



## Optometrist

### MISSION

Kheir's mission is to increase and provide access to culturally and linguistically-sensitive quality primary healthcare and human services support to the underserved and uninsured residents of Southern California.

### ASSIGNMENT SUMMARY

Optometrists are integral members of the clinical team. The Optometrist provides cost-effective services to low-income families and individuals, with a special focus on providing culturally and linguistically appropriate oral health services to the residents of the community. The Optometrist must be committed to delivering timely, efficient, quality eye care to all patients in a professional, caring, and ethical manner. *English/Korean* Bilingual is highly desired.

### MINIMUM QUALIFICATIONS

- A degree of Doctor of Optometry from one of the schools or colleges of optometry listed as accredited by the Council on Optometric Education of the American Optometric Association (COEAOA)
- Minimum 2 years of experience as a practicing optometrist
- Current, unrestricted California License from the State Board of Optometry
- Current DEA license
- Current life support/CPR certification
- Graduation from an accredited optometry school.
- Appropriate residency/optometry training
- First Aid / CPR Certificate
- Ability to perform emergency resuscitation
- Knowledge of OSHA needs and regulations.
- Ability to coordinate clinic office operations independently, with demonstrated ability to be self-directed.
- Ability to educate patients and family members.
- Skill in written and verbal communication
- Enthusiasm and willingness to promote growth and expansion of low and no-cost oral health care services for underserved communities
- Knowledge of various practice management models, with the ability to creatively solve problems and develop practical solutions in an environment that includes varying and unpredictable circumstances
- Ability to establish and maintain effective working relationships with employees, other agencies, and the public
- Compassion for the health of the underserved and uninsured communities
- Experience in community clinic setting highly desired
- Bilingual in English/Spanish required
- Ability to lift and carry 25 lbs. 50 feet

Kheir Full-Time Optometrist

Accepted: \_\_\_\_\_

## **ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

### **Primary Responsibilities:**

#### **Clinical:**

- Perform eye exams to determine visual acuity and perception, focus and coordination and to diagnose diseases and other abnormalities such as glaucoma or color blindness.
- Provide culturally sensitive, compassionate service for diverse, low-income patient population.
- Collaborate with health center management to uphold policies and meet stated targets for quality care measures and productivity.
- Review & analyze test results and develop treatment plans.
- Prescribe, supply fit and adjust eyeglasses, contact lenses and other vision aids.
- Prescribe medications to treat eye issues as applicable.
- Educate and counsel patients on vision correction options.
- Consult with and refer patients to ophthalmologist or other health care practitioner as necessary
- Provide patients undergoing eye surgeries, such as cataract and laser vision correction, with pre- and post-operative care as applicable.
- Prescribe therapeutic procedures to correct or conserve vision.
- Educate patients, family members and others involved in the patient's eye care

#### **Administrative:**

- Provides close supervision of the activities of the Optometry Assistants
- Is responsible for the actions of the Optometry Assistants.
- Develops and maintains a list of referrals for procedures beyond the scope of services.
- Works closely with Optometry Assistant to gather required statistics.
- Works closely with clinic senior management to determine appropriate co-pay for optometry services.
- Assists the Optometry Assistant in making appropriate arrangements for walk-in patients.
- Works closely with volunteer Optometrist(s) to assure all required standards are met.
- Schedules volunteer Optometrist(s) based on needed in-house services.
- Works with senior management when scheduling volunteer Optometrist services.
- Coordinates Optometry Assistant's services for volunteer Optometrist(s).
- Refers volunteer Optometrist(s) to Clinic senior management to initiate process of volunteering.
- Supervises volunteers assigned to optometry clinic.
- Compiles with contract terms relative to licenses and insurance.
- Supervises collection and documentation of any fees collected by optometry clinic personnel.
- Works closely with Optometry Assistant to facilitate the scheduling for optometry appointments.
- Utilize computer network to coordinate appointments for the optometry clinic.
- Follows security policies and procedures when encountering inappropriate or threatening patient behavior.
- Follows security protocols for ensuring HIPAA compliance in dental waiting area and optometry clinic.
- Respectfully reminds parents that they need to supervise their children and/or have a responsible adult supervise their children while undergoing optometry treatment.

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- Responds to, and documents all Unusual Occurrences involving patient care.
- Responds to and documents all patient complaints and reports to the Medical Director and/or Chief Medical Officer.
- Responds to calls from pharmacies regarding prescriptions and refills as needed.
- Assists in training of support staff.
- Other responsibilities and duties as assigned.

#### **Quality Improvement & Enhancement:**

- Consistently follows Universal Precautions.
- Develops and maintains a policy and procedure for cleaning and sterilization of optometry instruments and equipment.
- Closely supervises the activities of the Optometry Assistant to assure that cleaning and sterilization procedures are correctly followed.
- Consults with appropriate Clinic departments in the development of cleaning and sterilization policies and procedures and maintains standards equal to that of the Clinic.
- Develops and maintains equipment maintenance program utilizing appropriate Clinic resource.
- Consistently uses proper shield techniques.
- Investigates and develops, as appropriate, quality control procedures.
- Develops and maintains a schedule of routine cleaning and optometry equipment (chairs, tables, etc.) using hospital approved solutions for this purpose.
- Participates in chart review and quality assurance activities as detailed in the Quality Assurance policies and procedures.
- Closely supervises the Optometry Assistant to assure that a schedule of regular, thorough cleaning is done.
- Works closely with senior Clinic management in the development and maintenance of patient evaluation tool of optometry clinic services.
- Encourages patients to utilize comprehensive primary care services at other Kheir Clinic locations as appropriate.
- Other responsibilities and duties as assigned.

#### **Patient Records:**

- Maintains current, complete patient records following eye care visits.
- Coordinates integration of system of record keeping consistent with the medical clinic system of record keeping.
- Maintains patient confidentiality.
- Other responsibilities and duties as assigned.

#### **Supplies:**

- Develops and maintains a standard inventory.
- Anticipates the need for supplies and notifies Optometry Assistant on a timely basis utilizing the standard order form.
- Promptly notifies the Optometry Assistant of supplies that need to be returned.
- Continues to maintain a good relationship with the vendors.

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- Maintain current knowledge of new products available that may be appropriate for use in the optometry clinic to increase quality of care.
- Other responsibilities and duties as assigned.

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*Kheir Clinic provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Kheir Clinic complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

*Kheir Clinic will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.*

*Please note that this job description is subject to change to meet the needs of Kheir Clinic.*

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