



PO Box 649 FORT DEFIANCE, AZ 86504 PHONE: 928.729.8000 FAX: 928.729.8269 WEBSITE: WWW.FDIHB.ORG
 A FACILITY OF FORT DEFIANCE INDIAN HOSPITAL BOARD, INC.

OPTOMETRIST (CLINICAL)

Position Description

Division:	Medical
Department:	Optometry
Job Code:	
Salary Range:	Dependent on experience (DOE)
Hours/week:	40 hours/week
Type of Position:	Regular Full-time

Reports to (title):	Chief of Optometry
Job Location:	Tséhootsooí Medical Center
Supervises:	Direct: ___ Indirect: x
Classification:	Exempt
Effective Date:	March 28, 2010
Revised Date:	May 16, 2017

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Fort Defiance Indian Hospital Board, Inc. (FDIHB) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.

POSITION PURPOSE

Under general supervision, provides direct and comprehensive primary, preventive and therapeutic medical and optometric care to individuals across the spectrum of age and development within a high risk population. Responsible for the diagnosis and treatment/management of visual and ocular disorders/diseases.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

CLINICAL DUTIES:

- Independently provides direct comprehensive clinical optometric care in an outpatient setting.
- Utilizes advanced optometric procedures and instrumentation to diagnose and manage ocular disorders/disease; uses a full field of optometric instruments and equipment; such things as patient's visual acuity; amplitude of accommodation; refractive state at far and near point; and accommodation, convergence, and binocular coordination.
- Conducts fundus examination through bio microscopy, including viewing with fixed lens and camera.
- Utilizes ophthalmometry for high astigmatic diagnosis; including utilization of laboratory, radiology services to evaluate ophthalmic conditions; consults with ophthalmologist when appropriate.
- Employs low vision aids such as telescopic and microscopic lenses for correction of sub-normal vision.
- Calculates proper prescription employing formulas ranging from those necessary to calculate simple, single corrective lenses, through those necessary to calculate contact lenses, prisms, iseikonic and aphakia lenses.
- Determines proper remedial alternative and discusses and interprets finding with patients; suggesting appropriate remedial method, including coordination of medical eye care services with other physicians and/or specialist within and outside of FDIHB.

Position Description

- Performs minor surgical procedures (suture removal, corneal foreign body removal) consistent with hospital clinical privileges.
- Provides total patient care including prevention, health maintenance, early diagnosis, treatment and follow-up services.
- Assures preparation and completion of comprehensive medical records in a timely appropriate manner in compliance with applicable guidelines.
- Provides emergency on-call consultation and care as directed on a monthly basis.

Administrative Duties:

- Participates in mandatory departmental and hospital staff meetings.
- Actively participates in any departmental QA/PI projects.
- Supervises optometric resident/interns when applicable.
- Maintains clinical competence through continuing medical education, self-study, review of professional journals and proficiency training in the use of new bio-medical ophthalmic devices and equipment.
- Provides professional and technical in-services to facility personnel when applicable.
- Provides written reports as needed by other physicians and/or agencies.
- Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

- | | |
|--|--|
| Experience: | <ul style="list-style-type: none">• Two (2) years clinical experience in Optometry or Completion of an accredited Optometry Residency Program. |
| Education: | <ul style="list-style-type: none">• Doctoral of Optometry degree or professional degree in Optometry from a school accredited by the Council on Optometric Education of the the American Optometric Association.• Must be therapeutic pharmaceutical agents (TPA) and Diagnostic Pharmaceutical Agents (DPA) certified.• Active unrestricted Optometrist License from any U.S. State or Territory.• Current, valid, unrestricted Drug Enforcement Agency (DEA) License. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities pertaining to optics, eyes, and vision. This includes symptoms, treatment alternatives, drug properties and interactions, and preventative health-care measures.• Knowledge of experience or mores and customs of ethnic groups on the Navajo Reservation and the ability to appreciate cultural differences.• Knowledge of hospital-wide policy and procedures, and medical functions to coordinate and participate in departmental activities.• Skill in tactful communications, judgment and persuasiveness.• Skill in communicating information and ideas both in writing and verbally for other to understand.• Skill in the use of all forms of topical ophthalmic diagnostic and therapeutic pharmacological agents to evaluate, diagnose and manage disorders of the visual and ocular system.• Skill in providing quality patient care that is carried out in a respectful caring manner, with cultural awareness.• Ability to give clear verbal and written instructions; has excellent interpersonal skills.• Ability to use oral therapeutic medicines as indicated to treat/manage ocular pathology.• Ability to competently diagnose and manage a caseload where 60-70% is comprised of ocular pathology.• Ability to meet and deal with a variety of internal and external customers.• Ability to be educated in the proficient use of numerous technical medical and ophthalmological devices.• Ability to maintain good working relationships with individuals and families. |

Position Description

- Meets the criteria for Credentialing & Privileging of FDIHB Medical Staff Membership of the FDIHB Medical Staff Bylaws.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Three (3) years equivalent post-graduate work experience.
- Completion of an accredited IHS or other ocular disease Optometry Residency Program.
- Completion or candidate of the American Academy of Optometry Fellowship Program.
- Bilingual skills in English and the Navajo language.

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

NAVAJO/INDIAN PREFERENCE

FDIHB, Inc. is located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position and members of other federally-recognized Indian tribes will be given secondary preference. Other candidates will be considered only after all candidates entitled to primary or secondary preference have been fully considered.

OTHER

All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

OPTOMETRIST (CLINICAL)

Position Description

REVIEWED BY	Jamie Whitehorse	TITLE	HR Information Systems Administrator
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

ACKNOWLEDGMENT

I have reviewed the content of the **OPTOMETRIST (CLINICAL)** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date
