

Palomar College ROP

Ophthalmic Medical Assisting I

Occupational Knowledge and Skills

BASIC OPHTHALMIC MEDICAL ASSISTANT SKILLS

- 1
- A Defines anatomy and physiology of the eye.
 - B Demonstrates knowledge of common eye diseases, including diagnostic tests and treatment.
 - C Demonstrates knowledge of patient phone screenings.
 - D Exhibits history taking skills for patient examinations and follows appropriate procedure for obtaining patient consent.
 - E Appropriately interacts with and accommodates patients with diminished sight.
 - F Determines visual acuities during examination; recognizes abbreviations for distance, near, pinhole, count fingers, hand motion, light perception.
 - G Demonstrates use of basic ophthalmic equipment.
 - H Assesses patient needs of special tests in an office setting, such as tear function and Amsler grid test.
 - I Exhibits understanding of tonometry.
 - J Demonstrates knowledge of basic microbiologic tests.
 - K Demonstrated knowledge of ophthalmic photography and imaging.
 - L Exhibits understanding of basic optics and refraction.
 - M Demonstrates ocular motility testing skills.
 - N Exhibits understanding of visual fields, defects in the visual fields and how various tests are done.
 - O Demonstrates visual field testing skills.
 - P Demonstrates knowledge of ocular pharmacology.
 - Q Exhibits understanding of glaucoma; what it is and how to treat it.
 - R Exhibits understanding of the ophthalmic assistant's role as a surgical assistant.
 - S Responds to patient complaints or concerns in appropriate manner.
 - T Applies rules and regulations for safe work practices.
 - U Follows proper procedure for sterilizing tools, instruments, and equipment.
 - V Demonstrates the ability to assist in the front office area of an ophthalmic or optometric office.
 - W Demonstrates ability to appropriately direct calls and schedule appointments.
 - X Understands the basic principles of charting and proper documentation in an ophthalmology office.
 - Y Discusses eye related conditions using verbal and written skills to promote understanding.
 - Z Demonstrates the ability to assist the ophthalmologist in charting, prescription writing and referral letters.

Workplace Skills and Behavior

- 1
- A Consistently arrives on time.
 - B Participates in discussion and activities in a positive manner.
 - C Demonstrates professionalism in appearance and behavior.
 - D Prioritizes and organizes tasks to ensure timely and accurate completion.
 - E Accesses and utilizes resources appropriately including written materials and technical support.
 - F Understands and communicates ophthalmic principles and basic terminology.
 - G Demonstrates the ability to work independently to complete tasks.

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- H Functions as a team member, working cooperatively/collaboratively to complete projects.
- I Demonstrates an understanding of the ophthalmic healthcare field and can discuss individual skills mastered relative to those applications.
- J Respects diversity.

Job Acquisition Skills/Lifelong Learning

- 1**
- A Completes an appropriate resume and job application.
 - B Models job interview techniques.
 - C Attains awareness of advanced career and educational opportunities and the need for continuous education.