UW HEALTH JOB DESCRIPTION

Program Instructor, Ophthalmic Assistant

Job Code: 540097	FLSA Status: Non-Exempt	Mgt. Approval: L. Fahey	Date: February 2024
Department: HR – Career Pathways		HR Approval: S. Whitlock	Date: February 2024

JOB SUMMARY

The Program Instructor, Ophthalmic Assistant will provide instruction within the Ophthalmology Assistant Program at UW Health.

The instructor must be current and competent in the Ophthalmology Assistant Scope of Practice and core curriculum objectives included in all courses. The Program Manager will assign the courses taught. While the Program Manager monitors the overall program direction and performance, the Program Instructor ensures that courses meet all course objectives for each course, skills, lab, or clinical course taught.

The position requires a high level of organizational skills. The Program Instructor is responsible for instructing courses and correlating laboratory exercises for each course they teach, as assigned by the Program Manager.

MAJOR RESPONSIBILITIES

- Provide instruction that covers the curriculum for assigned classes.
- Ensure compliance with program expectations and support program outcomes.
- Perform student evaluation and use continuous quality improvement techniques to determine the effectiveness of instruction and student achievement.
- Create a classroom environment that respects diversity and demonstrates a commitment to multiculturalism.
- Maintain accurate student records.
- Create reports as requested by the Program Manager and the organization.
- Identify students needing assistance. Refer and aid as needed.
- Prepare and update course syllabi for each course taught.
- Assist the other instructors as needed.
- Participate in program development activities.
- Attend and participate in program meetings and organization meetings as needed.
- Assist in the enforcement of program regulations and report student conduct violations.
- Cultivate a personal interest in communities served by the program and participate when possible in community activities.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High school diploma or equivalent. Completion of an education program for Ophthalmology Assistants.
	Preferred	Completion of an accredited Ophthalmic/Optometric program. Associates degree in science, healthcare, education, or other related field
Work Experience	Minimum	Two (2) years of experience as a COA in an ambulatory setting.
	Preferred	Five (5) years of experience as a COT in an ambulatory setting. Teaching experience.
Licenses & Certifications	Minimum	Certified Ophthalmic Assistant (COA)
	Preferred	Certified Ophthalmic Technician (COT)
Required Skills, Knowledge, and Abilities		- Current and knowledgeable in the OA Core Curriculum objectives included in their assigned teaching and have instruction in educational theory and techniques. - The ability to teach and assist in any area of the OA Program as needed. - Possess strong OA Profession skills. - Ability to supervise and motivate students. - Ability to teach to a variety of learners and abilities. - Excellent communication skills

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)

Toddlers (1 – 3 years)	Young Adult (20 – 40 years)
Preschool (4 – 5 years)	Middle Adult (41 – 65 years)
School Age (6 – 12 years)	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	**Up to 10#**	**Negligible**	**Negligible**
X	**Light:** Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	**Up to 20#**	**Up to 10#** or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	**Negligible** or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	**20-50#**	**10-25#**	**Negligible-10#**
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	**50-100#**	**25-50#**	**10-20#**
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	**Over 100#**	**Over 50#**	**Over 20#**
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.