.

BAF
35070