

OPTICIAN

DESCRIPTION OF WORK

Work in this class involves making and fitting optical glasses and instruments in the optical shop at North Carolina Memorial Hospital.

Employee reviews written prescriptions from doctors, determines proper type and fit of glasses or instruments to satisfy the patient's needs and checks for accuracy of prescription. Duties include maintaining prescription records and some patient information; completing forms relating to Medicaid, Medicare and Services for the Blind requirements; developing the budget; and generally managing the optical shop. Work is performed independently with the usual medical supervision from prescribing doctors, and under the administrative supervision of the Assistant to the General Director.

EXAMPLES OF DUTIES PERFORMED

Takes frame measurements and pupillary measurements to determine height and inset or outset of optical centers and bifocal positions.

Orders correct grinding from laboratory and corrects size and shape of lens.

Takes kectometer readings to fit contact lens and teaches patients in use and care of them.

Fits artificial eyes.

Makes repairs to the frames, orders frames and other shop supplies.

Provides information to physicians on availability of new types of lens, frames and aids.

Reviews monthly financial statements as part of managing the shop budget.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Thorough knowledge of optical glasses and instruments, their use, and the tools required to make, adjust and repair them.

Some knowledge of budget and purchasing procedures.

Skill in manipulating optical measuring devices and appliances, and handling equipment controls and work aids.

Skill in form perception to adjust and properly fit the finished product and to read specifications and prescriptions.

Ability to communicate with doctors and with patients to establish favorable attitudes and to motivate them to use their glasses and other devices.

Minimum Education and Experience

High school or General Educational Development diploma and from an accredited school of opticians and five years of experience under a qualified instructor (completion of an approved two-year training program may be substituted for the five years of experience); or an equivalent combination of education and experience.

NECESSARY SPECIAL REQUIREMENT

Licensed by the North Carolina State Board of Opticians.