



JOB INFORMATION

Job Code:	187453
Job Title:	Ophthalmic Photographer
FLSA Status:	Non-Exempt
Supervisory:	May oversee student, temporary and/or resource workers.
Job Family:	Ophthalmology
Job Family Group:	Ophthalmology 1
Management Level:	7 Individual Contributor

JOB SUMMARY

Provides ophthalmic and general photographic and audio visual services as needed for patient care and/or projects.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Associate's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience in ophthalmic photography.
X		Darkroom experience required. Knowledge of ophthalmic photography and darkroom techniques.
X		Knowledge of medical terminology.
X		Experience in digital imaging systems.
X		Knowledge of ophthalmic anatomy and the application of photography.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Certified Ophthalmic Photographer (COP)
	X	Certified Retinal Angiographer Certification	
	X		Certified in multi-center clinical trials.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Performs ophthalmic photographic procedures such as fundus photography, slit lamp photography, indocyanine green angiography, disc photography, fluorescein angiography, gonio photography, external photography and lens retroillumination photography to document and help diagnose ocular diseases.				
Sets up, operates and maintains equipment to conduct appropriate tests and procedures. Prepares the necessary supplies for photography, exams and procedures. Provides basic maintenance of all cameras and imaging equipment. Troubleshoots common problems with photographic equipment.				
Provides direct patient care in the photography department. Participates in patient care on other services when necessary. Ensures confidentiality of all records and information related to patients, physicians, employees, the university and in related interests.				
Prepares exam results for interpretation by physician. Consults with physician concerning test results and alerts physician to positive test results or test abnormalities. Reports patient's concerns, symptoms, reactions and changes to licensed clinic personnel.				
Serves in a liaison or triage capacity between the medical staff and patients to answer questions, coordinate care or provide patient education.				
Monitors and tracks work requests. Routes work to vendors and distributes photographs as needed.				
Establishes and maintains a filing system for patient images and photographs. Labels and files photographs.				
Establishes and maintains database information system to track patient photography for research purposes.				
Performs film processing and printing when required. Stocks darkroom supplies and oversees film and printing darkroom.				
Assists in research photography. Provides photography for research publications, presentations, posters and papers.				
Performs public relations photography and portrait photography.				
Performs all tasks in a safe manner in compliance with safety policies, guidelines and applicable regulations. Complies with all policies, procedures, regulatory and legal requirements as applicable. Maintains a neat workstation and environment.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/	No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date
_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.