



Position Description

Optometrist (Temporary – up to 6 months)

Department: Optometry

FLSA Code: Exempt

Reports To: Chief Medical Officer

Position Summary:

Under General Direction, implements Ravenswood Family Health Center (RFHC)'s mission, philosophy and goals across all activities. Delivers comprehensive primary eye care commensurate with optometry degree, privileging, and State of California scope of practice, using evidence based high quality care and patient centered health home (PCHH). Works with other providers to define best clinical practices and with the care team to deliver care under established protocols. Provides comprehensive eye care that includes diagnostic and rehabilitative procedures necessary for the treatment of refractive anomalies, complex visual anomalies, ocular diseases and manifestations of systemic diseases. Works with team and health center to collect data and review reports to improve care and for achieving and maintaining PCHH and Meaningful Use (MU). Champions customer service and quality improvement. Maintains a professional atmosphere that respects patients and staff.

Essential Responsibilities

- Examines, diagnoses and treats patients according to degree and optometry credentialing.
- Willing to see urgent patients in addition to scheduled patients.
- Provides quality optometric care according to established standards and RFHC clinical quality protocols; performs all duties and services using a quality improvement approach (see TQM policy) to continuously improve care quality and efficiency and lower healthcare costs
- Documents on the electronic health record according to standardize protocols that specify templates to use and where to document certain elements to be able to generate required reports for PCHH and MU and others. Uses a SOAP format for each patient problem that supports the assessment and plan and uses standard abbreviations. Documents all patient communication, including phone calls and messages in the patient record
- Completes patient charts and submits billing encounters within 1 business day.
- Participates in peer review and internal quality control audits.
- Assists in covering patients for optometrists who are out by reviewing labs, returning calls, authorizing prescriptions and other items to ensure continuity of care in general. Reviews "Provider of the Day" box and EHR tasks and Provider Action Queue "PAQ" for providers they are covering.
- Assists nurses in triaging and sees walk-in urgent eye care patients.
- Maintain RFHC standard clinical supervision to ancillary support staff such as medical and optometry assistants, opticians, health educators and lab personnel.
- Attends RFHC meetings, trainings, as requested and completes online compliance courses.
- Work hours and productivity standards
 - The optometrist schedule and hours are determined at the start of employment and require approval to change schedule. Clinic shifts are 8am-7pm.

- Must be present for the entire assigned shift to make sure patients are seen unless arranges with other providers for coverage.
- Each optometrist is expected to meet generally accepted community productivity standards.
- Adheres to basic employee duties that include starting work shifts on time and being available for patient care throughout a work shift, completing time cards promptly, submitting leave requests in a timely manner, complies with dress code and professional conduct towards staff and patients (see RFHC employee handbook.)
- Attends all required staff and provider meetings. If < 50% FTE or not working on days of the meeting reads minutes and related emails.
- Participates in quality improvement efforts and assists in collecting data to help patients meet health maintenance and chronic disease measures.
- Other duties as assigned and requested

Qualifications:

- Thorough knowledge of current principles, methods and procedures for the delivery of optometric evaluation and diagnosis and treatment in area of expertise, commensurate with his/her training.
- Experience in observing, assessing, examining and documenting key elements for many types of chief complaints and diagnoses.
- Knowledge of relevant medications and dosages and ability to instruct patients and their families in correct usage.
- Understands and observes legal and ethical standards for the delivery of optometric care.
- Understands and follows quality, safety and/or infection control standards.
- Possesses effective verbal and written communication skills.
- Ability to work well with a care team.
- Ability to motivate patients to wellness
- Prior experience in a Community Health Center or with vulnerable high risk populations; demonstrates special interest in the area of community health with ability to provide culturally competent care.
- Ability to complete an optometry visit in Spanish is strongly preferred or a defined plan for attaining this proficiency is required.
- Experience or desire to be proficient in Electronic Health Record (EHR).

Required Licensure

- Doctor of Optometry degree with a valid OD license to practice in the State of California
- Current CPR or BLS or PALS or ACLS
- Must be credentialed per RFHC policies and procedures for both clinical and billing purposes under Medicare/Medicaid and others; must keep credentials current

Qualified applicants, please submit CVs to:

resumes@ravenswoodfhc.org OR

FAX: 650.321.8576