

## **POSITION DESCRIPTION**

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<b>POSITION:</b>	<b>Chief Optometric Officer</b>	<b>LICENSED:</b> No
<b>DEPARTMENT:</b>	Optometry Clinic	<b>GRADE:</b> Contracted
<b>REPORTS TO:</b>	Clinic Coordinator	<b>STATUS:</b> Exempt

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### **POSITION SUMMARY:**

The Chief Optometric Officer is directly responsible to the Clinic Coordinator who in turn provides timely updates to the Health and Human Services Director regarding any issues pertinent to the Chief Optometric Officer. The Chief Optometric Officer must follow the Bay Mills Personnel Policy and Procedures, the policy and procedures as documented for the health center, and the policies for credentialing and privileging as promulgated for the health center and human resources use.

To assure the delivery of quality optometric services, the Chief Optometric Officer is responsible for providing optometric clinical leadership as it relates to the diagnosis, care and treatment of general optometry cases, in the capacity of staff optometrist, but also as a peer supervisor of other optometrist and other practice staff. The Chief Optometric Officer may provide supervision and treatment in an ambulatory and urgent care setting that includes telehealth medicine.

The Chief Optometric Officer is responsible for diagnosis, management, and treatment of conditions and diseases of the human eye and visual system, diagnose problems or impairments, prescribe corrective lenses, and provide treatment. May prescribe therapeutic drugs to treat specific eye conditions.

### **ESSENTIAL FUNCTIONS:**

1. Assist with development, documentation and refine the operating procedures used in the Optometric department.
2. Examine eyes, using observation, instruments and pharmaceutical, to determine visual acuity and perception, focus and coordination and to diagnose diseases and other abnormalities such as glaucoma or color blindness.
3. Analyze test results and develop a treatment plan.
4. Prescribe, supply, fit and adjust eyeglasses, contact lenses and other vision aids.
5. Prescribe medications to treat eye disease.
6. Educate and council patients on contact lenses, visual hygiene, lighting arrangements and safety factors.
7. Consult with and refer patients to other health care practitioner if additional medical treatment is determined necessary.
8. Remove foreign bodies from the eye.
9. Provide patients undergoing eye surgeries, such as cataract and laser vision correction, with pre- and post-operative care.
10. Prescribe therapeutic procedures to correct or conserve vision.

11. Provide vision therapy and low vision rehabilitation.
12. Order and provide primary interpretation of laboratory studies.
13. Record organized, legible entries in patient record, including referrals and correspondence with outside Physicians and Optometrists.
14. Participate in Head Start and Tribal school screenings as needed.
15. Provide ongoing training for para-optometric personal in the areas of optometric assistant and optical procedures.
16. Attend continuing education courses to keep informed of new technology and advances in the optical industry.
17. Follow established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards.
18. Contribute to a team effort and accomplishes related results as required.
19. Adhere to all Personnel Policies and Procedures, Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
20. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
21. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.
22. Other duties may be assigned within the scope and complexity of this position's essential functions.
23. Must attend any and all mandatory trainings offered through the Bay Mills Human Resources Training Department.

### **Chief Optometric Officer Responsibilities:**

It shall be the responsibility of the Chief Optometric Officer to provide the following agreed upon services:

1. Assist health and human services administration and other optometry clinic staff to develop, implement and evaluate department plans, policies and procedures to achieve and maintain professional standards.
2. Keep health and human services administration and provider staff updated on technical and optometry advances and innovations that might be of value to the organization and the optometry practice.
3. Act as principal liaison between optometry provider staff and clinic coordinator and health and human services director, regarding medical matters and policies. Keep health and human services administration aware of optometry clinic equipment and budgetary/resource needs.
4. Provide input into the planning and resource allocation processes of the clinic based on clinic need.
5. Participate as a partner in the organizations Continuous Quality Improvement Initiative.
6. Participate in broader Quality Improvement Committees, and subcommittees relevant to Quality Improvement in clinical performance improvement. Participates in

development and implementation of quality assurance peer review and utilization reviews. Provides and receives up to date information regarding these areas.

7. Assist health and human services administration in recruitment and selection efforts of additional optometry staff.

### **PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to sit, walk, frequently stand, handle, feel, reach with hands and arms; climb or balance; and stoop, kneel crouch, or crawl and be able to reach out and pick-up and hold small objects; stand; and talk, hear; and occasionally lift and/or move up to twenty-five (25) pounds. The employee's work is predominately performed in a medical clinic setting with adequate room temperature, lighting, and ventilation. May involve providing care to medically compromised apprehensive or mentally challenged patients that may complicate the treatment process. Personal protective garments (scrubs or overcoats) will be provided and are required to be worn during the delivery of patient care. Careful attention must be paid to infection control and other risk management issues.

### **POSITION REQUIREMENTS:**

1. Doctor of Optometry Degree
2. Active State of Michigan OD licensure, including certification in the use of diagnostic and therapeutic pharmaceuticals.
3. Three to five years of experience in an optometry practice, private or other Indian health facility.
4. Experience in optometry program management.
5. Must successfully pass all background checks.
6. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.
7. Knowledge of clinical operations and procedures.
8. Knowledge of computer systems, servers, and work stations.
9. Knowledge of ocular procedures and screenings.
10. Knowledge of modern office practices, procedures, and equipment.
11. Knowledge and understanding of all aspects of ocular photography, including fundus photography.
12. Knowledge of diabetes and how it affects the retina is required.
13. Knowledge of ICD-10 coding and insurance billing is required.
14. Knowledge of therapeutic pharmaceuticals.
15. Skill in performing ocular screening examinations, refraction, and visual acuity testing, using ETDRS or other standardized means.
16. Skill in the use of personal computers and related software applications.
17. Ability to read and interpret medical records.
18. Ability to operate and use a keratometer, lensometer, visual field analyzer, topographer, fundus camera, HRT, NCT tonometer, pupilometer, auto refractor and blood glucose monitor.
19. Ability to maintain quality, safety, and/or infection control standards.

20. Ability to utilize, calibrate, configure and/or troubleshoot testing systems and instruments.

**PREFERENCE:** Preference will be given to those of Native American descent.

**CLOSING DATE:** OPEN UNTIL FILLED

**APPLY TO:** Please send Resume, Cover Letter, and 3 Letters of Reference to:

Anna Carrick or Renae Wiczorek  
Human Resources Generalists  
Bay Mills Human Resources Department  
12124 W. Lakeshore Drive  
Brimley, MI 49715  
(906) 248-8523 or (906)-248-8528

[recruitment@baymills.org](mailto:recruitment@baymills.org)

Subject: Chief Optometric Officer

\*\*Applications can be found on the Bay Mills website at  
[www.baymills.org](http://www.baymills.org) under the employment section\*\*