



# DIVISION SCOPE OF SERVICE

<b>Division:</b> CENTRAL WEST TEXAS
<b>Classification:</b> CERTIFIED OPHTHALMIC TECHNICIAN (COT)
<b>Applicant Name:</b>

<p><b>Certified Ophthalmic Technician (COT):</b> The Certified Ophthalmic Technician (COT) must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility, as defined by facility job description.</p>
<p><b>Definition of Care or Service:</b> The Certified Ophthalmic Technician (COT) assists under the direct supervision of an Ophthalmologist (eye doctor) to provide patient care by performing many different eye-related clinical functions. Scope of Service may include:</p> <ul style="list-style-type: none"> <li>• Taking patient medical histories</li> <li>• Instructing patients about medications, tests, and procedures</li> <li>• Coordinating patient scheduling</li> <li>• Able to operate a manual lensometer, a keratometer, and an ophthalmometer</li> <li>• Perform a variety of routine tests using ophthalmic instruments that provide diagnostic information including, but not limited to, intraocular pressures, basic motility, visual fields, PAM and BAT tests, A-Scan ultrasonography and fundus photography.</li> <li>• Assist the physician during diagnostic and minor surgical procedures, including instrumentation, sterile preparations and documentation.</li> <li>• Administer topical medications or diagnostic drugs as required by the provider for testing or treatment.</li> <li>• Prepare and position patient for diagnostic tests and procedures.</li> <li>• Record patient charges for billing department.</li> <li>• Prepare procedure and exam rooms; inventory equipment and supplies; replenish supplies and equipment.</li> <li>• Demonstrates Clinical and Service excellence behaviors to include code of HCA conduct core fundamentals in daily interactions with patients, families, co-workers and physicians</li> </ul>
<p><b>Setting(s):</b></p> <ul style="list-style-type: none"> <li>• Healthcare facilities including but not limited to hospitals, outpatient treatment facilities, clinics and physician practices <ul style="list-style-type: none"> <li>○ Monitoring may occur in all patient care areas, including Surgery, Emergency Department, Critical Care, and general acute settings</li> </ul> </li> </ul>
<p><b>Supervision:</b> Direct supervision by Ophthalmologist</p> <p><b>Evaluators:</b> Supervising Ophthalmologist; department director or designee</p> <p><b>Tier Level:</b> 2</p> <p><b>eSAF Access Required:</b> YES</p>
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• High School diploma/GED or higher</li> <li>• Must complete one of the below: <ul style="list-style-type: none"> <li>○ Worked as a Certified Ophthalmic Assistant for at least 1 year or</li> <li>○ Graduated from an Ophthalmic Technician training program</li> </ul> </li> </ul>



# DIVISION SCOPE OF SERVICE

- Current Certification as an Ophthalmic Technician
- American Heart Association or Red Cross health care provider BLS Certification

**NOTE:** Where education may not be defined in qualifications area of the Scope, HCA requires the highest level of education completed (not training or courses) confirmed on your background check.

**State Requirements:**

- N/A

**Experience:**

- Minimum 1-2 years related experience and/or training

**Competencies:**

The Certified Ophthalmic Technician (COT) will demonstrate:

- Accurate patient information review and evaluation
  - Uses at least two ways to identify patients before treating or performing a procedure
  - Verifies that the requested procedure correlates with the patient’s clinical history, presentation and physician order
  - Participates in the pre-procedure (Universal Protocol) process to verify the correct procedure, for the correct patient, at the correct site and involves the patient in the verification process when possible
  - Accesses the patient medical record appropriately
  - Documents in the medical record according to the facility standard / policy
  - Participates in a time-out immediately before the start of an invasive procedure or making of the incision
- Safe and effective use of equipment and products for treatment
  - Applies equipment/products according to Ophthalmologist treatment orders
  - Follows the manufacturer’s recommendations for equipment and product utilization
  - Initiates ophthalmology equipment/product safely and efficiently
  - Monitor’s patient tolerance of treatment including equipment/product
  - Reports treatment and patient tolerance to Ophthalmologist
- Infection Prevention
  - Practices consistent hand hygiene
  - Uses personal protective equipment (PPE) when required
  - Required immunizations per Division requirements
  - Complies with Isolation precautions
  - Maintains sterile field

**References:**

Joint Commission on Allied Health Personnel in Ophthalmology: <http://www.jcahpo.org/> for verification must call Phone: 651-731-2944 / 800-284-3937



# DIVISION SCOPE OF SERVICE

**Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.**

**Applicant Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_